



Program

PURPOSE

This program supports youth art/cultural training opportunities for Seattle's middle and high school youth during out-of-school time. It provides funding for age-appropriate sessions in all art/cultural disciplines led by experienced teaching artists. Artists, arts or cultural organizations and service (non-arts) agencies are encouraged to apply. Projects must take place between September 2015 and September 2016.

PROGRAM PRIORITY

The priority is to serve youth in communities with limited or no access to arts and culture.

NEW: Degree-granting, higher education institutions are eligible to submit one project application. Projects cannot be college internships/course-related activities or K-12 classroom sessions. Funds will not cover fees to pay faculty, staff or students from applicant institution as session teachers/facilitators. Seattle-based teens must be primary participants.

NEW: A web address accessible via the internet is allowable as a work sample. Refer to gray instructional box at top of Work Sample page in the online application for directions.

ONLINE APPLICATION and DEADLINE

The application is submitted ONLINE. The application is available by setting up an account on www.culturegrants-wa.org. *If you don't have computer or internet access*, contact staff as soon as possible

The online application deadline is **11 p.m., Wednesday, February 11, 2015.**

Please note: Any required items submitted in person or by mail must be **delivered to the office by 5 p.m., February 11 or postmarked on February 11, 2015.**

FUNDING

- Award levels range up to a maximum of \$10,000.
- Not all applicants receive support, and funding awarded may be less than the requested amount.

ELIGIBILITY and REQUIREMENTS

The **APPLICANT** must:

- include teaching artist(s) with at least one year of experience working with the project age group and art/cultural form(s); AND
- be an artist(s), arts/cultural organization, youth-service agency, or a degree-granting institution.
- Preference is given to applicants that are based in or are residents of Seattle.

The proposed **PROJECT** must:

- offer arts/cultural training outside of school hours between September 2015 and September 2016;
- be located within the boundaries of the city of Seattle;
- serve primarily middle and/or high school students living in Seattle;
- include an outreach/recruitment plan for under-represented youth/communities in arts and culture.

The **APPLICATION** must:

- include current resume(s) for lead teaching artist(s) and biographies for supporting artist(s);

- include a confirmed schedule (breakdown) of main activities reflecting the project's scope;
- include a balanced budget (expenses equal income).

THIS PROGRAM WILL NOT FUND

- in-school activities or applications from school staff;
- elements of the project that are completed before funds are awarded;
- purchase of food, equipment or software;
- projects funded by other programs of the Office of Arts & Culture;
- culminating events only, fundraising/benefit presentations or religious services as primary purpose.

REVIEW CRITERIA

Applications and projects are evaluated by a peer review panel on:

ARTISTIC ELEMENTS

- indicates art/cultural discipline(s), teaching qualifications and experience with age-appropriate arts activity
- ensures depth of learning in the arts/culture through narrative and schedule

PUBLIC ENGAGEMENT and ACCESS

- identifies teen group, agency, school, program or other who is under-represented in arts and culture
- includes recruitment/outreach details and ease of access for youth, based on facilities, transportation, location, cost, and cultural authenticity

PROJECT PLAN and BUDGET/FEASIBILITY

- demonstrates sound project plan, schedule (timeline), and cost breakdown.

The Office of Arts & Culture is committed to reflecting the cultural richness of our city by promoting opportunities for emerging and diverse artists and audiences.

REVIEW PROCESS and NOTIFICATION

- A peer review panel of experienced arts educators, administrators and/or advocates determine final ranking of applicants which are approved by the Seattle Arts Commission.
- All eligible applications will be evaluated and scored based on the review criteria.
- Notification will be sent no later than four months after the deadline.

FOR ASSISTANCE, CONTACT

- **Application:**

Irene Gómez, Project Manager (206) 684-7310 ♦ irene.gomez@seattle.gov

Office Hours: Mon. 8 a.m.-6 p.m.; Tue.-Wed. 8 a.m.-4 p.m.; Thur. 8 a.m.-3 p.m.; Fri. 8 a.m.-5 p.m.

