



Centering Art & Racial Equity (C.A.R.E.) Grant 2023-2025 Guidelines




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Grant Overview

Centering Art & Racial Equity (C.A.R.E.) grant is the **new name** of the Seattle Office of Arts & Culture's organizational funding program previously known as Civic Partners. The updated name highlights the evolution of the program over the past ten years and our forward focus as we move into the future. The C.A.R.E. grant awards three consecutive years of funding to Seattle arts and culture, heritage, and arts service organizations with a minimum three-year history of providing accessible programming for Seattle residents and visitors. To create a more equitable, vibrant, and relevant arts sector, we prioritize support for organizations with an arts-focused mission that are taking action to be anti-racist and who value, implement, and uphold inclusive practices through an intersectional racial equity lens.

Information: Contact Kathy Hsieh, Cultural Investments Strategist, at (206) 733-9926 or kathy.hsieh@seattle.gov. TTY: Dial 711. Tele-Braille: (800) 833-6385.

<p>Application</p> <p>The application is submitted ONLINE. The application is available through the City of Seattle's grant portal on FLUXX at https://seattle.fluxx.io/user_sessions/new</p> <p>If you don't have computer or internet access, contact staff as soon as possible.</p>	<p>Opening</p> <p>May 11, 2022, 3:00pm (PT)</p> <p>Deadline</p> <p>August 10, 2022, 5:00pm (PT)</p>		
<p>Information Sessions:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Session 1 (In-Person) Wednesday, May 18, 2022, 2-4pm PT RSVP</p> <p>Session 2 (Virtual) Tuesday, May 24, 2022, 10am - 12pm PT RSVP</p> <p>Session 3 (Virtual)  ASL-interpreted Wednesday, May 25, 2022, 4 - 6pm PT RSVP</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Session 4 (Virtual) Wednesday, June 1, 2022, 1 - 3pm PT RSVP</p> <p>Session 5 (Virtual) Thursday, June 16, 2022, 11am - 1pm PT RSVP</p> <p>Session 6 (Virtual) Tuesday, July 19, 2022, 1 - 3pm PT RSVP</p> </td> </tr> </table>		<p>Session 1 (In-Person) Wednesday, May 18, 2022, 2-4pm PT RSVP</p> <p>Session 2 (Virtual) Tuesday, May 24, 2022, 10am - 12pm PT RSVP</p> <p>Session 3 (Virtual)  ASL-interpreted Wednesday, May 25, 2022, 4 - 6pm PT RSVP</p>	<p>Session 4 (Virtual) Wednesday, June 1, 2022, 1 - 3pm PT RSVP</p> <p>Session 5 (Virtual) Thursday, June 16, 2022, 11am - 1pm PT RSVP</p> <p>Session 6 (Virtual) Tuesday, July 19, 2022, 1 - 3pm PT RSVP</p>
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For Assistance, Contact:

- **Application or Access:** Kathy Hsieh at (206) 733-9926 or Kathy.Hsieh@seattle.gov.
- **Online Technical Support:** Marshonne Walker (marshonne.walker@seattle.gov) or Margo Robb (margo.robb@seattle.gov)

Grant Purpose

Arts and culture organizations are a vital part of Seattle's ecosystem. The Seattle Office of Arts & Culture's investments are a tangible way to partner with the cultural community to achieve our aim of becoming a more inclusive and anti-racist City. The Centering Art & Racial Equity (C.A.R.E.) grant aims to leverage the collective community action of Seattle's arts and cultural sector to create a city where all artists, performers, writers and creative workers have the freedom, agency and platform to share and amplify their stories, art, cultures and experiences, regardless of race, class, gender, age, ability, education, country of birth, citizenship, religion, and sexual orientation.

Eligibility/Requirements

Eligible organizations are arts and culture, heritage, and arts service organizations with:

- their primary location in Seattle
- a mission and programs centered on arts and culture or a culturally specific organization with significant arts and cultural programming
- a minimum three-year history of providing public benefit to Seattle residents
- a Federal Tax ID number (though not required to have 501(c)(3) status)
- a commitment to and action toward being an anti-racist organization through an intersectional lens
- no concurrent funding through the Seattle Office of Arts & Culture's smART ventures funding program.

