

SaskCulture Funding Program Renewal Project
Request for Proposals – Secondary Research and Literature/Knowledge Review

Identification of Leading Equity Funding Practices: Supporting 2SLGBTQIA+ Cultural Engagement

Deadline for Submission of Proposals **UPDATED: January 8, 2024**

SaskCulture's 2020-2025 Strategic Plan and Program Renewal Project

SaskCulture is committed to ensuring that Sask Lotteries proceeds are used to support cultural activity that meets the needs of Saskatchewan's ever-growing diversity of peoples. Through the development of its 2020-2025 strategic plan, SaskCulture's Board of Directors recognized the appropriateness of undertaking a comprehensive program renewal project. Along with ensuring the effectiveness of its existing practices, this review process will place a greater emphasis on the advancement and support of Inclusion, Diversity, Equity and Access (IDEA), in SaskCulture's own programs and services, as well as throughout the cultural ecosystem in the province.

The 2020-2025 strategic plan can be viewed on the SaskCulture website:

<https://www.saskculture.ca/about/our-role/strategic-plan>

As well as an overview of SaskCulture's Funding Program Renewal Project:

<https://www.saskculture.ca/programs/funding-program-renewal-project>

The Work

SaskCulture is looking for an external consultant or agency to provide a detailed written report that identifies, organizes, and compiles leading practices, used by arts, heritage and multicultural funding organizations, and/or relatable cultural organizations, to actively engage and support access and agency amongst 2SLGBTQIA+ individuals, communities and cultures.

The scope of the research, related to the aforementioned group, will include:

- Funding frameworks, measurements and evaluation practices, used provincially, nationally or internationally, that inform the design of the assessment and consultation approaches with equity-denied communities in Saskatchewan;
- Innovative policies/initiatives (including operational policies) funders are using to advance inclusion, diversity, equity, and accessibility internally and broadly within its cultural ecosystem of grantees; and/or
- Actions that funding agencies have taken to raise awareness within mainstream organizations that advance a more inclusive, diverse, equitable and accessible cultural ecosystem.

The Secondary Research and Literature Review intends to inform the broader work of SaskCulture's multi-phase program renewal activities.

Scope of Work

- Initial meeting with SaskCulture;
- Development of a research plan and objectives that are approved by SaskCulture;
- Secondary research and literature/website review of leading practices;
- Regular communication and progress updates;
- Development of a final written report, including compilation, analysis and recommendations for SaskCulture;
- Identifying groups for SaskCulture to engage and consult with (**the Consultant is NOT expected to communicate directly with these stakeholders as part of this phase of research*); and
- Final wrap-up meeting and presentation of research to SaskCulture.

In addition to the final written report, the Consultant must also include:

- A detailed annotated bibliography of articles, websites, reports and contact information used to create the written report; and
- An electronic (PDF) copy of all the literature or resources reviewed and cited. These materials will be appropriately catalogued and/or filed for ease of use. Even if a website is referenced, the content can change so a PDF is required.

Knowledge Requirements

- Understanding of the role of SaskCulture;
- Intercultural Competency – demonstrates a strong understanding of inclusion, diversity, equity and accessibility, Truth and Reconciliation, anti-racism and anti-oppression;
- Knowledge of culturally competent research, including methodologies and ethics; and
- Ability to meet with SaskCulture to provide feedback and written updates according to agreed schedules.

Submission Details

What should be included in the RFP:

- Outline of experience and qualifications;
- Detailed plan, including timelines and methodology (approach / ethics);
- Budget;
- What assistance would be required from SaskCulture staff; and
- Location of firm/agency.

RFP Evaluation

Submitted proposals will be evaluated by the following criteria:

- The submitted proposal, including methodology and work plan;
- The proposed cost of the project (relative to the proposed work plan);
- Demonstration of cultural competence and knowledge specific to inclusion, diversity, equity and accessibility;
- Experience and qualifications of the Consultant in conducting similar work for non-profit or member-based organizations;

- A review of sample work for non-profit or member-based organizations; and
- Shortlisted proposals will be selected for an interview as part of the evaluation process.

SaskCulture seeks to be an equitable organization. Priority will be given to groups or individuals that experience barriers to full participation in SaskCulture’s network, systems and structures.

Timeline

Date RFP Posted	November 20, 2023
Deadline for Submission of Proposals	January 8, 2024
Awarding of Contract	January 19, 2024
Anticipated Completion Date	March 22, 2024

It is anticipated that this work will take approximately 6 weeks and the final report for the project should be submitted by March 22, 2024. The project budget, inclusive of all related fees and expenses, is up to a maximum of \$10,000.

Consultants may submit their proposals electronically to: Catherine Folstad, Supervisor of Granting and Technology, at cfolstad@saskculture.ca. Questions may be sent by email to cfolstad@saskculture.ca, no later than Friday, December 22, 2023. **Please note that the SaskCulture office is closed December 25, 2023 - January 1, 2024 and re-opens on January 2, 2024.*