



June 17, 2026

**ADDENDUM No. 1  
TO  
ARTIST-IN-RESIDENCE FOR THE LA COUNTY  
CULTURAL CLIMATE COMMONS:  
COMMUNITY MEMORY LAB & LIVING ARCHIVE  
#ARTS-CS-RFP-26-143**

On June 3, 2026, the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released a solicitation for an artist residency with the LA County Cultural Climate Commons: Community Memory Lab & Living Archive, a collaboration between Arts and Culture, LA County Library / LA County Library Foundation, the Altadena Library District / Altadena Library Foundation, and Los Angeles Public Library / Library Foundation of Los Angeles.

The following questions were submitted via email. Applicants are advised to refer to the full Call for Artists document, which can be found at [lacountyarts.org](http://lacountyarts.org).

**SECTION 5 – ELIGIBILITY**

- Q1. May an applicant apply as an individual artist/creative professional operating through an LLC or cultural consultancy, or must the selected Artist contract strictly as an individual?**
- A1. For this Call for Artists, applicants may apply as an individual, as an LLC, or other business entity if they meet the Eligibility requirements as stated in Section 5 of the Call for Artists.
- Q2. For the Community Memory Lab and Living Archive solicitation, can artists apply as a team—as in either two artists or an artist and a community archivist / memory worker?**
- A2. For this Call for Artists, artists may apply as an individual or as a team. If applying as a team, applicants must identify in the Statement of Interest the legal entity that will enter into a contract with the County. In the SurveyMonkey Apply application platform, applicants may select “Add Collaborator” when the application is created.
- Q3. The call is framed as an Artist-in-Residence opportunity but also includes “other creative professionals.” Would curators, public historians, cultural strategists, social practice practitioners, and community-based archivists be considered eligible if their work demonstrates strong public engagement, storytelling, cultural preservation, and creative practice?**

- A3. Applicants who are creative professionals and can demonstrate in their application that they meet the Eligibility requirements, as stated in Section 5 of the Call for Artists, are encouraged to apply.

#### **SECTION 4 – STATEMENT OF WORK**

- Q4. Is the "approximately 12 workshops" figure and the phase schedule a firm contractual requirement, or may the final number and cadence be adjusted by mutual agreement based on what the Altadena community needs during the Research and Prototyping phases?**

**The Statement of Work references approximately 12 workshops over the residency period. Is the County envisioning 12 total workshops across the full residency, or 12 workshops per year?**

- A4. As stated in Section 4 of this Call for Artists, the Statement of Work is a preliminary schedule for contract implementation. The schedule may change after execution of the contract. Schedule changes will be mutually agreed upon by all parties.

- Q5. Will Arts and Culture or the Project Partners help identify members for the community working group, or is the selected Artist expected to independently form and manage that group?**

- A5. The selected Artist-in-Residence (Artist) will work independently and in collaboration with the Project Partners to identify participants for a community working group, if it is determined such a community working group is needed for the successful completion of the project. If a community working group is formed, the Artist will manage the working group's involvement with the project.

#### **SECTION 6 – BUDGET**

- Q6. Can the \$40,000 project materials budget be used for artist honorarium, community participant stipends, workshop supplies, documentation, design, printing, digitization support, transportation, accessibility needs, and event production costs?**

**The Statement of Work asks the artist to engage local artists and/or arts groups to co-lead workshops. Are fees for these co-leading artists expected to come out of the \$40,000 materials budget, or are they funded separately?**

**The scope encourages collaboration with local artists, arts groups, culture bearers, subject matter experts, and community leaders. Are applicants allowed to allocate portions of the project materials budget to pay collaborators, workshop co-leads, facilitators, photographers/videographers, designers, or other support personnel?**

**The Statement of Work invites engaging local artists and arts groups to co-lead workshops and references a contracted curator/historian. Are co-leads paid by the**

**Artist out of the \$40,000 materials budget, or contracted and funded separately by Arts and Culture / the Library? If from the Artist's budget, may a portion of the \$100,000 artist fee also be allocated to co-leads?**

**Is the culminating exhibition or event expected to be produced within the \$40,000 project materials budget, or will Project Partners provide additional venue, production, staffing, or promotional support?**

- A6. As stated in the Sample Contract, Exhibit B – Statement of Work, Section 6: The maximum all-inclusive Project Budget is \$140,000.00. The Project Budget includes all costs associated with the completion of project deliverables, including but not limited to community engagement expenses, artist fee, printing, materials, training, mileage, project assistant(s), administrative costs, production, consultant fees as necessary (e.g., graphic designer), insurance, equipment, and contingency.

