



March 20, 2017

Pre-Proposal Conference Q&A

- 1. What is the duration of the open studios?**
 - **Answer:** Open studios should be between 1.5 - 2 hours (90-120 minutes) in length. This year all our open studios were 2 hours, and were held in the evening so people could attend after work.

- 2. What time of the day should the open studios be?**
 - **Answer:** DOHMH and the partnering Community Based Organization will select a time that is suitable to garner maximum community participation.

- 3. Do open studios have to be on site?**
 - **Answer:** DOHMH and the partnering Community Based Organization will pick a location (on site or off site) that is convenient and will garner maximum community participation.

- 4. How will the presentation be sent?**
 - **Answer:** DOHMH/FPHNY will not share audio or video clips, however, we will email a PDF version of the presentation, along with this Q&A information.

- 5. What training will the artist receive?**
 - **Answer:** We will have the Philadelphia Mural Arts Program-Porch Light host training workshops for selected artists.

- 6. Is having an artist with lived mental health experience beneficial to their application?**
 - **Answer:** We encourage all artists to apply. Multiple factors will be considered when selecting artists including but not limited to: an understanding or experience of mental illness, experience working with mental health consumers, experience leading participatory arts projects, experience designing and installing murals, etc.

- 7. Talk about the training content for the partner organization:**
 - **Answer:** We will have the Philadelphia Mural Arts Program-Porch Light host training workshops for selected Community Based Organizations.

- 8. Do the participants have to be the same 20 for the duration of the project?**
 - **Answer:** We strongly encourage continuity among our participants, and would like to see the same participants attend each week. This helps build strong relationships and trust within the group. However, we understand that people's schedules and needs change.

- 9. What is the time commitment for the partner or lead staff?**
 - **Answer:** This year the time commitment for lead staff averaged 2 hours per week. DOHMH and the partner organization will work together to understand the time constraints of lead staff, and design programming for the most effective use of staff's time.

- 10. a.) What are the specific catchment zones for the project? b.) How are the communities defined? c.) Is zip-code 10453 within the catchment zone?**

- **Answer a & b:** In the RFEI we have selected specific catchment zones that we would like to host the project:
 - **Bronx-** Central Bronx (Crotona, Tremont), South Bronx (Mott Haven, Hunts Point, Highbridge and Morrisania)
 - **Manhattan-** Central & East Harlem Harlem
 - **Brooklyn-** Bushwick, Central Brooklyn (Bedford-Stuyvesant, Crown Heights), East New York, New Lots
 - **Staten Island**

Please specify in your application, if you are an organization that is not within these catchment zones and why you would like to participate in the project.

Answer c: Yes, zip code 10453 is within the catchment zone.

11. Must all of the consumers be from that zone? Is it okay if we have consumers who are spread out agency-wide?

- **Answer:** All mental health consumers in your program are welcome to participate; however, since participants are recruited into the project, only those who give their consent will be enrolled.

12. What is the muralist eligibility (qualifications)?

- **Answer:** Artists should live within the five boroughs. We strongly encourage local artists and/or artists that have led participatory art projects to apply. Furthermore, artist should have the ability to listen to diverse community members, and synthesize different ideas and stories into a cohesive and thoughtful mural. If your organization has an artist that they would like to collaborate with please include all relevant information in your application.

13. Space requirements - Do we need a minimum space for one room or multiple rooms?

- **Answer:** There is no space requirement; however, for the weekly art workshops you need to have a space that will comfortably allow for 20 people to be able to hold discussions and draw/paint. For the open studios and design review, the space should comfortably hold 50-75 people.

14. Is there fear for proposed budget cuts for the arts?

- **Answer:** No.

15. What is the age requirement of the participants

- **Answer:** The project is open to people 16 years of age and older. Participants under the age of 18 must have parental consent.

16. Is there a list of excluded zip codes

- **Answer:** Refer to Question 10.

17. Is there a reason high need areas in Queens are not included?

- **Answer:** While we prefer to partner with organizations in the District Public Health Offices (DPHOs) catchment areas (these are areas with significant social, economic, and health challenges), we welcome all applications. DOHMH will select partners based on multiple criteria; therefore it is important that you describe in your application the high need population that you serve. Please specify the social, economic, and health challenges of your catchment zone, and your community involvement.

18. Is the artist selected from the same RFEI or is it a separate application for the artists, CBO, and consumers?

- **Answer:** No, a Request for Proposal (RFP) will be released for the artists in the next few months. If you know of an artist(s), you may inform us in your application.
- **Answer:** There is no application process for selecting mental health consumers. All people with mental health needs in your program are welcome to participate in the project. However, since the consumers are recruited into the project, only those who give their consent will be enrolled.

19. Will video or film coverage be relevant to the project? What if we have staff/videographers that can take the films during the mural process?

- **Answer:** Yes, video coverage is relevant to the project. We are currently working with a videographer to document this year's work. Please state any in-house photo or videographers in your application. All participants must give their consent in order to be photographed or videotaped.

20. Where do the ideas of the murals come from?

- **Answer:** The themes of the murals come from conversations, ideas, and activities that are conducted with mental health consumers during the weekly workshops and the community engagement activities throughout the duration of the project.

21. What if we have a wall that we envision for the project adjacent to our site?

- **Answer:** If you have a wall (indoor or outdoor), please inform us in your application and include the wall owner and exact location. You may also submit images of the wall.