



## 2019 Civic Partners Project Grant Guidelines

The Civic Partners Project Grant is funding for arts and culture, heritage and arts service organizations with a minimum three-year history of providing accessible programming that serves Seattle residents and visitors. This one-year grant is an opportunity for arts and culture organizations not currently receiving Civic Partners funding to access project support for a Seattle-based public program taking place between January and November of 2019.

Information: contact Kathy Hsieh, Program Manager at (206) 733-9926, [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov), TDD: (800) 833-6388, Tele-Braille: (800) 833-6385.

<b>Application</b> Available at <a href="https://seattle.gosmart.org/">https://seattle.gosmart.org/</a>	<b>Deadline</b> Thursday, January 10, 2019, 11 p.m. PST
<b>Workshops:</b>  <b>Monday, November 26, 4:30 – 6 pm</b> Northeast Library - Northeast Meeting Room 6801 35th Ave NE, Seattle, WA 98115 <a href="#">RSVP</a>  <b>Tuesday, November 27, 9:30 – 11 am</b> Seattle Office of Arts & Culture – Suite 1766 700 5 <sup>th</sup> Avenue, Seattle, WA 98104 <a href="#">RSVP</a>	<b>Wednesday, November 28, 12:30 – 2 pm</b> Capitol Hill Library – Meeting Room 425 Harvard Ave E, Seattle, WA 98102 <a href="#">RSVP</a>  <b>Thursday, December 6, 11:30 am – 1 pm</b> City Hall – Room 370 600 4 <sup>th</sup> Ave, Seattle, WA 98104 <a href="#">RSVP</a>
<b>Eligibility</b> Arts and culture, heritage and arts service organizations based in Seattle with a minimum three-year history of continuous operation and cultural accomplishment serving Seattle residents and visitors and who are not currently receiving Civic Partners funding.	
<b>Funding</b> \$500 - \$1,500 awards for a Seattle-based public program in 2019.	

## ***Program Overview***

The Office of Arts & Culture's Civic Partners Project grant strives to serve all people who live, work in, and visit Seattle by partnering with arts and culture, heritage, and arts service organizations of all sizes and disciplines. The City's investment is aimed at creating broad public access to a rich array of meaningful arts opportunities while promoting a healthy and diverse cultural community. To create a more equitable, vibrant and sustainable cultural sector, we prioritize support for partners taking action to be anti-racist organizations and value, implement and uphold inclusive practices through an intersectional racial equity lens.

This one-year grant is an opportunity for arts and culture, heritage and arts service organizations, who have a minimum three-year history and who are not currently being funded through the Civic Partners program to access project support for a Seattle-based public program taking place between January and November of 2019.

**NOTE:** Civic Partners who have received funding during calendar years 2016, 2017, and 2018 do **not** need to apply as they are already confirmed for funding in 2019.

## ***Eligibility and Requirements***

**Eligible organizations are** arts and culture, heritage and arts service organizations with:

- their primary location in Seattle;
- a mission and programs centered on arts and culture or the histories of Seattle's peoples and places;
- a minimum three-year history of continuous operation and cultural accomplishment serving Seattle residents.
- a not-for-profit business structure with a Federal Tax ID number (though not required to be 501(c)(3) or use a fiscal sponsor);
- at least one ongoing cultural program open to the public in Seattle; and
- no funding through the Seattle Office of Arts & Culture's Civic Partners, Neighborhood & Community Arts, or smART ventures funding programs in 2019.

The **Project** should:

- have a significant arts, cultural or heritage component,
- be open and accessible to the public; and
- take place within the City of Seattle between January 1 – November 30, 2019.

You may submit only one application to this program.

## ***Funding***

Funded organizations will receive \$500 - \$1,500 awards for a Seattle-based public program in 2019.

**Civic Partners awards may not be used for**

- events not accessible to the public;

- capital improvements or purchase of equipment;
- school, college and university departments or programs which are part of regular or extra-curricular school programs; or
- religious services, or events or presentations in which fundraising is the primary purpose.

## ***Application Outline***

- **Profile**
  - **Organization and Primary Contact Information**
  - **Mission Statement** (Maximum Characters: 1,600)
    - What is the vision and purpose of your organization? What are your core values?
  - **Brief History of Organization** (Maximum Characters: 1,600)
    - How did your organization start and how has it evolved? What has your organization accomplished? Who has been involved with your organization?
- **Applicant Information**
  - **Are you a first-time applicant for this program?**
  - **How did you hear about this opportunity?**
  - **Did you attend an application workshop?**
  - **Are you currently funded by another program of the Seattle Office of Arts & Culture?**
  - **Arts Discipline/s**
  - **Total Operating Income and Expense for Most Recently Completed Fiscal Year**
- **Additional Organization Information**
  - **Organizational Business Status**
  - **Fiscal Sponsor Information** (if applicable)
  - **Contact Information**
- **Project Information**
  - **Project Title:** Title of the project
  - **Brief Project Description:** Brief description of the project for which you are seeking funds (Maximum Characters: 500)
  - **Link to Project Event Page:** For this funding program, simply provide us with a link to your project. If you don't have an online presence yet, please consider this step as an opportunity to create greater visibility for your project while simultaneously applying for funding. You may choose from a variety of options - a link to the project page on your website, a social media event page, an event ticketing page, or the project's crowdfunding page. If this is a barrier to applying, please consider applying to our [smART ventures](#) funding program instead.  
Please be sure all of the following information is included on the linked page:
    - **Project Title**
    - **Project Description:** Share what excites you about your project. What will the impact of your project be? What difference will it make? How does it align with your organization's mission and create an accessible, meaningful, unique opportunity for Seattle's diverse population?
    - **Image/Video Trailer/Sound Sample/Literary Sample**
    - **Project Event Dates**

