



ARTS IN PARKS Application

Instructions

Applications are due 5:00 PM PST on Wednesday, December 1, 2021 via the online grant portal. Late applications will not be accepted.

Follow these steps to complete your application.

1. Review the Funding Opportunity Guidelines and Requirements

This provides in-depth details about the funding opportunity, eligible projects and requirements.

2. Read these Application Instructions

Read the complete application questions and instructions in this document and gather any information necessary to answer the questions in advance of starting the application.

3. Write the answers to the application in a separate document.

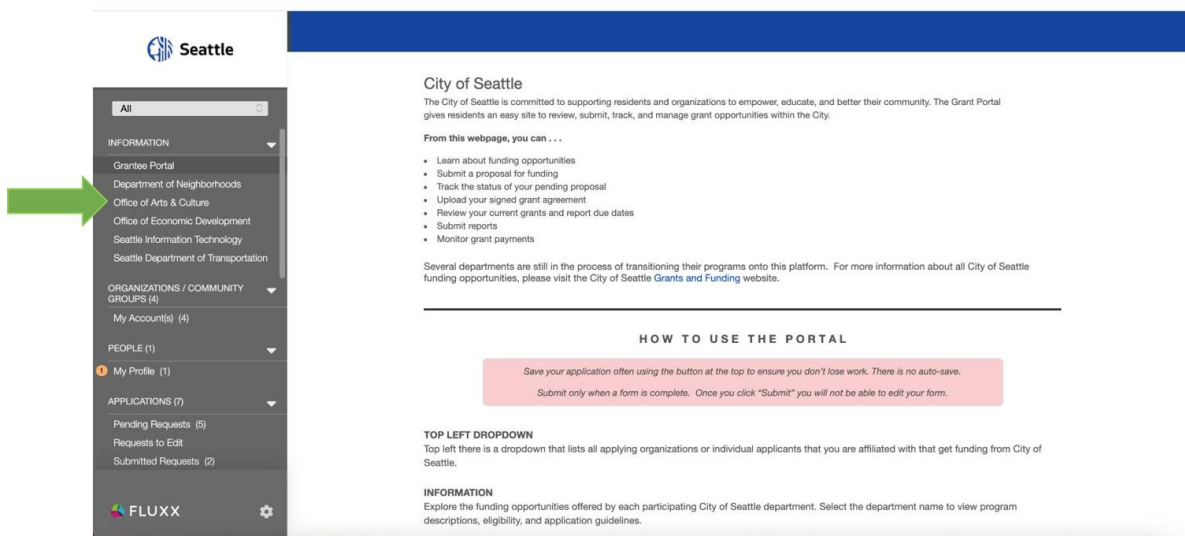
We recommend writing your responses in a separate document first, so you can work on it over time and have a backup copy. Please note, this document is provided only for review and preparation purposes - all applications must be submitted through our online application.

4. Register in the online grant portal, Fluxx https://seattle.fluxx.io/user_sessions/new

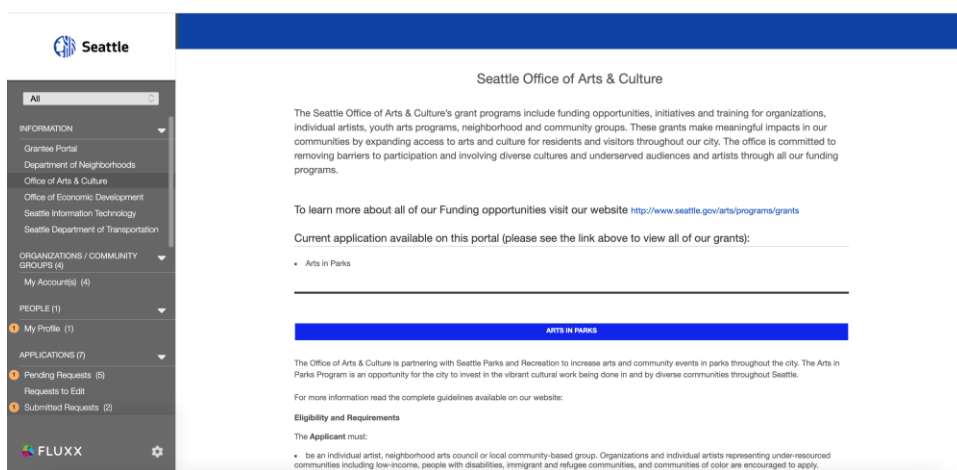
If you do not have an account in this system, select the Create an account now button. You will need to create an individual user account for yourself with your name and email address. You will receive an email to verify your account. You will then create a password for your account and can login. If you are applying on behalf of an organization you will have a chance to provide the information for your organization as part of your application.