Funding

Awards are based on overall score in relation to this program's evaluation criteria as ranked by a diverse peer and community panel. Budget size is no longer a factor in determining award amount. In our effort towards reparative justice and to address the systemic disparity of inequitable funding¹, at least 50% of the available funding budget will

¹ "People of color represent 37 percent of the population, but just 4 percent of all foundation arts funding is allocated to groups whose primary mission is to serve communities of color." - Holly Sidford, President of Helicon Collaborative in her 2017 study and research report "[Not Just Money: Equity Issues in Cultural Philanthropy.](#)"

be distributed to organizations that are defined as People of the Global Majority (PGM) Centered² or Progressing³.

This is a three-year grant. Each recipient will receive funding in calendar years 2023, 2024, and 2025. Receipt of funds each year is dependent upon completing the necessary contracting and/or invoicing and reporting documents.

Please note that award amounts are not determined until February 2023 since funding is dependent upon available City budget, the number of applications received/awarded, and each applicant's score. In the online application the Amount Requested will show up as \$1.00 as a placeholder until selections and City budgeting process is complete.

C.A.R.E. awards may not be used for:

- organizations whose primary work is done outside of Seattle
- events outside of Seattle
- programs not accessible to the public
- capital improvements or purchase of equipment
- school, college and university departments or programs which are part of regular or extra-curricular school programs
- religious services, or events or presentations in which fundraising is the primary purpose.

Important: Please note that the number of applicants continues to grow exponentially for this program. **We cannot guarantee that those who have been funded continuously in the past will continue to receive the same levels of funding, if at all.**

² **People of the Global Majority (PGM) Centered** means having a mission and programming that is explicitly centered in and reflective of a community or communities of color and where the board, staff, artists, audience, collaborators, and supporters include a significant representation of that community. Based on available existing data, organizations centered in Black, Indigenous, Asian, Pacific Islander, Latina/o/x, and MENA communities have been inequitably underfunded regionally and nationally.

³ **People of the Global Majority (PGM) Progressing** refers to organizations meeting most of the following benchmarks: a mission and programming that is explicitly centered in and reflective of a community or communities of color and where the board, staff, artists, audience, collaborators, and supporters include a significant representation of that community.

Evaluation Criteria

Proposals submitted to this program will be evaluated on the following core criteria:

1. Accessibility and Community Involvement (40 points)

Excellent (38-40 points), Very Good (35-37 points), Good (31-34 points), Adequate (21-30 points), Questionable (11-20 points), Unacceptable (0-10 points)

- Provides accessible opportunities for diverse community participation: audience, artists, volunteers, donors, collaborators, and/or supporters
- Offers cultural, geographic, economic, disability or physical access to Seattle residents and visitors
- Reflects and is relevant to Seattle's diverse population
- Involves, represents and centers people and communities that have been most impacted by structural racism

2. Merit and Impact of Program/s in Relation to a Stated Artistic/Cultural Mission (40 points)

Excellent (38-40 points), Very Good (35-37 points), Good (31-34 points), Adequate (21-30 points), Questionable (11-20 points), Unacceptable (0-10 points)

- Clarity of organization's mission and goals
- Alignment of program/s with organization's mission
- Demonstrated skills and credibility of artistic/program leadership in relation to stated mission
- Creates meaningful arts and cultural experiences that make a difference
- Offers unique opportunities
- Diversifies the arts and cultural activities available within Seattle
- Meaningful contribution and impact to arts discipline and/or cultural/heritage community

3. Inclusive and Anti-Racist Values and Action (10 points)

Excellent (10 points), Very Good (8-9 points), Good (6-7 points), Adequate (4-5 points), Questionable (2-3 points), Unacceptable (0-1 points)

- Values that are inclusive and welcoming of all people including those who have been most marginalized by our society's inequitable systems and structures
- Demonstrates evolvment and progress towards an anti-racist work practice

