2016-17 Youth Arts Funding Program
Frequently Asked Questions (FAQ)

This resource can help answer common questions when preparing a Youth Arts application. For additional clarifications, assistance or questions, please contact Project Manager, Irene Gómez, at: Irene.Gomez@Seattle.Gov, or the Office of Arts & Culture at (206) 684-7310.

ELIGIBILITY

1. Can I apply if I'm an artist, a group of individual artists, an organization, a youth service agency or a higher education institution?
Yes, all are eligible to apply as long as you do not have an active or current Youth Arts contract in our office. Organizations/groups/agencies do NOT need non-profit (501c3) status to apply.

2. If I have or my organization has received funding from this office through other funding programs, may I still apply?
Yes, applicants are eligible to apply if funded by other programs from the Office of Arts & Culture. A different project must be proposed for 2016-17 Youth Arts.

3. Can I or my organization apply for the same Youth Arts project that we've been funded in the past?
Yes, however, applicants are encouraged to extend recruitment for new participants or modify projects even in small ways to keep offerings new and appealing for young people. Suggestions would be to add/change art form(s), activities/classes or teaching artists. Another option is to offer a project with advanced skill level. Survey teens often to better meet their changing needs.

4. What are the grade levels and age groups that should be served by this funding?
Youth Arts supports projects that serve grades 6-12 or ages 12-20 years.

5. What if my project takes place in Seattle, but I or my group/organization is based outside of Seattle?
If your proposed project takes place in Seattle and benefits young people in Seattle, but you are based just outside the city, you may still be eligible to apply. Contact staff in advance to confirm.

6. As a teaching artist (either individual artist, or within an organization), what do I need to include in my resume?
Your resume needs to include years of teaching, what art forms, age groups or grades, if in-school or out-of-school and names of programs/agencies or schools.

If my project has multiple teachers, what is the best way to submit other participating artists' resumes?
Additional artists' resumes can be short biographies that include basic information listed above.

Include 3-4 biographies on one page and submit as one resume/attachment.

7. Is a work sample required? What is the best approach for selecting a balanced work sample?
Yes, it is required and limited to five minutes. The best approach is to submit 2.5 minutes of work by teens plus 2.5 minutes of teaching artists' work. See guidelines for specific instructions. Double-check to confirm your work sample is accessible before submitting.

PROJECT ELIGIBILITY

1. How are project proposals scored and assessed? Are they weighted equally?
The three scoring areas for projects are 1) **artistic elements**, **life skills** and **learning environment**, 3) **project-plan-budget** and 4) **public access/benefit**.
Yes, these are weighted equally. Find descriptions of criteria in the guidelines.

2. How can I connect with organizations who serve teens as project partners?
Recommended sources are existing after-school programs, service agencies, libraries, churches, schools. Examples include, but are not limited to: YMCA, Boys & Girls Club, middle/high schools, Interagency/ELL schools, Chinese Information & Assistance Service Agency, SW Youth & Family Services, other youth arts programs, etc.

3. Where can I locate a teaching artist(s)?
Recommended sources include, but are not limited to: Creative Advantage Community Arts Partner Roster –or Youth Arts Program Funded Partners, Seattle Teaching Artist Network or WA State Art Commission's Teaching Artist Training Program.

4. What can requested funds pay for? Are there limitations?
Funds can pay for teaching artist fees, supplies/materials, space or equipment rental, insurance, publicity, transportation (bus tickets), documentation (photo/video) or licenses/permits. Funds cannot pay for equipment purchase, food, religious or fundraising events.

5. What does 'in-kind' mean?
'In-kind' means items or services that are donated to your project. These are items you/your organization did not pay for. Examples: a restaurant/store donates food for event, a friend volunteers to be an usher or venue/space is rent-free. NOTE: Teaching artists are expected to be compensated for their time.

APPLYING

1. Do I need to have all project details confirmed when I submit the application?
Applicants are strongly encouraged to 'do their homework,' and have as many project details confirmed before submitting as possible. Having confirmed project details reflects more accurate budget expenses and income.

2. Do I have to have a business license to apply?
You do not need a business license to apply. If you are selected for funding, you will need to obtain one. You may include the cost of getting a business license ($110) in your application; see the guidelines for more details. Applications can be submitted for a half-year at $55 if time covers life of project.

3. Who do I contact about computer tech/online application problems?
Contact office staff at (206) 684-7171 from Monday-Friday, 8 a.m.-5 p.m. This includes issues regarding computer/online application, work sample or resume uploading problems.

REVIEW & TECHNICAL ASSISTANCE

1. What does a draft review appointment in January and February consist of?
Applicant brings questions about 1-2 sections that are problematic. Project Manager gives guidance on best approach or direction for response. Be sure to make an appointment.

2. Can I view any samples of past applications?
Yes, staff provides samples applications from previous cycle at workshops and in the office. Binder contains about six applications and range from individual artist/organization, small to large-scale projects in different art forms.

FEEDBACK

1. Who reviews and scores the applications?
Applications are reviewed and scored by a 'peer review' panel. A panel consists of experienced arts administrators, teaching artists and community representatives all familiar with out-of-school time art opportunities for young people.

2. Is feedback available?
Yes, feedback appointments can be scheduled after funding decisions are made.

FUNDING

1. What happens if I receive an award less than the amount requested?
Award recipients receiving less funding than requested have the option to scale the project back, adjust the budget or fundraise in response to reduced award.

CLOSING DOCUMENTS

1. What is required for the final invoice after project is completed?
Recipients submit a final invoice for remaining balance plus fill-out and submit a Final Evaluation Report including project statistics (# youth, # hours, # sessions, etc.). Packet includes copies of a press release and promotional materials with our office logo/name. Images and a Photo Submission Form are optional, but strongly encouraged.