5. Start your application

Login to your account and click on the Office of Arts and Culture on the left-hand side of the screen.



Scroll down of the Office of Arts and Culture page and click on the Apply Now button





7. Enter your Organization Information

The Fluxx portal allows users to be associated with multiple different organizations or community groups. Therefore, you will need to enter the Organization or Group that is applying for this opportunity. Since this is a new portal, your organization is probably not registered and you will need to create a new one. You only need to enter the required information. If your organization or group has received funding from our office or applied to another City Department in 2021, please reach out to the project manager and they will be able to verify for you.

8. Answer the application questions

The system does not autosave, so be sure to click **Save and Continue** on the bottom as you go. You can also click **Save and Close** and finish it later. Cancel will cancel your work without saving.

Office of Arts & Culture (TEST GROUP)
Office of Arts and Culture: Arts in Parks Application

Project Title:

ID: ARTS P-202109-00801	Project Manager:
Reference Number:	
Project District:	Amount Requested:
Discipline:	

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

If you are unable to submit your application, please look for red highlighted section(s) to fix.

Your application is in progress.

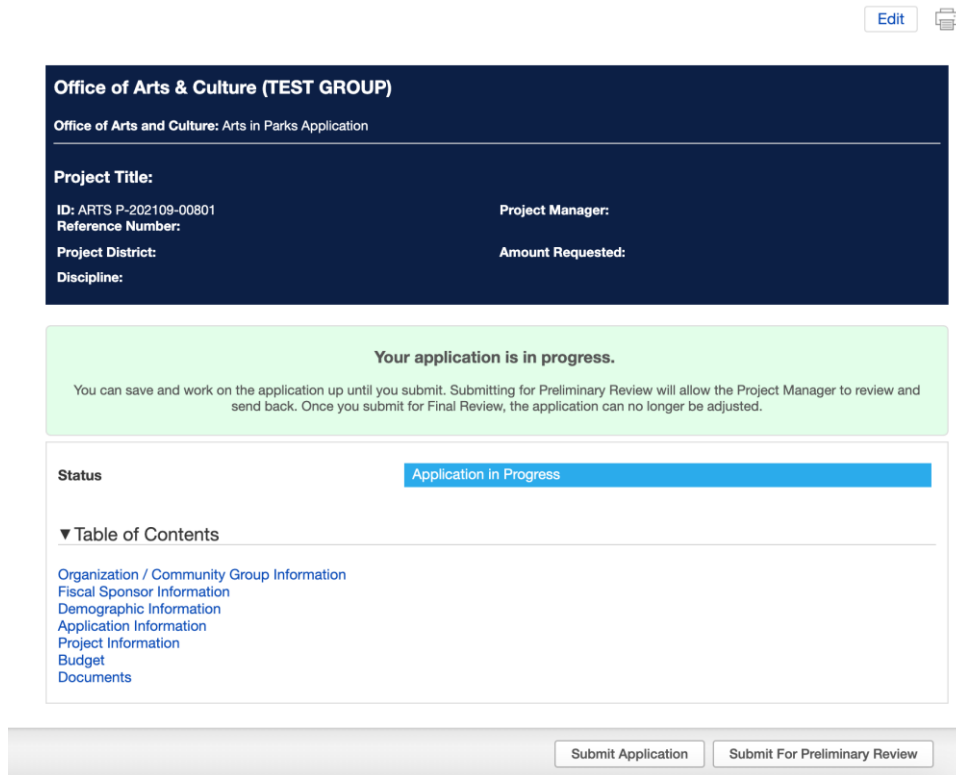
You can save and work on the application up until you submit. Submitting for Preliminary Review will allow the Project Manager to review and send back. Once you submit for Final Review, the application can no longer be adjusted.

