



ARTS IN PARKS

2022

Office of Arts & Culture | Seattle Parks and Recreation

OBJECTIVE

- Review Guidelines
- How to apply using the new system
- Parts of the application
- Looking ahead
- Questions



PROJECT GUIDELINES

- Partnership with Seattle Parks & Recreation.
- Neighborhood Arts Councils, Community-Based groups, Individual artists.
- **Festivals, Events, Concerts, Classes**, etc. that celebrate diversity, build community and enhance the visibility of neighborhoods and communities.
- **Support under-resourced communities**
- Projects can request for 2022:
 - **\$1,300** (requires no track record for event production)
 - **\$2,600**
 - **\$5,200**
 - **\$7,800** (not funded at maximum amount in previous years or at least 12 hours of programming over 4 days.)
- Projects must take place **outside in an eligible City of Seattle managed park.**



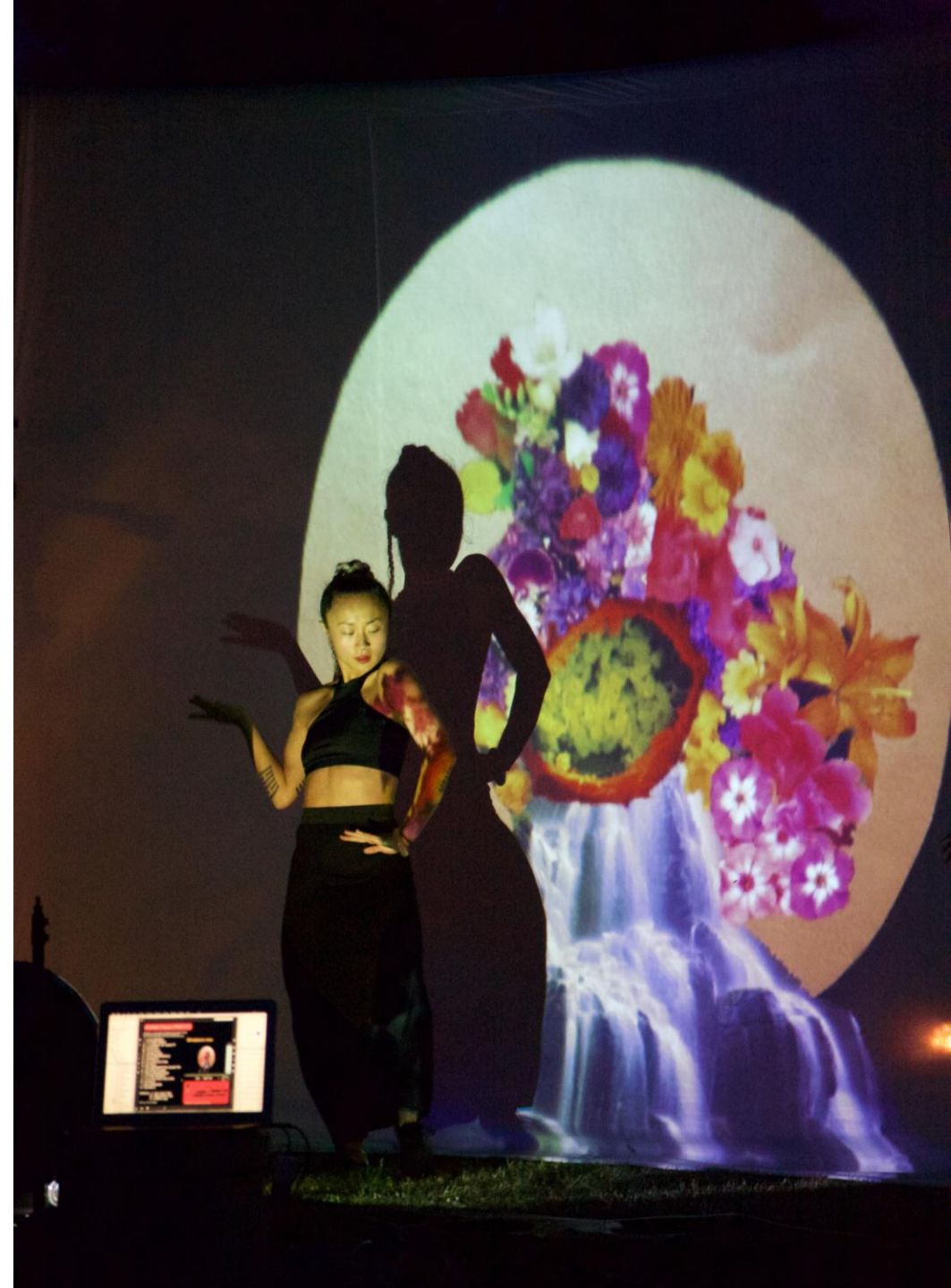
ELIGIBILITY

APPLICANT

- do not need to be 501c3
- fiscal sponsor = okay
- can be funded thru any other core ARTS program (but not for the same project).
- Must have a history of producing if applying for \$2,600 or more.

