



## 2019 Arts in Parks (AIP) Program Grant Guidelines

The Office of Arts & Culture is partnering with Seattle Parks and Recreation to increase arts and community events in parks throughout the city. The **Arts in Parks Program** 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](mailto:jenny.crooks@seattle.gov)

<p><b>Application</b> Available at <a href="http://www.seattle.gov/arts/arts-in-parks-program">http://www.seattle.gov/arts/arts-in-parks-program</a></p>	<p><b>Deadline</b> Tuesday, October 23, 2018, 11 p.m. PST</p>				
<p><b>Workshops:</b></p> <table border="0"> <tr> <td data-bbox="136 926 810 1136"> <p>Tuesday, August 28<sup>th</sup> 5:30-7:00pm Douglass Truth Library 2300 E Yesler Way, Seattle, WA 98122 RSVP <a href="#">Here</a></p> </td> <td data-bbox="810 926 1481 1136"> <p>Saturday, September 8<sup>th</sup> 11:00am-12:30pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a></p> </td> </tr> <tr> <td data-bbox="136 1136 810 1318"> <p>Thursday, September 6<sup>th</sup> 5:30-7:00pm Northgate Library 10548 5<sup>th</sup> Ave NE, Seattle, WA 98125 RSVP <a href="#">Here</a></p> </td> <td data-bbox="810 1136 1481 1318"> <p>Saturday, October 6<sup>th</sup> 11:00am-12:30pm Rainier Beach Library 9125 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a></p> </td> </tr> </table>		<p>Tuesday, August 28<sup>th</sup> 5:30-7:00pm Douglass Truth Library 2300 E Yesler Way, Seattle, WA 98122 RSVP <a href="#">Here</a></p>	<p>Saturday, September 8<sup>th</sup> 11:00am-12:30pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a></p>	<p>Thursday, September 6<sup>th</sup> 5:30-7:00pm Northgate Library 10548 5<sup>th</sup> Ave NE, Seattle, WA 98125 RSVP <a href="#">Here</a></p>	<p>Saturday, October 6<sup>th</sup> 11:00am-12:30pm Rainier Beach Library 9125 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a></p>
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<p><b>Funding</b> Eligible applicants may request up to \$7,800 one-year funding to support direct project expenses.</p>					
<p><b>Eligibility</b> Individual artists, neighborhood arts councils and local community-based groups are eligible. Organizations and individual artists representing under-resourced 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, 2019.</p>					

### **Program Overview**

This program supports neighborhood arts councils, community-based groups, and individual artists that are seeking to activate eligible 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 diversity, build community connections, and activate parks through arts and culture while connecting with under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color.

### **Eligibility and Requirements**

The **Applicant** must:

- be an individual artist, neighborhood arts council or local community-based group. Organizations and individual artists representing under-resourced communities including low-income, people with disabilities, 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-resourced artists and communities,
- adhere to Seattle Park and Recreation's mission statement (see below),
- and take place in a city of Seattle park between April and December 2019.
  - (see attached list of preferred parks on pages 6-7).
  - Events taking place in Downtown or City Center Parks or at Playfields and green spaces immediately adjacent to community centers are **not** eligible for this funding. Please see this list of ineligible parks on pages 7-8.

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 applicants may submit applications for distinct projects to both Arts in Parks (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 & NCA funding the application may be submitted for both programs but will only receive funding from one of them.

### **Funding**

Funded organizations will receive one (1) year of AIP funding support (for events in 2019) 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:

- \$1,300 (Requires no track record for event production.)
- \$2,600\*
- \$5,200
- \$7,800\*\*

*\*Only groups with a demonstrated history of producing events can apply for funding at \$2,600 level and above.*

*\*\*Events/projects previously funded at the \$7,200 level in years past may only apply for \$5,200 or less, EXCEPT events/projects that provide a minimum of 12 hours of public programming in an eligible park (this does not include set-up time). This restriction is based on feedback from community and to support more projects and help build capacity for events.*

### **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%.

### **Application Components**

- **Demographic Questionnaire:** this will not be reviewed as part of your application but rather to help us learn more about the communities that we serve through our programs so that we can continue to work towards making our programs more equitable. All questions are optional, but the questionnaire will need to be submitted before you can proceed to the rest of the application.
- **Narrative Questions:**
  1. **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.
  2. **Community Building through Arts and Culture:** Please describe who attends your event. How does your project use arts and culture to build community? Describe what your efforts will be to reach diverse populations and increase accessibility.

3. **Background and Capacity:** Provide a brief history of your arts programming and presenting activities. What evidence 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.
- **Budget:** should reflect the cost of the event or project, income and expenses should balance, and any donated items or services should be included.

### ***Evaluation Criteria***

Goals of the Arts in Parks Program are to support and increase the presence of art in public spaces, specifically in neighborhood public parks, to increase engagement of under-resourced 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:

- **Strength of Project (20 pts):** Clear, well-conceived, authentic relationship to the community, promotes arts participation and community relations.
- **Community Impact (20 pts):** Project plan describes meaningful efforts to foster community, encourage participation and reach diverse and underserved audiences. Organizations and individual artists representing under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.
- **Feasibility (10 pts):** 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 \$2,600 or more); evidence of community involvement and support; and clear realistic budget for the event.
- **Preferred Parks:** Priority will be given to projects that take place in one or more of the preferred parks identified in the list on pages 6-7, 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 eligibility and criteria and recommend funding.

**Funding notification will be made by the end of January 2019.**

### **Completing the online application**

- Create or update your profile at <https://seattle.gosmart.org/>
  - **(New this year)** Neighborhood & Community Arts and Arts in Parks will use the same application. Follow the instructions in the application system to help identify which program(s) your project is applying for.
- Complete the application online answering all questions fully by the deadline.

### **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 2019.
- Award recipients will be responsible for working with Seattle Parks and Recreation to fill out and submit the required permit documents by March 15, 2019.
- Award recipients will be responsible for securing Event Liability Insurance for their project and listing the City of Seattle as an additional insured.
- 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 and Seattle Parks and 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://seattle.gosmart.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 a 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

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

#### NORTH

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

#### SOUTHEAST

- Beer Sheva Park
- John C. Little Park
- Martha Washington Park
- Othello Park
- Pritchard Island Beach

#### SOUTHWEST

- Duwamish Waterway Park
- Highland Park Playground
- Myrtle Reservoir Park
- Roxhill Park
- Westcrest Park

### LIST OF INELIGIBLE PARKS

**Downtown or Center City parks are NOT eligible for Arts in Parks funded projects. Other funding sources are available for projects in these parks.**

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

**Playfields, parks, and green spaces are NOT eligible for Arts in Parks funded projects. Many of these playfields and parks benefit from Community Centers which have funding sources available or other sources of support for projects in these parks.**

Alki Playground  
Ballard Playground  
Bitter Lake Playfield  
Camp Long  
Carkeek Park  
Delridge Playfield  
Discovery Park  
Garfield Playfield  
Green Lake Playfield  
Hiawatha Playfield

Laurelhurst Playfield  
Loyal Heights Playfield  
Magnolia Playfield  
Magnuson Park  
Meadowbrook Playfield  
Miller Playfield  
Montlake Playfield  
Northgate Park  
Rainier Beach Playfield  
Rainier Playfield  
Ravenna-Eckstein Park  
South Park Playground  
Van Asselt Playground  
Walt Hundley Playfield  
West Queen Anne Playfield  
Yesler Terrace Park

### ***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](mailto: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.