



## INTRODUCTION

The Seattle Office of Arts & Culture, in collaboration with the [Seattle Youth Violence Prevention Initiative \(SYVPI\)](#), is soliciting proposals from arts, cultural, and community organizations interested in providing programming that links arts learning and work training experiences for Seattle youth between the ages of 12 to 18 years old (projects will need to identify their targeted age range in their application). Selected projects will serve between eight and 15 youth who have been recruited through the SYVPI program. Applicants may apply for projects that take place during the summer or during a flexible time-frame between July and the end of November 2015. Projects may apply for funding up to \$16,500 to cover up to 100 hours of instruction time for youth and project costs (including youth stipends.) Projects with fewer than 100 hours of contact time may apply for a pro-rated funding amount.

The Office seeks youth group projects that strongly link arts learning with development of interpersonal and leadership skills, and 21<sup>st</sup> Century Skills designed to boost academic, vocational and workplace success. Group project supervisors, SYVPI Neighborhood Network staff and staff from the Office will work together to ensure that participants learn both specific arts skills and the value of appropriate workplace behavior.

## ELIGIBILITY and REQUIREMENTS

The **Applicant** must:

- have Federal Tax ID number, City of Seattle Business License and be based in the city of Seattle
- have demonstrated capacity to serve low-income, at-risk, and/or high-needs youth between the ages of 12 and 18, with a focus on those with little or no work experience
- have administrative capacity to ensure adequate accounting procedures and controls necessary to safeguard funds associated with this award
- contact Office of Arts & Culture project manager and attend mandatory information session

The **Project** should:

- take place in South East, South West, or Central neighborhoods of Seattle (*This applies to where the youth activities take place; organizations may be located anywhere in Seattle. See map of eligible project locations <http://safeyouthseattle.org/whoware/syvpi-network-boundaries-initiative-partners-map/>*).
  - *Some projects may receive special exemption to serve youth across more than one Network but must contact program manager before applying.*
- be completed by December 1, 2015
- demonstrate total number of contact hours
- have a realistic budget that includes:
  - a stipend for participating youth
  - funding for youth transportation (bus passes/tokens)
  - costs for snacks/food for youth participants as appropriate to hours of program
- include at least one professional teaching artist who has experience working with youth between the ages of 12 and 18

- have participants create or perform art as a primary part of their engagement and take part in a final culminating event to showcase their experience
- include activities that support work-readiness (e.g., including but not limited to, creating resumes, interview skills, financial management, presentation skills, etc.)
- track attendance

The **APPLICATION** must

- include current resumes and/or biographies for lead teaching artist(s) and supporting artist(s);
- include a project activities plan/curriculum;
- include a balanced budget (expenses equal income). Demonstrated in-kind and other matching funds is encouraged but not required.

You may submit only one application per year to this program.

### **FUNDING**

Funded organizations will receive up to **\$16,500** to support **direct project expenses**: teaching artist fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, space rental, youth stipends, other youth costs, etc. The funding amount and project budget should be inclusive of stipends for each youth participating in the program and may be pro-rated based on attendance.

### **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 equipment or software;
- culminating events only, fundraising/benefit presentations or religious services as primary purpose.
- Funds may not be used for fund raising, gifts, or organizational administrative costs.

### **PROPOSAL CRITERIA**

- **Clearly Developed Project:** Provide a detailed description of the project activities that provide quality arts-learning and skills development and work-readiness activities, and a clear description of what will be expected from the youth to complete the program successfully. This should include key personnel involved as well as timeline of the project. It should also highlight day-to-day activities as well as any additional learning experiences such as field-trips, site-visits, etc.
- **Specific Job-Readiness Outcomes:** Describe how this project will benefit the participating youth and the community; and how the project activities will prepare youth for jobs and leadership opportunities, and promote 21<sup>st</sup> Century Skills (including perseverance, creative and critical thinking, and communication and collaboration skills).
- **Youth Work Experience:** Describe how you will work with SYVPI to recruit youth for your program. Include what experience your organization and the teaching artists have working with youth in your targeted age-range with at-risk backgrounds. Describe how you will work with youth to ensure they remain engaged and productive during your project.
- **Effective Organizational Capacity and Feasibility:** Including, detailed information about the organization, its mission and success in working with youth in a community setting as well as description of the neighborhood served and where the organization is located; proven track record of success with youth training programs and clear realistic budget for the project; and demonstrated administrative capacity to ensure adequate accounting procedures of funds.

**EXAMPLES OF PROJECT IDEAS** (Examples only; your project is not limited to these ideas)

- Performing arts academy where youth participate in different artistic, leadership, and technical positions that culminates in a final performance.
- Youth create visual arts projects and learn how to market and promote their final exhibit to the public.
- Youth write and record their own original music in a collaborative setting and create and implement distribution plans.

**HOW TO APPLY**

- Create or update your profile at <https://seattle.cgweb.org/>
- Complete the application online answering all narrative questions fully and including
  - Budget Form (available [here](#))
  - Project Activities Form (available [here](#))
  - Teaching Artist resume and/or bio
  - Work Sample (*optional*)

**DEADLINE**

The online application must be submitted by 11 p.m., Wednesday, April 1, 2015. The application is available at: [http://www.seattle.gov/arts/funding/youth\\_employment\\_program.asp](http://www.seattle.gov/arts/funding/youth_employment_program.asp)

**APPLICATION REVIEW and NOTIFICATION**

A panel made up of community representatives, Office of Arts & Culture and SYVPI staff and will review and evaluate applications according to the program criteria and recommend funding. **Funding notification will be made by the end of May.**

**Questions? We're here to help!** Contact Jenny Crooks at 206-684-7084 or [jenny.crooks@seattle.gov](mailto:jenny.crooks@seattle.gov)

**Mandatory Information Session**

Organizations interested in applying for this opportunity must attend an information session to learn what makes a strong application as well as what obligations the funding will entail and what types of projects are best suited for this program. This interactive question-and-answer session will cover specifics on eligibility and how to apply.

The information session will be Thursday, March 5, 6:30-8 p.m. at:

The 2100 Building  
2100 24th Ave.  
Seattle, Washington 98144

Please register for the session by contacting Jenny Crooks at (206) 684-7084 or e-mail at [jenny.crooks@seattle.gov](mailto:jenny.crooks@seattle.gov).

## **TIPS FOR SUCCESS**

- Update or complete your basic registration and profile at <https://seattle.cgweb.org/> right away.
- Explore the online application *ahead of time*, especially if you're a first-time applicant.
- Preview guidelines, check your eligibility and read instruction boxes.
- Attend the mandatory information session.
- Meet with coordinators of the proposed network for your project and get feedback on your project prior to submitting your application <http://safeyouthseattle.org/whoware/contact/>.
- Start writing or outlining your application narrative *early*. You may wish to write it first in a separate document to see your whole story clearly.
- Be sure to save and 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.
- Submit early in case you need time to correct errors in the application.
- Double-check your budget and make sure income equals expenses.

## **PLANNING AHEAD**

If funded, applicants will need:

- to attend an information session
- to give credit to the Office of Arts & Culture and SYVPI on promotional material regarding funded project
- to submit invoices prior to receiving payment
- to submit a Final Report. Final payment will be contingent on approval of Final Report

For additional information on the Seattle Youth Violence Prevention Initiative, visit the website: [www.safeyouthseattle.org](http://www.safeyouthseattle.org)