



## 2024 Call for Curators, Programming, and Art

### Rolling Deadline for Submissions

(Applications must be received at least two months prior to event's starting date)

#### Introduction:

I-195 Redevelopment District (District) is seeking proposals from curators, event organizers, and those interested in community programming for 195 District Park (District Park) from April 1, 2024 – March 30, 2025.

#### About District Park:

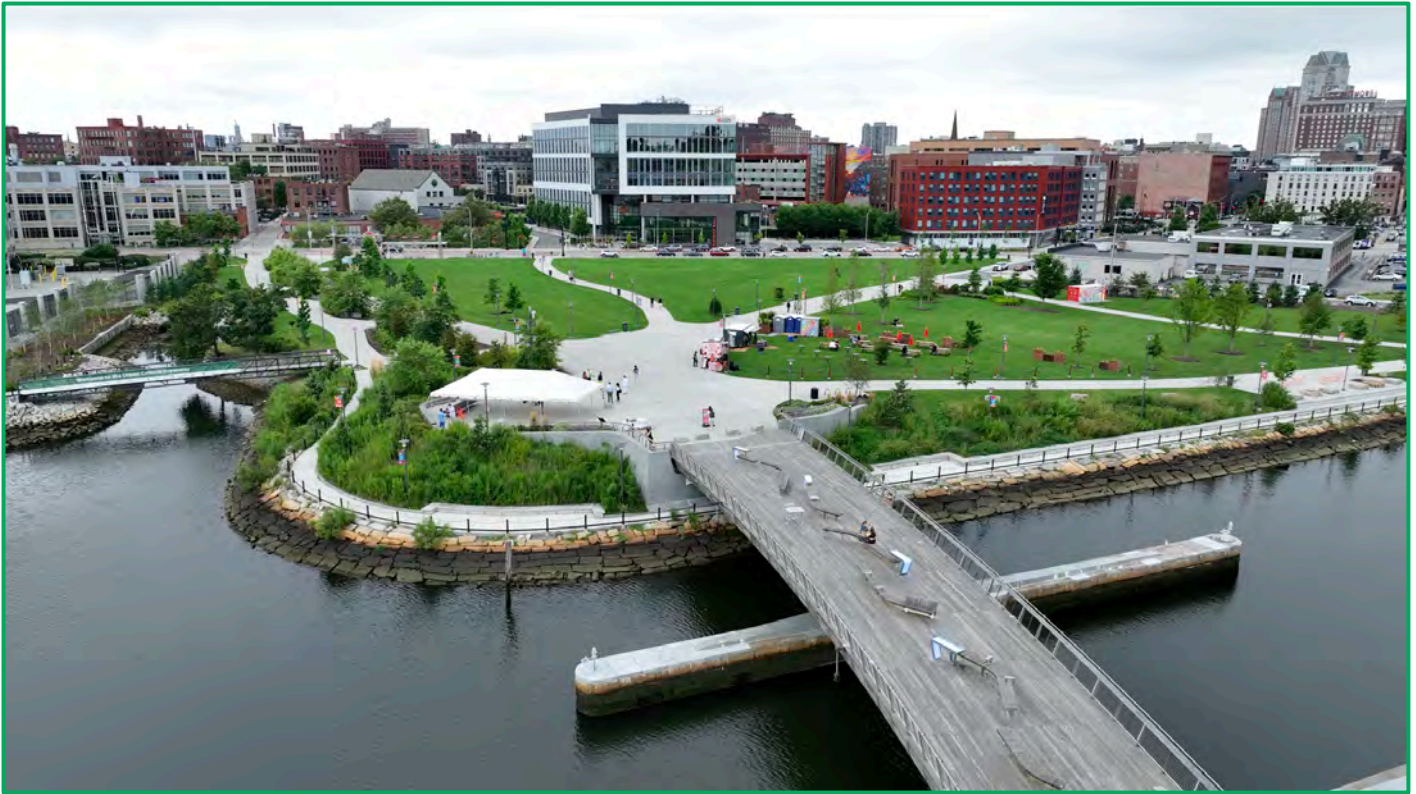
District Park is a seven-acre urban park located along the Providence River. Connected by the Michael S. Van Leesten Memorial Bridge, District Park connects the east and west sides of the city and has views of the skyline and the Providence River.

