



## **Request for Proposal (RFP)**

***Research Project: Exploring Barriers to COVID-19 Relief Funding for Latinx Artists, Creative Businesses, and Nonprofits in Illinois***

Issue Date: June 17, 2024

Priority Deadline: June 24, 2024

Final Proposal Deadline: July 12, 2024

Contract Term: ASAP – September 30, 2024

Arts Alliance Illinois is seeking proposals from qualified contractors to execute a comprehensive research project focusing on Latinx artists, Latinx-run creative businesses, and nonprofits in Illinois. This project is building on quantitative survey and evaluation data that has been collected in the last 3 years and aims to investigate the specific barriers Latinx artists, Latinx-run creative businesses, and nonprofits faced in accessing COVID-19 relief funding and to develop recommendations for better supporting these individuals and organizations in the future, through both public funds and other private funding and non-financial resources.

### **Project Overview**

Objective:

To collect first-hand accounts and identify and analyze the challenges faced by Latinx artists and Latinx-run creative businesses and nonprofits in Illinois in accessing COVID-19 relief funds, and to provide actionable recommendations to enhance a variety of both financial and other support for these communities.

### **Scope of Work:**

1. Conduct focus group conversations and individual interviews with:
  - Latinx artists and creative entrepreneurs.
  - Latinx-run creative businesses.
  - Latinx-run arts and culture nonprofits.
  - Latinx community and neighborhood organizations providing direct services and support for these individuals, businesses and organizations.
2. Gather data on:
  - Barriers to accessing COVID-19 relief funding.
  - Relationship with different types of funding sources (government, donor/foundation, earned revenue).
  - Capacity within the community and neighborhood organizations to support individual artists and creative businesses and organizations.

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- The impact of these barriers on the sustainability and growth of Latinx creative entities.
  - Recommendations from participants on improving access to future funding and resources.
3. Analyze the collected data to:
    - Identify common themes and unique challenges.
    - Assess the existence and effectiveness of support structures.
    - Propose strategies for enhancing support and access to funding and other technical assistance.
  4. Deliver a comprehensive report detailing findings and any emergent recommendations.

## **Deliverables**

**Work Plan:** Detailed plan outlining the research methodology, focus group and interview targets, and timeline.

**Interim Report:** Summary of initial findings from focus groups and interviews by Sept. 6, 2024.

**Final Report:** Comprehensive report including analysis, findings, and recommendations by Sept. 30, 2024.

## **Contractor Qualifications**

1. Demonstrated experience in conducting qualitative research, particularly with minority communities.
2. Familiarity with the Latinx arts and creative sector in Illinois.
3. Strong analytical and report-writing skills.
4. Ability to manage and complete the project within the specified timeline.
5. Excellent communication skills, including the ability to conduct interviews and focus groups effectively in both English and in Spanish.

## **Proposal Requirements**

### *Executive Summary:*

Brief overview of your interest and ability to successfully execute this project.

### *Work Plan Outline:*

Brief outline of a proposed work plan. (no longer than one page)

### *Team Composition:*

Names and bios for any key team members.

### *Relevant Experience:*

Description of previous similar projects and role in those projects.

### *Budget:*

Estimated budget, including contractor fees and any additional expenses such as stipends for focus group and interview participants or other costs associated with the project.

### *References:*

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Two professional references or past clients.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Understanding of the project objectives and requirements.
2. Relevant experience and qualifications of the contractor and team members.
3. Cost-effectiveness and budget justification.
4. References and past performance.

## **Submission Instructions**

Please submit your proposal electronically to [smith@artsalliance.org](mailto:smith@artsalliance.org).

Arts Alliance Illinois is closing its offices for a two week summer break from July 1 - July 12. Given the short timeline for this project, priority will be given to proposals that are received by **June 24**. Proposals will be reviewed on a rolling basis. If we are not able to move forward with a proposal after the priority deadline on June 24 – we hope to secure a contractor and proposal once the staff is back in the office the week of July 15.

For any questions or further information, please contact:

Kacie Smith

Deputy Director of Programs and Special Projects

Arts Alliance Illinois

[smith@artsalliance.org](mailto:smith@artsalliance.org)

## **Terms and Conditions**

Arts Alliance Illinois reserves the right to reject any or all proposals.

All work produced as part of this project will be the property of Arts Alliance Illinois.

The selected contractor will be required to sign a confidentiality agreement to protect sensitive information.

We look forward to receiving your proposal and thank you for your interest in this important project.