- Staff, board, artists and key collaborators include those who have been most marginalized by our society's inequitable systems and structures⁴

4. Organizational Resilience and Evolvement (10 points)

Excellent (10 points), Very Good (8-9 points), Good (6-7 points), Adequate (4-5 points), Questionable (2-3 points), Unacceptable (0-1 points)

- Resilience as an organization
- Flexibility and adaptability of the organization to evolve in ways that keep them relevant
- Ability to offer meaningful programming with whatever resources are available
- Realistic budgets in relation to programming scope
- Fiscal accountability

Timeline

- **August 2022:** An independent panel of arts administrators and community representatives will participate in a reviewer orientation which includes racial equity and implicit-bias training.
- **August - October 2022:** The peer panel will review and score applications based on the program's priorities, eligibility and criteria.
- **November 2022:** The panel reviewers meet to discuss each application and submit their final rankings.
- **December 2022:** The Cultural Investments Committee of the Seattle Arts Commission will review final ranking and recommendations and vote to approve.
- **January 2023:** Applicants are notified whether they have been approved for C.A.R.E. funding or not.
- **February 2023:** C.A.R.E. funding award amounts for 2023 are finalized pending City budget process. Recipients are notified.
- **February - March 2023:** Awarded organizations will work with staff to develop a scope of service representing the public benefit connected with the funding.
- **2023 - 2025:** Staff will work with awarded organizations to complete necessary paperwork for each calendar year. Payments can only be made after paperwork is received and processed.

⁴ In the arts and cultural sector, those who have been most marginalized are people of the global majority across all social categories based on class, gender, age, ability, education, country of birth, citizenship, religion and sexual orientation.

Application Outline & Components

- **Organization Information**
 - **Organization Name**, DBA (if applicable), **Mailing Address**, **Federal Tax ID #**
 - **Please note that only organizations with Federal Tax ID #s are eligible.** If you are a new organization not already in our online grant system, please select that you are an **Organization** (Non-profit or Small Business that has its own Tax ID number) and not a **Community group** (a group working together but has no official documentation or Tax ID number) when filling in your organization information.
 - If you do not have a Federal Tax ID number, please contact Kathy.Hsieh@seattle.gov for support.
 - **Primary Contact Person** and **Authorized Signer** for the Organization
 - **Date Organization Formed**
 - **Mission Statement** (Maximum Characters: 1,000)
 - What is the vision and purpose of your organization? What are your core values?
 - **Public Benefit** (Maximum Characters: 1,000)
 - A brief, high-level description of the types of public benefit your organization provides for people in Seattle (examples: free or discounted access; educational engagement programs; the creation of paid income for artists and cultural workers; more inclusive participation for a greater diversity of communities; access for people with disabilities, etc.)
 - **Organization History** (Maximum Characters: 2,000)
 - Why was your organization founded and how has it evolved? Who has been involved with your organization? What has your organization accomplished?
 - **Are you a 501(c)3 Non-profit? A WA State Non-Profit Corporation?**
 - You do not need to be either to apply.
- **Fiscal Sponsor Information** (if applicable). If you have one, we will need:
 - Fiscal Sponsor Name, Contact Name, Email
- **Additional Organization Information**
 - Website link (if applicable)
 - Art Discipline/s
 - How many paid full-time equivalent (FTE) staff work for your organization?
 - How did you hear about this opportunity?