- **Online Technical Support:**

For assistance working on the online application or if you do not have access to a computer or the Internet, please call the main office number (206) 684-7171 and ask for help from an available operations staff member.

GETTING HELP WITH YOUR APPLICATION

To create a quality application, take advantage of these resources:

- **Attend a Workshop.** Review the program and application. Listen to a previously funded applicant and hear other applicants' questions. Have your draft application reviewed by a member of our staff.
- **Read the Guidelines, the online instructions and help features on each application page.** These are written to save you trouble and offer examples and suggestions for effective applications.
- **Talk with the Program Staff.** Discuss questions, problems, and budget specifics. It is fine to call before you have the application written. We can help! The earlier you contact the project manager the better.

YOUTH ARTS APPLICATION WORKSHOPS**Program Overview**

Introduction to program and online application; hear from past recipients at 6 p.m.

Co-presenters: Jourdan Keith (Urban Wilderness Project) and Micah Stanovsky (Rubicon Foundation)

Monday, December 15, 2014, 5-7 p.m.

Douglass-Truth Branch, Seattle Public Library, 2300 E Yesler Way. (Central District)

Draft Review

Sessions are 15-minutes long, by appointment only. Contact: irene.gomez@seattle.gov or (206) 684-7310.

Thursday, January 29, 2015, 3:30-5:30 p.m.

El Centro de la Raza, 2524 -16th Ave S, Room 308 (Beacon Hill), On-site/street parking.

TIPS FOR SUCCESS

- If you don't already have an account, complete your basic registration and profile *immediately* at www.culturegrants-wa.org.
- **Attending a workshop is strongly encouraged, *especially if you're a first-time applicant.***
- **Follow the online instructions carefully, and give yourself time for questions.** This can be especially important for work samples. Many applicants need assistance but do not leave enough time.
- **Submit work samples by artist(s) AND by student(s). It is a key element of the application.** Think about your work sample early. How can you best illustrate to the panel the work you will be doing with youth?
- **Start writing or outlining your application *early.***
- **Describe the project plans and goals clearly.** A good application tells the reader the who, what, when, where and why of the project. Panelists are experienced arts educators looking for specific details.
- Link responses to review criteria. Be clear and avoid jargon and pretentious language.
- Click on "Save" or "Update" often and always before moving to a new section. Be sure to re-read your work *before* you submit. Suggestion: Start text in Word, spell-check, cut/paste, re-check and save.

- **Open resume and work sample links** before submitting application to assure properly uploaded.
- **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.

IF YOU WANT YOUR WORK SAMPLE BACK

Applicants may pick up work samples at the Office of Arts & Culture after receiving notice of funding recommendations. **If you want your samples returned by mail, you must provide a correctly-sized self-addressed envelope with adequate postage.** You may also pick up your work sample at our offices at 700 5th Avenue, Suite 1766. If not picked-up, work samples will be discarded after June 30, 2015. Every effort is made to protect work samples, but the city of Seattle cannot assume responsibility for loss or damage.

THINGS TO KNOW IF YOUR PROJECT IS FUNDED

If your project is funded, you must meet the requirements listed below.

By submitting an application you are promising to meet these requirements if your project is selected for funding.

Seattle-based Projects

All program site(s) must be within the city limits.

City and State Business Licenses will be required AFTER funding notice. (You do NOT need a business license to apply.)

To receive final payment, individuals and groups awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number. The project manager will explain this during your initial contract meeting.

Cover your licensing costs!

You may include the cost of getting your business licenses in your budget. A business license currently costs \$110 per calendar year, \$55 for small businesses indicating that “the worldwide annual gross income and/or value of products is \$20,000 or less.” The one-time fee for a Washington State UBI number is \$15.

Contracts with the City of Seattle

- Award recipients will **sign a contract** committing to implement their project and describing a project plan that outlines activities, including project dates and sites plus venue if closing event is included.
- Award recipients **are responsible for paying all applicable taxes.** At the time of contracting, you will need to complete appropriate paperwork.
- Award recipients **must recognize the support of Seattle’s Office of Arts & Culture** in printed materials, signage visible to the public or in other ways appropriate to the project.