PROJECT

- New and existing projects will be considered
- significant arts & culture component
- FREE and open to the public
- take place in an eligible City of Seattle Park (see preferred/ineligible parks lists)
- Must have insurance
- Occur April-November 2022



PARK LOCATIONS

- **PREFERRED PARKS LIST** – events at these locations will receive priority.
- **INELIGIBLE PARKS LIST** – parks connected to community centers & areas served by other funding sources.
- Seattle parks that are not on either list are still eligible. Use this link to [FIND A PARK](#)



FUNDING

FUNDING MAY BE USED FOR (but not limited to):

- Artist fees
- Marketing
- Project management
- Project personnel costs
- Supplies, equipment rentals
- Parks permits (see permits documents)
- Food (10% of request can be included in budget)

FUNDING MAY NOT BE USED FOR:

- Fundraising
- Religious services Gifts/Awards
- Org. admin costs
- Purchase of equipment



REVIEW CRITERIA

Applications are evaluated by a peer review panel
CRITERIA

- **Strength of Project (20 pts):** A clear, well-conceived event that promotes arts participation and community relations through meaningful and unique experiences. Demonstrates an authentic relationship to cultural community, neighborhood or other community of interest.
- **Community Impact (20 pts):** The project plan describes meaningful efforts to be inclusive, foster community, encourage participation, reach a diverse audience, and creates accessibility especially for those most impacted by structural racism and oppression.
- **Feasibility (10 pts):** The organizing group 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.



HOW TO APPLY

- This is a new online system for the City of Seattle. [Application Instructions](#)
- If you have not applied thru this system you will need to create a new account.
- If you received funding from ARTS in 2020 check with staff to make sure you don't already have an account.
- https://seattle.fluxx.io/user_sessions/new



Welcome to the City of Seattle's Grants Portal

Login Now:

Sign in

[Reset or create password](#)

New to the Grants Portal?

Create Your Profile

In order to be considered for funding, the first step is for you to register with our grant making software. Please click on the "Create an account Now" button below to start.

You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

After submitting the registration form, you will receive an email notification from City of Seattle with login information and steps to set your password. This will give you access to the Grantee portal and our application forms. Should your funding application be successful, this portal will also allow you to submit applications.



DEMO OF ACCESSING APPLICATION

https://seattle.fluxx.io/user_sessions/new

PARTS OF
THE
APPLICATION

▼ **Table of Contents**

- Fiscal Sponsor Information**
- Demographic Information**
- Application Information**
- Project Information**
- Budget**
- Documents**

Who is applying?

- **ORG/Community Group, or Individual**
- **Fiscal Sponsor information**
- **Demographic Information** (this is not used as part of your application)

I am applying as:

I am applying as:

▼ Organization / Community Group Information

Organization / Community Group [Add New](#)

Location

Project Contact Person

Authorized Signer

Doing Business As (DBA)

Add new contacts

I agree that I am authorized to submit this application on behalf of the applicant/organization, and that the statements herein are true, complete and accurate to the best of my knowledge.

▼ Individual Applicant Information

Applicant: Doing Business As (DBA)

** if your business name is different than your legal name, please provide a DBA*

Is Applicant the Project Contact Person?

Is Applicant an Authorized Signer?

Authorized Address

Street Address

Street Address 2

City

State

Zip/Postal Code

▼ Fiscal Sponsor Information

Does this grant include a fiscal sponsor?

Application Information

Applicant Council District

District of Project

Website of Project

Amount Requested

Project Location

Project Dates

of event days, programming hours, artists, etc.

PROJECT INFORMATION

- **Project Title**
- **Brief Description of Project** (500 characters)
- **Project Description** Describe the activities of the festival, event, or project for which you are seeking funds. Include information about how arts and culture will be featured in your project or event. (2000 character limit)
- **Community-Building through Arts and Culture** Describe who will attend and participate in your event. How does your project use arts and culture to build community? Describe what your efforts will be to be inclusive, engage diverse populations and increase accessibility. (2000 character limit)
- **Background and Capacity** Provide a brief description of your experience in arts programming and presenting activities. What support can you provide of your capacity to produce this event successfully? Describe any key partnerships (with organizations, groups, or individuals) that will assist in the successful completion of this project or event. (2000 character limit.)

BUDGET

EXPENSES

- Project Staff/ Personnel
- Materials / Supplies / Rentals
- Publicity / Marketing
- Other (Permits, insurance, fees, travel etc.)

INCOME

- REQUEST FROM THIS PROGRAM
- EARNED INCOME
- DONATIONS / GRANTS (CASH)
- IN-KIND / NON-CASH DONATIONS
- OTHER



ARTS IN PARKS BUDGET TEMPLATE for [SAMPLE APPLICANT]

Important Tips

Auto-calculating, do not type	Auto-Calculating, do not type	Enter Amount Requested	(Auto-calculated) You will need to enter these amounts in your application.
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*Please follow the color key, and fill out the tables from left to right. If a row does not apply to your program, leave it blank. Do not type in Auto-calculated fields.