- Did you attend an application workshop?
- Are you currently funded by another program of the Seattle Office of Arts & Culture?
- **Aims and Actions**
 - Brief Organization Description: How would you describe your organization in one or two sentences? (Maximum Characters: 250)
 - Given Seattle's broad and diverse cultural scene, what does your organization offer/do that and makes you stand out from the rest? What is unique about what you provide Seattle and the impact that you have on the people who live, work and visit here? (Maximum Characters: 2,000)
 - What has your organization been working on over the past three years and how does that serve your mission or vision? Please feel free to include both programmatic and organizational, internal and public-facing work in what you share. (Maximum Characters: 2,500)
 - Please share how your organization has been evolving over the past three years and what actions you have taken that demonstrate these changes? (Maximum Characters: 2,500)
- **Programming**
 - Complete and upload [Programming Form](#) to provide a listing of your programs, events and services for your most recently completed year plus your current year..
 - **Program Links:** Please share at least one or up to three online links that provide a more sensorial experience of your organization, programs, services, projects and/or events. If you share more than three, only the first three will be viewed.
- **Financial**
 - Complete and upload the [Income and Expense Form](#) or a copy of your most-recently-completed fiscal year profit and loss financial statement. profit and loss financial statement.
 - Total Operating Income and Expense amounts for your 3 most recently completed fiscal years - just the totals, not the detailed actuals.
 - Notes to Financial Information (if applicable)
- **Community Involvement**
 - **Community Involvement:** Describe those you work with and the people you serve. Share about efforts to engage, partner and include them. (Maximum Characters: 1,500)

- **Demographic Questionnaire:** Snapshot demographic information about your staff, board, artists and audience.
- **Racial Equity Self-Assessment**
 - **[Continuum on Becoming an Anti-Racist Arts and Cultural Organization:](#)**
Please identify where on the Continuum your organization is. Explain why you chose this location on the Continuum and provide specific examples to illustrate your choice. (Maximum Characters: 2,000)
 - Briefly describe who was involved and the process used to make your selection. (Maximum Characters: 500)
 - What are you doing to become a more anti-racist organization? How are you examining and evolving towards a more human-centered culture in your organization? How are you working in solidarity with those furthest from justice? What's working? Where do you have room for growth? (Maximum Characters: 2,500)

Application Tips

We encourage you to:

- **Read the guidelines, check your eligibility, and follow the online instructions carefully.**
- **Explore the online application early** so you can plan ahead.
- **Attend an information session** where you can ask and hear other applicant questions, especially if you are a first-time applicant.
- **Check-in with the project manager for this program before you start applying** to ensure you are properly registered in the City of Seattle's online grant portal and so you receive important updates related to this opportunity.
- **Contact the project manager** with any questions, or to review a portion of your draft application as early as possible before the deadline. We are happy to assist, but last-minute help is limited due to timing and volume of requests received. Email is the best way to reach us, from which we can schedule time to chat virtually or over the phone.
- **Schedule plenty of time**, especially to do the Racial Equity Self-Assessment, in order to complete this application before the deadline.
- **Prepare and connect with others in your organization** so that they also have enough time to provide the information you need.

- **Be clear and concise** in your application. Panelists review hundreds of applications.
- **Save often and be sure to re-read and preview your work** before you submit.
- **Submit your application early** so you have time to deal with any potential technical issues.
- Make sure you **attach the required attachments** before submitting.

Obligation of Award Recipients

Acknowledgement

Organizations and individuals receiving awards from the Seattle Office of Arts & Culture (ARTS) must acknowledge the City of Seattle's support in printed materials, signage visible to the public, via social media or in other ways appropriate to the project. ARTS will supply preferred wording and logos in electronic format.

Public Benefit

State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide public benefits to citizens of Seattle as a condition of their funding.

Seattle Business License and Washington State UBI Number Are Required for Payment

Individuals and organizations awarded funds from the Seattle Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (**The business license and UBI numbers are NOT needed to apply for funds.**)

Reporting

After funding recommendations are approved, the Seattle Office of Arts & Culture staff will work with the applicant to develop a contract and/or request for payment in each of the three funded calendar years, including a scope of services (public benefit). Organizations are paid on a reimbursement basis after projects or services are completed and a final report is submitted.

Arts Funding Policies

Commitment to Racial Equity

The Seattle Office of Arts & Culture commits to an anti-racist work practice that centers the creativity and leadership of people of color - those most impacted by structural racism - to move toward systems that benefit us all. We also acknowledge that we are on Indigenous land, the traditional territories of the Coast Salish people.

