



## The Creative Advantage Community Arts Partner Roster

### 2025 Guidelines

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#### **Grant Overview**

[The Creative Advantage](#) is a partnership between Seattle Office of Arts & Culture and Seattle Public Schools to increase student access to arts learning.

[The Community Arts Partner Roster](#) is a list of artists, teaching artists, and community arts and culture organizations approved to work in Seattle Public Schools and receive compensation through The Creative Advantage. The roster is maintained by the [Seattle Office of Arts & Culture](#) as a resource for schools seeking partners to help them meet their arts education equity goals.

Community Arts Partners collaborate with schools to provide:

- 1) **Student Art Residencies**
- 2) **Teacher Professional Development**

**Please Note** - An applicant can apply to lead student arts residencies **and/or** teacher professional development.

**Information:** Contact Tina LaPadula, Arts Education Project Manager, at [tina.lapadula@seattle.gov](mailto:tina.lapadula@seattle.gov) or at (206) 518-4205.

<p><b>Application</b></p> <p>The application is submitted online in Submittable, and is available through the City of Seattle’s grant portal <a href="#">here</a>.</p> <p>If you don’t have computer or internet access, contact staff as soon as possible.</p>	<p><b>Opening</b></p> <p>The application opens November 1, 2024, and will stay open throughout 2025. Applications will be vetted and approved by Creative Advantage Advisors through a panel process three times annually in March, June, and October 2025.</p>
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### Review Deadlines for 2025 Submissions:

- Applications submitted between **11/1/24 and by 5 PM (PST) 2/28/25** will be reviewed during the **March review cycle**
- Applications submitted between **3/1/25 and by 5 PM (PST) 5/31/25** will be reviewed during the **June review cycle**
- Applications submitted between **6/1/25 and by 5 PM (PST) 9/30/25** will be reviewed during the **October review cycle**

### For Assistance, Contact:

- **Application or Access:** Tina LaPadula, Arts Education Project Manager, at [tina.lapadula@seattle.gov](mailto:tina.lapadula@seattle.gov) or at (206) 518-4205.
- **Online Technical:** Questions about using Submittable? Submittable maintains a Frequently Asked Questions (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](mailto:support@submittable.com).

### Purpose

Community arts partnerships with Seattle Public Schools increase student access to arts learning, broaden the arts disciplines students can explore, and create bridges between communities and schools.

### Eligibility/Requirements

Open to artists, teaching artists, community arts organizations, and cultural institutions serving students, teachers, and schools in Seattle with three (3) or more years of teaching experience. Applicants must be over the age of 18.

### Funding

The Office of Arts & Culture provides partnership funding to Seattle Public Schools and Community Arts Partners on the Arts Partner Roster are compensated through direct service contracts with each Seattle Public School they partner with.

### ***Benefits of Being on the Roster***

- Profile on The Creative Advantage [online roster resource listing](#)
- Active promotion to Seattle Public Schools and other youth-serving agencies
- Regular professional development and training opportunities
- Inclusion in The Creative Advantage Research and Evaluation [reports](#) to support partners' fundraising and advocacy efforts, as well as the field at large.

***Please note:*** While community arts partners will be actively promoted to schools who receive ARTS funding to work with Roster partners, there is no guarantee of work associated with this resource listing.

### **Evaluation Criteria for Student Art Residencies**

Arts Partners can apply to lead one or both kinds of in-school student arts residencies:

**Integrated Arts Residencies** – Arts residencies that deepen learning in both the arts and other content areas (e.g. language arts, science, math, or social studies).

**Cultural Arts Residencies** – Arts residencies that increase students' cultural awareness. These programs can take place through general classrooms, core art classrooms, physical education, technology, world languages, or library programs.

### **Review Criteria for Evaluating Applications**

- Approach & Collaboration: Clear approach and experience teaching art to young people
- Equity & Access: Experience and skills working with participants of diverse racial, cultural, and economic backgrounds; experience working with communities experiencing oppression and inclusion of culturally responsive teaching practices
- 21st Century Skills: Ability to articulate clear arts learning objectives that include one or more 21<sup>st</sup> Century skills (creative and critical thinking, communication, collaboration, perseverance, and growth-mindset).
- Lesson Planning: Ability to develop a basic class plan or outline.
- Integrated & Cultural Arts: Experience teaching effective integrated arts and/or cultural arts to young people
- Work Samples: Samples demonstrate abilities, experience, and/or achievements as a teaching artist or teaching artist organization

### **Evaluation Criteria for Professional Development**

Individual artists, teaching artists and arts organizations that meet the following qualifications are invited to apply to the Community Arts Partner Roster as a professional development provider:

Three (3) or more years' experience leading professional development for K-12 teachers and experience providing integrated arts training for teachers, teaching artists or adults