*After the "Item total" is calculated, please indicate if all or part of the total is CASH (expenses that are paid for) or NON-CASH (expenses that are being paid for by way of donation. Examples include all or part of staff compensation, volunteer time, ad space, rents, supplies and etc)

AMOUNT REQUESTED

Enter the amount you are requesting from ARTS IN PARKS here (\$1,300; \$2,600; \$5,200 or \$7,800):	\$ 2,600.00
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BUDGET EXPENSES

PROJECT STAFF/PERSONNEL	Notes/Description of Costs	CASH	Non-CASH	Item Total
Musicians	\$750 for rehearsal; \$750 for day-of performance	\$ 1,500.00		\$ 1,500.00
Dance Instructor	\$30/hr for 40 hrs	\$ 1,200.00		\$ 1,200.00
Sound Technician		\$ 150.00		\$ 150.00
English/Spanish Translator	\$30/hr for 5 hrs	\$ 150.00		\$ 150.00
				\$ -
				\$ -
Total Project Staff Costs (includes cash and non-cash)		\$ 3,000.00	\$ -	\$ 3,000.00

MATERIALS/SUPPLIES/RENTALS	Notes/Description of Costs	Cash	Non-Cash	Item Total
PA sound system and tent awnings		\$ 1,200.00		\$ 1,200.00
Park Electricity Fee		\$ 310.00		\$ 310.00
Dance Rehearsal space	3hrs/wk* 20 weeks*\$33/hr	\$ 1,980.00		\$ 1,980.00
				\$ -
				\$ -
				\$ -
Total Materials/Supplies/Rentals Costs (includes cash and non-cash)		\$ 3,490.00	\$ -	\$ 3,490.00

PUBLICITY/MARKETING	Notes/Description of Costs	Cash	Non-Cash	Item Total
Flyer and poster production	(IN-KIND)		\$ 300.00	\$ 300.00

Use the Budget Template Provided

STEP 1: FILL OUT TEMPLATE



ARTS IN PARKS BUDGET TEMPLATE for [SAMPLE APPLICANT]

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STEP 2: UPLOAD AND FILL IN INFORMATION IN THE SYSTEM

▼ Budget

Please upload your full budget as an Excel attachment using the + button below. [Template can be found here.](#) Additionally, we request that you provide total amounts for the following categories:

Project Budget



Project Expenses
Subtotal Cash

Project Expenses
Subtotal Non-Cash

Total Project Expenses:

\$0.00

Project Income
Subtotal Cash

Project Income
Subtotal Non-Cash

Total Project Income:

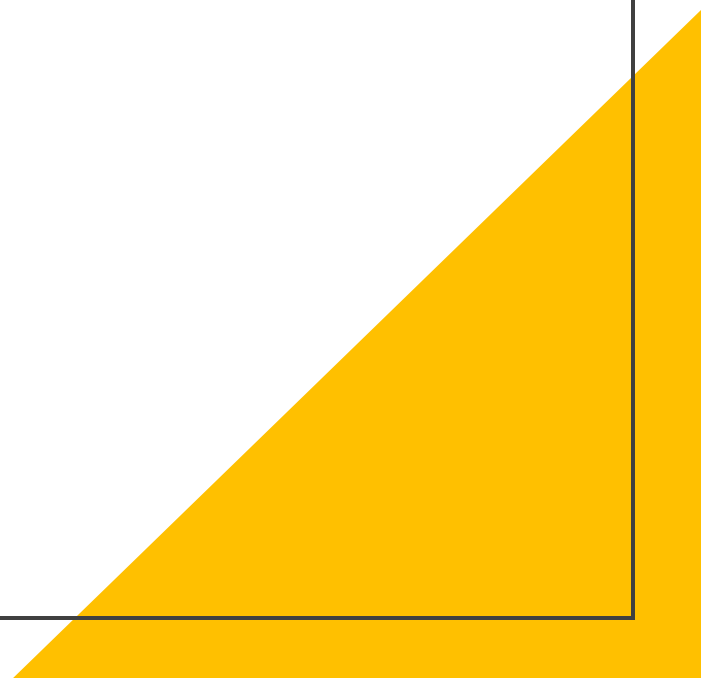
\$0.00

Project Budget - Notes

Use this space if there is any brief clarification you would like to provide with the Project Budget you provided. (300 characters)

SAVE AND SUBMIT!

Don't forget to review your application!



A group of people in traditional attire are performing a drumming ensemble outdoors. They are wearing headbands and holding large wooden drums. The scene is set against a backdrop of green foliage.

TIMELINE

- DEC 1, 2021 @5pm– Application Deadline
- DEC thru early JAN 2022– Applications will be reviewed by an Independent Peer Review Panel. Panel decisions & evaluations are based on review criteria
- FEB 2022– Notification
- FEB thru APR 2022 – Contracting, paperwork to PARKS
- APRIL thru NOVEMBER 2022– Events take place
- Within 30 days following event or by November 30, 2022 (whichever comes first) – Submit Final Evaluation and Invoice.

COVID MANDATES

City will require partners to adhere to COVID PROTOCOLS.

All contracting after December 5th will include this language.

View latest information here: <https://kingcounty.gov/depts/health/covid-19/current-guidance.aspx>



QUESTIONS?

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