



Civic Partner program 2020-2022 Guidelines

The Civic Partner program 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. Civic Partners include the entire spectrum of organizations from small grassroots groups, established organizations serving a specific cultural community, and major institutions.

Information: contact Kathy Hsieh, Program Manager at (206) 733-9926, kathy.hsieh@seattle.gov, TTY: 711 or (800) 833-6384, Tele-Braille: (800) 833-6385.

Application Available at https://seattle.gosmart.org/	Deadline Thursday, July 18, 2019, 11:59 p.m. PST
Information Sessions:	
Tuesday, May 21, 5 – 6:30 pm King Street Station – Top Floor 303 Jackson Street, Seattle WA 98104 RSVP	Tuesday, June 11, 1 – 2:30 pm 12 th Avenue Arts – Pike/Pine Room 1620 12 th Avenue, Seattle, WA 98122 RSVP
Thursday, May 23, 10 – 11:30 am King Street Station – Top Floor 303 Jackson Street, Seattle WA 98104 RSVP	Wednesday, June 19, 12:30 – 2 pm King Street Station – Top Floor 303 Jackson Street, Seattle WA 98104 RSVP
Eligibility Arts and culture, heritage, and arts service organizations based in Seattle with a minimum three-year history of continuous operation and cultural accomplishment serving Seattle residents and visitors.	
Funding Awardees will receive funding in calendar years 2020, 2021 and 2022. The median award per year has been \$3,500.	

Program Overview

The Office of Arts & Culture's Civic Partner program strives to serve all people who live, work in, and visit Seattle by partnering with arts and culture, heritage, and arts service organizations of all sizes and disciplines. The City's investment is aimed at creating broad public access to a rich array of meaningful arts opportunities while promoting a healthy and diverse cultural community. To create a more equitable, vibrant and sustainable arts sector, we prioritize support for partners taking action to be anti-racist organizations and value, implement and uphold inclusive practices through an intersectional racial equity lens.

Program Purpose

Arts and culture organizations are a vital part of our City's ecosystem. Our investments are a tangible way to partner with the cultural community to achieve our aim of becoming a more inclusive City. The Civic Partner program aims to leverage the collective community action of Seattle's arts and cultural sector through strategic investments, training and partnership 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 and 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 a significant arts and cultural program;
- a minimum three-year history of continuous operation and cultural accomplishment serving Seattle residents;
- a not-for-profit business structure with a Federal Tax ID number (though not required to have 501(c)(3) status);
- at least one ongoing cultural program open to the public in Seattle; and
- no concurrent funding through the Seattle Office of Arts & Culture's Neighborhood & Community Arts or smART ventures funding programs. You may receive funding via Arts in Parks, Cultural Facilities Fund and/or Youth Arts and be eligible to receive funding in this program.

Funding

Awards are based on overall score in relation to this program's evaluation criteria and budget category size based on the organization's average annual budget. The larger the institution, the smaller the percentage of their budget that will be funded. In our effort towards reparative justice and to address

the systemic disparity of inequitable funding¹, organizations that can be defined as People of Color Centered² will receive a higher percentage of funding in relation to their budget size.

This is a three-year grant. Each recipient will receive funding in calendar years 2020, 2021 and 2022. Receipt of the funds is dependent upon each organization's follow-through in completing the required contracting and/or invoicing and reporting documents.

Civic Partner awards may not be used for

- events 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; or
- religious services, or events or presentations in which fundraising is the primary purpose.

Important:

Please note that this funding program has become progressively more competitive over the years (a much higher number of applicants for a level amount of available funding).

We can no longer guarantee that those who have been funded continuously in the past will continue to receive the same levels of funding, if at all.

The best way to increase your chances, is to review the evaluation criteria and submit your strongest application possible.

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

¹ "Just 2 percent of all cultural institutions receive nearly 60 percent of all contributed revenue – up 5 percent over a decade. Funding inequities are systemic and local patterns mirror national ones." - Holly Sidford, President of Helicon Collaborative in her 2017 study and research report "[Not Just Money: Equity Issues in Cultural Philanthropy](#)"

² People of Color Centered means having a mission and programming that is explicitly centered 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.

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 Core Values (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 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 structures³

3. Organizational Resilience and Evolvment (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
- Reasonable budgets in relation to programming scope
- Fiscal accountability
- Diverse mix of operating resources

Application Outline

- **Profile**
 - **Organization and Primary Contact Information**
 - **Mission Statement** (Maximum Characters: 1,600)
 - What is the vision and purpose of your organization? What are your core values?
 - **Brief History of Organization** (Maximum Characters: 1,600)
 - How did your organization start and how has it evolved? What has your organization accomplished? Who has been involved with your organization?
- **Applicant Information**
 - **Are you a first-time applicant for this program?**
 - **How did you hear about this opportunity?**
 - **Did you attend an application workshop?**

³ In the arts and cultural sector, those who have been most marginalized are people of color across all social categories based on class, gender, age, ability, education, country of birth, citizenship, religion and sexual orientation.

