



UTAH HUMANITIES

Ideas in Action

PROJECT DESCRIPTION: To advance its commitment to diversity, equity, inclusion, and access, Utah Humanities seeks a consultant to engage in a detailed and comprehensive, organization-wide equity audit. The evaluation will include review and analysis of existing documents, policies, procedures and practices, as well as surveys of or interviews with stakeholders and constituents in the following areas:

- UH program development and delivery models
- Grant programs
- Outreach
- Communications and marketing
- Fundraising and development
- Personnel recruitment, policies, and procedures
- Board of Directors recruitment and procedures

The audit will culminate with a detailed written report of the findings, and include recommendations for implementing inclusive and equitable policies and practices into all areas of the organization, including achievable, short-term action steps and sustainable, long-term goals.

Utah Humanities' Executive Director will oversee the equity audit process, in consultation with the UH Board Executive Committee. Our timeline is flexible and we hope work can be completed by March 31, 2022.

ORGANIZATION BACKGROUND: Utah Humanities empowers Utahns to improve their communities through active engagement in the humanities. Our work is divided into four "Centers" of focus:

- The **Center for the Book** fosters a love of books as well as the exploration of contemporary issues through literature.
- The **Center for Community Heritage** encourages Utahns to explore, preserve, and share their unique local history, culture, and traditions.
- The **Center for Educational Access** uses the humanities to expand educational opportunities for demographics underrepresented in higher education.
- The **Center for Local Initiatives** supports grassroots humanities projects where communities identify important issues and use the humanities to address them.

Utah Humanities is one of 56 state and jurisdictional humanities councils across the United States and its territories. Utah Humanities has a professional staff of eight and a 19-member, statewide Board of Directors. We have several programs and grant opportunities to support cultural events, projects, and initiatives; our humanities programs take place at libraries, museums, schools, and in communities all across Utah. This work is key to our strategic planning and, as we look forward to celebrating our 50th anniversary in 2025, we hope to build on our track record by ensuring equity and access to all our grant-ing opportunities, programs, communications, and development initiatives.

BUDGET: The Utah Humanities Board of Directors approved funding for a racial equity audit; proposed budgets should take into consideration UH's nonprofit status.

PROPOSALS: Interested consultants should provide the following in their proposals:

- A work plan outlining approaches, timeline, deliverables, and estimated costs
- Experience providing consulting services and audits related to equity and cultural competency
- Relevant experience with Utah and/or regional nonprofit and cultural sectors
- Experience helping organizations develop inclusive and equitable relationships with Indigenous communities and Indigenous-led organizations
- Professional experience of the proposed audit team members
- A draft consulting or professional services agreement
- Contact information for 3 project clients or professional references

Proposals should be emailed to graham@utahhumanities.org by June 30, 2021. Final selection will be complete before August 1, 2021.

This request for proposals is an invitation to interested consultants and UH is under no legal obligation to accept any proposal. UH reserves the right to amend the scope of work and requirements at any time.

Please direct questions to Jodi Graham, Executive Director
graham@utahhumanities.org or (801) 359-9670