# 2017 Youth Arts Program Guidelines

Youth Arts provides art and cultural training opportunities for Seattle’s middle and high school aged youth during out-of-school time. It supports learning in all art forms and cultures led by experienced teaching artists serving youth or communities with limited or no access to arts and culture. Artists, art and cultural organizations, youth service agencies (non-arts) and degree-granting institutions are encouraged to apply.

**Information:** contact Kristi Woo, Project Manager at (206) 727-8671, kristi.woo@seattle.gov

<table>
<thead>
<tr>
<th>Application</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>The application is submitted ONLINE. The application is available by setting up an account on <a href="http://www.culturegrants-wa.org">www.culturegrants-wa.org</a>. <em>If you don’t have computer or internet access</em>, contact staff as soon as possible</td>
<td>Monday, March 6, 2017, 11 p.m. PST</td>
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## Program Overview Workshops:

**Monday, January 30, 2017, 5:30-7 p.m.**
University District Library
5009 Roosevelt Way NE, Seattle, WA 98105
RSVP [here](#)

**Monday, February 6, 2017, 5:30-7 p.m.**
Douglass Truth Library
2300 E Yesler Way, Seattle, WA 98122
RSVP [here](#)

## Draft Reviews:

**Friday, February 17, 2017, 4:30-7:30 p.m.**
Langston Hughes Performing Arts Institute
104 17th Ave S, Seattle, WA 98144
Contact the Project Manager to schedule your 15 minute time slot.

**Monday, February 27, 2017, 4:30-7:30 p.m.**
Langston Hughes Performing Arts Institute
104 17th Ave S, Seattle, WA 98144
Contact the Project Manager to schedule your 15 minute time slot.

## Eligibility

Teaching artist(s) with at least one year of experience working with the project age group, arts and cultural organizations, youth-service agencies, or degree-granting institutions based in Seattle are eligible to apply. Projects must take place between September 2017 - September 2018 and September 2018 – September 2019.

## Funding

Funded organizations will receive two (2) years of Youth Arts funding support (for programs in 2017-18 and 2018-19) of $6,000 per year to support project expenses: artist fees, marketing and promotional fees, project management and personnel costs, supplies, space and/or equipment rentals, or other program-related costs.
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 and cultural form(s);
- Be an artist(s), arts and cultural organization, youth-service agency or a degree-granting institution. Artists, organizations and agencies may submit only one application. Institutions may submit one total not one per department.
- **PROJECT** must:
  - offer arts and cultural training outside of school hours between September 2017 – September 2018 and September 2018 - September 2019;
  - be located within the boundaries of the city of Seattle;
  - serve primarily middle and/or high school aged youth 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.

FUNDING

Funded organizations will receive two (2) years of Youth Arts funding support (for events in 2017-18 and 2018-19) of $6,000 per year to support project expenses: artist fees, marketing and promotional fees, project management and personnel costs, supplies, space and/or equipment rentals, or other program-related costs.

**Funding may be used for:**
- Arts and cultural training for middle and high school students
- Projects taking place during out of school time hours between September 2017-September 2018 and September 2018- September 2019
- Projects taking place within the boundaries of the city of Seattle
- Outreach to underrepresented youth in underserved and under resourced communities
- Teaching artist fees
- Project management and personnel costs
- Supplies, equipment rentals or other program related costs
- Space rental
- Youth stipends

**Funding may not be used for:**
- In school activities
- Applications from school staff
- Any elements of the proposed project that are completed before funds are awarded
- Equipment/software purchases
- Compensation for staff, faculty or students from degree-granting institutions
• Culminating events only (a program with a culminating event is acceptable)
• 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 and culture through the narrative section and teaching plan
• demonstrates development of life skills and an intentional productive learning environment strategy

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 – data shows the greatest disparities between those who have access to arts programs and those who don’t are based on race and class, so programs serving low-income and/or youth of color are especially encouraged to apply
• includes recruitment/outreach details and ease of access for youth, based on facilities, transportation, location, cost, and cultural authenticity

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 or Access: Kristi Woo, Project Manager (206) 727-8671 or kristi.woo@seattle.gov.
Online Technical Support: Jennifer Frohwerk (206) 684-7312 or jennifer.frohwerk@seattle.gov

TIPS FOR SUCCESS
• If you have applied before, please use your existing account.
• 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.
• Read and 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.
• 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.
• **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.

• **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? If you have worked with youth before, allow the panel to hear, see or read their work.

• 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: Preview the application, spell-check, re-check and save.

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

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 business licensing in your budget. For more information, please visit:

  Seattle: [https://www.seattle.gov/licenses/get-a-business-license](https://www.seattle.gov/licenses/get-a-business-license)


**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.
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.

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 the differently-abled. 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.