District Park opened in 2019. It is heavily programmed with over 100 unique events held between April and November 2023, and two seasonal, semi-permanent food and beverage establishments: a beer garden with a food truck program and an ice cream vendor. Events include concerts, community gatherings, art markets, conferences, family activities, fitness and movement classes, film screenings, and more. There are approximately 5,000 visits to the Park daily and about 1.5 million total visits in 2023.

The District is developing an approximately 3,500-SF park pavilion that will include year-round food service operated by the Isle Brewers Guild in partnership with Seven Stars Bakery, public restrooms, and a park office. Construction will begin in 2024.

District Park aims to be a vibrant and active public space that improves the quality of life for residents and workers in Providence and supports the development of an innovation district.

For more information about District Park, visit [www.195districtpark.com](http://www.195districtpark.com).



195 District Park – West Side



Jala Yoga in District Park



Ice Jam



RI PrideFest



Puzzical Chairs and Pies





Figure 1 - Park Map

## Site Overview:

**Electricity:** The park has GFCI electrical outlets that are 125V/20A on half of the light poles (indicated with \* on Figure 1).

**Furniture and Seating:** The park has 120 folding chairs, 40 round café tables, and 3 six-foot folding tables available for use. Additional seating is available at the Guild Beer Garden during their hours of operation,

**Storage:** There is very limited storage available on-site. Please indicate in your application if you will require on-site storage and why you need it.

**Supplies:** A full inventory of available supplies for park events can be requested. Supplies include: sandwich boards for signage, extension cords, cable covers, power strips, a small PA for a microphone, and speaker stands.

**Restrooms:** 3 portable restrooms (1 ADA accessible) are located within the Guild Beer Garden site on the west side of the park.

**Water:** There are faucets available for non-potable water on the west of the park.

## Guidelines:

- Applications are open to individual artists, curators, programmers, organizations and/or companies.
- Proposals for events / series of events may be submitted with funding requests of up to \$10,000. **If you would like to book a park event but do not require funding from the park, do not submit your request via this application**, visit [www.195districtpark.com/event-inquiries/](http://www.195districtpark.com/event-inquiries/).
- Preference will be given to events that prioritize accessibility and that are free and open to the public. For proposals with earned income components, such as ticket sales, vendor fees, or sponsorships, applicants can also use this application to request park rental fee waivers. The 2024 park fee table can be found at [www.195districtpark.com/fee-table/](http://www.195districtpark.com/fee-table/).
- All public performances or exhibitions must take place in a space that is physically accessible to people with disabilities, as required by law.
- Promotional materials outlined in the marketing plan **must** be received a month prior to the event date in order to be shared with the public. If promotional materials are not received, funds outlined for marketing in the grant proposal may be withheld from final payment of the grant.
- Applicant must be able to work independently.
- Applicant must be able to adhere to park rules and use guidelines (**see Attachment A**).
- Depending on the scope of an event, an applicant may be required to hold an insurance policy in accordance with park event guidelines. If an applicant does not already have liability insurance, the applicant may be asked to purchase a policy. If an applicant needs to purchase a policy, the applicant can indicate this as an expense in the budget section of the application. Insurance may be event specific (**see Attachment B**).
- Depending on the size and scope of a proposed event, an applicant may be required to permit their event through the City of Providence's special event permitting process, in addition to the District's temporary use permitting process which is required of all grant recipients. A link to the special event permit application can be found [here](#).
- Events must adhere to District Park's social media and marketing policy (**see Attachment C**).
- Applicants may request funds up to 10% of the total grant amount to be used to purchase equipment and supplies that they will maintain ownership of following the proposed program in the park. If an applicant requests to spend more than 10% of the total grant towards equipment and supplies, the District may request to maintain ownership of certain items following the event.
- If a proposed event or activation does not occur due to inclement weather, the District will work with the grantee to reschedule to a mutually agreeable date. Rain dates may also be set up in advance on a case-by-case basis. Should an event or activation not occur following the award of a grant, the District will withhold payment or request reimbursement if funds were already distributed.

Selection Criteria	Points
Community impact: the scale, type of programming, diversity of content, public engagement and interaction, and alignment with District Park’s goals and vision.	30
Applicant's experience and demonstrated results in producing successful programs in public spaces.	20
Technical and logistical feasibility of the proposed program.	20
Budget approach: Completeness of budget, evidence of need for requested funding, and impact in relation to the use of requested funding. Events must be open to the public and are more likely to receive funding if they are free to attend.	20
Uniqueness of programming (There may be multiple proposals of a similar type of event).	10
<b>TOTAL</b>	<b>100</b>
<i>Additional Points:</i> Respondent or its team members are certified Rhode Island MBE/WBE firms (points given from 1-6 based on % of contract).	6
<b>TOTAL POTENTIAL POINTS</b>	<b>106</b>

Proposals that receive 75 points or higher will be approved.

