



## 2018 Arts in Parks (AIP) Program Grant Guidelines

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The Office of Arts & Culture is partnering with Seattle Parks and Recreation to increase arts and community events in parks throughout the city. The **Arts in Parks Program** is an opportunity for the city to invest in the vibrant cultural work being done in and by diverse communities throughout Seattle.

**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/arts-in-parks">http://www.seattle.gov/arts/arts-in-parks</a>	<b>Deadline</b> Tuesday, October 24, 2017, 11 p.m. PST
<b>Workshops:</b>  Tuesday, September 5, 5:30-7:00pm Douglass Truth Library 2300 E Yesler Way, Seattle, WA 98122 RSVP <a href="#">Here</a>  Thursday, September 28, 5:30-7:00pm Columbia Library 4721 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a>  Saturday, September 30, 11:00am-12:30pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a>  Saturday, October 7, 11:00am-12:30pm Northeast Branch Library 6801 35th Ave NE, Seattle, WA 98115 RSVP <a href="#">Here</a>	
<b>Eligibility</b> Individual artists, neighborhood arts councils and local community-based groups are eligible. Organizations and individual artists representing underserved communities including low-income,	

immigrant and refugee communities, and communities of color are encouraged to apply. Proposed projects must be presented between April 1 and December 15, 2018.

**Funding**

Eligible applicants may request up to \$7,200 to support direct project expenses.

***Program Overview***

This program supports neighborhood arts councils, community-based groups, and individual artists that are seeking to activate eligible Seattle Parks in underserved and economically constrained areas of the city with new and established festivals or events that promote arts and cultural participation. Events should celebrate diversity, and activate parks through arts and culture while connecting with underserved communities including low-income, immigrant and refugee communities, and communities of color.

***Eligibility and Requirements***

The **Applicant** must:

- be an individual artist, neighborhood arts council or local community-based group. Organizations and individual artists representing underserved communities including low-income, those with disability, immigrant and refugee communities, and communities of color are encouraged to apply.
- 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:

- have a significant arts and culture component,
- be free and open to the public,
- have insurance,
- provide a platform for under-represented artists and communities,
- adhere to Park's mission statement (see below),
- and take place in a city of Seattle park between April and December 2018.
  - (see attached list of preferred parks on pages 5-6).
  - Events taking place in Downtown or City Center Parks or at Playfields and green spaces immediately adjacent to community centers are **not** eligible for this funding. Please see this list of ineligible parks on pages 6-7.

Seattle Parks and Recreation Mission statement: Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate, and build community, and promotes responsible stewardship of the land.

You may submit only one application per year to this program. Eligible groups may submit applications for distinct projects to both AIP and [Neighborhood & Community Arts](#) (NCA) as long as the projects

meet the respective guidelines and eligibility. If a single project qualifies for both AIP & NCA funding the application can be submitted for both programs but will only receive funding from one (not both programs).

### **Funding**

Funded organizations will receive one (1) year of AIP funding support (for events in 2018) to go towards: artist fees, marketing and promotional fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, required permits ([see permit document](#)) and no more than 10% for food-related costs. Applicants can apply for the following levels of funding:

- \$1,200 (Requires no track record for event production.)
- \$2,400
- \$4,800
- \$7,200

*Only groups with a demonstrated history of producing events can apply for funding at \$2,400 level and above.*

*Events/projects previously funded at the \$7,200 level may only apply for \$4,800 or less, EXCEPT events/projects that provide a minimum of 12 hours of public programming in an eligible park.*

### **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%.

### **Evaluation Criteria**

Goals of the Arts in Parks Program are to support and increase the presence of art in neighborhood public parks, to increase engagement of historically under-served communities in the program, and to support and increase the number of positive, family-friendly events that build community, celebrate diversity, and promote arts and cultural participation. Proposals submitted to the program will be evaluated on the following criteria:

- **Quality of Project:** Clear, well-conceived, authentic relationship to the community, promotes arts participation and community relations.
- **Community Impact:** Project plan describes meaningful efforts to create community participation and reach diverse and underserved audiences. Organizations and individual artists representing

underserved communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply.