#### **Review Criteria for Evaluating Applications**

- Approach & Collaboration: Clear approach and experience leading teacher professional development
- Equity & Access: Experience and skills working with participants of diverse racial, cultural, and economic backgrounds; experience working with communities experiencing oppression and inclusion of culturally responsive teaching practices
- 21st Century Skills: Activities that support teachers to foster 21<sup>st</sup> Century skills with students in the classroom (creative and critical thinking, communication, collaboration, perseverance, and growth-mindset)
- Professional Development Planning: Ability to articulate clear arts learning objectives for adult learners
- Integrated Arts: Ability to develop a professional development plan for teachers in integrating the arts
- Work Samples: Ability to evaluate/assess and demonstrate impact of professional development on participants

#### **Application Outline & Components for Student Residencies**

- 1) **Resume or biography (bio)** - Submit current **resume** or short biography that provides information on artist background and teaching history. Organizations may submit up to three (3) total of teaching artists on their faculty.
- 2) **Sample lesson plan / class outline** - Submit a sample lesson plan or use the Creative Advantage **template**, that shows an integrated arts **or** cultural arts residency that you have led. If you would like to be considered as provider for both residency types, please do **one** of the following –
  - Submit one (1) lesson plan that meets goals for both integrated arts and cultural arts
  - Submit two (2) lesson plans one (1) on integrated arts; one (1) for cultural arts
- 3) **Work sample** - Submit one to two (2) work samples that demonstrate your abilities or experience as a teaching artist or arts & cultural organization with an education program. Work samples can include:
  - articles or blog posts
  - media (photo, video, or audio) of projects created by students or student performances

- documentation of teaching in action (photo, video, or audio)
- 4) **Narrative questions** - These questions provide an opportunity to express your approach to teaching and to share your expertise. Applicants will be asked to provide information on teaching practice, including 21<sup>st</sup> Century skills, and integrated or cultural arts, how you work with teachers, and how you promote equity.

### **Application Outline and Components for Teacher Professional Development**

- 1) **Resume or biography (bio)** - Include current resumes or biographies for lead teaching artist(s) that provide information on artist background and teaching artist history. (Organizations may submit up to three (3) total of teaching artists on their faculty)
- 2) **Sample outline of teacher professional development** - Provide an outline of teacher professional development you have led that includes goals, learning objectives and activities.
- 3) **Work sample** - Provide evidence of participant satisfaction with professional development including feedback from teachers on trainings you've provided. Samples may include – participant surveys; pre/post assessments; focus group results; other evaluative data that speaks to program outcomes. Up to **two (2)** samples will be accepted per application.
- 4) **Narrative questions** - These questions provide an opportunity to express your approach to providing professional development and to share your expertise. Applicants will be asked to provide information on how they address 21<sup>st</sup> Century skills, integrated arts development for teachers, and how you promote equity and access.

### **Application Tips**

- **Review guidelines**, check your eligibility, and read instructions.
- Sign up for weekly Creative Advantage Weekly Office Hours (every Wednesday from 3 to 4PM) to ask questions [here](#).
- **Schedule a 1:1 mentoring session** for support completing the application or to talk through the basics of a class outline or learning plan. Please contact [tina.lapadula@seattle.gov](mailto:tina.lapadula@seattle.gov)
- **Submit your application early** to avoid last-minute errors or technical difficulties.

### **Obligation of Award Recipients**

#### **Notification of Results**

All applicants will be notified of panel decisions by email, after each round of panel reviews (end of March/early April, end of June/early July, end of October/early November).

#### **Roster Duration**

Arts Partners accepted to the roster are approved for a two-year period. To remain on the roster after the initial two (2) years, arts partners complete a renewal survey that requires evidence of

participation in professional development and student art residency teaching activity during the previous two (2) years. The purpose of the update process is to verify that community arts partners are remaining active in the field. A Roster Advisory panel reviews all new applications; renewals are reviewed internally by program staff.

### **Removal**

Individual artists and community arts and culture organizations can be removed from the roster for actions or behavior that could be detrimental to students, teachers, the community, or The Creative Advantage. This includes the following actions:

- Inappropriate behavior or language in school settings
- Behavior that violates school rules
- Lack of responsible follow-through on terms of teaching contracts
- Unlawful activities

### **Planning Ahead**

Once approved to the Community Arts Partner Roster, teaching artists and organizations selected to work with Seattle Public Schools will be required to:

- Complete an IRS W9 form
- Possess a current WA State and City of Seattle business license
- Complete background checks
- Enter into a contract with SPS for the duration of a residency or professional development program (as applicable)

## **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).

### **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 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](http://www.seattle.gov/arts), where you can subscribe to our regular e Newsletter.