We envision a city of people whose success, safety and health are not pre-determined by their race. A city where all artists, performers, writers and creative workers have the freedom, agency and platform to share and amplify their stories, art, cultures and experiences. At the same time, we acknowledge that our actions - both conscious and unconscious, past and present - have benefited some communities while limiting opportunities and outcomes for communities of color. We work toward our vision by addressing and working to eliminate institutional racism in our programs, policies and practices.

In alignment with the City's Race and Social Justice Initiative, we seek new solutions that use arts as a strategy to drive not only our office, but the City as a whole toward racial equity and social justice. We will continue to break barriers and build arts-integrated tools that challenge the status quo and push us toward the inclusive society we envision.

If you have any questions about our commitment or would like to know more about the work we are doing, please call us at 206.684.7171 or email at Arts.Culture@Seattle.gov.

Grant Appeal Process

Applicants may appeal the recommendations of the independent community review panel. Appeals must be based solely on the information included in the original application.

Procedure:

- Applicants wishing to appeal must first contact the staff member responsible for the program to review the decision and hear a summary of the peer panel feedback.
- Appeals must be sent in writing to the Director of the Seattle Office of Arts & Culture within 30 days of formal notice of the Commission-approved decision.
- The Director shall consult with staff and/or members of the grant panel for input in making the final decision.
- If the Director accepts the appeal request, the applicant will be awarded a grant.
- A rejection by the Director is final and ends the appeal process.
- The Director will notify the applicant of their final decision in writing.

Application materials are public information

Application materials submitted to the Seattle Office of Arts & Culture become public information. Members of the public may request a copy of them with a formal request. Materials are subject to public disclosure due to the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 786-6777.

Discrimination is not allowed on City-funded projects

Applicants receiving funds from the Seattle Office of Arts & Culture must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in City contracts, and Chapter 5.44, pertaining to license requirements. The complete text of these City codes is available at the City Clerk's office and the Seattle Public Library.

Americans with Disabilities Act applies to City-funded projects

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the differently-abled. The Seattle Office of Arts & Culture respects the needs of people with differing abilities and seeks to make available to applicants, participants and, all interested persons information regarding the provisions of the Americans with Disabilities Act and its applicability to the activities of our agency. For information about public meetings, accessibility, and auxiliary aids, please contact the Seattle Office of Arts & Culture at (206) 684-7171 (voice), or (800) 833-6388 (TDD Relay). This agency complies with all federal, state, and local laws that prohibit discrimination in employment and services.

Supports freedom of expression

The City believes a community that fosters freedom of speech and thought will advance as a society. Artists play an important role in reflecting and challenging the social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

COVID Vaccination Executive Order

City of Seattle contractors and volunteers need to be fully vaccinated if their work involves being on-site or in-person. See [COVID-19 Vaccination Requirements for City Contractors and Volunteers](#).

For additional information about funding opportunities and the Seattle Office of Arts & Culture, visit our website at seattle.gov/arts, where you can subscribe to our regular eNewsletter.

Glossary

Anti-racist Organization: An organization that is actively interrupting racism by assessing and taking actions to dismantle the racism within their organization. The steps involved might include increasing the diversity of their leadership, staff, artists and audience; making a racial equity plan; budgeting resources to increase the staff and board's understanding about what it means to be anti-racist; examining and working to eliminate tokenism of, microaggressions against, and racist acts towards people of color; developing policies and procedures that make the organization more inclusive; expanding the organization's cultural norms beyond Western/Eurocentric ones.

Arts and Culture Organization: Not-for-profit-based groups that provide as their *primary mission* regular cultural programs or services, which may include producing or presenting a series or annual program of performances, exhibitions, media presentations, festivals, readings, or literary publications. **Producing** is a primary focus on direct creation, production, performance, or exhibition of arts; **presenting** is a primary focus on organizing, selecting, or curating and contracting a series, season, or festival of performances or events created by other artists and producing groups.

- **Non-profit organizations that include arts as a primary and major focus of a larger mission** may apply, if their larger mission is centered in serving a specific cultural group.
- **Community-based cultural groups** may apply to the C.A.R.E. grant.
Organizations receiving C.A.R.E. funding are not eligible to receive concurrent project funding through smART ventures.
- **Nonprofit non-cultural organizations** (i.e., civic organizations, social service organizations, community groups) can visit the [City's Grants and Funding page](#) to find the best opportunity for your organization, program, or project.

