



Request for Proposals: Vital Arts seeks a Strategic Planning Consultant

Introduction

[Vital Arts](#) is seeking a qualified **Strategic Planning Consultant** to assist in developing a comprehensive strategic plan that will guide our organization over the next three to five years. Established in 2016 as a tribute to the 36 artists who tragically lost their lives in the Ghost Ship Fire, Vital Arts is dedicated to reshaping the narrative for Bay Area artists by creating and preserving affordable, safe spaces for artists to live, work, and perform. We are committed to addressing the pressing challenges artists face, such as finding stable housing amidst rising rents, evictions, and gentrification.

Organization Overview

Vital Arts was founded to honor the memory of those who lost their lives in the Ghost Ship Fire, with a mission to transform the conditions in the Bay Area so that artists can not only survive but thrive in their communities. Our core mission revolves around advocacy, coalition building, resource distribution, performances, workshops, and other events that engage with the local community and promote dialogue, advocacy, and cultural exchange. We also advocate for policy changes that support affordable housing and the arts, ensuring the sustainability and long-term viability of our mission.

Current Programs

- **Artist Space Trust (AST):** Secures permanently affordable housing and workspace for Bay Area artists in perpetuity.
- **Artist Displacement Prevention Grant:** Provides emergency financial assistance to artists facing displacement, eviction, or homelessness.
- **Bay Area Artist Census (BAAC):** Gathers data to support a thriving, resilient, creative workforce. Promotes advocacy and artist mobilization.
- **Advocacy:** Works on legislative policies affecting artist work, housing, and spaces.
- **Artist Displacement Data & Information:** Operates as a hub for regional information-sharing to combat artist displacement.
- **Resource & Information Sharing:** Represents the needs of artists within municipal and housing networks, addressing housing and economic issues.
- **Education:** Develop toolkits and programs for artists, developers, city officials, and other stakeholders on artist housing, advocacy, and data.



- **Equitable Housing for Artists Consultation:** Provides data and recommendations for equitable and affordable housing models.

Future Plans

Vital Arts aims to foster lasting change and support for artists, particularly those who have historically faced oppression and marginalization. Our objectives include becoming a trusted resource and housing navigation center and artist space with case management, mobilizing communities for coalition building and advocacy, supporting existing artist spaces with fiscal sponsorship and support, and funding historically oppressed artists through programming and relief funds. A significant goal is to expand into a physical space that can serve as a hub for our operations and as a community center for artists.

Project Scope

The Strategic Planning Consultant will work closely with Vital Arts' staff, board, and stakeholders to develop a strategic plan that will:

- Assess the current organizational structure, programs, and operations.
- Define clear, actionable goals and objectives for the next three to five years with a detailed implementation plan and actionable timeline.
- Outline a mission, vision, and values within a DEI framework
- Provide a comprehensive analysis of the roles needed to expand Vital Arts, including recommendations on staffing and organizational structure.

Deliverables

- A comprehensive strategic plan document including:
 - An implementation plan with timelines and responsibilities.
 - A monitoring and evaluation framework.
 - Mission, Vision, Values, and DEI Framework
- Facilitation of strategic planning meetings.
- Regular progress reports to Vital Arts' Executive Director and Board.
- Detailed analysis of roles and staffing needs for organizational expansion.

Fee Proposal



Provide a fee proposal aligned with the deliverables listed above that clearly defines how costs are to be incurred. Indicate the rate structure, any costs not incurred in that structure, and whether or not expenses are included. A narrative should be included to describe your methods for calculation and justification for costs.

Vital Arts currently has \$25,000 allotted for this process and would prefer to stay within this budget.

Qualifications

The ideal consultant will have:

- Proven experience in strategic planning for non-profit organizations, preferably in the arts and cultural sector.
- Strong understanding of issues related to affordable housing, artist displacement, and cultural preservation.
- Experience with DEI processes and community engagement.
- Excellent facilitation, communication, and organizational skills.

Proposal Submission Requirements

Interested consultants should submit the following:

1. **Cover Letter:** A brief introduction, including the consultant's understanding of the project and their approach to strategic planning.
2. **CV or Resume:** Detailed information on the consultant's working background, experience, and qualifications.
3. **Proposed Methodology:** A description of the proposed approach to the strategic planning process.
4. **Timeline:** An estimated timeline for the project, including key milestones.
5. **Budget:** A detailed budget, including a breakdown of costs.
6. **References:** Contact information for at least three references from similar projects.

Submission Deadline

Proposals must be submitted by **October 8th, 2024**. Submissions must be on time to be considered.

Submission Instructions

Please submit your proposal via email to info@vitalarts.org with the subject line "RFP: Strategic Planning Consultant – Vital Arts."



Contact Information

For any questions or further information, please contact Sharmi Basu, Executive Director at sharmi@vitalarts.org

We look forward to receiving your proposal and working together to support and empower the artistic community in the Bay Area.

Vital Arts is an equal-opportunity organization. We encourage proposals from consultants of all backgrounds, particularly those from historically marginalized communities.