



## 2016 Cultural Facilities Fund Guidelines

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The Cultural Facilities Fund supports Seattle-based organizations with facilities-based capital projects. The program awards funding to Seattle arts, heritage, cultural and arts service organizations with facility projects, including ADA compliance, historic preservation, facility renovations, or new facility projects.

**Information:** Contact Matthew Richter, Cultural Space Liaison at (206) 733-9955 or [matthew.richter@seattle.gov](mailto:matthew.richter@seattle.gov)

<b>Application</b> <a href="http://seattle.cgweb.org">seattle.cgweb.org</a>	<b>Deadline</b> Thursday, September 1, 2016, 11 p.m. PST
<b>Workshop and Draft Review</b>  Friday, July 1, 2016 – 2:00 - 4:00 p.m. Seattle Municipal Tower, 700 5th Avenue, Suite 4050/4060 in Downtown Seattle  Friday, July 8, 2016 – 5:30 - 7:30 p.m. King Street Station, 303 S. Jackson St., 2 <sup>nd</sup> floor South Room in Pioneer Square/Chinatown International District  Tuesday, August 16, 2016 – 5:30 - 7:30 p.m. Beacon Hill Library, 2821 Beason Ave S., Meeting Room, in Beacon Hill neighborhood  RSVP at (206) 733-9955 or email <a href="mailto:matthew.richter@seattle.gov">matthew.richter@seattle.gov</a>	
<b>Eligibility</b> Eligible organizations must have at least a three-year operating history as a legally established not-for-profit organization, have control of the facility through ownership or a longer-term lease, and demonstrate a record of ongoing artistic or cultural accomplishments in Seattle. Half of the funding for the facility's project must be in place before applying. Projects must be able to take place and be completed between November 2016 and December 2017.	
<b>Funding</b> Applicants may request up to \$50,000 to support direct project expenses.	

## ***Program Overview***

The Cultural Facilities Fund is intended to support capital projects that improve Seattle's arts spaces in significant and lasting ways. The goal is to fund projects that will ultimately both advance your mission, and strengthen Seattle's cultural scene.

The Office of Arts & Culture hopes to help you leverage other funds with our support, and preference will also be given to projects that demonstrate a broadly-based funding plan.

This program is specifically aimed at permanent facility improvements, not equipment purchases.

## ***Eligibility and Requirements***

The **Applicant** must:

- Be a Seattle-based not-for-profit arts, cultural, heritage, or arts-service organization
- Demonstrate at least a three-year operating history as a legally established organization
- Be incorporated as a not-for-profit organization
- Control the facility through ownership or a longer-term lease (at least five years or with five-year unilateral option to extend)
- Demonstrate a record of ongoing artistic or cultural accomplishments in Seattle
- Have the majority of support for the project (not including this request) in place before applying. This funding can take the form of approved grants, individual pledges, organizational cash on-hand (this must be cash that is literally "in the bank"), and in-kind contributions of both labor and materials.
- Have a Federal Tax ID number, City of Seattle Business License and be based in the city of Seattle

The **Project** must:

- Begin after November 1, 2016 and be completed before December 31, 2017
- Occur within the limits of the City of Seattle

The **Project** should address at least one of the following priorities:

- Urgent-need remodeling or renovation of existing facilities, or creation of new facilities
- Improvements to a historic building
- Allow for significant organizational growth
- Bring buildings into compliance with the Americans with Disabilities Act or other building code requirements
- Have a broad community impact

## ***Funding***

Applicants may request up to \$50,000 to support direct project expenses. These funds are intended as finishing funds for fundraising campaigns that are at least 50% secured. In other words, if your total

project campaign is \$100, you must have at least \$50 already committed from other sources, and you can ask us for up to the other \$50 (up to \$50,000).

### **This grant will not fund**

- Groups with projects funded by 2015's Cultural Facilities Fund. 2015 grantees may submit a new application in 2017.
- Non-capital related expenses
- Property purchase or mortgage payments
- General facility maintenance and/or regular repairs
- The purchase of consumable items (i.e. tools, lighting fixtures, supplies)
- The purchase of portable equipment
- General operating expenses, staff salaries or program expenses
- Design or planning of a capital project as more than half of the total award amount
- Work completed before the award of funds
- Projects located outside the city of Seattle

### ***Evaluation Criteria***

The Cultural Facilities Fund invests in the broad cultural community, helping organizations make a rich variety of arts, heritage and culture opportunities accessible to Seattle residents and visitors. Through this and all our programs, we are committed to removing barriers to participation and involving diverse cultures and underserved audiences and artists.

