



LANGSTON HUGHES FACILITY GRANT GUIDELINES

The **LHPAI Facility Grant** aims to create community impact by broadening arts and culture participation at Langston Hughes Performing Arts Institute, an historic landmark cultural facility in the heart of the Central Area neighborhood of Seattle. The **LHPAI Facility Grant** seeks to celebrate, nurture, present and preserve African American and Diaspora performing arts and cultural legacies.

The **LHPAI Facility Grant** provides in-kind support for public projects, opportunities or events presented by individuals, groups, organizations or communities. The grant takes the form of up to 40 hours of staffed building use for a public arts or cultural event at LHPAI. The LHPAI Facility Grant consists solely of facility use and staff time.

No monetary investment is associated with the grant.

Who May Apply

- Individuals, organizations, communities or groups of people – including youth and older adults – seeking support for a unique public project, opportunity or event involving African American and diaspora arts and culture may apply.
- Only events open to the public may receive the LHPAI Facility Grant. Private events are ineligible. Public events may still charge an entrance fee for their events.
- Organizations – arts and culture and others – are **NOT** required to have 501(c)(3) non-profit status

To Apply

Simply fill out the **LHPAI Facility Grant** application and submit one completed signed copy. Start the process as far in advance as possible – at least two months before your project start or event date.

Timeline: When to apply, and how soon you'll hear back.

There is no deadline; applications are reviewed monthly. However, application review and scheduling take time.

You will receive a response within 45 days of your submission.

Key Project Goals

LHPAI Facility Grant projects must address one or more of the following:

- **Audience Expansion:** Project serves/reaches underserved artists, communities or distinct audience. The project expands or diversifies the audiences who participate in arts and cultural activities in Seattle.
- **LHPAI Goals:** This is a project that celebrates, nurtures, presents and preserves African American and Diaspora performing arts and cultural legacies.
- **Community Impact:** The project addresses a community need. This project builds community through arts and culture.

Selection Criteria

- **Public Access:** Projects must have a strong public access element and effective outreach strategy to reach the intended audience.
- **Artistic Potential:** Provide at least one written, image or video sample that exhibits the potential for artistic quality or development for the artists or organizations involved. Supporting material can include but are not limited to: pictures, videos, excerpts of previous works or works in progress, letters of recommendation, etc.
- **Feasibility:** ability to carry out project; well thought-out plan; realistic budget and timeline.

Looking Ahead

Up to 40 hours of staffed event time at LHPAI may be granted through this application. Your application may be approved for less than 100% of your requested time. If your application is not approved in full, we will provide you with an estimate of the facilities costs beyond the time you are granted so you can decide how you want to move forward.

If your project is selected, you will be asked to:

- Sign a Letter of Agreement with the City of Seattle
- Sign a Room Use Permit for the dates of your project
- Provide insurance (may not be required in all cases)
- Give credit to the City of Seattle Office of Arts & Culture on your marketing materials
- Submit a brief Final Project Report at the end of your project

May I apply again?

You may be funded once per year through the LHPAI Facility Grant program. If you are selected, you may apply again for a LHPAI Facility Grant 12 months from your selected project end date.

If your application is not selected, you may continue to submit applications to the program as often as you like.

We encourage you to meet with LHPAI staff to discuss your event plans, application, and goals in order to make your submission competitive.

Contact langston.institute@seattle.gov or (206) 684-4758 to get started.