The 2024 selection process is anticipated be more competitive than in previous years due to an expected increase in the number of applications and limited availability of funds.

## Things to Remember:

- Proposals are only for projects that require funding from the District. If your event does not require funding, visit [www.195districtpark.com](http://www.195districtpark.com).
- Proposals may be partially funded or scaled down based on the number of overall proposals received, available funds, and scheduling considerations.
- Proposals may be approved, but with partial or no funding. Applicants may choose to not move forward with their event in this case.
- No applicant is guaranteed funding at any level, even if all basic requirements have been met.
- Funds must be used towards programming in District Park that occurs between April 2024 and March 2025.
- Grant funding is taxable income.
- Acceptance of a proposal is an initial step towards receiving funding. Applicants will need to take additional steps in accordance with the park's permitting process before final approval is made.
- The District requires at least 30 days following the issuance of an event permit to process grant payment.
- Outdoor events are dynamic and potentially impacted by weather. Inclement weather plans should be included in the proposal.
- Outdoor events require flexibility; the District reserves the right to request changes on aspects of your proposal.

**APPLICATIONS WILL BE ACCEPTED ON A ROLLING BASIS**

**PROPOSALS WILL BE EVALUATED AND CONSIDERED FOR FUNDING IN THE ORDER THAT THEY ARE RECEIVED.**

**PROPOSALS MUST BE RECEIVED 60 DAYS PRIOR TO THE PROPOSED EVENT DATE.**

**IF AN EVENT(S) IS PROPOSED FOR JANUARY - MARCH 2025, THE APPLICATION MUST BE RECEIVED BEFORE 3:00 PM ON DECEMBER 30, 2024**

Please send completed applications to [park@195district.com](mailto:park@195district.com).

Please put **"Call for Curators, Programming, and Art"** in the subject line.

Answers to questions will be posted on the park website ([www.195districtpark.com](http://www.195districtpark.com)) and the State's Purchasing website ([www.ridop.ri.gov](http://www.ridop.ri.gov)).

Info sessions and Q+A opportunities are scheduled throughout the year.

Please see **'Attachment D'** for dates, times, and additional info.

## Applicant Information

Title of Programming / Event

Name or Organization Name	Email	Phone #

Contact Person (if different than above)	Email	Phone #

Are you applying as an individual? Team of individuals? Organization? 501(c) 3 ? LLC? Other (Please Specify)?	Address

Mission or artist / programming statement



# Program Proposal

Additional information can be provided in a separate document if more space is needed.

What is the vision for your event, program, and/or project?

Please synthesize the above vision and details into a 1-3 sentence blurb / summary of your project.

How does your project support District Park's mission, vision, and goals?

What type of experience do you have creating similar events or activations?

What is the anticipated audience size?

List any known potential collaborators or artists involved with the project.

Please outline your marketing plan for the event. How do you anticipate maximizing participation?

Who is the target audience for your event(s) or activation?

Please include any other information you feel is important for understanding your proposal.

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Links to supporting materials, website, media, weblinks, articles.

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Requested date(s) - Please indicate if recurring and if there is date flexibility. Indicate if you are requesting a rain date(s).

Estimated run time / time of day

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Figure 1 – Park Map

Please describe where in the Park you envision your programming taking place. Please note the locations of the Guild Beer Garden and Tizzy K’s Ice Cream. It is possible to program within these food and beverage concession locations, but it requires coordination with our partners. If needed, refer to the above site map (Figure 2).

Blank response area for programming description.

Please describe how your event(s) will utilize the physical space. What space needs, required production elements, power requirements do you have? Indicate any information pertinent to event set up.

### Project Budget:

The project budget indicates how the applicant will utilize direct and in-kind funds to execute their project, including the use of funds from the District. This should be a comprehensive project budget that includes all revenue (sales, sponsorship, and / or in-kind support) and itemized expenses. Please only include revenue sources and expenses that are directly supporting the proposed activation in District Park.

Should your proposal be approved, the District will contract with you as a programming partner. Unless otherwise noted, you will be responsible for all expenses related to this proposal.

Please fill out the budget template with as much detail as possible on the following pages. The form below is designed to encourage respondents to be specific about each budget item.



