

**CITY OF JACKSON, MISSISSIPPI
DEPARTMENT OF HUMAN & CULTURAL SERVICES
FISCAL YEAR 2025-2026
CULTURAL ARTS PROJECTS SOLICITATION**



**REQUEST FOR PROPOSALS
Arts & Community Based Projects**

ISSUE DATE: January 12, 2026

SUBMISSION DEADLINE: January 27, 2026

SUBMIT RESPONSES TO

**City of Jackson
Office of the City Clerk
219 South President Street
Jackson, Mississippi, 39201**

John Horhn, Mayor

REQUEST FOR PROPOSALS (RFP)
City of Jackson, Mississippi
Art & Cultural Projects for the Community

Date Issued: January 12, 2026

I. PURPOSE

The City of Jackson, Mississippi, is soliciting proposals from art groups and community organizations to implement art and cultural projects that will engage at least 350 participants per project.

This funding which is up to \$5000,00 is intended to support educational activities, with a focus on youth services and community impact. Proposals should primarily emphasize educational components; though other relevant cultural projects will be considered.

To be eligible for funding, organizations must demonstrate a 50% cash match of the total project cost, which will supplement the grant award.

II. PROGRAM NARRATIVE

Proposals must include the following sections in the order specified. Failure to follow this format may result in reduced points or disqualification.

1. Agency Information

Please use the attached **Cover Letter (Proposal Summary)** to provide the following information about your organization:

- Demographic Information
- Brief Overview of Proposal
- Target Groups
- Total Persons Projected to Benefit from Service
- Funding Request, Match, & Total Budget
- Have you received a mini grant from the City of Jackson Department of Human and Cultural Services within the last two years (2023 & 2024)?

In the space below, please provide the following information about your organization:

- Mission Statement:

- History of the Organization (Include information on relevant programs or projects):

2. Project Description and Design

In the space below, please provide a detailed description of the project, including:

- Description of the project (and the proposed educational component if applicable).
- The planned collaboration with other agencies or organizations, such as local educational institutions.
- Outreach or publicity strategies to engage at least 350 participants.
- The proposed location and logistics of the event or project.

III. JUSTIFICATION OF NEED

In the space below, please explain the community need that the project addresses by answering the following questions:

- What is the intended impact on the target population and the community at large?
- Is the project a new initiative or an ongoing program?

In the space below, please explain the organization's need for this grant. Please include the answers to the following questions in your response:

- Do you receive money from any other source for this specific event?
- Will there be a fee for participation? If so, is the cost more than \$5.00?

IV. GOALS & OBJECTIVES

Both goals and objectives must be measurable so that progress can be evaluated. Your proposal should outline how each objective will be tracked, ensuring that the desired outcomes are met by the end of the project as this information will be requested in your quarterly reports.

Goals are what you hope to accomplish through your project. They represent the broader, long-term outcomes you aim to achieve.

Objectives are the specific, actionable efforts that will be made to accomplish these goals. They should be clearly defined and measurable, allowing you to track progress and success.

To clarify:

- Goals are the desired results or achievements (the "what").
- Objectives are the specific actions or steps taken to reach those results (the "how").

Example:

- **Goal:** Increase youth engagement in the arts in Jackson.
- **Objective:** Host five free art workshops for local youth in the next six months.
- **Measurable Progress:** Track the number of workshops held and the number of youth participants at each session.

GOAL(S) “What?”	OBJECTIVE(S) “How?”	MEASURABLE PROGRESS
<i>Increase youth engagement in the arts in Jackson.</i>	<i>Host <u>five</u> free art workshops for a total of <u>350</u> local youth in the next <u>six</u> months.</i>	<ul style="list-style-type: none"> • <i>Track the number of workshops held</i> • <i>Track the number of youth participants at each session.</i> • <i>Document date of each workshop</i>

Using the table below, please state your goals (what you intend to do), your objectives (how you plan to achieve your goals), and how you will measure progress towards your goals. Note: You are not required to fill in each row, but you are welcome to add additional rows if necessary.

GOAL(S) “What?”	OBJECTIVE(S) “How?”	MEASURABLE PROGRESS
1.		•
2.		•
3.		•
4.		•
5.		•

V. PROJECT PERFORMANCE PERIOD / SCHEDULE OF ACTIVITIES

The performance period for this grant is from October 1, 2025, through September 30, 2026. Projects must be completed within this fiscal year.

