



Hope Corps 2022 Guidelines

Table of Contents (Click an option below to be taken to that section):

1. [Grant Overview](#)
 - a. [Grant Purpose](#)
 - b. [Eligibility/Requirements](#)
 - c. [Funding](#)
 - d. [Evaluation Criteria](#)
 - e. [Timeline](#)
2. [Application Outline & Components](#)
 - a. [Application Tips](#)
3. [Obligation of Award Recipients](#)
4. [ARTS Funding Policies](#)

Grant Overview

The Seattle Office of Arts & Culture (ARTS) invites individual artists, arts educators, cultural producers, arts administrators, and creative workers; small community groups; and arts and cultural organizations of all sizes to apply to participate in Hope Corps by proposing project concepts that 1) generate career opportunities for the local creative workforce and 2) contribute to the wellbeing and resiliency of our communities, over the course of either 6 or 12 months.

The Hope Corps program seeks to connect under- and unemployed workers in the creative industries with career opportunities—specifically through projects that meet the civic needs of our times—including public health, mental health and healing, food security, storytelling, social connection and belonging, and arts education.

Hope Corps Focus Areas:

- **Public Health** - deliver activities or messages to increase community health and safety

- **Mental Health & Healing** - create safe and nurturing space for dialogue, reflection, creation, and joy
- **Food Security** - provide nourishment for our neighbors and connect us to the earth
- **Media, Journalism & Storytelling** - chronicle this moment in history, amplify important messages and diverse perspectives
- **Social Connection & Belonging** - combat isolation, encourage community building, provide access and connection to people and resources, develop shared experiences
- **Arts Education** - support others to develop creative skills, imagine what's possible, and join in cultural expression

Project Concept Examples:

Note: You are not limited to the below project types.

- Artists-in-residence at schools, in business districts or neighborhoods
- Free performances and arts activations that engage the public
- Free art workshops, lessons, or presentations at community gathering places or online
- Community dialogue, healing circles, social practice
- Capturing current moment in history - audio/visual/written documentation, historical records, community narratives
- Creative campaigns or other outputs that address any of the six Hope Corps focus areas
- Sustain existing paid or unpaid creative, educational, research, and service work that supports any of the six Hope Corps focus area

Information: Contact Alex Rose, Hope Corps Project Manager, at 206-459-6517 or alex.rose@seattle.gov.

<p>Application</p> <p>Applications and support materials must be submitted <u>ONLINE through Submittable</u>, unless other arrangements are made. Follow Submittable instructions to:</p> <ul style="list-style-type: none"> • Register for a Submittable applicant account • Create your applicant profile 	<p>Opening</p> <p>Wednesday, April 27, 2022</p> <p>Deadline</p> <p>Monday, June 6, 2022, 5:00 pm (PT)</p>
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<ul style="list-style-type: none"> • Submit applications <p>If you don't have computer or internet access, contact staff as soon as possible.</p>	
<p>Information Sessions:</p> <p>Workshop 1 Wednesday, May 11, 2022, 1:00-2:00pm RSVP</p> <p>Workshop 2 Monday, May 23, 2022, 6:00-7:00pm RSVP</p>	<p>Draft Application Feedback Sessions:</p> <p>Draft Review 1 Friday, May 27, 2022, 11:00 am-1:00pm RSVP</p> <p>Draft Review 2 Tuesday, May 31, 2022, 4:00-6:00pm RSVP</p>

For Assistance, Contact:

- **Application or Access:** Alex Rose, Hope Corps Project Manager, at 206-459-6517 or alex.rose@seattle.gov.
- **Online Technical Support:** Marshonne Walker (marshonne.walker@seattle.gov) or Margo Robb (margo.robb@seattle.gov)

Grant Purpose

Unemployment and underemployment have devastated the creative sector. Hope Corps is a work program created to provide economic and social opportunities for Seattle's extensive creative workforce. The program, somewhat inspired by the New Deal's Works Progress Administration, centers Seattle's Black, Brown, Indigenous, Asian and diaspora community and meets civic needs such as public health and food security by employing artists, cultural and creative workers whose ability to work has been disrupted due to COVID-19.

In addition to gaining work opportunities, Hope Corps members will benefit from being part of a Community of Practice, with regular convenings offering workshops, networking, and opportunities to share their work.

Eligibility/Requirements

The eligibility requirements for Hope Corps are as follows:

- King County-based adult (age 18+ by Aug 1, 2022) artists, arts educators, cultural producers, arts administrators, creative workers; small community groups; or nonprofit organizations at all stages of their development or career are eligible to apply.
- Projects must adhere to [Public Health - Seattle & King County safety guidelines](#).
- Programming must take place within the city of Seattle, and be promoted and made accessible to Seattle residents, workers, and visitors.
- Applicants must pay regularly contributing creative workers a *minimum* of \$1,500 per month (the equivalent of \$30 per hour x 50 hours)
- Projects must be new concepts, or regularly occurring projects/work that have been reimagined or otherwise address Hope Corps goals and focus areas.
- Applicant cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding, resulting from violations of Federal criminal law, such as fraud, embezzlement, or tax evasion.
- Awarded programs will be required to follow all current Federal, State, County and City COVID-19 mandates and protocols. Currently, the City of Seattle requires that all entities contracted with the City, providing face-to-face programming, be fully vaccinated. At the time of contracting, it will be required for awardees to submit verified evidence of vaccination. More information including Attestation Forms, FAQs and info in other languages are available on the [City of Seattle COVID-19 Vaccination Requirement website](#). If you have any questions or concerns about this requirement, please reach out to Alex Rose (alex.rose@seattle.gov).