In addition to the program goals of representing the diversity in the cultural community and the residents to be served, the following three core evaluation criteria are considered in the review of applications.

#### **1. Quality and Urgency of the Project in Relation to a Stated Cultural Mission**

- Clearly describes the organization's mission and goals.
- Demonstrates how the project will serve the organization's mission and goals.
- Addresses the urgency of the project.

#### **2. Impact of the Project and Public Benefit**

- Demonstrates significant impact for the organization and its ability to serve its community.
- Improves access of cultural opportunities for under-invited communities.
- Shows that the project will contribute to the viability and accessibility of the organization, neighborhood, community and/or region.

#### **3. Feasibility and Organizational Capacity**

- Includes a realistic, reasonable and relevant project budget.
- Demonstrates organizational fiscal stability and accountability.
- Offers a feasible project plan.
- Shows evidence of project leaders' qualifications and experience for implementation of project.

## ***Preparing Your Application***

The Cultural Facilities Fund grant application consists mainly of a **three page letter** that we ask you to write to the Peer Review Panel. (There are also questions you will need to answer online.) Please look closely at the prompts below, and respond to them concisely.

We ask that you consider the following questions and address any of them that you feel are relevant:

- **Organizational Background and Fiscal History**
  - o The panel may not be familiar with your organization. How was it founded? Who does it serve? What does it do? How has it grown?
  - o It's always helpful to know something about your financial history when deciding whether or not to give you money. In very broad strokes, how has your budget grown (or shrunk)? Where (generally) does your support come from? How do you spend it?
- **Project Description**
  - o Describe the project for which you are seeking funds.
  - o Explain why it is an urgent need for your organization.
  - o How will the project help you better serve your mission? How will it affect your operations during and after construction/renovation? Have you planned for the project's ongoing maintenance costs?
- **Project Impact**
  - o Describe the benefits this project will provide for your organization, artists, and the community you serve. How will the project contribute to greater cultural opportunities for your fellow Seattleites?
- **Relevant Expertise / Experience / Accomplishments**
  - o Who will manage this project? Why are they qualified and what role they will play?
- **Project Implementation**
  - o Describe your organization's plan for making this project happen. What contingency plans do you have in place for potential issues/delays (weather, funding shortfalls, staffing, etc.)? How did you develop the budget?
  - o What is your funding progress to date? Be as specific as possible about the funding and in-kind donations you already have confirmed for the project.
- **Project Timeline**
  - o Describe the month-by-month timeline for this project. What has happened to date and what will be accomplished by when?

## ***Submitting Your Application and Attachments***

You will be filling in your application through a third-party website called Culture Grants Online (CGO). Follow the link provided at the top of these guidelines, or from the Arts & Culture

**website.** You will need to create a new account, or log into an existing account for your organization. Once logged in you should be taken directly to the application forms.

**You do not have to navigate sequentially (in the order of the pages).** Use the navigation bar at the top to move around. Fill out whatever you can quickly, and get the “feel” of the site. **But be sure to save whatever you have entered using the Save Work button at the bottom of each page.**

**A COMPLETE APPLICATION** will include the following:

- **Applicant Profile** – This is an online form you will complete and save; if you have applied through the CGO system in the past it will populate with your organization’s information automatically.
- **Project Information** – This is a page of information to be inputted into an online form and saved
- **Project Narrative** – Generate and upload a **three-page** letter on letterhead – must be saved as a PDF
- **Project Budget** – Download the blank form template provided at the Arts & Culture website and upload completed form
- **Operating Budget** – Download the blank form template provided at the Arts & Culture website and upload completed form showing budget information for your last completed, current and next fiscal years
- **Budget Notes** – Download blank form template provided at the Arts & Culture website and upload completed form, noting any significant budget changes between years
- **Images** – Attach up to three images for the proposed project. These can be an architect’s renderings, or sketches on a napkin. They can be photos of the site, or stock photos of the type of renovation or the materials to be used. They can be images of the problem to be solved, or of solutions you’ve spotted elsewhere. Make your images compelling and part of your case for funding.
  - **Important note about image file format:** Please convert your images to PDF files and submit them as separate PDF’s, maximum file size of 10Mb per image.

### ***Timeline***

Organizations are recommended for funding by an independent peer panel composed of professionals from the cultural field, community representatives and a non-voting Seattle Arts Commissioner. All required application materials will be evaluated based on the review criteria. Applicants may expect to receive notice approximately two to three months from the application deadline.

