



## 2019 Neighborhood & Community Arts (NCA) Program Grant Guidelines

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Seattle offers an extraordinary array of arts and cultural events throughout its diverse neighborhoods and communities. The Office of Arts & Culture’s Neighborhood & Community Arts (NCA) Program supports creativity at a grassroots level by investing in recurring festivals or events that promote arts and cultural participation, celebrate diversity, build community connections, and enhance the visibility of neighborhoods through arts and culture.

**Information:** contact Jenny Crooks, Project Manager at (206) 684-7084, [jenny.crooks@seattle.gov](mailto:jenny.crooks@seattle.gov)

<b>Application</b> Available at <a href="http://www.seattle.gov/arts/neighborhood-and-community-arts">http://www.seattle.gov/arts/neighborhood-and-community-arts</a>	<b>Deadline</b> Tuesday, October 23, 2018, 11 p.m. PST
<b>Workshops:</b> Tuesday, August 28 <sup>th</sup> 5:30-7:00pm Douglass Truth Library 2300 E Yesler Way, Seattle, WA 98122 RSVP <a href="#">Here</a>	Saturday, September 8 <sup>th</sup> 11:00am-12:30pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a>
Thursday, September 6 <sup>th</sup> 5:30-7:00pm Northgate Library 10548 5 <sup>th</sup> Ave NE, Seattle, WA 98125 RSVP <a href="#">Here</a>	Saturday, October 6 <sup>th</sup> 11:00am-12:30pm Rainier Beach Library 9125 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a>
<b>Funding</b> Applicants will receive two (2) years of funding at \$1,300 per year for their events in 2019 and 2020.	
<b>Eligibility</b> Neighborhood arts councils and local community-based groups serving diverse cultures and neighborhoods that have been in existence for at least one year at the time of application. Groups representing under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply. Proposed projects must take place within the City of Seattle and be should be presented no earlier than January 1, 2019 and produced in 2019 and 2020.	

### ***Program Overview***

This program supports neighborhood arts councils and community-based groups that have established a track record for producing recurring festivals or events that promote arts and cultural participation, celebrate diversity, build community connections, and enhance the visibility of neighborhoods through arts and culture.

### ***Eligibility and Requirements***

The **Applicant** must:

- be a neighborhood arts council or local community-based group. Groups representing under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.
- **not** be funded through Civic Partners, CityArtist Projects, smART ventures, or Neighborhood & Community Arts in 2019.
- have a Federal Tax ID number and be based in the city of Seattle. Groups applying are not required to be a 501(c)(3) nonprofit nor are they required to use a fiscal agent.

The **Project** must:

- be previously produced and recurring,
- have a significant arts and culture component,
- be open to the public,
- have insurance,
- and take place within the City of Seattle no earlier than January 1, 2019 and produced in 2019 and 2020.

You may submit only one application per year to this program. Eligible applicants may submit applications for distinct projects to both Neighborhood & Community Arts (NCA) and [Arts in Parks program \(AIP\)](#) as long as the projects meet the respective guidelines and eligibility. If a single project qualifies for both AIP & NCA funding, the application may be submitted for both programs but will only receive funding from one of them.

### ***Funding***

Funded organizations will receive two (2) years of NCA funding support (for events in 2019 and 2020) at **\$1,300 per year** to support **direct project expenses**: artist fees, marketing and promotional fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, and no more than 10% for food-related costs. There is no partial funding for this program.

**This grant will not fund**

- fundraising efforts;
- gifts;
- organizations administrative costs not directly related to the project;
- purchase of equipment or software;
- food related costs above the allowable 10%.

***Application Components***

- **Demographic Questionnaire:** this will not be reviewed as part of your application but rather to help us learn more about the communities that we serve through our programs so that we can continue to work towards making our programs more equitable. All questions are optional, but the questionnaire will need to be submitted before you can proceed to the rest of the application.
- **Narrative Questions:**
  1. **Project Description:** Describe the activities of the festival, event, or project for which you are seeking funds. Include information about how arts and culture will be featured in your project or event.
  2. **Community Building through Arts and Culture:** Please describe who attends your event. How does your project use arts and culture to build community? Describe what your efforts will be to reach diverse populations and increase accessibility.
  3. **Background and Capacity:** Provide a brief history of your arts programming and presenting activities. What evidence can you provide of your capacity to produce this event successfully? Describe any key partnerships (with organizations, groups, or individuals) that will assist in the successful completion of this project or event.
- **Budget:** should reflect the cost of the event in 2019, income and expenses should balance, and any donated items or services should be included.

***Evaluation Criteria***

Proposals submitted to the program will be evaluated on the following criteria:

- **Strength of Project (20 pts):** clear, well-conceived, authentic relationship to cultural community, neighborhood or other community of interest, promotes arts participation and community relations.
- **Community Impact (20 pts):** project plan describes meaningful efforts to foster community, encourage participation and reach a diverse audience.
- **Feasibility (10 pts):** the organization has a proven track-record of presenting this and/or other event(s); evidence of community involvement and support; and clear realistic budget for the event.

***Timeline***

An independent peer panel of artists and community representatives will review and evaluate applications according to the program eligibility and criteria and recommend funding. **Funding notification will be made by the end of December 2018.**

### Completing the online application

- Create or update your profile at <https://seattle.gosmart.org/>.
  - **(New this year)** Neighborhood & Community Arts and Arts in Parks will use the same application. Follow the instructions in the application system to help identify which program(s) your project is applying for. Complete the application online answering all questions fully by the deadline.

### Obligations of award recipients

If your project is selected for funding, you must meet the requirements listed below.

- City and state business licenses will be required for payment (you do NOT need a business license to apply). To receive final payment, individuals awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington State Unified Business Identification (UBI) number. You may include the cost of getting your business licenses in your budget.
- Award recipients will sign a contract committing to produce their project with activities including intended dates and location for a public presentation.
- Award recipients will be responsible for securing Event Liability Insurance for their project.
- Award recipients are responsible for paying all applicable taxes. At the time of contracting, you will need to complete appropriate paperwork.
- Award recipients commit to recognize the Seattle Office of Arts & Culture in press releases, printed materials, social media, and signage visible to the public or in other ways appropriate to the project.

### Tips

- Update or complete your basic registration and profile at <https://seattle.gosmart.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 a 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.

- Double-check your budget and make sure income equals expenses.
- Be concise and organized. Panelists must read and evaluate dozens of applications.

### ***ARTS Funding Policies***

#### **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](mailto: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 people who are disabled. 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.