



C U Y A H O G A C O U N T Y Board of Developmental Disabilities

Request for Proposals (RFP): Arts and Culture

Timeline

Date	Action
January 2, 2025	RFP open
January 9, 2025, 11:00 a.m.	Virtual info session/Q&A for this RFP. Register today.
January 31, 2025	Proposal deadline
February 1- 28, 2025	Proposal review
Week of March 3, 2025	Award notification
April 1 – December 31, 2025	Implementation period
December 2025	Project completion/reporting/evaluation

Mission Statement

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) supports and empowers people with developmental disabilities (DD) to live, learn, work, and play in the community.

Background

Taking part in arts and culture opportunities, whether as artist or audience, enhances a person’s well-being. Self-expression and a sense of belonging is possible through arts and culture participation.

Research shows people with DD encounter barriers to fully participate in their community. Arts and culture programs and services are often not adequately inclusive, accessible, or adaptive physically, cognitively, or financially.

People with DD should be able to access and participate fully in a community where they are welcomed, supported, and celebrated.

Proposal Intention

We encourage Cuyahoga County-based nonprofit arts and culture organizations to apply for the Arts and Culture grant.

Arts and Culture grant recipients will create and or improve the accessibility, depth and breadth of

opportunities for adults with DD in Cuyahoga County’s arts and culture community.

Information Session: [Register today.](#)

On **January 9, 2025, from 11:00 a.m. – 12:00 p.m.**, Cuyahoga DD will host a virtual Arts and Culture RFP Information Session. Staff will review the RFP and answer questions submitted in advance. Please send your questions about this RFP to Community.Development@CuyahogaBDD.org.

Eligibility and Desired Outcomes

Each 2025 Arts and Culture grant award will not exceed \$10,000. Cuyahoga DD’s total 2025 Arts and Culture grant disbursement will not exceed \$50,000.

- **Desired outcomes**

- Creating relationships that support career development of adult artists with DD
- Developing skills of adult artists with DD
- Showcasing works at an inclusive gallery event
- Developing inclusive, accessible arts and culture services and programming
- Proposals must be open and marketed to all adults with DD ages 18 through senior citizens.
- Organizations that already receive funding from Cuyahoga DD are not eligible.
- Submitting a proposal does not guarantee an award.
- Organizations may only apply for one 2025 Cuyahoga DD RFP.
- Submissions must align with Cuyahoga DD’s mission.
- Awardees must complete the proposal by December 31, 2025.
- Organization must be a Cuyahoga County-based arts and culture non-profit organization.
- Organization’s establishment date: December 31, 2024, or earlier.

We encourage collaboration with other communities and other arts and culture organizations in Cuyahoga County to increase the impact of your proposal.

Your proposal should be arranged and provided in accordance with all applicable federal and state laws/rules/guidance.

Proposal Elements

- **Organization Overview:** Key organization data including (but not limited to):
 - Organizational capacity (overall).
 - Demographics, target audience, and departments.
 - Current number of participants.
 - Current programming and activities.

- Description of the program-space and facility accessibility.
- **Organization Capacity:** Your organization’s capacity to serve people with a wide range of developmental disabilities, including those with greater support needs.
- **Desired Outcome:** How your proposal will create and/or improve the accessibility, number and type of opportunities for adults with DD in Cuyahoga County’s arts and culture community.
- **Proposal:** How your proposal meets the needs of people with DD and how many people with DD will benefit. How and when will you use grant funds combined with your organization resources to achieve the desired outcome.
- **Marketing Plan:** How you would market your proposal to local people with disabilities.
- **Cost to Participants:** For example: low cost, free, sliding fee scale, scholarships, etc.

Reporting and Participation

Recipients of the 2025 Cuyahoga DD RFP grants must do the following:

- Participate in one Cuyahoga DD family or advocacy event within the award year.
- Send at least two staff members to two of the four Cuyahoga DD 2025 virtual training sessions. Trainings focus on inclusion and access for people with DD.
- Provide approved photos, testimonials, and project updates per Cuyahoga DD’s request.
- Complete a project-end results and impact survey.

Evaluation Criteria and RFP Review Process

All submitted proposals will go through a two-step review process. The Community Development department will confirm your proposal contains all required information and meets the RFP guidelines. Then, a team of Cuyahoga DD staff and panelists will review **identity-hidden** proposals using an evaluation rubric on each element detailed above.

Insurance and Indemnification Requirements

By submitting a proposal under this RFP, you agree to these requirements:

Insurance

By acceptance of an award, the contractor agrees to furnish to Cuyahoga DD proof of:

- A. Comprehensive General Liability Insurance (includes products liability coverage, when applicable) \$1,000,000 per occurrence; and
- B. Workers' Compensation Insurance - as required by State statutes.

All insurance policies shall provide for a minimum of thirty (30) days written notice of any policy change or cancellation.

Insurance shall be in a form and written through companies acceptable to Cuyahoga DD and shall include those endorsements which are necessary to extend coverage which is appropriate to this contract. Each insurance policy required by this contract, except Worker's Compensation, shall contain the following clauses:

"The Cuyahoga County Board of Developmental Disabilities, its Board Members, officers, employees, and volunteers are added insured as respects operations and activities, of or on behalf of the named insured, performed under contract with the Cuyahoga County Board of Developmental Disabilities."

"It is agreed that any insurance maintained by the Cuyahoga County Board of Developmental Disabilities shall apply in excess of and not contribute with insurance provided by contractor's policy." Prior to commencement of any activity under contract, the contractor shall deliver to Cuyahoga DD insurance certificates confirming the existence of the insurance required by the contract, including applicable clauses referenced above.

Indemnification

The contractor assumes the defense of, indemnify, and save harmless Cuyahoga DD, including its employees, Board Members, and agents from any and all claims, damages, lawsuits, costs, judgments, expenses, and any other liabilities that may arise from the contractor's provision of goods and/or services described in this contract, including any and all acts of contractor's employees and agents.

Proposal Submission

Completed proposals are due by January 31, 2025, at 5:00 p.m. EST. Please submit your proposal via an online application here: <https://CuyahogaBDD.org/legal-bid-notices/>

All submissions will receive a confirmation email receipt. If you do not receive a confirmation receipt, please call Janet Keeler (216-736-4518) to request one.

Cuyahoga DD will not consider proposals that arrive after the deadline or do not fulfill eligibility requirements.

Awards and Payment

We will announce awards via email the week of **March 3, 2025**. Awardees must submit a signed contract, invoice, proof of insurance, and W-9 for the award amount. We can only process payment once you submit all requested documents. From that point, fund disbursement typically takes 8-10 weeks.