

REQUEST FOR APPLICATION #23/54/R
SUMMER PLAZA MUSIC SERIES (SPMS)

Applicant Information

Applicant Name(s): _____
Address: _____
City/State/Zip Code: _____
Federal Tax ID #: _____
City of SF Business Reg #: _____
State of NM CRS#: _____
Project Contact: _____
Telephone: _____
Email Address: _____

Amount of Allocation Requested: \$ _____

Type of Applicant (check one):

☐ Partnership ☐ Corporation ☐ Non-Profit* ☐ Other

* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

Project Name: _____
Project Address (if applicable): _____
City/State/Zip Code: _____

PURPOSE OF THIS REQUEST FOR APPLICATION

The purpose of the Request for Application (RFA) is to solicit applications for producing, managing and booking the Summer Plaza Music Series during the months of June – August in and around Santa Fe. Tourism Santa Fe would like to secure a partner to continue the production of live music on the Santa Fe plaza during the summer months for both locals and visitors.

BACKGROUND INFORMATION

For the last several years, the City of Santa Fe has supported live music on the Plaza and around Santa Fe during the summer months to help enhance the experience and draw visitors to Santa Fe. The Summer Plaza Music Scene (also known as the Bandstand Series) has been successful for many years and the City would benefit to expand this experience to the public. Per a City Resolution #2013-29, the City will support the Summer Plaza Music Scene (also known as Bandstand Series) through the Cities lodgers' tax.

Project Categories / Eligible Activities for SPMS funding

Select any of the categories below your project applies to:

1. Santa Fe Plaza Music Shows:

☐

- a. Timeframe for shows must be during the months of June - August
- b. Evening shows must conclude by 8:00pm

2. Southside Music/Movie Shows:

☐

- a. Not less than 2 concerts on the Southside
- b. Timeframe for shows should be during the months of June – August

3. Other public music events in and around Santa Fe:

☐

- a. For the purpose of enhancing the experience of visitors and increasing visitation to the City of Santa Fe

1. Funding

How will the SPMS allocation be used for this project? What additional funding sources have been secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the SPMS.

[illegible]

2. Organization Specifications

A. Organizational Experience:

a. Applicants must provide a brief description of relevant corporate experience with city or state government and private sector. The experience of all proposed subcontractors must be described. The narrative must thoroughly describe how the applicant has supplied expertise for similar projects and must include the extent of their experience, expertise and knowledge as a provider of creating and producing music events. All music production provided to private sector will also be considered;

[illegible]

b. *Provide a brief bio of all key personnel applicant proposes to use in performance of the resulting contract, should applicant be awarded. Key personnel is identified as front line workers, producers or event staff. Applicant must include key personnel education, work experience, and Include bios of staff who will oversee production, execution, booking, fundraising, marketing and budgeting.*

c. *Indicate how many music events have been produced by your team in the last two years and what percentage of them have been visitor or tourism engagements.*

- d. Describe at least two project successes and failures from a music event production or festival production perspective. Include how each experience improved the applicant's services.

B. Organizational References

- a. Applicants must provide a list of a minimum of two (2) references from similar projects/programs performed for private, city, state or large local government clients within the last two (2) years.

- b. Applicants shall include the following Business Reference information as part of its proposals:
 - I. Client name;
 - II. Project description;
 - III. Project dates (starting and ending);
 - IV. Staff assigned to reference engagement that will be designated for work per this scope
 - V. Client project manager name, telephone number and e-mail address.

[illegible]

C. Mandatory Organization Specification

- a. Applicants must have experience in the following areas below.

In a narrative format, describe in detail, your experience and expertise in the areas below.

Provide relative examples and/or case studies.

- I. Booking, hiring and managing musicians, bands and talent for music events
- II. All aspects of producing outdoor events from security to infrastructure of audio visual/sound
- III. Fundraising experience
- IV. Budget management experience
- V. Managing and hiring contractors (if applicable) for production of events
- VI. Marketing and advertising experience to promote events

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REQUIRED ATTACHMENTS TO APPLICATION

In addition to the submittal requirements described in the body of the RFA and questions above, the following attachments may be included with your application:

- _____ Project Budget and/or planned use for RFA funds
- _____ Details of any fundraising efforts that have taken place.
- _____ Work samples, illustrations of past projects, other documentation of community projects and partnerships

QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to Ryan Dodge, Tourism Santa Fe Program and Events Manager at rhododge@santafenm.gov.

A non-binding letter of interest may also be emailed to Ryan Dodge, Tourism Santa Fe at rhododge@santafenm.gov. This will ensure that all prospective applicants receive notice of changes to this application process. The letter of interest is a simple note indicating that you intend to apply for funding, a brief description of the proposed project, and contact information for the organization.

APPLICATION SUBMISSION AND DUE DATE

Complete and signed applications are due to the TOURISM SANTA FE offices no later than 5PM MDST/MST on March 27th, 2023. Applications must be electronically submitted via email to: rhododge@santafenm.gov ;

Attn: Ryan Dodge,
Program & Events Manager,
Tourism Santa Fe;
RFA Name: **Summer Plaza Music Series**;
RFA Number: 23/54/R.

Late or incomplete submissions will not be accepted.