## Expenses:

Itemized Expense	Amount	Description
Artistic fees (must be paid directly to performers). In the description, note how much will be paid per performer if there is more than one.		
<i>TOTAL ARTISTIC FEES</i>	\$	
Administrative fees paid to administrative / production staff (Please specify any hourly rates and roles of staff)		
<i>TOTAL ADMINISTRATIVE FEES</i>	\$	
Rental costs of production materials include sound, lighting, and any other rentals necessary to complete the project.		
<i>TOTAL RENTAL COSTS</i>	\$	
Supplies and materials. <u>Must</u> be specified in the description. Should not exceed 10% of the total grant request.		
TOTAL SUPPLIES AND MATERIALS EXPENSES	\$	
Cost of insurance coverage (you may need to research to find cost).		
<i>TOTAL COST OF INSURANCE</i>	\$	
Marketing and promotional expenses. In the description, please include a specific marketing plan with key dates and deadlines and specific uses of the marketing funds. If marketing assets identified in the budget are not produced, the District can withhold the marketing budget from the final grant payment.		
<i>TOTAL MARKETING COSTS</i>	\$	
Any additional expenses (Please identify in description)		
TOTAL OTHER COSTS	\$	
<b>TOTAL EXPENSES</b>	<b>\$</b>	

## Revenue:

Indicate any planned additional funding sources for your program in the park.

Itemized Revenue	Amount	Description
<p>Sponsorships. List all sponsorships with amount.  <u>Do not include potential Call for Curators, Programming, and Art funding.</u></p>		
<i>TOTAL SPONSORSHIP REVENUE</i>	\$	
<p>Ticket sales</p> <p>Keep in mind that most areas of the park are open to the public. Ticketed events require closing sections of the park and potentially make programming less accessible. If you are planning a ticketed event, please include a suggested ticket price with the anticipated number of tickets sold.</p>		
<i>TOTAL TICKET SALE REVENUE</i>	\$	
<p>Grants. List all grant revenue with amount per grant.</p>		
<i>TOTAL GRANT REVENUE</i>	\$	
<p>In-kind funds (please specify any non-monetary contributions identified for your project).</p>		
<i>TOTAL IN-KIND REVENUE</i>	\$	
<p>Other (please identify next to listed amounts)</p>		
<i>TOTAL OTHER REVENUE</i>	\$	
<b>TOTAL REVENUE</b>	\$	

**TOTAL GRANT REQUEST:**

\$ \_\_\_\_\_

## NOTIFICATIONS:

In accordance with R.I. Gen. Laws § 28-5.1-1(a), equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

In accordance with R.I. Gen. Laws § 7-1.2-1401(a), no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful Proposal.

Questions, interpretations, or clarifications concerning this Call for Curators, Programming, and Art should be directed by e-mail to [park@195district.com](mailto:park@195district.com). Questions and answers will be posted on the webpage on a rolling basis.

*The District reserves the right to reject any or all proposals for not complying with the terms of this Request for Proposals. In addition, The District reserves the right to modify the scope of services if in the best interest of The District. The District also reserves the right to negotiate with any successful Proposer in the event that proposal price exceeds available funds. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal may be withdrawn prior to the District issuing a permit for the proposal.*

*The District reserves the right to terminate this solicitation prior to entering into any agreement with any qualified Proposer pursuant to this Request for Proposals, and by responding hereto, no proposers are vested with any rights in any way whatsoever.*

### ISBE Participation:

Are you registered as a Women Business Enterprise (WBE) or Minority Business Enterprise (MBE) with the Rhode Island Office of Diversity, Equity & Opportunity? All applicants must fill out the ISBE Participation form attached to this application (**Attachment E**).

YES

NO

### Agreement to Terms:

The applicant, by submitting this application, agrees to comply with all guidelines contained within the application. The applicant affirms that all information provided and answers to questions herein are complete, true, and correct to the best of their knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 195 District Park Rules (Attachment A)

### **YOU ARE WELCOME...**

- to visit the park during the hours posted
- to use open areas, including the lawn
- to enjoy the gardens without entering flowerbeds or picking flowers
- to sit on the furniture and benches
- to deposit waste in trash receptacles
- to bring your dog, provided it's leashed, and you clean up after it
- to book your function of 20 people or more by visiting the host an event page