Using the space below, please provide a timeline of key project milestones, including deliverables and deadlines for major activities. This timeline should align with the project's goals and objectives.

VI. MANAGEMENT & ORGANIZATIONAL CAPACITY

Using the space below, please provide an overview of your organization, including:

- Experience in managing similar art or cultural projects.

Attach the following documents:

- Resumes of key personnel involved in the project.
- A copy of your IRS 501(c)(3) determination letter (if applicable).
- A current list of your organization's board of directors and officers.
- Three (3) letters of support from community partners or other relevant entities.
- Board meeting minutes approving the submission of this application.

VII. BUDGET SUMMARY & NARRATIVE

This is a match grant, meaning that the applicant must demonstrate that they have already secured 50% of the total project cost in additional funding. For example, if the organization is requesting \$5,000 in grant funding, they must show that they already have \$2,500 in cash to support the project.

1. Budget Summary

Provide a detailed budget summary that includes a breakdown of all project-related costs and clearly indicates the 50% cash match from the proposing organization.

2. Budget Narrative

Accompany the budget summary with a narrative that justifies each line item and explains how the total project costs were determined.

The Budget Narrative must clearly outline and justify all proposed costs for the project. The narrative should detail how the match was secured, providing evidence of these funds (e.g., committed sponsorships, other grants, or donations). The applicant must

ensure that the match is readily available at the time of submission and is dedicated solely to this project.

VIII. REPORTING & MONITORING

1. Reporting Requirements

Grantees are required to submit the following reports:

- **Quarterly Program Status Report**
- **Quarterly Expenditure Report**
- **Quarterly Timeline Update**

As part of the **Quarterly Program Status Report**, grantees must provide an update on the progress of each goal listed in the proposal (as outlined in Section III: Goals and Objectives). For each goal, the report should include:

- A description of the progress made towards achieving each goal listed.
- An explanation of how this progress was measured, using the methods and metrics described in the original proposal.

This ensures that all grantees maintain accountability and adhere to reporting expectations throughout the project period.

2. Inspection and Monitoring

The City of Jackson reserves the right to monitor project performance and conduct audits of fiscal and program activities as necessary. The grantee must make all relevant reports, documents, and records available to the City or its authorized representatives during regular business hours for inspection or copying.

Note: Points may be deducted from proposals submitted for funding in this cycle (October 2025 – September 2026) by previous grant recipients that have not submitted quarterly reports from previous cycle(s).

If grant received in last 2 years, were Quarterly Reports submitted? Please mark the appropriate box below:

- € Not Applicable
- € Yes
- € No, but they are attached
- € No

3. Reporting Periods

- **October 2025 – December 2025**
- **January 2026 – March 2026**
- **April 2026 – June 2026**
- **July 2026 – September 2026**

VIII. SUBMISSION REQUIREMENTS

Proposals must include one (1) original and five (5) copies, submitted with a cover letter signed by the authorized official of the organization. **Proposals are due by 3:30 PM on Tuesday, January 27, 2026. *Late proposals will not be accepted.***

Note: *Failure to submit all required documentation listed in the checklist will result in disqualification.*

FOR HAND DELIVERY:

Submitter's Name
Address
Telephone Number

Request for Proposals
General Funds Arts Grants
Human and Cultural Services Department

City of Jackson
City Clerk
219 S. President Street
Jackson, MS 39201

TO BE RECEIVED UNTIL
January 27, 2026 @ 3:30 PM (CST)

Mailing Address:

City Clerk
City of Jackson
P.O. Box 17
Jackson, MS 39205

Submitters are responsible for informing any commercial delivery service. If used, of all delivery requirements and for ensuring that the required address information appears on the inner and outer wrapper or envelope used by such service.

Questions regarding this request may be directed to Beverley Johnson-Durham at (601) 960-0383 or bdurham@jacksonms.gov.

DESCRIPTION OF ATTACHMENTS

1. **Proposal Submission Checklist:** This form must be completed and submitted with your proposal. This checklist serves as a tool for ensuring that proposals comply fully with RFP guidelines.
2. **Cover Letter (Proposal Summary):** This form provides an overall snapshot of your proposal. It must be completed and signed by the authorized official for your organization.
3. **Evaluation Criteria Form:** This form is used to read and score proposals.

