



2017 Neighborhood & Community Arts (NCA) Program Grant Guidelines

Seattle offers an extraordinary array of arts and cultural events throughout its diverse neighborhoods. The Office of Arts & Culture's Neighborhood & Community Arts (NCA) Program supports creativity at a grassroots level, making investments in dozens of festivals and community cultural projects.

Information: contact Jenny Crooks, Project Manager at (206) 684-7084, jenny.crooks@seattle.gov

Application http://www.seattle.gov/arts/neighborhood-and-community-arts	Deadline Wednesday, October 19 th , 2016, 11 p.m. PST
Workshops: Wednesday, September 7, 2016, 5:30-7 p.m. 2100 Building, Community Room A 2100 24th Ave S, Seattle, WA 98144 RSVP here Saturday, September 10, 2016, 11:30 a.m.-1 p.m. Green Lake Library 7364 East Green Lake Dr N, Seattle, WA 98115 RSVP here Monday, September 19, 2016, 5:30-7 p.m. Highpoint Library 3411 SW Raymond St, Seattle, WA 98126 RSVP here	
Eligibility Neighborhood arts councils and local community-based groups serving diverse cultures and neighborhoods that have been in existence for at least one year at the time of application. Groups representing underserved communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply. Proposed projects must be presented between January 1 and December 31, 2017.	
Funding Applicants will receive two (2) years of funding of \$1,200 per year for their events in 2017 and 2018.	

Program Overview

This program supports neighborhood arts councils and community-based groups that have established a track record for producing recurring festivals or events that promote arts and cultural participation, celebrate our diversity, build community connections, and enhance the visibility of neighborhoods through arts and culture.

Eligibility and Requirements

The **Applicant** must:

- be a neighborhood arts council or local community-based group. Groups representing underserved communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply.
- **not** be funded through Civic Partners, City Artists, or smART ventures in 2017.
- have a Federal Tax ID number and be based in the city of Seattle. Groups applying are not required to be a 501(c)(3) nonprofit nor are they required to use a fiscal agent.

The **Project** must:

- be previously produced and recurring,
- have a significant arts and culture component,
- be open to the public,
- have insurance,
- and take place within the City of Seattle between January and December 2017.

You may submit only one application per year to this program. Eligible groups may submit applications for distinct projects to both Neighborhood & Community Arts (NCA) and [Arts in Parks](#) program as long as the projects meet the respective guidelines and eligibility. If a single project qualifies for both PAP & NCA funding the application can be submitted for both programs but will only receive funding from one (not both programs).

Funding

Funded organizations will receive two (2) years of NCA funding support (for events in 2016 and 2017) of **\$1,200 per year** to support **direct project expenses**: artist fees, marketing and promotional fees, project management and personnel costs, supplies, equipment rentals or other production-related costs. There is no partial funding for this program.

This grant will not fund

- fundraising efforts;
- gifts;
- organizations administrative costs not directly related to the project;
- purchase of equipment or software;
- food related costs.

Evaluation Criteria

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

- **Quality of Project:** clear, well-conceived, authentic relationship to neighborhood or other community of interest, promotes arts participation and community relations.
- **Community Impact:** project plan describes meaningful efforts to create community participation and reach a diverse audience.
- **Feasibility:** the organization has a proven track record of presenting this and/or other event(s); evidence of community involvement and support; and clear realistic budget for the event.

Timeline

An independent peer panel of artists and community representatives will review and evaluate applications according to the program criteria and recommend funding. **Funding notification will be made by the end of December 2016.**

Completing the online application

- Create or update your profile at <https://www.culturegrants-wa.org/>
- Complete the application online answering all narrative questions fully.

Obligations of award recipients

If your project is selected for funding, you must meet the requirements listed below.

- City and state business licenses will be required for payment (you do NOT need a business license to apply). To receive final payment, individuals awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington State Unified Business Identification (UBI) number. You may include the cost of getting your business licenses in your budget.
- Award recipients will sign a contract committing to produce their project with activities including intended dates and location for a public presentation.
- Award recipients will be responsible for securing Event Liability Insurance for their project.
- Award recipients are responsible for paying all applicable taxes. At the time of contracting, you will need to complete appropriate paperwork.
- Award recipients commit to recognize the Office of Arts & Culture Seattle in press releases, printed materials, social media, and signage visible to the public or in other ways appropriate to the project.

Tips

- Update or complete your basic registration and profile at www.culturegrants-wa.org right away.
- Explore the online application ahead of time, especially if you're a first-time applicant.
- Preview guidelines, check your eligibility and read instruction boxes.
- Attend workshop/information session.
- Start writing or outlining your application narrative early. You may wish to write it first in a separate document to see your whole story clearly.
- Be sure to save and re-read your work before you submit.
- Call the project manager with questions well in advance of the deadline. We are happy to assist you, but last-minute help is limited due to timing.
- Submit early in case you need time to correct errors in the application.
- Double-check your budget and make sure income equals expenses.
- Be concise and organized. Panelists must read and evaluate dozens of applications.

ARTS Funding Policies

Respects diverse cultures

ARTS respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through attention to racial diversity in panel selection, hiring of staff and Commission appointments.
- Developing policies, documents and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation in all aspects of serving their mission.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

Commitment to Racial Equity

The Office of Arts & Culture affirms that

- All people, their culture, and their art contribute to the meaning and understanding of our humanity, our society and our planet, and should be honored and celebrated.
- Artists, their art, their process, and the organizations they create and support play a unique role in witnessing and providing inspiration and strategies to eliminate societal inequity and injustice.
- Policies, practices and procedures, both intentional and inadvertent, have resulted in unequal access to education, housing, transportation, healthy food, cultural spaces, and countless other resources for African, Black, Latino(a), Hispanic, Asian, Pacific Islander, Arab, and Native American communities and artists. This systemic, unequal access to opportunity has resulted in generations of unjust and inequitable outcomes for communities of color. The result is an ongoing pattern of oppression and structural racism.
- These social inequities continue to be reflected in the programs, policies and practices of most organizations, including those working in the in arts and cultural community. Therefore, in order to create a more equitable society, funders, arts organizations, and artists should take explicit actions to change our policies, practices, structures and norms.

The Office of Arts & Culture believes that addressing historic injustices is a vital component of achieving equity for communities of color.

Therefore, the Office of Arts & Culture, in partnership with the Office for Civil Rights, is committed to role modeling best practices in dismantling, and working to educate arts and cultural organizations on institutional and structural racism. We are committed to addressing and increasing community-wide awareness about existing inequities so that we, along with our cultural and community partners, can most effectively work together toward a vision of racial equity.

(This statement is inspired by and adapted from Grantmakers in the Arts' Racial Equity in Arts Philanthropy: Statement of Purpose.)

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 the differently-abled. 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.