



2017 Arts in Parks (AIP) Program Grant Guidelines

The Office of Arts & Culture (ARTS) is partnering with Seattle Parks and Recreation (PARKS) to increase arts and community events in parks throughout the city. The **Arts in Parks Program (AIP)** is an opportunity for the city to invest in the vibrant cultural work being done in and by diverse communities throughout Seattle.

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

Application http://www.seattle.gov/arts/put-the-arts-in-parks	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 Individual artists, neighborhood arts councils and local community-based groups are eligible. Organizations and individual artists representing underserved communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply. Proposed projects must be presented between April 1 and December 15, 2017.	
Funding Applicants may request up to \$7,200 to support direct project expenses.	

Program Overview

This program supports neighborhood arts councils, community-based groups, and individual artists that are seeking to activate Seattle parks in underserved and economically constrained areas of the city with new and established festivals or events that promote arts and cultural participation, celebrate our diversity, build community connections, and activate parks through arts and culture while connecting with underserved communities including low-income, immigrant and refugee communities, and communities of color. City of Seattle parks located in the downtown core are allocated separate funds for park activation and are not eligible for Arts in Parks funding

Eligibility and Requirements

The **Applicant** must:

- be an individual artist, neighborhood arts council or local community-based group. Organizations and individual artists representing underserved communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply.
- 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:

- have a significant arts and culture component,
- be free and open to the public,
- have insurance,
- provide a platform for under-represented artists and communities,
- adhere to PARKS mission statement (see below),
- and take place in a city of Seattle park between April and December 2017.
 - (see attached list of preferred parks on page 4).
 - Events taking place in Downtown or City Center Parks are **NOT** eligible for this funding. Please see this list of downtown parks on page 5

Seattle Parks and Recreation Mission statement: Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate and build community, and promotes responsible stewardship of the land.

You may submit only one application per year to this program. Eligible groups may submit applications for distinct projects to both AIP and [Neighborhood & Community Arts](#) (NCA) as long as the projects meet the respective guidelines and eligibility. If a single project qualifies for both AIP and 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 one (1) year of AIP funding support (for events in 2017) to go towards: artist fees, marketing and promotional fees, project management and personnel costs, supplies,

equipment rentals or other production-related costs, required permits ([see permit document](#)) and no more than 10% for food related costs. Funds may not be used for fundraising, gifts, organizational administrative costs not directly related to the project or the purchase of equipment. There is no partial funding for this program. Applicants can apply for the following levels of funding. Only groups with a demonstrated history of producing events can apply for funding at \$2,400 level and above:

Funding Levels:

- \$1,200 (Requires no track record for event production.)
- \$2,400
- \$4,800
- \$7,200

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 above the allowable 10%.

Evaluation Criteria

Goals of the Arts in Parks Program (AIP) are to support and increase the presence of art in public spaces, specifically in neighborhood public parks, to increase engagement of historically under-served communities in the program, and to support and increase the number of positive, family-friendly events that build community, celebrate diversity, and promote arts and cultural participation. Proposals submitted to the program will be evaluated on the following criteria:

- **Quality of Project:** Clear, well-conceived, authentic relationship to the community, promotes arts participation and community relations.
- **Community Impact:** Project plan describes meaningful efforts to create community participation and reach diverse and underserved audiences. Organizations and individual artists representing underserved communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply.
- **Feasibility:** The organization/individual has a proven track record of presenting this and/or other event(s) and/or demonstrated ability to produce the event (if applying for \$2,400 or more); evidence of community involvement and support; and clear realistic budget for the event.
- **Highlighted Parks:** Priority will be given to projects that take place in one or more of the preferred parks identified in the list on page 3, which may particularly benefit from increased use by the public.

Timeline

An independent peer panel of artists, community, and Seattle Parks representatives will review and evaluate applications according to the program criteria and recommend funding. **Funding notification will be made by the end of January 2017.**

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 park location for a public presentation. There will be an optional Contract Meeting for new funded partners in February 2017.
- Award recipients will be responsible for working with Seattle Parks and Recreation to fill out and submit the required permit documents by March 15th.
- 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 and Seattle Parks & Recreation 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 <https://www.culturegrants-wa.org/>
- 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.

LIST OF PREFERRED PARKS

Please visit the Seattle Parks [website](#) and use the Park Finder to view more information about any of the parks listed.

CENTRAL

- Cal Anderson Park
- Denny Park
- Dr. Blanche Lavizzo Park
- First Hill Park
- Judkins Park
- Flo Ware Park
- Pratt Park
- Powell Barnett Park

NORTH

- Ballard Commons Park
- Lake City Mini-Park
- Mineral Springs
- Salmon Bay
- University Playfield

SOUTHEAST

- Hutchinson Park
- John C. Little Park
- Othello Park
- Pritchard Beach

SOUTHWEST

- Delridge Park
- Duwamish Waterway Park
- Roxhill Park

The following parks are NOT eligible for Arts in Parks funding:

2100 Westlake
Alaskan Way Blvd
Bell Street BLVD
Belltown P-Patch
Cascade Playground
City Hall Park
Denny Regrade OLA
Donnie Chin International Children's Park
Elliott Bay Bike Path

Freeway Park
Hing Hay Park
Kobe Terrace
McGraw Square
Myrtle Edwards
Occidental Square
Pier 62/63
Pioneer Square Park
Plymouth Pillars Park and Off Leash Area
Prefontaine Place
South Lake Union
Tilikum Place
Union Station Square
Victor Steinbrueck
Waterfront Park
Washington Street Boat Landing
Westlake Square
Westlake Park

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 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.