The purpose of this Program Solicitation is to select an organization (Cooperator) to administer the Mayors’ Institute on City Design (MICD), a program of the National Endowment for the Arts (Arts Endowment). The MICD brings U.S. mayors together with design professionals in workshops to assist mayors with urban design challenges, to promote design excellence, and to enhance the livability of communities across the country.

Since 1986, the MICD has helped transform communities through design by training more than 1,000 mayors to be the chief urban designers of their cities. The MICD achieves its mission by organizing workshops where mayors engage with leading design experts to find solutions to the most critical urban design challenges facing their cities. Institutes are organized around case-study problems discussed in closed sessions. Each mayor presents a problem from his or her city and receives feedback from other mayors and design experts.

The Arts Endowment will award a cooperative agreement to an organization that has a history of education and advocacy regarding policies and practices affecting the design of American cities (See "Applicant Eligibility" for details). In brief, the Cooperator will:
• Administer the MICD to support the fulfillment of the MICD’s mission and implementation of its goals and activities.
• Provide operational support to the MICD, including professionally-staffed support for the MICD.
• Organize and implement up to five MICD workshops for mayors and design professionals.
• Monitor and regularly report to the Arts Endowment Project Director on the status of all MICD activities.
• Implement a comprehensive communications strategy.
• Provide follow-up activities for alumni MICD mayors.
• Prepare and transmit archival material on the institutes.

The Cooperator will work closely with the Arts Endowment Project Director on all phases of this project.

Eligibility & Requirements:
• The applicant must have, at the time of application, at least a three-year history (consecutive or nonconsecutive years) with education and advocacy regarding policies and practices affecting the design of American cities.

Internal Nomination Process:
Interested applicants should submit the following documents:
1. JHU Limited Submission Cover Sheet
2. Proposal (maximum of two pages of text only, single spaced: 12-pt font and one-inch margins)
   (Note: figures, tables, and other reference material may be included in addition to the 2 pg. text limit)
3. Curriculum Vitae of investigator, including current external research support and publications
4. Budget (two pages maximum)

Questions? Comments? Email the Research Development Team at resapp@jhu.edu.