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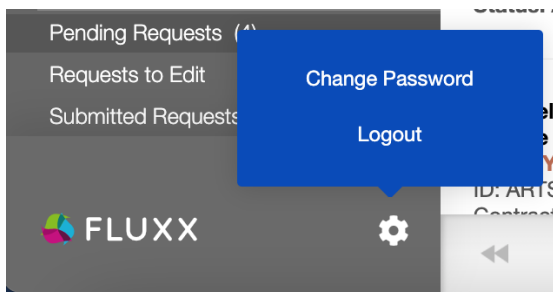
- Organization / Community Group Information
- Fiscal Sponsor Information
- Demographic Information
- Application Information
- Project Information
- Budget
- Documents

Cancel ABC Save and Continue Save and Close

After you save and close, you can click the **Submit for Preliminary Review** on the bottom right to receive feedback from an ARTS staff person before the deadline. You can also click **Edit** at the top right to edit the application. Once you are finished, you can click the final draft of your application by clicking **Submit Application**.

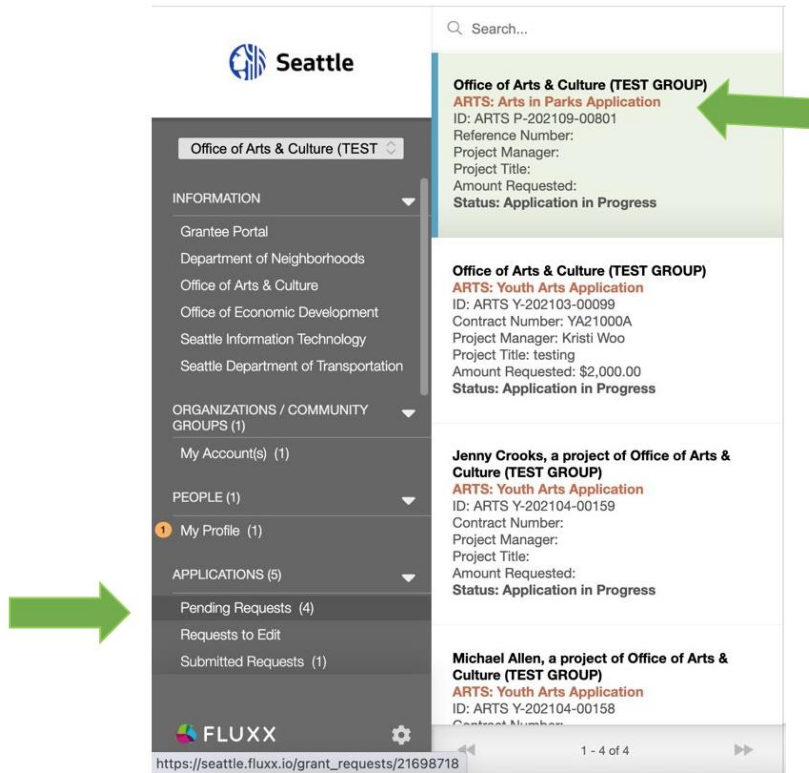


Click the gear symbol on the bottom left and then **Logout** to log out of the system.



9. Returning to your application

If you are not able to complete your application in one sitting, you can log back in and find your application in progress under **Pending Requests** in the grey sidebar. Then click on the application you wish to continue editing.



Are you considering applying and have questions? Contact the Project Manger to get help. Please submit all final applications through the website. If you need help during the application process , please contact:

- Jenny Crooks, Project Manger at (206) 684-7084 or jenny.crooks@seattle.gov

Parts of the Application

The following is the information that you will need to provide on the online application. Review and prepare your answers before starting the online application.

