

# Request for Proposals: Racial Equity Audit

To advance our commitment to racial equity, Humanities Montana seeks a consulting firm or individual(s) to engage in a comprehensive, organization-wide racial equity audit. The audit will include a review and analysis of existing documents, policies, and procedures as well as surveys of or interviews with stakeholders and constituents in the following areas:

- Grant programs and outreach
- Program development and delivery models
- External communications and marketing
- Fundraising and development
- Personnel recruitment and procedures
- Board of Directors recruitment and procedures

The audit will culminate in recommendations for integrating inclusive and equitable policies and practices into all areas of the organization, including achievable, short-term action steps and sustainable, long-term goals.

Humanities Montana's executive director and board executive committee will oversee the racial equity audit process. Our timeline is flexible, and we hope work can be conducted before or during fall 2021.

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**ORGANIZATION BACKGROUND:** Humanities Montana serves communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montanans' diverse history, literature, and philosophy.

To achieve our goal, Humanities Montana:

- provides programs that tell our diverse stories
- facilitates conversations about pressing issues
- supports Montana's cultural institutions through grants and partnerships
- offers humanities programming on topics such as history, literature, and philosophy to nurture memory, imagination, and ideas

Humanities Montana is a nonprofit affiliate of the National Endowment for the Humanities (NEH), one of 56 independent councils across the United States. Humanities Montana has five full-time employees and a 20-member, statewide Board of Directors. We have several granting programs to support cultural events, projects, and initiatives; our humanities programs take place at libraries, museums, schools, and community centers all over Montana. While 75 percent of our funds are provided by the NEH, we are building a robust fundraising and development program to partner with foundations and appeal to individual donors. The organization has new leadership and has recently enjoyed an enhanced public profile through distributing CARES Act grants and hosting statewide programs on civic engagement. As we prepare to celebrate our 50<sup>th</sup> anniversary in 2022, we hope to build on that visibility by ensuring equity and access to all our granting opportunities, programs, and development initiatives.

**BUDGET:** The Humanities Montana Board of Directors approved a racial equity audit in the organization's the most recent budget. Proposed budgets should take into consideration Humanities Montana's nonprofit status.

## PROPOSALS SHOULD INCLUDE THE FOLLOWING:

- A work plan outlining approaches, timeline, deliverables, and estimated costs
- Experience providing consulting services and audits related to racial equity and cultural competency
- Relevant experience with Montana 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
- Contact information for 3 project clients or references

Proposals should be emailed to [randi.tanglen@humanitiesmontana.org](mailto:randi.tanglen@humanitiesmontana.org) by May 21, 2021. Final selection will be complete before June 18, 2021.

Please direct questions to Randi Lynn Tanglen, executive director, [randi.tanglen@humanitiesmontana.org](mailto:randi.tanglen@humanitiesmontana.org) or (406) 243-6022.