Arts service organizations provide education, training, and professional services such as administrative support, information resources, or technical assistance to a variety of arts professionals, organizations, or disciplines. They may promote arts education or access for special populations, ethnic communities, and underserved communities.

Culturally specific organizations with a significant arts and cultural program are organizations that serve a specific cultural community but might not have arts and culture as their primary mission. Many of these organizations were established to serve communities that were marginalized from receiving equitable access to existing programs. Many of these cultural organizations evolved to support their communities in holistic ways and as a result developed significant and meaningful arts and cultural programs to better serve the needs of their communities.

Date organization formed: This can be the date you received your Federal Tax ID number, your State UBI number, or your City of Seattle business license number - whichever came first. If your organization has a publicly documented history of consistent and continuous arts and cultural programming prior to being formalized through a government entity, you may list this publicly documented date instead.

Doing Business As (DBA): Some businesses do business under a name that is different from its legal name - this is the DBA for the organization.

Equity: The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups based on race, class, gender, age, ability, education, country of birth, citizenship, religion and/or sexual orientation.

Heritage organizations operate a heritage facility or site or has as its mission to contribute to the education of the public about the histories of people and places in Seattle or the collection, exhibition, interpretation, preservation, or protection of resources relating to this history.

Inclusion: The act of creating an environment in which every person feels welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming place embraces differences and offers respect in words and actions for all people, where each person is able to share the full spectrum of their humanity and be seen and heard without fear.

Intersectional Racial Equity: Intersectional racial equity is achieved when the success, safety, and health of people are not pre-determined by their race and one or more other forms of oppression such as gender, ability, country of birth, religion, age, or sexual orientation; when everyone has the

freedom, agency, and platform to share and amplify their stories, art, cultures, and experiences, and have what they need to thrive.

Not-for-Profit Structure: Eligible organizations should be "non-profit" or "not-for-profit" in that net earnings are all put back into programs and operations to further the organization's mission. Federal 501(c)(3) tax-exempt status is not required but if awarded, the organization should be set-up as a corporation in the State of Washington with a City of Seattle business license.

People of the Global Majority (PGM) is an emerging, collective and universally inclusive term encompassing people who are Black, Indigenous, Asian, Pacific Islander, Latina/o/x, multi-racial, MENA (Middle East and North Africa), creating greater connection, solidarity and empowerment for the people who represent over 80% of the world's population. Other similar but distinctively different identifiers include:

- **POC:** An acronym for People of Color. Primarily used in the United States, the term includes, but is not limited to people who are Black, Indigenous, Asian, Pacific Islander, Latina/o/x, multi-racial, MENA (Middle East and North Africa).
- **BIPOC:** A more recent evolution of the term POC referring to Black, Indigenous, and People of Color. Primarily used in the United States, the term aims to highlight the unique struggles and significant disparities that Black and Indigenous people have experienced in this country.

People of the Global Majority (PGM) Centered means having a mission and programming that is explicitly centered and reflective of a PGM community or communities and where the board, staff, artists, audience, collaborators, and supporters include a significant representation of that community.

Racial Equity: Racial equity is achieved when the success, safety, and health of people are not pre-determined by their race; when everyone, regardless of race, has the freedom, agency, and platform to share and amplify their stories, art, cultures, and experiences, and have what they need to thrive.

Resilience: The ability to recover from adversity; toughness. Being able to overcome challenges and using setbacks as learning opportunities to grow stronger.

Social Cohesion: The sense of connectedness and solidarity within and across different groups which is dependent on a sense of belonging within a community and the strength of the relationships between members of that community. Social cohesion is more challenging when

there are huge disparities between different groups/individuals so to achieve greater social cohesion, a community must work together to create greater equity for all.

Three-year history means organizations whose first full year of operation with programming began no later than May 1, 2019.