### **Completing the online application, work samples and supporting materials**

- Create or update your profile at <https://seattle.cgweb.org/>
- Complete the application online answering all narrative questions fully and uploading required material.

### **Obligations of award recipients**

If your project is selected for funding, you are obligated to the below conditions.

- Organizations and individuals receiving awards from the Office of Arts & Culture must acknowledge the City of Seattle’s support in printed materials, signage visible to the public or in

other ways appropriate to the project. The Office will supply preferred wording and logos in electronic format.

- State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations must provide public benefits to citizens of Seattle equal to the amount of the award as a condition of their funding.
- Individuals and organizations awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (The business license and UBI numbers are NOT required to apply for funds.)
- After funding recommendations are approved, the Office of Arts & Culture staff will work with the applicant to develop a contract, including a scope of services (public benefit). These contracts will govern project evaluation and the payment of funds. Contractors are paid on a reimbursement basis.

### **Tips**

- 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 workshop/information session.
- 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.
- Be concise and organized. Panelists must read and evaluate dozens of applications.
- Funded organizations must provide public benefits to citizens of Seattle equal to the amount of the award as a condition of their funding. Ensure you understand what this means and how it applies to your project (call and ask to discuss ahead of the application deadline)
- Take as many adjectives *out* of your proposal as you can (brilliant, beautiful, important, etc.). The panel prefers to review applications written in plain "non-marketing" language.
- Be realistic in your budget forecasts. Panelists are familiar with inflated budgets and last-minute guesses.
- Whether or not you are funded, we encourage you to contact the program manager and ask for feedback on the peer panel evaluation. This is a chance to learn how you can create a more competitive application.
- There are many more project proposals than there are funds available. Before trying to shoe-horn a borderline project into the eligibility requirements, either work with the program manager to identify a better-fitting project from your organization, or save your organization some staff time and don't write a proposal for a project that doesn't quite fit. Poor fits are often the easiest and first to be disqualified.

- Pay close attention to the “Evaluation Criteria” listed in this document. Those are the criteria the panelists will be using to score your application. A successful application will address each of them.

### **ARTS Funding Policies**

#### **Respects diverse cultures**

ARTS respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through attention to racial diversity in panel selection, hiring of staff and Commission appointments.
- Developing policies, documents and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation in all aspects of serving their mission.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

#### **Commitment to Racial Equity**

The Office of Arts & Culture affirms that

- All people, their culture, and their art contribute to the meaning and understanding of our humanity, our society and our planet, and should be honored and celebrated.
- Artists, their art, their process, and the organizations they create and support play a unique role in witnessing and providing inspiration and strategies to eliminate societal inequity and injustice.
- Policies, practices and procedures, both intentional and inadvertent, have resulted in unequal access to education, housing, transportation, healthy food, cultural spaces, and countless other resources for African, Black, Latino(a), Hispanic, Asian, Pacific Islander, Arab, and Native American communities and artists. This systemic, unequal access to opportunity has resulted in generations of unjust and inequitable outcomes for communities of color. The result is an ongoing pattern of oppression and structural racism.
- These social inequities continue to be reflected in the programs, policies and practices of most organizations, including those working in the in arts and cultural community. Therefore, in order to create a more equitable society, funders, arts organizations, and artists should take explicit actions to change our policies, practices, structures and norms.

The Office of Arts & Culture believes that addressing historic injustices is a vital component of achieving equity for communities of color. Therefore, the Office of Arts & Culture, in partnership with the Office for Civil Rights, is committed to role modeling best practices in dismantling, and working to educate arts and cultural organizations on institutional and structural racism. We are committed to addressing and increasing community-wide awareness about existing inequities so that we, along with our cultural and community partners, can most effectively work together toward a vision of racial equity.

*(This statement is inspired by and adapted from Grantmakers in the Arts’ Racial Equity in Arts Philanthropy: Statement of Purpose.)*

### **Appeal Process**

Applicants for the Cultural Facilities Funding Program may appeal the recommendations of the independent Peer Panel. Appeals must be based solely on the information included in the original application.

#### Procedure

- Applicants wishing to appeal must first contact the staff member responsible for the program to review the decision and hear a summary of the Peer Panel feedback.
- Appeals must be sent in writing to the Director of the Office of Arts & Culture within 30 days of formal notice of the Commission-approved decision.
- The Director shall consult with members of the Cultural Facilities Funding Program Peer Panel for input in making his/her final decision.
- The Director will notify the applicant of his/her final decision in writing.
- A rejection by the Director is final and ends the appeal process.

### **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.