

REQUEST FOR PROPOSALS TRAVELLING EXHIBITION PROGRAM

The Alberta Foundation for the Arts requests proposals from parties interested in organizing and circulating a series of travelling exhibitions to designated regions of Alberta, for a three year term commencing April 1, 2010 and concluding March 31, 2013.

Proposals may be submitted by any public or institutional gallery or provincial arts organization with a mandate to promote access to the visual arts throughout Alberta.

PROGRAM FUNDING:

Basic program funding is determined by the Foundation in contract with successful organization(s). Contractors should identify sources of additional funding such as user fees, contributions from the participants to the program and/or corporate sponsors.

Region I covers north western Alberta from High Level to Jasper and from Red Earth Creek to Beaverlodge and communities in between.

Region II covers north central and north eastern Alberta from Rimbey to Vermilion and from Athabasca to Fort McMurray and communities in between.

Region III covers the southwest region of Alberta from Red Deer to Waterton and from Banff to Vulcan and communities in between.

Region IV covers the south eastern region of Alberta from Lethbridge to Medicine Hat and from Stettler to Cardston and communities in between.

PROPOSAL REQUIREMENTS:

1. A letter of intent from the organization.
2. A brief outline of the organization's mandate and philosophy.
3. The region of the province to which the organization wishes to provide exhibition services.
4. A description of the overall program of extension exhibitions to be offered to regional exhibition venues.
5. A detailed description of a minimum of four exhibitions that the organization might propose for the coming year including:
 - A description of the exhibitions content, theme and intended audience.
 - Size of exhibition, venue requirements, shipping requirements, etc.
 - Proposed artists that may be included.

- Sources of work to be included, identifying potential visual arts community partnerships.
 - Type of educational curriculum based information to be developed for the exhibition.
 - Sample of exhibition support materials to be provided to the community venues.
6. A description of a visiting artists program in conjunction with selected exhibitions where the artists would be contracted to conduct workshops and lectures pertinent to the exhibition and audience.
 7. A projected annual budget to cover all costs for the programs proposed. Identify any funding/sponsorships anticipated from other sources.
 8. Organizations may submit any other materials to assist the assessment process.
 9. Organizations must submit one original and three (3) copies of their completed proposal and attachments.

PROPOSAL ASSESSMENT:

Proposals are assessed by an expert jury on a competitive basis. Jurors may include community representatives, curators, artists, educators and representatives of the Foundation. In its decision the jury will take into consideration:

- The overall artistic merit of the proposed exhibitions and their relevance to the target audience of the program, especially youth and children.
- The applicant's plan for how they will provide quality visual arts exhibitions and services to communities outside of Edmonton and Calgary.
- The appropriateness of the proposed educational components to accompany the exhibitions.
- The diversity of community sources for exhibition development.
- The frequency of personal contact with the level of service to community presenters.
- The appropriateness of the proposed budget for the services outlined.
- The integration of new technology in broadening access by and service to the communities.
- Use of the Alberta Foundation for the Arts collection.



PROGRAM REPORTING REQUIREMENTS

The successful organization must submit an annual report to the Foundation by May 31 each year. The report must include:

- A complete and accurate financial report showing expenditures and use of the funds.
- A full report on all aspects of the program offered in the previous year.
- A completed Travelling Exhibition Statistics Report containing all statistics pertaining to the program as required by the Foundation such as numbers of exhibitions, venues, audience, volunteers, etc.
- Copies of all support and educational material produced as part of the program.

PROPOSAL SUBMISSION DEADLINE:

September 1, 2009

SEND SUBMISSIONS TO:

Travelling Exhibition Program
The Alberta Foundation for the Arts
10708 – 105 Avenue
Edmonton, AB T5H 0A1

For additional information please call:

Sheelagh Dunlap
Arts Branch Arts Development Consultant
Alberta Culture and Community Spirit
780.415.0289 (toll-free by first dialing 310.0000)