### **PARK GUIDELINES PROHIBIT...**

- smoking, drug use, and alcohol use (except at permitted programming or events with designated areas for alcohol consumption)
- vehicles on walkways or within park grounds, except by permit
- organized ballgames
- Unpermitted marketing promotions, vending, fundraising, or commercial activity
- sitting or standing on fences or railings
- feeding birds and other wildlife
- rummaging in trash receptacles
- performances or amplified music, except by permit
- obstructing park entrances
- use of plastic tarps on the lawns
- cycling, skating, rollerblading, skateboarding, or using a scooter inside the park outside of the designated lanes
- food vending, barbecuing or cooking, except by permit
- erecting tents or other enclosures or inserting flags or poles of any kind into the ground, except by permit

## **Sample Insurance Requirements (Attachment B)**

a. For events where attendance is expected to be 500 or fewer people:

(i). Comprehensive General Liability and property damage insurance, including personal injury, blanket contractual, broad form property damage liability and completed operations and products coverage and property damage with coverage limits of not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 annual aggregate. Including Liquor Liability if applicable to the permitted event. All such insurance shall include Licensor and any managing agent of Licensor as additional insureds, shall include waiver of subrogation and be primary and non-contributory;

(ii). Workman's Compensation Insurance as required by the General Laws of Rhode Island;

(iii). Commercial Auto or Non-Owned Auto liability with limits of \$1,000,000; and

(iv). Umbrella Liability of not less than \$1,000,000. Subject to final review by Licensor based on Licensor's assessment of the overall risk of the permitted event.

b. For events where attendance is expected to be more than 500 people: same as in a. above except that Umbrella Liability shall be not less than \$5,000,000, subject to final review by the Licensor based on the overall risk of the planned event.

## Social Media and Marketing Policy (Attachment C)

When posting on your own social media channels about park activities programming partners must:

- Use the geotag “195 District Park.”
- Tag the park @195DistrictPark (on Instagram or Facebook).
- The park website is [www.195districtpark.com](http://www.195districtpark.com). All park events must be listed on our site at least four weeks prior to the event date. Please make sure promotional materials are shared with park staff in a timely manner to ensure that event listings can be shared publicly at least four weeks prior to the event date.
- If your event takes place on the “Bally’s Event Lawn” on the Dyer Street side of the Park. Please refer to the venue as: “Bally’s Event Lawn at 195 District Park”.



- By sharing 195 District’s social media pages, you are agreeing to our commenting policy, outlined below:

We reserve the right to delete posts containing any of the following elements:

1. Profanity and obscene, threatening or harassing language or images
2. Content that promotes, fosters, disparages or perpetuates discrimination of any kind
3. Content that is hateful, promotes or incites violence or is harassing
4. Content meant to threaten or defame any person or organization
5. Misinformation and spam

6. Off-topic/irrelevant
7. Personal attacks
8. Promoting illegal or questionable activities

If you violate this policy, you will be removed from the page.

**Marketing Materials:** Any print or digital marketing materials must include the park's logo. Digital files of the logo are available upon request. Promotional assets must be shared with park staff at least one month before your event. The District reserves the right to withhold grant payments if marketing materials are not received.

**Signage:** Before a program's scheduled date, signage that will be used to identify and promote your event or identify event infrastructure (entrances, bar, storage area, bathrooms, etc.) must be approved by park staff. Signage must be removed following the conclusion of a program. Programming partners can send finalized marketing materials to park staff to share in the existing sign displays within the park. The park reserves the right to obtain sponsors and display its branding and sponsor recognition.

**Contests and Promotions:** Any contests and promotions must be approved by the I-195 Redevelopment District.

## 2024 Call for Curators, Programming, and Art Info Session and Q+A Dates

### (Attachment D)

Info sessions will be held virtually on Zoom. RSVP is required via e-mail to [park@195district.com](mailto:park@195district.com) by 10:30 AM on the morning of the info session.

Monday, February 5 at 5:30 PM

Monday, March 4 at 5:30 PM

Tuesday, April 9 at 5:30 PM

Wednesday, May 8 at 5:30 PM

Monday, June 3 at 5:30 PM

Thursday, July 11 at 5:00 PM

Monday, August 5 at 5:30 PM

Monday, September 9 at 5:30 PM

Tuesday, October 8 at 2:30 PM

Monday, November 4 at 5:30 PM



## Attachment E

<b>MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN</b>					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's District on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. <b>Please complete <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</b></p>					
Name of Subcontractor/Supplier:					
Type of RI Certification:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
<b>Prime Contractor/Vendor Signature</b>			<b>Title</b>	<b>Date</b>	
<b>Subcontractor/Supplier Signature</b>			<b>Title</b>	<b>Date</b>	