

City of Seattle  
**Office of Arts & Culture**

Randy Engstrom, Director  
Ed Murray, Mayor



**Work Readiness Arts Program - Contracts & Claiming Your Funds**

**REQUIRED IMMEDIATELY — Complete and return to OAC**

- Three signed copies of the Work Readiness Arts **Letter of Agreement (LoA)** ( all three must have original signature –no scanned or faxed copies)
  - o Please check your project description and your LoA start and end dates
  - o If you expect changes (dates, location, scope, etc.), contact your Arts & Culture project manager immediately
  - o Sign and return ALL copies before your agreement start date
  - o Signer must be the person authorized to sign legal and financial documents on the organization’s behalf
  - o Confirm correct postage if mailing contracts or drop-off in person during office hours.
- W-9 form**, completed and signed
- Confirm all information on your **Project Fact sheet** (start/end date of program for youth, locations, Culminating project date/location, number of youth, recruitment notes, etc.)
- Meet with Network Coordinators.** *See contact list for where your project takes place.*
  - o Most Networks will ask you to provide a **hardcopy/e-flyer** to help promote your program to SYVPI Youth.

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

**REQUIRED AS PART OF YOUR PROJECT —**

You are required to give credit to the Seattle Office of Arts & Culture and Seattle Youth and Violence Prevention Initiative (SYVPI) in writing and/or by logo. See your Letter of Agreement for wording. 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/funding/youth\\_employment\\_program.asp](http://www.seattle.gov/arts/funding/youth_employment_program.asp)

**YOUTH PROJECT MANAGEMENT REQUIREMENTS —**

- Youth are required to keep track of participation hours. (**Time sheet** provided on our website)
- Have youth sign a **training/participation agreement**. *This agreement is created by your organization and should include milestones for success* such as minimum hours/day of attendance (80% recommended), attendance at required events/activities, etc. as well as any other behaviors important to you program. You will need to provide a copy of this agreement to the ARTS office.
- Maintain **Individual Service Plans (ISP)** for each participant.
- Youth will need to fill out a **Pre/Post Self-Assessment Form** administered at the end of the program. Copies will need to be provided to ARTS (available on our website.)
- Complete **Youth Evaluations** for each youth.
- Youth must sign **W-9** (if eligible to receive stipends are over \$599).

*Street Address:* 700 Fifth Avenue, Suite 1766, Seattle, WA 98104

*Mailing Address:* PO Box 94748, Seattle, WA 98124-4748

Tel: (206) 684-7171 ♦ Fax: (206) 684-7172 ♦ [arts.culture@seattle.gov](mailto:arts.culture@seattle.gov) ♦ [www.seattle.gov/arts](http://www.seattle.gov/arts)

- Organization should collect **photo release forms** from youth be sure to include Office of Arts & Culture/SYVPI on this release form.

#### **MANAGE YOUR AWARD—**

- You may submit **invoices** in a maximum of three increments.
  - You may invoice for 1/3 at the start of the contract; 1/3 during the project; and 1/3 upon completion of the project and approval of all final reports.
  - Invoice completed and signed by the authorized signer
  - Include a copy of the Invoice Worksheet.
  - Complete Progress Report with all invoices prior to Final Invoice (Final report to be completed at that time).
  - The youth ***must*** be paid out on the last day of the program.
- If your project scope, activities, key personnel or budget changes you must submit an **amendment request** before hand.
- Provide the Network contacts and WRAP Program Manager with a **Flyer/Invitation to Culminating invent**. (*It's great if the youth are the one's to create and share this in their community!*)

#### **REQUIRED AS SOON AS YOUR PROJECT IS COMPLETED —**

- Final Invoice completed and signed by the authorized signer (with Invoice Worksheet)
- Proof of payment to youth.
- Final Financial Report completed and signed by authorized signer
- Final Report.
- One piece of promotional material, such as a flyer, press release or program, showing required credit to the Office of Arts & Culture and SYVPI
- Optional, but highly desired: Electronic photo images and photo submission form
- Optional, but highly desired: First-person testimonials about your project or any press coverage of your event.

#### **THINGS TO KEEP IN MIND DURING YOUR PROJECT —**

- Office of Arts & Culture Program Manager will arrange for a **site visit** during the project. Please keep the Program Manager up to date of any schedule changes and Final Event.
- Priority ***must*** be given to youth payments. If your project is 4 weeks or longer we do suggest dividing the stipend into 2 payments (mid-way through the project and at the final session.) Youth must be paid out on the final day of the program.

#### **QUESTIONS?**

Jenny Crooks, Work Readiness Arts Program Manager, 206.684.7084, [jenny.crooks@seattle.gov](mailto:jenny.crooks@seattle.gov).