



OFFICE OF ARTS & CULTURE
SEATTLE

Arts in Parks 2019 Contract Info Sheet

Congratulations on your Arts in Parks award!

Below is a checklist with detailed contract instructions, contract requirements, and payment information in carrying through with your award. If you have any questions regarding the contract, invoice or final reports, please contact Jenny Crooks at (206) 684-7084, or via email at jenny.crooks@seattle.gov. We look forward to working with you and wish you the best for your project.

Contracts & Claiming Your Funds Checklist

REQUIRED IMMEDIATELY

- Confirm receipt of this notification email** by emailing jenny.crooks@seattle.gov (include your organization and project title in the email). If you are working with a Fiscal Sponsor, please also inform them of your award and share this information with them.
 - Fill out a W-9.** Use this [secure link](#) to expedite your submission. We cannot process your contract or payment without it. *Make sure the name on your W-9 matches the legal name you provided on your application.*
 - Make sure that **your profile is up to date** in our online application system <https://seattle.gosmart.org/>
 - Please check your project description and your project start and end dates that were in your application.
 - If you expect changes (dates, location, scope, etc.), contact your Arts & Culture project manager immediately.
 - Fill out and submit **all Park Use Permits and Fee Reduction forms by March 15th** and submit to artsinparks@seattle.gov or postal address on the corresponding form. Email is the preferred submission method for Seattle Parks and Recreation. Please email artsinparks@seattle.gov or call (206)233-5168 with any questions regarding the permit paperwork. All these forms should have been included in your initial notification email.
 - *Please note that your location and date is not assured until you have received a confirmation email from parkusepermits@seattle.gov stating that the Events Scheduling Office has processed your Park Use Permit application.*
- ✓ **Please note: Your award must be used for the project you proposed in your application.**

CONTRACT AGREEMENT —

- Print, Read, Sign and Return two (2) copies of your Contract prior to the start of your project.**

Jenny A. Durkan, Mayor | Randy Engstrom, Director

Street Address: 303 S Jackson St., Seattle, WA 98104 Mailing Address: PO Box 98124-4748
Tel: (206) 684-7171 Fax: (206) 684-7172 arts.culture@seattle.gov www.seattle.gov/arts

- Your contract will be issued after your permit paperwork is approved by PARKS. To receive funding from our office you will then need to sign two copies of contract, along with a current W-9 and return to our office. If you are receiving funding through a Fiscal Sponsor, they will be responsible for signing the Contracts. Read this contract carefully to make sure that you adhere to the requirements. You will receive an email from our office notifying you of contract availability and further instructions for signing and returning to our office.

REQUIRED AS PART OF YOUR PROJECT —

- Give credit to the City of Seattle.** Please email promotional material to jenny.crooks@seattle.gov prior to the event so that we may share.
 - Since this program is partnership between both Office of Arts & Culture and Seattle Parks and Recreation, instead of posting both individual logos you may use the City of Seattle Logo found here <http://www.seattle.gov/arts/about-us/download-our-logo#cityofseattle> on any printed material prior or during your event. In addition, we encourage funded organizations to connect with us via social media. Guidelines for doing so are available here: <http://www.seattle.gov/Documents/Departments/Arts/Downloads/Grants/ManageAward/SocialMediaGuidelines.pdf>
- Any changes** to your event must be communicated to the Arts in Parks program manager immediately and prior to the event for approval at jenny.crooks@seattle.gov.
- Invoicing for your event** can be done up to two (2) times during your contract period for awards over \$1,300. For awards over \$1,300 you may submit for half of the award prior to the event after the start of your contract and the second half after your project is complete (see requirements below). For awards of \$1,300 you may invoice us for the entire amount at the end of the project. If this invoicing schedule creates too much of a burden for you to put on your event, you may contact the program manager to discuss. The invoice must be signed by the same Authorizing official who signed the Contracts. Payments may take 4-6 weeks to process after receipt of completed paperwork. Please plan accordingly.

REQUIRED AS SOON AS YOUR PROJECT IS COMPLETED —

- Final Invoice** completed and signed by the authorized signer who signed the Contracts
- Final Report.** You will be asked to provide both narrative information regarding your event and audience numbers as accurately as possible. Final Report must be submitted and approved to receive funding.
- One piece of **promotional material**, such as a flyer, press release or program, showing required credit to the City of Seattle, or **both** Office of Arts & Culture and Seattle Parks and Recreation
- Optional, but highly desired: Electronic photo images and photo submission form
- Optional, but highly desired: First-person testimonials about your project

HAVE A GREAT EVENT!