



**Civic Arts Commission
Policy Subcommittee
Monday, March 13, 2023
4:30 PM**

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE AND TELECONFERENCE

Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the Civic Arts Commission will be conducted exclusively through teleconference and Zoom videoconference. The COVID-19 state of emergency continues to directly impact the ability of the members to meet safely in person and presents imminent risks to the health of attendees. Therefore, no physical meeting location will be available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://cityofberkeley-info.zoomgov.com/j/1607791795>. If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen. To join by phone: Dial **1-669-254-5252** and enter Meeting ID: **160 779 1795**. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair. To submit an e-mail comment during the meeting to be read aloud during public comment, email civicarts@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150-word limit. Time limits on public comments will apply.

Agenda

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. LAND ACKNOWLEDGEMENT**

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Chochen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

4. PUBLIC COMMENT (for items not on the agenda)

5. CHAIR'S REPORT

6. DISCUSSION ITEMS WITH POSSIBLE ACTION

- a) Discussion of Poet Laureate Guidelines (Attachment 1)
From: Hilary Amnah, Grants Program Lead

7. ADJOURNMENT

Attachments:

- 1. Poet Laureate Draft Guidelines

Staff Contact:

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Secretary to the Civic Arts Commission
Berkeley, CA 94704
Telephone (510) 981-7533
TDD (510) 981-6903
jlovvorn@cityofberkeley.info

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will

become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

ACCESSIBILITY INFORMATION:

To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date.



2024/25 Poet Laureate

City of Berkeley | Civic Arts | Berkeley Public Library

APPLY HERE

Important Dates (Subject to change)

Applications Open	July 1, 2023
Application Deadline	September 1, 2023, 11:59 pm
Selection Panel Meeting	November 2023
Civic Arts Commission Meeting – Poet Laureate Approval	December 6, 2023, 6:00 pm
Appointment Service Term	January 1, 2024 – December 31, 2025
Service Reflection Due	March 1, 2025

1. OVERVIEW

1.1 Purpose

Civic Arts Mission? Library Mission?

The Purpose of the poet laureate pilot program is to champion the art of poetry and spoken word in the City of Durham, and provide free, educational opportunities for all.

The Portland Poet Laureate is an honorary position awarded every 3 years to a resident of the Greater Portland area who is both an accomplished poet and an excellent ambassador within the community, helping to promote and win new audiences to the art of poetry.

In 2023, Mayor Lori E. Lightfoot, in coordination with the Chicago Public Library, Department of Cultural Affairs and Special Events, and Poetry Foundation, will publicly announce the creation of the Chicago Poet Laureate program. The program comes from the advocacy of the city's creative and civic communities. It aims to increase awareness of Chicago's historic contributions to the literary arts while celebrating and honoring the efforts of Chicago's working artists. The Chicago Poet Laureate will serve a two-year term and be awarded a grant of \$50,000 for the commissioning of new poems, the creation of a public program series, and for serving as an ambassador for the city's literary and creative communities

1.2 Pilot Program Background

Joint project of Berkeley Public Library and Civic Arts.

1.3 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun), the ancestral and unceded land of the Chochenyo-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

1.4 Cultural Equity Statement

The City of Berkeley Civic Arts program commits to equity within the arts and culture sector by consistently evaluating its programs and practices. The City recognizes the multiple benefits the arts provide, regardless of race, color, religion, age, disability, national origin, sex, sexual orientation and gender identity/expression.

Beyond ensuring access to the arts, the City of Berkeley commits to supporting artists and arts organizations that represent diverse cultures, life experiences, and socio-economic backgrounds. The City supports the empowerment of perspectives and identities that have been historically and systemically underrepresented.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is an individual poet and *not* applying as a partnership, group, or collective
- Applicant's primary residence is in the City of Berkeley
- Applicant has been a resident of Berkeley for at least two years
- Applicant is 18 years of age or older

1.6 Eligibility – Who can't apply?

- City of Berkeley employees employed at the time of the application or during any part of the Service Term
- Full-time students enrolled at the time of the application or during any part of the Service Term
- Individuals who do not live in the City of Berkeley
- Organizational applicants (for example, festivals, nonprofit organizations, businesses, etc.)

