



OFFICE OF ARTS & CULTURE
SEATTLE

Put the Arts in Parks 2016 Contract Info Sheet

Congratulations on your Put the Arts in Parks award!

Below is a checklist with detailed contract instructions, contract requirements, and payment information in carrying through with your award. If you have any questions regarding the contract, please contact Jenny Crooks at (206) 684-7084, or via email at jenny.crooks@seattle.gov. We look forward to working with you and wish you the best for your project.

Contracts & Claiming Your Funds Checklist

REQUIRED IMMEDIATELY

- Confirm receipt of this notification email** by emailing jenny.crooks@seattle.gov (include your organization and project title in the email). If you are working with a Fiscal Sponsor, please also inform them of your award and share this information with them.
- Make sure that **your profile is up to date** in Culture Grants Online (CGO) www.culturegrants-wa.org.
 - Please check your project description and your project start and end dates
 - If you expect changes (dates, location, scope, etc.), contact your Arts & Culture project manager immediately.
- Fill out and submit **all Park Use Permits and Fee Reduction forms** and submit to Randy Wiger via the email or postal address on the permit form. Email is the preferred submission method for Seattle Parks and Recreation. Please contact Randy directly with any questions regarding the paperwork at 206.684.0775 or randy.wiger@seattle.gov

✓ **Please note: Your award must be used for the project you proposed in your application.**

CONTRACT AGREEMENT —

- Print, Read, Sign and Return three (3) copies of your Letter of Agreement (LoA) prior to the start of your project.**
 - In order to receive funding from our office you will need to sign three copies of a Letter of Agreement. If you are receiving funding through a Fiscal Sponsor, they will be responsible for signing the LoAs. Read this contract carefully to make sure that you adhere to the requirements. These contracts will be made available through your profile on CGO based on the start date of your project. You will receive an email from our office notifying you of contract availability and further instructions for signing and returning to our office based on the following schedule:
 - End of **February** for any projects taking place between **before April**.
 - Early **March** for any projects taking place between **April-June**.
 - Early **June** for any projects taking place between **July-September**.

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- **Early September** for any projects taking place between **October-December**.

REQUIRED AS PART OF YOUR PROJECT —

- Give credit to Seattle Office of Arts & Culture and Seattle Parks & Recreation** on any printed material prior or during your event. Please email promotional material to jenny.crooks@seattle.gov prior to the event so that we may share .
 - You are required to give credit to the Seattle Office of Arts & Culture and Seattle Parks & Recreation in writing and/or by logo. Logos are available on the Website. In addition we encourage funded organizations to connect with us via social media. Guidelines for doing so are available here: <http://www.seattle.gov/arts/put-the-arts-in-parks>
- Any changes** to your event must be communicated to the Put the Arts in Parks program manager immediately and prior to the event for approval at jenny.crooks@seattle.gov.
- Invoicing for your event** can be done up to two (2) times during your contract period for awards over \$1,200. For awards over \$1,200 you may submit for half of the award prior to the event and the second half after your project is complete (see requirements below). For awards of \$1,200 you may invoice us for the entire amount at the end of the project. If this invoicing schedule creates too much of a burden for you to put on your event you may contact the program manager to discuss. The invoice must be signed by the same Authorizing office who signed the LoAs.

REQUIRED AS SOON AS YOUR PROJECT IS COMPLETED —

- Final Invoice** completed and signed by the authorized signer who signed the LoAs
- Final Report** (available and submitted via CGO). You will be asked to provide both narrative information regarding your event and audience numbers as accurately as possible. Final Report must be submitted and approved in order to receive funding.
- One piece of **promotional material**, such as a flyer, press release or program, showing required credit to the Office of Arts & Culture
- Optional, but highly desired: Electronic photo images and photo submission form
- Optional, but highly desired: First-person testimonials about your project

Reminders:

- **Funding can only be paid after the project is completed and the invoice and final report are received.**
- **Invoice and final report must be submitted before the Letter of Agreement expiration date.**
- **Logos and award information are available online on the Put the Arts in Parks page of our Website:**

<http://www.seattle.gov/arts/put-the-arts-in-parks>

Look under “Manage Your Award” on the right side of the Web page.

Randy Engstrom, Director | Michael McGinn, Mayor