- **I am applying as:**
 - Select: Individual, Organization or Community Group

- **If you are applying as an Individual** fill out your contact information.
- **If you are applying as an Organization / Community Group:** Type the first three letters and see if your organization appears. If it does, click on it and double check the information for accuracy. If it does not appear, it probably is not yet in the system. Click **Add New** and enter the following:
 - Organization Type: If your organization has a Federal Tax ID number, then select Organization. If not, select Community Group.
 - Please select any topics you may be interested in applying for funding.
 - **Select at least one (REQUIRED)**
 - Mailing Address 1, City, Zip/Postal Code, Email, Click **Save** when finished
 - Primary Contact: Select yourself or Add New and enter
 - First Name, Last Name, Email, Mailing Address, City, Zip, and Click **Save**
 - Primary Signatory: Select yourself or Add New and enter
 - First Name, Last Name, Email, Mailing Address, City, Zip, and Click **Save**
 - Add new contacts: Can leave blank or select Yes or No. Add more contacts if you like.
 - **I agree that I am authorized to submit this application on behalf of the applicant organization, and that the statements herein are true, complete and accurate to the best of my knowledge:**
 - Select Yes or No (REQUIRED)
- **Fiscal Sponsor Information**
 - If you are working with a Fiscal Sponsor, please provide their information in this section.
- **Demographic Information**
 - The following questions are voluntary and will be used to assess our Race and Social Justice Initiative work citywide. Answers are being collected for internal assessment and evaluation and are not part of your application or registration. Your personal demographic information will not be shared with selection panels, but a high-level report of applicant pool demographic information will be shared to indicate broad trends in representation and outreach.
- **Application Information**
 - Brief questions related to your project including:
 - Council District. You can look up your council district here: <http://www.seattle.gov/neighborhoods/neighborhoods-and-districts>
 - Applicant (If you are applying as an individual please, select the council district where you live, if you are applying as an organization/community group please select the council district of your physical address.)

- Project (Please select the council district (s) where your project will take place.)
 - Disciplines
 - Amount Requested (\$1,300; \$2,600; \$5,200; \$7,800) see guidelines for restrictions
 - Location of project (See guidelines for restrictions.)
 - Project Dates, number of days, hours and participating artists.
- **Project Information**
 - Project Title
 - Brief Description of Project (500 character limit)
 - 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. (2000 character limit)*
 - Community Building through Arts and Culture
 - *Describe who will attend and participate in your event. How does your project use arts and culture to build community? Describe what your efforts will be to be inclusive, engage diverse populations and increase accessibility. (2000 character limit)*
 - Background and Capacity
 - *Provide a brief description of your experience in arts programming and presenting activities. What support 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. (2000 character limit.)*
 - HINT: Type or paste your answers into the narrative answer box. You can use the text-rich formatting options at the top of the box to format your text. Character limits include spaces, letters, bullets, etc. The characters remaining shows up below the box to help you count.
- **Budget**
 - ***Please upload your full budget as an Excel attachment using the + button below. [Template can be found here.](#) Applicants are encouraged to use the provided template.***

▼ Budget

Please upload your full budget as an Excel attachment using the + button below. [Template can be found here.](#) Additionally, we request that you provide total amounts for the following categories:

Project Budget +

- You will be asked to provide the total amounts for the following categories on the application itself from the corresponding fields on your uploaded Budget.

Project Expenses Subtotal Cash	<input type="text"/>	
Project Expenses Subtotal Non-Cash	<input type="text"/>	
Total Project Expenses:	\$0.00	
Project Income Subtotal Cash	<input type="text"/>	
Project Income Subtotal Non-Cash	<input type="text"/>	
Total Project Income:	\$0.00	

- You may also share brief notes about your budget for anything you would like to clarify. (300 characters)

Are You Ready to Apply?

When you are ready to begin your application, go to the Fluxx City Grants portal and click the **Apply Now** button. Are you considering applying and have questions? Contact the project manager to get help. Please submit all final applications through the Fluxx City Grants portal website. If you need help, please contact the project manager at jenny.crooks@seattle.gov