1.7 Who is encouraged to apply?

Although not considered in review process, individuals representing systemically marginalized identities, including but not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA2S+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused; Unsheltered; Veterans; or Youth 18 years of age or older are strongly encouraged to apply.

1.8 Honorarium

The City of Berkeley Poet Laureate will receive a **\$10,000** honorarium for the two-year Service Term.

The full honorarium will be split into two payments. A \$5,000 payment will be made to the appointee in January 2024, and another \$5,000 will be made in January 2025.

1.9 Honorarium Use Restrictions

The honorarium may not be used for the following:

- Political advocacy or lobbying

1.10 Service Requirements

All service requirements must be completed within the two-year Service Term.

- Produce one (1) original poem related to Berkeley
- Participate in at least four (4) public readings
 - One of these public readings must be coordinated in partnership with the Berkeley Public Library
- Provide coaching and guidance to any Berkeley high schoolers participating in the statewide Poetry Out Loud competition
 - ----support youth poet laureate
 - Provide mentorship to Berkeley's Youth Poet Laureate
- Participate in a video recording of poetry readings for Civic Arts and Berkeley Public Library use
- Be "on-call" for various Mayoral and City Council events – possibly remove or define better "on call"
 - One dignitary event?
- Serve as a Selection Panelist for the next Poet Laureate application process

2. APPLICATION PROCESS

2.1 Application Materials

All application materials must be submitted electronically before the deadline. The Poet Laureate application consists of the following components:

- Proof of residency
 - Applicants must submit paperwork demonstrating Berkeley residency with their application. Unhoused and unsheltered artists may provide a letter from a Berkeley-based shelter or a Berkeley-based homeless service program as proof of Berkeley residency.
- Resume or Curriculum Vitae (C.V.)
- Work samples and descriptions
- Narrative Questions
- Letters of Support

2.2 Application Management System

All application materials must be submitted electronically using the Office of Economic Development's grants management system, [Submittable](#). Technical assistance creating a Submittable account is available through [Submittable's Customer Support](#).

Please note: Paper or physical applications are not accepted at this time.

2.3 Technical Assistance

Technical assistance for program-specific inquiries is available from Civic Arts staff by email or by appointment. This technical assistance can help provide guidance around eligibility, service requirements, or review criteria.

Staff contact: Hilary Amnah, Grants Program Lead
hamnah@cityofberkeley.info
[Schedule a virtual appointment](#)

2.4 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts staff at civicarts@cityofberkeley.info. Staff will work with the Disability Compliance Program (ada@cityofberkeley.info) to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings. TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

2.5 Translation Services

The program guidelines are available to be translated into another language upon request. Requests can be emailed to Civic Arts staff at civicarts@cityofberkeley.info. If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for Selection Panelists.

3. EVALUATION AND SCORING

3.1 Review Criteria

Applications will be evaluated in a Selection Panel meeting according to the following criteria:

Literary Practice and Experience (50%)

- Work samples demonstrate high-quality artistry and command of poetry as a craft
- Resume or Curriculum Vitae (C.V.) demonstrates exceptional accomplishments through literary experience and achievements
- Reasoning for how the Poet Laureate appointment will enhance, develop, and/or transform the applicant’s artistic practice is compelling

Cultural Equity (25%)

- Applicant clearly conveys how their personal experiences and/or identities are rooted in and reflective of historically marginalized communities.
- Applicant demonstrates an appropriate relationship between their creative practice and a historically marginalized community(ies)
- Applicant’s artistic voice is representative and a reflection of Berkeley’s diverse identities

Community and Civic Engagement (25%)

- At least one venue, broadcast format, or virtual platform is identified for a public reading; feasibility of using identified venue is articulated
- Proposed public reading engages a defined Berkeley audience/community in a meaningful way
- Applicant demonstrates a track record of community engagement and collaboration in Berkeley, including hosting events, organizing, teaching, leading workshops, and/or creative outreach

3.2 Scoring Scale

Selection Panelists use the following scale in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criterion.