- **Feasibility:** The organization/individual has a proven track record of presenting this and/or other event(s) and/or demonstrated ability to produce the event (if applying for \$2,400 or more); evidence of community involvement and support; and clear realistic budget for the event.
- **Preferred Parks:** Priority will be given to projects that take place in one or more of the preferred parks identified in the list on pages 5-6, which may particularly benefit from increased use by the public.

### ***Timeline***

An independent peer panel of artists, community, and Seattle Parks and Recreation representatives will review and evaluate applications according to the program criteria and recommend funding.

**Funding notification will be made by the end of January 2018.**

### **Completing the online application**

- Create or update your profile at <https://www.culturegrants-wa.org/>
- Complete the application online answering all narrative questions fully.

### **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 park location for a public presentation. There will be an optional Contract Meeting for new funded partners in February 2018.
- Award recipients will be responsible for working with Seattle Parks and Recreation to fill out and submit the required permit documents by March 15, 2018.
- 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 Office of Arts & Culture Seattle and Seattle Parks and Recreation 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 [www.culturegrants-wa.org](http://www.culturegrants-wa.org).
- 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.
- Double-check your budget and make sure income equals expenses.
- Be concise and organized. Panelists must read and evaluate dozens of applications.

**LIST OF PREFERRED PARKS**

**Please visit the Seattle Parks and Recreation [website](#) and use the Park Finder to view more information about any of the parks listed.**

**CENTRAL**

- Denny Park
- Dr. Blanche Lavizzo Park
- First Hill Park
- Judkins Park
- Flo Ware Park
- Pratt Park
- Powell Barnett Park

**NORTH**

- Albert Davis Park
- Ballard Commons Park
- Lake City Mini-Park
- Mineral Springs
- Salmon Bay
- University Playfield

**SOUTHEAST**

- Hutchinson Park
- John C. Little Park
- Othello Park
- Pritchard Beach

SOUTHWEST

- Duwamish Waterway Park
- Highland Park Playground
- Myrtle Reservoir Park
- Roxhill Park

**LIST OF INELIGIBLE PARKS**

**Downtown or Center City parks are NOT eligible for Arts in Parks funded projects. Other funding sources are available for projects in these parks.**

2100 Westlake  
Alaskan Way Blvd  
Bell Street BLVD  
Belltown P-Patch  
Cascade Playground  
City Hall Park  
Denny Regrade OLA  
Donnie Chin International Children's Park  
Elliott Bay Bike Path  
Freeway Park  
Hing Hay Park  
Kobe Terrace  
McGraw Square  
Myrtle Edwards  
Occidental Square  
Pier 62/63  
Pioneer Square Park  
Plymouth Pillars Park and Off Leash Area  
Prefontaine Place  
South Lake Union  
Tilikum Place  
Union Station Square  
Victor Steinbrueck  
Waterfront Park  
Washington Street Boat Landing  
Westlake Square  
Westlake Park

**Playfields and green spaces immediately adjacent to community centers are NOT eligible for Arts in Parks funded projects. Community Centers have funding sources available for projects in these parks.**

Alki Playground  
Ballard Playground  
Bitter Lake Playfield  
Delridge Playfield  
Garfield Playfield  
Green Lake Playfield  
Hiawatha Playfield  
Laurelhurst Playfield  
Loyal Heights Playfield  
Magnolia Playfield  
Meadowbrook Playfield  
Miller Playfield  
Montlake Playfield  
Northgate Park  
Rainier Beach Playfield  
Rainier Playfield  
Ravenna-Eckstein Park  
South Park Playground  
Van Asselt Playground  
Walt Hundley Playfield  
West Queen Anne Playfield  
Yesler Playfield

### ***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.