



## 2020 Neighborhood & Community Arts (NCA) Program Grant Guidelines

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 Program** supports creativity at a grassroots level by investing in recurring festivals and events that promote arts and cultural participation, celebrate diversity, build community connections, and enhance the visibility of neighborhoods or cultural communities through arts and culture.

**Information:** contact Jenny Crooks, Project Manager at (206) 684-7084, [jenny.crooks@seattle.gov](mailto:jenny.crooks@seattle.gov)  
TTY: 711 or (800) 833-6384, Tele-Braille: (800) 833-6385.

<p><b>Application</b> Available at <a href="https://seattle.gosmart.org/">https://seattle.gosmart.org/</a></p>	<p><b>Deadline</b> Tuesday, October 22, 2019, 11 p.m. PST</p>				
<p><b>Workshops:</b></p> <table border="0"> <tr> <td data-bbox="144 982 810 1136"> <p>Tuesday, August 27<sup>th</sup> 5:30-7:00pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a></p> </td> <td data-bbox="812 982 1474 1136"> <p>Saturday, September 28<sup>th</sup> 11:00am-12:30pm Lake City Branch Library 12501 28<sup>th</sup> Ave NE, Seattle, WA 98125 RSVP <a href="#">Here</a></p> </td> </tr> <tr> <td data-bbox="144 1178 810 1333"> <p>Thursday, September 5<sup>th</sup> 5:30-7:00pm Art @ King Street Station 303 S Jackson St, Seattle, WA 98104 RSVP <a href="#">Here</a></p> </td> <td data-bbox="812 1178 1474 1333"> <p>Saturday, October 5<sup>th</sup> 11:00am-12:30pm Rainier Beach Community Center 8825 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a></p> </td> </tr> </table>		<p>Tuesday, August 27<sup>th</sup> 5:30-7:00pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a></p>	<p>Saturday, September 28<sup>th</sup> 11:00am-12:30pm Lake City Branch Library 12501 28<sup>th</sup> Ave NE, Seattle, WA 98125 RSVP <a href="#">Here</a></p>	<p>Thursday, September 5<sup>th</sup> 5:30-7:00pm Art @ King Street Station 303 S Jackson St, Seattle, WA 98104 RSVP <a href="#">Here</a></p>	<p>Saturday, October 5<sup>th</sup> 11:00am-12:30pm Rainier Beach Community Center 8825 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a></p>
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<p><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. Proposed projects must take place within the City of Seattle and be presented no earlier than January 1, 2020 and produced in 2020 and 2021.</p>					
<p><b>Funding</b> Applicants will receive two (2) years of funding at \$1,300 per year for their events in 2020 and 2021.</p>					

### ***Program Overview***

This program supports neighborhood arts councils and community-based groups that have established a track record for producing recurring festivals and events that promote arts and cultural participation, celebrate diversity, build community connections, and enhance the visibility of neighborhoods or cultural communities through arts and culture. The City's investment is aimed at creating broad public access to a rich array of meaningful arts opportunities while supporting a healthy and diverse cultural community.

### ***Program Purpose***

Arts and cultural festivals and events are an essential part of a vibrant, healthy and inclusive community. Through our support of these events, we aim to partner with arts and community groups to create a City where all artists and communities have the freedom, agency and platform to share and amplify their stories, art, cultures and experiences, regardless of race, class, gender, age, ability, education, country of birth, citizenship, religion and sexual orientation. Groups representing under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.

### ***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;
- 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;
- not be concurrently funded through the Seattle Office of Arts & Culture's Civic Partners, CityArtist, smART ventures, or Neighborhood & Community Arts funding programs. You may receive funding via Arts in Parks, Cultural Facilities Fund and/or Youth Arts and be eligible to receive funding in this program but it must be for distinct projects.

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, 2020 and produced in 2020 and 2021.

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 2020 and 2021) 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 funding may not be used for**

- events not accessible to the public;
- religious services;
- events or presentations in which fundraising is the primary purpose;
- gifts;
- organization's administrative costs not directly related to the project;
- purchase of equipment or software;
- food-related costs above the allowable 10%.

