



## CREATIVE CAREERS COHORT Funding Guidelines

The Office of Arts & Culture seeks to convene a cohort of organizations from The Creative Advantage roster, dedicated to arts education programming that supports career exploration in the arts and creative industries. This is a pilot funding initiative in support of existing programs that provide leadership development with teens in the Seattle area. Awardees will be part of a cohort designed to foster learning amongst peers in the field, and to inventory creative youth development best practices for career connected learning and 21<sup>st</sup> Century Skills acquisition.

**Information:** contact Tina LaPadula, Creative Youth Project Manager at 206.233.7253 or [tina.lapadula@seattle.gov](mailto:tina.lapadula@seattle.gov)

<p><b>Application</b> The application is submitted ONLINE and accessible through <a href="https://seattle.gosmart.org">https://seattle.gosmart.org</a>.</p>	<p><b>Opening</b> Opens Sept 26, 2018</p> <p><b>Deadline</b> Closes October 22, 2018</p>
<p><b>Eligibility to Apply</b> This opportunity is available to Community Arts Organizations currently on The Creative Advantage Roster who have an established program in place that meets all the following criteria:</p> <ul style="list-style-type: none"><li>o serves teens / students 9<sup>th</sup> – 12<sup>th</sup> grade or ages 14 – 19 years old</li><li>o takes place out-of-school time or in summer</li><li>o includes explicit and existing program career development objectives</li><li>o primarily serves youth of color *</li><li>o that will continue in spring or summer 2019</li></ul> <p><u>Please note:</u> You are not eligible to apply if you are already being funded for the same program by the Office of Culture.</p> <p><i>*Data shows that the greatest disparities between young people who have access to arts education and those who don't are based on race, socio economics, home language and disabilities. The Office of Arts &amp; Culture's Creative Youth Programs prioritize programs serving young people within these demographics.</i></p>	

**Awarded Organizations Agree To:**

- Participate in two to three cohort meetings
- Present on your program best practices for the cohort
- Participate in one to two interviews or focus groups with students and program staff
- Provide final report on the program your funded program

**Funding**

- \$78,000 total will be awarded to a maximum of 6 organizations
- Recipients will receive up to \$13,000 or more depending on maximum number of organizations awarded
- Awards will be distributed equally amongst selected organizations
- Recipients submit invoices twice to receive funds (once at the onset of programming, and again upon completion).

**Funds can be used for**

- Artist fees
- Youth wages or stipends
- Marketing and promotional fees
- Project management and personnel costs
- Supplies
- Space
- Equipment rentals
- Program-related costs

**Funds cannot be used for**

- In school activities
- Any elements of the proposed project that are completed before funds are awarded
- Equipment/software purchases
- Compensation for staff, faculty or students from degree-granting institutions
- Culminating events only (a program with a culminating event is acceptable)
- Fundraising, benefit events or religious services

**Application Components**

**Work Sample (30 Points)**

The purpose is to provide a work sample demonstrating recent youth artist work from the program you are proposing to focus on as part of this creative careers best practice cohort.

**Narrative Questions (40 Points)**

These provide an overview of your program, how it addresses creative youth development goals and career connected learning strategies, the communities and constituent groups that will benefit from this project, and what you hope to learn by participating in the cohort.

**Project Budget (30 Points)**

Demonstrates current cost model/operating budget for project implementation, and how this award will support your program.

**Review Criteria**

- Applications will be evaluated by city staff and community review panel. The panel prioritizes proposals that have a clear approach; and experience working with communities impacted by structural racism, classism, and/or marginalization by gender or sexual orientation or ability.
- Three application component sections have points assigned to them. When the panel reviews your application, you will have the opportunity to earn a total of 100 points (30 + 40 + 30 = 100). The points you earn will determine your final score.

**REVIEW PROCESS and NOTIFICATION**

- The review panel and/or staff advocates determine final scoring of applicants which are approved by the Seattle Arts Commission.
- All eligible applications will be evaluated and scored based on the review criteria.
- Notification will be sent between **November 19 - 21, 2018**

**FOR ASSISTANCE, CONTACT:**

**Application or Access:** Tina LaPadula, Creative Youth Project Manager 206.233.7253 or [tina.lapadula@seattle.gov](mailto:tina.lapadula@seattle.gov)

**Online Technical Support:** Jennifer Frohwerk 206.684.7312 or [jennifer.frohwerk@seattle.gov](mailto:jennifer.frohwerk@seattle.gov)

**IMPORTANT** – *The GO Smart application will be offline Tuesday, 10/16, after 6:00 pm Pacific, for approximately 3-5 hours for general maintenance.*

**TIPS FOR SUCCESS**

- **Read and follow the online instructions carefully. Give yourself time for questions.** This can be especially important for work samples. Many applicants need assistance but do not leave enough time.
- **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.
- **Describe the project plans and goals clearly.** A good application tells the reader the who, what, when, where and why of the project.
- **Submit work samples. It is a key element of the application.** Think about your work sample early. How can you best illustrate to the panel the work you do with youth?
- Click on “Save” or “Update” often and always before moving to a new section. Be sure to re-read your work *before* you submit. Suggestion: Preview the application, spell-check, re-check and save.
- **Check work sample links** before submitting application to assure properly uploaded.

**THINGS TO KNOW IF YOUR PROJECT IS FUNDED**

**If your project is funded, you must meet the requirements listed below.**

By submitting an application you are promising to meet these requirements if your project is selected for funding.

**Seattle-based Projects - All program site(s) must be within the city limits.**

**City and State Business Licenses** will be required to apply. Contract states that groups awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identifier (UBI) number. The project manager will explain this during your initial contract meeting.

**Contracts with the City of Seattle**

- Award recipients will **sign a contract** committing to implement their project and describing a project plan that outlines activities, including project dates and sites plus venue if closing event is included.
- Award recipients **are responsible for paying all applicable taxes.** At the time of contracting, you will need to complete appropriate paperwork.
- Award recipients **must recognize the support of the Seattle Office of Arts & Culture** in printed materials, signage visible to the public or in other ways appropriate to the project.
- All youth must have signed photo waivers in order to be included in any photos.

**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 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 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.