



Call for Arts Education Professionals

The City of Pompano Beach Cultural Affairs Department (www.ccpompano.org) is seeking Arts Education professionals for the upcoming school calendar year (September 2019 – May 2020). Classes and workshops will be offered at Pompano Beach's cultural venues in many artistic disciplines including (but not limited to): music, dance, voice, digital media, visual arts, performance arts, and the business of the arts.

Eligibility

- Must be an active not-for-profit Florida corporation in good standing
- Mission of the organization must include arts education with public programming
- Organization must have a proven track record of providing arts education services for a minimum of five (5) years in Broward County
- Preference will be given to arts education professionals based in the following priority order:
 1. Pompano Beach arts education professionals (i.e. full-time residents and/or businesses with an office in Pompano Beach)
 2. Broward County arts education professionals (i.e. full-time residents and/or businesses with an office in Broward County)
 3. South Florida arts education professionals (i.e. full-time residents and/or businesses with an office in South Florida)
- Must provide all equipment and instructors to conduct classes and workshops
- Must provide the following:
 - Certificate of Insurance naming the City of Pompano Beach as additionally insured and the certificate holder
 - Worker's Compensation Insurance
 - W9
 - Auto Insurance
 - Level One background check for each instructor/personnel

Proposals in PDF format will be accepted on a rolling basis and must include:

- Organization name, description, mission and vision
- Organization's three-year budget (Form will be supplied)
- Instructor bios and resumes
- Samples of established curriculum
- Clearly labeled (with your organization's name and program name) samples of student work (link to YouTube or other URL, thumb drive with mp4 video and or JPG images)
- Outline of the curriculum for each proposed class/workshop
- Designation of age group each class/workshop is geared toward
- Budget for each proposed programs (including listing of other sources of revenue received by organization (i.e. grants from National Endowment for the Arts; State of Florida Department of



Pompano Beach Cultural Affairs Department
50 W Atlantic Blvd. • Pompano Beach FL 33060
954-545-7800 • www.pompanobeacharts.org



Cultural Affairs; Broward Cultural Division; City of Pompano Beach, Funding Arts Broward; Community Foundation of Broward, or any other funding sources)

- Schedule request for each proposed program (i.e. day of the week, number of classes per week, length of each class, number of classes per session)
- Proof of non-profit status: IRS Letter of Determination (must be valid and current letter as of the deadline of this Call to Arts Education Professionals)
- Current State of Florida Division of Corporations Annual Report
- List of references

Pompano Beach Cultural Affairs Department's cultural venues include:

- [Pompano Beach Cultural Center](#), 50 W Atlantic Blvd, Pompano Beach, 33060
- [Bailey Contemporary Arts](#), 41 NE 1 St., Pompano Beach, 33060
- [Historic Ali Cultural Arts](#), 353 Dr. Martin Luther King, Jr. Boulevard, Pompano Beach, 33060
- Blanche Ely House, 1500 NW 6 Ave., Pompano Beach, 33060
- [Pompano Beach Arts website](#)

Important Dates/Timeline

- Submission deadline: Thursday, July 25, 2019 before midnight (include "Arts Education Proposal" in the subject line)
- Panel Meeting: August 8, 2019
- Notifications: August 16, 2019
- Interview: August 26, 2019
- Classes Start: October 2019

Questions??

Send in writing only to Jody.Leshinsky@copbfl.com



Pompano Beach Cultural Affairs Department
50 W Atlantic Blvd. • Pompano Beach FL 33060
954-545-7800 • www.pompanobeacharts.org



Arts Education Submission Form

Name of Organization's Director _____

Organization Name _____

Organization Address _____

City, State, Zip _____

Phone _____ Email _____

How did you hear about this Call for Arts Education Professionals?

Social Media Website Word of Mouth Other _____

Organization Description

Organization Mission & Vision



Pompano Beach Cultural Affairs Department
50 W Atlantic Blvd. • Pompano Beach FL 33060
954-545-7800 • www.pompanobeacharts.org