- Are you currently funded by another program of the Seattle Office of Arts & Culture?
- Art Discipline/s
- How many paid full-time equivalent (FTE) staff work for your organization?
- **Additional Organization Information**
 - **Doing Business As (DBA)** (if applicable)
 - **Organizational Business Status**
 - **Fiscal Sponsor Information** (if applicable)
 - **Additional Contact Information**
- **Accomplishments & Aspirations**
 - **Brief Organization Description** (Maximum Characters: 250)
 - **What were your organization's most significant accomplishments during the last three years?** (Maximum Characters: 2,500)
 - **What do you hope to accomplish in the next three years?** (Maximum Characters: 2,500)
 - **Given Seattle's broad and diverse cultural scene, what does your organization offer that is unique and makes you stand out from the rest? What are your strengths?** (Maximum Characters: 2,000)
- **Programming**
 - **Complete and upload [Programming form](#) to provide a history of your programs, events and services for the past two years.**
 - **How many people were served through your programs, events and services for your most recently completed fiscal year?**
 - **How many people were served through your programs, events and services for the fiscal year previous to your most recent one?**
- **Program Links** (Optional but highly encouraged)
 - **Program Link descriptions and web-links** (up to 3)
- **Financial Information**
 - **Complete and upload the [Operating Budget form](#) or a copy of your most-recently-completed fiscal year financials.**
 - **Total Operating Income and Expense amounts for your 3 most recently completed fiscal years**
 - **Notes to Financial Information** (if applicable)
- **Community Involvement**
 - **Community Involvement:** Describe the community of artists you work with and the people you serve. Share about efforts to engage and include them. (Maximum Characters: 2,000)
 - **Demographic Questionnaire:** Snapshot information about your staff, board, artist and audience demographics
- **Racial Equity Self-Assessment**
 - **[Continuum on Becoming a Fully Inclusive Arts and Cultural Organization](#):** Identify where on the Continuum your organization is and provide examples to demonstrate your choice. Briefly describe who was involved and the process used to make your selection. (Maximum Characters: 2,500)

- **What are you doing to become a more anti-racist organization? What’s working? Where do you have room for growth?** (Maximum Characters: 2,500)

Timeline

July 2019	An independent peer panel of arts administrators, community representatives, and funders will participate in a racial equity and anti-bias training.
August - October	The peer panel will review and score applications according to the program eligibility and criteria.
November	The peer panel meets to discuss each application in relation to the program criteria.
December	The Seattle Arts Commission will review final recommendations and vote to approve.
Late-December	Applicants are notified whether they have been approved for Civic Partner funding.
February	Civic Partner funding award amounts are determined pending City budget process. Recipients are notified and contracting begins.
February – March	Civic Partner organizations will work with staff to develop a scope of service representing the “public benefit” resulting from the funding.
2020 – 2022	Staff will work with awarded organizations to complete paperwork for payment each calendar year. Payments can only be made after paperwork is received and processed.

Obligation of Award Recipients

Acknowledgement

Organizations and individuals receiving awards from the Office of Arts & Culture 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. The Office 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 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 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.

Civic Partner Appeal Process

Applicants for the Civic Partner program may appeal the recommendations of the independent Peer 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 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 Civic Partners Peer Panel for input in making his/her final decision.
- If the Director accepts the appeal request, the organization will be awarded Civic Partner status.
- 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 Tips

All funding programs are highly competitive. We encourage you to:

- **read the guidelines and follow the online instructions carefully;**
- **explore the online application early** so you can plan ahead;
- **attend an information session** to get in-person guidance and hear other applicants' questions, especially if you are a first-time applicant;
- update or **complete your basic registration** and profile at <https://seattle.gosmart.org/>;
- **talk with the project manager** about any questions, or to review your draft application as early as possible before the deadline. We are happy to assist, but last-minute help is limited due to timing, the holidays, and volume of requests;
- **be clear and concise** in your application - panelists review almost 200 applications;
- **save often, save your work at the end of every page online, and be sure to re-read and preview your work** before you submit,
- **submit your application before the deadline** so you have time to deal with any potential technical issues.

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.

Application materials are public information

Application materials submitted to the 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 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 people who are disabled. The 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 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 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.

For additional information about funding opportunities and the Office of Arts & Culture, visit our Website at www.seattle.gov/arts, where you can subscribe to our regular e-newsletter.

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.
- **Neighborhood Arts Councils** should apply to the Neighborhood and Community Arts program.
- **Community-based cultural groups** may apply to Civic Partners.
Organizations receiving Civic Partners funding are not eligible to receive concurrent project funding through smART ventures or Neighborhood & Community Arts.
- **Nonprofit non-cultural organizations** (i.e., civic organizations, community groups) should apply to the Office of Arts & Culture's smART ventures or Neighborhood & Community Arts programs.

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 non-arts 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.

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.

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.

People of Color Centered means having a mission and programming that is explicitly centered 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.

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 set-backs as learning opportunities to grow stronger.

Three-year history means organizations whose first full year of operation with programming began no later than January 1, 2016.