The following are not eligible for funding:

- Projects that do not address one of the focus areas of this program
- Activities that are not allowed by public health guidelines at the time of submission
- Capital improvement projects
- Private fundraisers or events
- Projects that take place outside of Seattle city limits
- Ticketed events that do not provide an opportunity for the public to participate

Funding

Funding amounts range from \$15,000 - \$300,000. Please use the following framework as a guide for requesting funding amounts.

6 month duration:

- \$15,000 / Individuals - employ 1 artist or creative worker over the course of 6 months
 - \$12,000 in wages (approximately 15hrs/week)
 - \$3,000 in discretionary budget (materials, courses/workshops/professional development, subcontracting)
- \$30,000-60,000 / Small Groups - employ 2-4 creative workers over the course of 6 months
- \$75,000-150,000 / Large Groups - employ 5-10 creative workers over the course of 6 months

12 month duration:

- \$30,000 / Individuals - employ 1 artist or creative worker over the course of 12 months
 - \$24,000 in wages (approximately 15hrs/week)
 - \$6,000 in discretionary budget (materials, courses/workshops/professional development, subcontracting)
- \$60,000-120,000 / Small Groups - employ 2-4 creative workers over the course of 12 months
- \$150,000-300,000 / Large Groups - employ 5-10 creative workers over the course of 12 months

Note: Projects must pay *regularly* contributing creative workers a *minimum* of \$1,500 per month (the equivalent of \$30 per hour x 50 hours per month)

Note: Any party that enters into a contract for Hope Corps assumes responsibility for local, state, and federal reporting to the IRS of related income and payments to creative workers.

Evaluation Criteria

The Seattle Office of Arts & Culture is committed to reflecting the diversity and cultural richness of our city in the selection of artists and artworks. Artists will be selected based on the following criteria:

- The degree to which the project concept generates career opportunities for the local creative workforce.

- The degree to which the project concept meaningfully addresses one or more of the six Hope Corps focus areas: public health, mental health and healing, food security, storytelling, social connection and belonging, and arts education.
- The degree to which the project engages with the breadth of cultures in King County and working artists/creative workers from Black, Brown, Indigenous, Asian and diaspora, immigrant, refugee, and other unserved and underserved communities.
- The degree to which the applicant demonstrates the experience and capacity to produce the project. If they do not have the experience or capacity to produce the project on their own, the degree to which they demonstrate capacity to collaborate and produce with support from staff, production partners, or other partners in Seattle.
- Strength and artistic vision of past work (artistic excellence, artistic merit)

Selection Process:

Artists will be selected based on the strength of submitted preliminary project concept, work samples, biographical statement, and additional questions and criteria listed above by a panel that consists of artists and cultural practitioners. Selected applicants will be notified by August 31, 2022, and will work with ARTS staff to develop a final project plan.

Timeline

(Timeline is subject to change)

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|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 6, 2022 | Hope Corps application closes at 5:00 pm |
| July 2022 | Following the deadline, an independent peer panel of artists, community representatives, and event producers will review and score applications according to the program eligibility. |
| August 2022 | The peer panel meets to make funding recommendations. Selected applicants then receive a \$500 stipend to develop a final project plan, with support from ARTS staff. |
| Fall 2022 | Projects begin, first meeting of community of practice |

Application Outline & Components

1. Contact information and background
2. Project concept
 - a. Project description
 - b. Hope Corps focus area
 - c. Artistic discipline
 - d. Number of creative workers to be employed
 - e. Requested grant amount and draft budget
 - f. Programming location, if known
 - g. Outstanding needs
3. Work samples
4. Demographic data

Application Tips

We're Here to Help:

- **Questions about this opportunity?** Please contact the Hope Corps Project Manager Alex Rose at alex.rose@seattle.gov.
- **Attend an Online Application Workshop (optional).** Optional virtual info sessions will be held on May 11 and 23, 2022, and a recording of the session will be available on the Seattle Office of Arts & Culture [YouTube](#). We highly encourage you to attend an online workshop or view the recording, especially if you are a first-time applicant. In the workshop, ARTS staff will share more information about Hope Corps and review the steps of the Submittable application process.
- **Attend an Online Application Draft Review Session (optional).** Optional virtual feedback sessions will be held on May 27 and 31, 2022. Discuss your draft application or project concept with ARTS staff and receive feedback.
- **Read the guidelines**, online instructions, and, if need be, contact Submittable for any technical questions.
- **Submit your application early** - please do not wait until the last day, to avoid errors or technical difficulties.
- **Questions about using Submittable?** Submittable maintains an FAQ and offers step-by-step guides on their [help platform here](#). For further assistance with the Submittable online application, please contact Submittable tech support at support@submittable.com.
- **Additional Opportunities** Hope Corps is one of many ways that the Seattle Office of Arts & Culture supports individuals and organizations. [Join our mailing list](#) to learn about professional development, arts funding, and creative youth program opportunities

Obligation of Award Recipients

Hope Corps projects' members participate in:

- Community of practice convenings (workshops, community building)
- Showcase opportunities
- Mid-point and annual assessments and evaluation activities

Achieve agreed upon scope of work as outlined in contract with ARTS.

Participate in evaluation and reporting on the Hope Corps experience.

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.

Grant Appeal Process

Applicants may appeal the recommendations of the independent community review 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 Seattle Office of Arts & Culture within 30 days of formal notice of the Commission-approved decision.
- The Director shall consult with staff and/or members of the peer panel for input in making the final decision.
- If the Director accepts the appeal request, the applicant will be awarded a grant.
- A rejection by the Director is final and ends the appeal process.
- The Director will notify the applicant of their final decision in writing.

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 the 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.

For additional information about funding opportunities and the Seattle Office of Arts & Culture, visit our website at www.seattle.gov/arts, where you can subscribe to our regular eNewsletter.