ATTACHMENTS

**City of Jackson
Department of Human and Cultural Services
Cultural Services RFP**

PROPOSAL SUBMISSION CHECKLIST

The following check list must be submitted with your proposal. Please indicate by a check mark (✓) that your proposal complies with the RFP requirements.

1. **One (1) original and (5) copies of the signed Cover Letter and proposal by authorized official.** ☐
2. **Current list of volunteer Board of Directors and Officers.** ☐
3. **Copy of Board minutes approving submission of application.** ☐
4. **Resumes of Key personnel.** ☐
5. **One copy of your official IRS 501(c) 3 determination letter** ☐
6. **Three (3) current letters of support printed on official letterhead and signed.** ☐
7. **Evaluation Criteria Form** ☐

Place items # 2 - 7 at the back of the proposal

****NOTE:** *Failure to provide all documentation listed on the checklist will disqualify your proposal.*

Cover Letter
(Proposal Summary)
PLEASE PRINT

Complete the below summary information and submit with the proposal. You may also attach additional sheets, if necessary.

Proposing Organization _____

Address _____

Telephone Number _____ **Fax Number** _____

Email Address _____

Contact Person _____

I. **Provide a concise and precise overview of your proposal to be reprinted for the general public if funded:**

II. **Special target group(s) planned for service:**

III. **Total Persons projected to benefit from service:** _____

IV. **Total funding request (City of Jackson)** \$ _____

Total Agency Match (50%) cash only \$ _____

Grand Total Budget \$ _____

V. **Have you received a grant from the City of Jackson Department of Human and Cultural Services within the last two years (2024 & 2025)?**

_____ **YES, Year(s):** _____

_____ **NO**

Authorized Signatory Official: _____

Typed Name _____

Title _____

Date _____

City of Jackson
Department of Human and Cultural Services
Evaluation Criteria
Arts & Community Based Projects

Proposing Agency _____

Type of Service _____

Criteria	Maximum Points	Points Awarded
<p>1. Program Narrative. Agency proposal includes its cover letter, mission statement, history of the organization, and project description of activities and services provided. Proposal provides detailed description about the project, partnership, public outreach, and all details needed to achieve project goals.</p> <p>1. Have you received a mini grant from the City of Jackson Department of Human and Cultural Services within the last two years (2023 & 2024)? If yes -5</p>	<p>20</p> <p>-5</p>	
<p>2. Justification of Need. Proposal convincingly justifies the need for funding support relative to community and social benefit and the impact of funding on the level of services currently offered.</p> <p>1. Do you received money from any other source for this specific event? If yes -5</p> <p>2. Will there be a fee for participation? If yes <u>and</u> the cost is more than \$5.00, -5</p>	<p>15</p> <p>-5</p> <p>-5</p>	
<p>3. Goals & Objectives. Proposal clearly list the goals (what) and objectives (how goals will be achieved). Goals and objectives are <u>measureable</u>.</p>	15	
<p>4. Project Performance Period/Schedule of Activities. Proposal provides a timeline of key project milestones, including deliverables and deadlines for major activities. Timeline aligns with the project's goals and objectives.</p>	15	
<p>5. Management of Organizational Capacity: An overview of the proposing organization including agency experience in managing and operating similar programs.</p> <p>1. Resumes of key personnel.</p> <p>2. A copy of the proposing agency's IRS tax exempt determination letter (e.g. 501(c)(3).</p> <p>3. A current list of your board of directors and officers.</p> <p>4. Three (3) current letters of support.</p>	15	

5. Board Meeting Minutes		
7. Budget. Budget Summary shows a 50% cash match & details how requested funds & matching funds will be used for arts/cultural services. A detailed and specific budget narrative for the funding request and the agency's match contribution is provided. Narrative also details the cost basis and methods for determining the funding request.	20	
8. Reporting & Monitoring. If grant received in last 2 years, were Quarterly Reports submitted? If grant received in last 2 years, were Quarterly Reports submitted? _____ Not Applicable _____ Yes _____ No, but they are attached _____ No, - 5	-5	
Total Points	100	

Evaluated By: _____

Date: _____