



## 2016-2017 Youth Arts Program Guidelines

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### **PURPOSE**

Youth Arts provides a continuum of learning for Seattle's middle and high school teens during out-of-school time. It supports art/cultural training opportunities for age-appropriate sessions in all art forms and cultures led by experienced teaching artists. Artists, art/cultural organizations, youth service agencies (non-arts) and degree-granting institutions are encouraged to apply. Projects must take place between September 2016 and September 2017.

### **PROGRAM PRIORITY**

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

**NEW:** A revised TEACHING PLAN (former SCHEDULE) is included with added categories. Refer to glossary for definitions.

**NEW:** A revised series of ARTISTIC GOALS, LIFE SKILLS and LEARNING ENVIRONMENT questions (in narrative section) including added elements. Refer to glossary for definitions.

**NEW:** Helpful website tools are available: glossary, FAQ's and recorded workshops. Go to link:

**REMINDER:** A web address that is 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](http://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 10, 2016.**

### **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);
- be an artist(s), arts/cultural organization, youth-service agency, or a degree-granting institution and
- submit ONE project per degree-granting institution. **NOTE:** See items not funded section.

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 2016 and September 2017;
- 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 work sample demonstrating BOTH recent/past youth work and artist work;
- include specific under-represented group, organization or community of young people who have limited or no engagement in arts and/or culture.

### **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;
- compensation for staff, faculty or students from degree-granting institutions;
- projects funded by other programs from the Office of Arts & Culture;
- culminating events only, fundraising/benefit events or religious services.

### **REVIEW CRITERIA**

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

#### Artistic and Learning Goals

- indicates art/cultural discipline(s), teaching qualifications and experience with age-appropriate arts activity
- ensures depth of learning in arts/culture through the narrative section and teaching plan
- demonstrates development of life skills and fostering of a productive learning environment

#### Project Plan and Budget/Feasibility

- demonstrates that project and budget are in alignment and reflects the teaching plan (timeline) with cost breakdown.

#### Public Outreach 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

*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 teaching artists, 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 same 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](mailto: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: Real and Virtual**

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

- **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.
- **Attend a workshop.** Review program purpose and revised application. Gain understanding of new application elements and other tips. Schedule an appointment to review application draft.
- **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 TECHNICAL ASSISTANCE****Program Overview and NEW ELEMENTS – 5 – 7 p.m.****Staff: Lara Davis, Irene Gómez and Kristi Matsuda**

Tuesday, December 15, 2015

Douglass-Truth Branch, Seattle Public Library, 2300 E Yesler Way, 98122

Wednesday, January 13, 2016

Good Shepherd Center Rm 202, 4649 Sunnyside Ave N, 98103

**Draft Review – 5 – 7 p.m.****Sessions are 15-minutes long, by appointment only. Contact: [irene.gomez@seattle.gov](mailto:irene.gomez@seattle.gov) or (206) 684-7310.**

Monday, January 25, 2016

Douglass-Truth Branch, Seattle Public Library, 2300 E Yesler Way, 98122

Monday, February 1, 2016

Good Shepherd Center Rm 202, 4649 Sunnyside Ave N, 98103

**TIPS FOR SUCCESS**

- If you don't already have an account, complete your basic registration and profile *immediately* at [www.culturegrants-wa.org](http://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.

**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.)

Contract states that 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 cost of a business licenses in your budget.** A City 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.