

### **PURPOSE**

This program supports youth arts training opportunities for Seattle's middle and high school youth during out-of-school time. It provides funding for age-appropriate sessions in all artistic and 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 2012 and September 2013.

### **PROGRAM PRIORITY**

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

### **ONLINE APPLICATION and DEADLINE**

The application is submitted ONLINE. The application is available by setting up an account at [www.culturegrants-wa.org](http://www.culturegrants-wa.org). *If you don't have computer or Internet access*, contact staff as soon as possible (see next page).

The online application deadline is **11:00 p.m., Wednesday, February 15, 2012.**

Please note: Any required attachments submitted in person or by mail must be **delivered to the office by 5:00 p.m., February 15 or postmarked on February 15, 2012.**

### **FUNDING**

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

### **ELIGIBILITY and REQUIREMENTS**

The **APPLICANT** must:

- be or include teaching artist(s) with at least one year of experience working with the project age group and art form(s); OR
- be an arts/cultural organization, or community-based agency with nonprofit status or have a nonprofit fiscal sponsor.
- Preference is given to applicants that are based in or are residents of Seattle.

The proposed **PROJECT** must:

- offer arts/cultural training outside school hours between September 2012 and September 2013;
- 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-served youth.

The **APPLICATION** must

- include current resumes for lead teaching artist(s) and biographies for supporting artist(s);
- include a confirmed project schedule of main plans and 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 & Cultural Affairs;
- culminating events only, fundraising/benefit presentations or religious services as primary purpose;
- government-run programs and degree-granting institutions.

### **REVIEW CRITERIA**

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

#### **PUBLIC ENGAGEMENT and ACCESS**

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

#### **ARTISTIC ELEMENTS**

- indicates artistic/teaching qualifications and experience with age-appropriate arts activity
- ensures depth of learning in the arts through narrative and schedule

#### **PROJECT PLAN and BUDGET/FEASIBILITY**

- demonstrates sound project plan, schedule (timeline), and budget

*The Office of Arts & Cultural Affairs 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 applications will be evaluated and scored based on the review criteria.
- Notification will be sent within 3 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. 7:30am-5:30pm; Tue. 7:30am-4pm; Wed. 7:30-4pm; Th. 7:30am-3:00pm; Fri. 8am-5pm

#### ***Online Technical Support:***

For assistance working online 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 and 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 WORKSHOP****Program Overview**

Introduction to program and online application; hear from past award recipients at 2:30pm

Monday, January 9, 2012, 1:30-3:30 pm

Beacon Hill Branch, Seattle Public Library, 2821 Beacon Ave S. (Beacon Hill)

**Draft Review #1**

Wednesday, January 18, 2012, 3:00-5:00pm

Coyote Central, 2300 E. Cherry St. (Central District)

**Draft Review #2**

Monday, January 30, 2012, 2:00-4:00pm

Montlake Branch, Seattle Public Library, 2401 24<sup>th</sup> Ave E

**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 your best work sample. It is key to the application score.** 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 your proposal 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.
- **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 & Cultural Affairs 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 5<sup>th</sup> Avenue, 17<sup>th</sup> Floor. If not picked-up, the work samples will be discarded effective June 29, 2012. 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 & Cultural Affairs 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 \$90 per calendar year, \$45 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 site 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 & Cultural Affairs** in printed materials, signage visible to the public or in other ways appropriate to the project.