



NEW HAMPSHIRE CHARITABLE FOUNDATION

Request for Proposals: Program Consultant for the Artist Advancement Grant

Purpose:

The New Hampshire Charitable Foundation is seeking a program consultant for managing the annual Piscataqua Region Artist Advancement Grant process.

Project Background:

The Artist Advancement Grant (AAG) recognizes the important contribution of working artists to the cultural life of the Seacoast region. As one of the largest unrestricted grants awarded to a single artist in the country, the financial award supports the artistic growth of visual artists and craftspeople based in the Piscataqua region. The purpose of the award is not to reward past work, but to recognize the applicant best positioned to continue the improvement of their artistic career. Read more about Artist Advancement Grant and over two decades of previous recipients at our [website](#).

Scope of Services and Deliverables:

In partnership with New Hampshire Charitable Foundation, the AAG program consultant manages the administrative, outreach, and core components of the AAG program. As a long-standing grant program, the core components of timelines, roles, and responsibilities are established. There are supporting materials to guide and assist the consultant in administering the program. Core tasks include:

- Managing the program tasks to meet application and decision-making timelines;
- Distributing the grant opportunity through local networks;
- Serving as the AAG program point person for interested applicants, participants, and jurors;
- Communicating and responding to interested applicants, including virtual and in-person information sessions and / or workshops;
- Recruiting and preparing jury members;
- Managing the application process;
- Preparing and facilitating the jury deliberation meeting and applicant feedback;
- Additional program aspects that arise;
- Communicating and coordinating with New Hampshire Charitable Foundation staff.

Additionally, New Hampshire Charitable Foundation seeks to identify and implement improvements to the grant program to ensure that it supports the diversity of ideas, art forms, expressions, and cultures of the Piscataqua region's artist community, as well as the Foundation's [Together We Thrive](#) strategic plan. Working in close partnership with New Hampshire Charitable Foundation staff, the program consultant will contribute to program development, including:

- Research and propose new program elements to meet the program's objective;



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- Seek collaborative opportunities and identify new partners;
- Widen and deepen outreach methods to reach diverse audiences, applicants, and jurors that result in applications from emerging and established, high-caliber artists of a diversity of backgrounds and mediums;
- Further align the grant program and application process to support NHCF's Together We Thrive strategic plan that focuses on equity, racial justice, and economic security with a goal to help make New Hampshire a community where everyone can thrive.

Qualification Requirements:

New Hampshire Charitable Foundation is seeking a consultant who brings experience and organization to program management, outreach, facilitation, and work advancing equity and inclusion. Participation in, or experience with, the visual arts and Seacoast region artistic community is preferred, but not required. The majority of program support occurs within the first half of the year, though the consultant must be available for a 12-month contract to meet the timeline, requirements, and updates to the program. The estimated annual hours for the contract will be approximately 70 – 90 hours, including time for program development outlined above, for a budget not to exceed \$14,000. This is a one-year contract with an opportunity to renew.

The consultant or consulting organization must be customarily engaged in an independently established trade, occupation, profession or business and available to provide services to other businesses.

Submission Requirements:

Interested applicants should submit a brief proposal that demonstrates capacity to carry out the administration, outreach, and facilitative tasks outlined in the RFP. Please include an introduction or overview; a scope of services and deliverables based on the core tasks above; a brief description of how the additional program development areas would be approached; and an annual contract budget that includes an hourly rate to be invoiced monthly. Proposals are expected not to exceed 2 – 3 pages.

Interested applicants should submit a brief proposal and resume to Courtney Wrigley, Community Partner, at cjw@nhcf.org no later than December 18, 2024, 5 PM. Interested consultants may contact Courtney with questions about the AAG program, RFP, or submitting a proposal.

Timeline for Review:

We will review all proposals received by the December 18th deadline. We will reply to all applicants after January 8, 2025. For consultants selected to move forward in the process, we will schedule a time to meet virtually the week of January 13, 2025. We anticipate having a contract in place by January 31, 2025.

RFP for distribution: 11/20/24