The Project Budget is inclusive of the following components:

- Artist-in-residence fees of fifty thousand dollars (\$50,000) per year (up to \$100,000).
- Forty thousand dollars (\$40,000) for all other costs, as detailed above, with approval by Arts and Culture in advance and summary of expenses, including materials and subcontractor fees.

Arts and Culture may elect to revise the budget to address changes in the Statement of Work, price, or any term and condition. This will be a deliverables-based contract, with payments made as deliverables are completed and approved. In the event there are unspent funds in the budget after completion of the project, Arts and Culture may, at its sole discretion, choose to contract with Artist for additional services.

## **SECTION 9 – SUBMISSION MATERIALS**

**Q7. May relevant past work created outside Los Angeles County (by an artist who resides or works in LA County) be submitted as work samples, or must samples be LA County-based projects?**

- A7. Applicants should submit relevant examples of past or current work regardless of where the work took place.

**Q8. For the Statement of Interest, should responses to the listed prompts be submitted as a single document with headers, or are there separate response fields per prompt within SurveyMonkey Apply?**

- A8. The Statement of Interest should be uploaded as a single document, three (3) pages maximum. In SurveyMonkey Apply, applicants can upload their Statement of Interest as either a Microsoft Word document (.doc/.docx) or PDF(.pdf) file.

## **SECTION 10 – SELECTION PROCESS**

- Q9. The evaluation rubric allocates up to 250 points for "budget feasibility and completeness," but the submission materials list does not include a project budget, and the overall budget is fixed at \$140,000 (\$100,000 artist fee, \$40,000 materials). Should applicants submit a project budget or budget narrative as part of the application? If so, is there a required template or format, and what should the budget-feasibility section demonstrate given that the totals are already set?**
- A9. As stated in the Call for Artists, Section 10, Selection Process, all applicants will receive an automatic maximum score of 220 points for "Budget feasibility and completeness." Applicants are not required to upload a budget when completing their application. Applicants having been previously certified for one or more of Los Angeles County's Preference Programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise) shall receive an additional 30 points for a maximum of 250 points.
- Q10. If an individual artist is the applicant, may the applicant claim the +30 Local Small Business / Social Enterprise / Disabled Veterans Enterprise preference points through an affiliated certified entity (for example, a Social Enterprise the artist owns), or must the certified business itself be the applicant of record?**
- A10. In order to receive an additional 30 points for the "Budget feasibility and completeness" scoring category, an applicant should apply as the entity that is certified for one or more of Los Angeles County's Preference Programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise).
- Q11. For the Social Enterprise preference specifically, what is the certification process, and is there sufficient time to obtain certification before the June 29 submission deadline (or before contracting June 30 to August 31) for it to count?**
- A11. To learn how to become certified for one or more of Los Angeles County's Preference Programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise), applicants may visit [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications)
- Q12. If an applicant is certified as a minority-owned business or local small business through another agency, is there a pathway to receive the County preference points, or must certification be completed specifically through LA County before submission?**
- A12. Only applicants with Preference Program certifications from the County of Los Angeles are eligible to receive an additional 30 points for "Budget feasibility and completeness." To learn how to become certified for one or more of Los Angeles County's Preference Programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise), applicants may visit [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/SmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications).

## **MISCELLANEOUS**

**Q13. Are there specific insurance levels or vendor registration requirements applicants should review before applying?**

A13. Applicants should review the Sample Contract, Section 7, Insurance Requirements. Selected Artist must be a registered vendor with the County of Los Angeles prior to contracting. To learn more about registering as a vendor with the County, please visit <https://camisvr.co.la.ca.us/webven/>.

**Q14. The Call notes this is not a full-time opportunity and that the artist may take on other projects. Is there an anticipated weekly or monthly time commitment for the artist, particularly during Phase 1 (Research, September–October 2026)?**

A14. This Call for Artists opportunity is for a Department of Arts and Culture consultant contract. The Artist will determine the number of hours they will spend on the project, based on tasks and duties required to successfully complete deliverables. Interested applicants should carefully read the Call for Artists and Sample Contract to understand what is required.

Addendum Number 1 has been made available on the Arts and Culture website at <https://www.lacountyarts.org/opportunities/opportunities-artists/open-call-community-memory-lab-artist-residency> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1 there are no other revisions to the Call for Artists. All other terms and conditions of the Call for Artists remain in full force and effect.