### ***Evaluation Criteria***

Proposals submitted to the program will be evaluated on the following criteria (**50 pts total**):

- **Strength of Project (20 pts):** A clear, well-conceived event that promotes arts participation and community relations through meaningful and unique experiences. Demonstrates an authentic relationship to cultural community, neighborhood or other community of interest.
- **Community Impact (20 pts):** The project plan describes meaningful efforts to be inclusive, foster community, encourage participation, reach a diverse audience, and creates accessibility especially for those most impacted by structural racism and oppression.
- **Feasibility (10 pts):** The organizing group 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.

### ***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.

- **Additional Profile Information:** This section provides additional contact information that is specific to this application but not already requested in the registration profile.
- **Application Information:** Brief questions related to how you heard about this opportunity.
- **Project Proposal:** Basic information regarding your event/project such as dates, location, size, etc.
- **Narrative Questions:** The purpose of these questions is to share information about your event/project, the community it serves and some background about yourself.
  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 and participates 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.
  3. **Background and Capacity:** Provide a brief history of your 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.
- **Project Budget:** Should reflect the cost of the event in 2020, income and expenses should balance, and any donated items or services should be included. There is also a space for you to include some notes about your budget.

### ***Timeline***

End of October 2019	Following the deadline, an independent peer panel of artists, community representatives, and event producers will participate in a racial equity and implicit bias training.
November	The peer panel will review and score applications according to the program eligibility.
Early December	The peer panel meets to discuss each application in relation to the program criteria.
Mid- December	The Seattle Arts Commission will review final recommendations and vote to approve.
End of December	Applicants are notified whether they have been recommended for funding.
Jan – Dec 2020	Partners produce their events and submit their reporting documents to receive funding.
Jan – Dec 2021	Partners produce their 2 <sup>nd</sup> year events and submit their reporting documents to receive funding.

### ***Completing the online application***

- Create or update your profile at <https://seattle.gosmart.org/>
  - 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) you are 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.*

#### ***Acknowledgement***

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, via social media or in other ways appropriate to the project. The Office will supply preferred wording and logos in electronic format.

#### ***Public Benefit***

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 and individuals must provide public benefits to citizens of Seattle as a condition of their funding.

#### ***Seattle Business License and Washington State UBI Number Are Required for Payment***

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 needed to apply for funds.)

#### ***Reporting***

After funding recommendations are approved, the Office of Arts & Culture staff will work with the applicant to go over the required reporting documents in order to receive funding. Award recipients no longer need to sign a contract prior their event but will need to confirm the details of their project prior to their project including intended dates and location for a public presentation as well as a provide a copy of promotional material. Partners are paid on a reimbursement basis after projects or services are completed and a final report is submitted (approximately 4-6 weeks after paperwork is received.)

#### ***Insurance***

Award recipients will be responsible for securing Event Liability Insurance for their project and list the City of Seattle as additionally insured.

#### ***Taxes***

Award recipients are responsible for paying all applicable taxes. At the time of notification, you will need to complete appropriate paperwork and submit and updated W-9.

### ***Application Tips***

All funding programs are highly competitive. We encourage you to:

- **read the guidelines**, check your eligibility, and follow the online instructions carefully;
- **explore the online application early** so you can plan ahead;
- **attend an information session** to get in-person guidance and hear other applicants' questions, especially if you are a first-time applicant;
- **update or complete your basic registration** and profile at <https://seattle.gosmart.org/>;
- **talk with the project manager** about any questions, or to review your draft application as early as possible before the deadline. We are happy to assist, but last-minute help is limited due to timing, the holidays, and volume of requests;
- **be clear and concise in your application** - panelists read and evaluate many applications;
- **save often**, save your work at the end of every page online, and be sure to re-read and preview your work before you submit;
- **double-check your budget** and make sure income equals expenses;
- **submit your application before the deadline** so you have time to deal with any potential technical issues.

### ***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.

*For additional information about funding opportunities and the Office of Arts & Culture, visit our Website at [www.seattle.gov/arts](http://www.seattle.gov/arts), where you can subscribe to our regular e-newsletter.*