5	Exceptional	meets review criteria to the highest degree
4	Strong	strongly meets review criteria
3	Good	satisfactorily or successfully meets review criteria; average
2	Fair	moderately meets some of the review criteria; needs some improvement
1	Underdeveloped	minimally meets the review criteria; greatly needs improvement
0	Weak	does not meet any elements of the review criteria

4. REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible applications will be evaluated by a Selection Panel for scoring in accordance with the review criteria.

4.2 Selection Panel

The Selection Panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the literary arts field.

Council Member or Mayor?

Any Selection Panelist who has a conflict of interest with an application(s) must recuse themselves from reviewing that application(s). A 'conflict of interest' is defined as a situation in which a Selection Panelist has a competing professional, financial, or personal interests that might could impair their ability to perform their evaluation responsibilities objectively.

The Selection Panel meeting is public and facilitated through a Zoom Video Webinar. All applicants receive information regarding the panel meeting's date, time, and order in which applications will be reviewed. Applicants are encouraged to attend the panel meeting.

Applicants are permitted three (3) minutes at the end of the panel's review of their application to clarify any aspects of the application that may have been misunderstood by the panelists. The three minutes to address the panelists may not be used to give additional information not included in the application.

Panel comments made by panelists in support of their scores are available to applicants upon request once they receive the official notice of their application's award or decline from Civic Arts.

4.3 Civic Arts Commission Approval

After the Selection Panel has scored all applications and made a final decision on the appointee, Civic Arts staff will present panel results in a Civic Arts Commission meeting. The Civic Arts Commission approves the Poet Laureate before the official appointment is made.

5. POET LAUREATE REQUIREMENTS AND POLICIES

5.1 Invoicing

The Poet Laureate must complete a Demographic Survey to receive their honorarium invoice from **Berkeley Public Library**. Staff will provide an invoice for \$5,000 in January of 2024, and other invoice for \$5,000 in January of 2025

Please note: Appointees should be aware of the tax implications upon receiving the award and maintain documents required for state and federal income taxes.

5.2 Selection Panel Service

The Poet Laureate is required to serve as a Selection Panelist for the next application cycle of the Poet Laureate Program. The service will be completed in November of the second year of the Service Term.

5.3 Service Reflection

A completed Service Reflection form is due within 60 days after the end of the Service Term. Service Reflections are usually due by March 1 unless otherwise noted. The Service Reflection should outline completed activities and achievements during the Service Term. It also includes evaluation questions for self-reflection and for Civic Arts staff to make improvements to the program. **Poets Laureate who do not submit a Final Report are ineligible from applying for future Poet Laureate appointments.**

5.4 Poetry Video Recording

Individual Artist Project grantees are required to participate in a virtual Artist Showcase to present their final project processes and products as a cohort. The Artist Showcase is an opportunity to see other grantees' work and share their work with the Civic Arts community. The Artist Showcase may be recorded and used for Civic Arts promotional purposes.

5.5 Notifying Civic Arts and Library Staff about Public Engagements

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. Grant recipients should acknowledge the City's financial support by using the phrase "Supported in part by a Civic Arts Grant from the City of Berkeley" or including the "City of Berkeley" in lists of supporters. Grantees must display the [City's logo](#) in all promotional materials and media. (Civic Arts Contact & Library Contact) – promotional opportunity

5.6 City Permits and Permissions

A Poet Laureate appointment does not imply that the City will produce, exhibit, or promote artwork(s) created with during the Service Term. It is the responsibility of the Poet Laureate to secure venues and appropriate insurance for public presentations.

The Poet Laureate solely responsible for securing the necessary City permits or approvals for elements such as publicly installed art, street closures, sound amplification in public space, or murals if included as part of the grant proposal. – check with Jen

5.7 Incomplete Service Requirements

Poets Laureate who do not complete all service requirements during the Service Term may need to return their honorarium to the City of Berkeley.