



Call for Proposals

1.0 Introduction

Toronto Arts Council and Toronto Arts Foundation invite proposals from a qualified consultant or consultant team (the Consultant) to develop a new strategic plan: *Toronto Arts Council & Foundation Strategic Plan (2025 – 2030)*, herein referred to as the *Strategic Plan*.

Toronto Arts Council (TAC) is the City of Toronto's funding body for artists and arts organizations, and an incorporated charity governed by a board of directors who are leaders in Toronto's arts, civic and political sectors. TAC's mission is to support artists and arts organizations with responsive and innovative granting programs.

Toronto Arts Foundation (TAF) is an affiliated but separately incorporated charity with its own board of directors who are leaders in Toronto's philanthropic, civic, business and academic sectors, some of whom overlap with TAC. TAF's mission is to celebrate and strengthen Toronto's artists and arts organizations.

The two organizations work together to support the arts for the benefit of everyone in Toronto. Through complementary programs, initiatives, partnerships, and networks, TAC and TAF are committed to building strong pathways for artists and arts organizations to be successful and for arts experiences to be available in communities across the city – for a vibrant, creative, and connected Toronto.

The current strategic plans of both TAC and TAF will end in 2025.

2.0 Objectives

TAC and TAF seek a Consultant to develop a five-year strategic plan that will launch in 2025. This will be the first joint strategic plan of the organizations, designed to maximize the synergies between TAC and TAF and leverage their unique roles and contributions for a common vision.

The *Strategic Plan* will:

- Boldly advance and position TAC and TAF as leaders in the arts, in justice and equity, in access, and as the city-wide funding body and charity for the arts respectively
- Build on the success of the TAC 50th Anniversary and advocacy strategy, as well as its refreshed brand identity, to generate public awareness and support for the arts
- advance TAC and TAF participation in the City of Toronto's *Action Plan for Toronto's Culture Sector (2024 – 2034)* - herein referred to as the *Culture Plan*
- provide a framework for the current leadership vision.
- include a review and refresh element at the three-year mark.

TAC / TAF's objectives for the consultant's contract:

The ideal Consultant will have an established track record developing strategic plans for arts funders and/or large arts organizations in Canada. They will have a strong professional background and significant expertise in applying equity principles, including but not limited to racial equity, Indigenous reconciliation and disability justice perspectives – to strategic plan development.

3.0 Scope of Work

- The Strategic Plan will be guided by consultations with TAC and TAF board and staff and other key stakeholder groups. It will also be informed by a selection of relevant internal and external documents and reports, including, but not limited to: Action Plan for Toronto's Culture Sector: 2024 – 2034 (expected completion Fall 2024)
- What We Heard Report (2024, Monumental)
- Disruptions on the Horizon: 2024 Report (2024, Policy Horizons Canada)
- 50th Anniversary and brand refresh stakeholder engagement materials (2024, HARC Communications)
- Black Arts Funding for a Black Arts Future: Recommendations for Toronto Arts Council (2020)
- Toronto Arts Council Equity Framework (2017, 2021)
- Toronto Arts Council Strategic Plan: Arts Making 2025 (2016)
- Toronto Arts Foundation Strategic Plan: 2023-2025 (2023)

The Consultant will:

- Review relevant internal and external documents and reports.
- Plan and deliver a comprehensive and dynamic internal stakeholder engagement process to inform the development of the *Strategic Plan*, including facilitating sessions with board and staff members.
- Conduct a limited number of consultation sessions with key stakeholders in and outside of the arts sector.
- Ensure that engagement activities include a combination of accessible methods and approaches appropriate for different audiences.
- Draft and finalize the *Strategic Plan*.
- Develop accompanying implementation targets and performance measures for the *Strategic Plan*.

The consultant proposal should include a detailed project plan and timeline which incorporates the above Scope of Work and the following Draft Project Schedule.

4.0 Draft Project schedule

RFP Issued:	June 28, 2024
Proposals Due:	July 19, 2024
Interviews, selected Consultants:	July 22 – 26, 2024
Selection of Consultant:	July 29, 2024
Project Commencement:	August 1, 2024
Review of consultation materials & reports	August 1 – September 15, 2024
Internal Stakeholder Engagement	August 1 – October 31, 2024
Key External Stakeholder Engagement	September 16 - October 31, 2024
Strategic Plan - Draft	November 1 – December 31, 2024
Strategic Plan – Refine	January 1 – February 28, 2025
Strategic Plan – Finalize & Launch	March 1 - 31, 2025
Project Completion	March 31, 2025

5.0 Budget

Please provide a complete budget, including:

- Consultants' Fees broken down by time and deliverables
- Additional costs

Project budget range: \$30,000 - \$40,000.

6.0 Statement of qualifications

Please provide information about the Consultant, including resume(s), profile(s), and examples of comparable projects.

7.0 Evaluation of Proposals

Proposals will be evaluated based on:

- Consultant's analysis and understanding of project.
- Consultant's proposed work plan
- Consultant's relevant experience
- Budget

8.0 Proposal Deadline

Responses to the RFP should be sent to the attention of Andrew Suri, no later than 5pm **July 19, 2024**.

Andrew Suri

Director, Planning & Operations

Toronto Arts Council

Toronto Arts Foundation

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9.0 Accessibility

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the RFP process and may include:

Providing alternative formats of this document on request (audio transcript, ASL video).

Accepting applications in point form, through video and/or voice memo.

ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview. Other accommodation as requested.

If you require accommodation, please send an email to andrew@torontoarts.org