- **Public Event Location**
    - **Artists Involved**
  - **Project Start and End Dates:** The dates the project is accessible to the public
  - **Project Location(s):** The locations/venues for the project that are accessible to the public (Maximum Characters: 500)
  - **Total Project Budget Amount:** The total amount of money to make the project happen
  - **In-Kind Donations for Project:** The value of budget line items that are being donated for the project – things you would normally have to pay for, but are getting for free, such as space, materials, services, etc.
- **Community Involvement**
    - **Community Involvement:** Description of the artists or group(s) represented in the project, your efforts to engage and include them, and how they will be involved (Maximum Characters: 2,000)
    - **Demographic Questionnaire:** Snapshot information about your staff, board, artist and audience demographics

## ***Evaluation Criteria***

Proposals submitted to this program will be evaluated on the following core criteria:

### **1. Accessibility and Community Involvement (45 points)**

Excellent (41-45 points), Very Good (36-40 points), Good (31-35 points), Adequate (21-30 points), Questionable (11-20 points), Unacceptable (0-10 points)

- Provides accessible opportunities for community participation - audience, artists, volunteers, donors, collaborators, and/or supporters
- Offers cultural, geographic, economic or physical access to Seattle residents and visitors
- Reflects and is relevant to Seattle's diverse population
- Involves, represents and centers people and communities that have been most impacted by structural racism

### **2. Merit and Impact of Project in Relation to a Stated Artistic/Cultural Mission (45 points)**

Excellent (41-45 points), Very Good (36-40 points), Good (31-35 points), Adequate (21-30 points), Questionable (11-20 points), Unacceptable (0-10 points)

- Clarity of organization's mission and goals
- Alignment of project with organization's mission
- Clear project concept
- Creates a meaningful arts experience that makes a difference
- Offers a unique opportunity or experience
- Diversifies the arts and cultural activities available within the City

### **4. Organizational Soundness and Capacity (10 points)**

Excellent (10 points), Very Good (8-9 points), Good (6-7 points), Adequate (4-5 points), Questionable (2-3 points), Unacceptable (0-1 points)

- Solid history as an organization given its length of existence
- Organization values and demonstrates evolvment towards an anti-racist work practice
- Realistic project budget for the scope of project
- Reasonable project budget size in relation to the organization's annual budget

## ***Timeline***

- An independent peer panel of arts administrators, community representatives, and funders will review and score applications according to the program eligibility and criteria.
- Those ranking high enough will be recommended for funding.
- The Seattle Arts Commission will review final recommendations and vote to approve.
- Staff will send notice of the decision to all applicants by April 2019.
  - Please note, January through March 2019 projects are eligible for funding, but you will not find out about your funding status until after they have occurred, so please plan accordingly.
- Staff will work with awarded organizations to complete paperwork for payment.
- Applicants may submit invoices for payment between April 1 – December 10, 2019.
- Payments can only be made after invoices are received and processed.

## ***Obligation of Award Recipients***

If your project is selected for funding, you must meet the following requirements:

- City and state business licenses will be required for payment (you do NOT need a business license to apply). To receive final payment, organizations awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington State Unified Business Identification (UBI) number. You may include the cost of getting your business licenses in your budget.
- Award recipients will be responsible for securing any necessary Event Liability Insurance for their project.
- Award recipients are responsible for paying all applicable taxes.
- Award recipients commit to recognize the Seattle Office of Arts & Culture in press releases, printed materials, social media, and signage visible to the public or in other ways appropriate to the project.

## ***Tips***

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

- **read the guidelines 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, and/or view the online video (available online after December 6, 2018);
- 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 review dozens of 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,
- **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 monthly e-newsletter.

## Glossary

**Anti-racist Organization:** An organization that is actively interrupting racism by assessing and taking actions to dismantle the racism within their organization. The steps involved might include increasing the diversity of their leadership, staff, artists and audience; making a racial equity plan; budgeting resources to increase the staff and board's understanding about what it means to be anti-racist; examining and working to eliminate tokenism of, microaggressions against, and racist acts towards people of color; developing policies and procedures that make the organization more inclusive; expanding the organization's cultural norms beyond Western/Eurocentric ones.

**Arts and Culture Organizations:** Not-for-profit based groups that provide as their *primary mission* regular cultural programs or services, which may include producing or presenting a series or annual program of performances, exhibitions, media presentations, festivals, readings, or literary publications.

**Producing** is a primary focus on direct creation, production, performance or exhibition of arts;

**presenting** is a primary focus on organizing, selecting or curating and contracting a series, season or festival of performances or events created by other artists and producing groups.

- **Non-profit organizations that include arts as a primary and major focus of a larger mission** may apply, if their larger mission is centered in serving a specific cultural group.
- **Neighborhood Arts Councils** should apply to the Neighborhood and Community Arts program.
- **Community-based cultural groups** may apply to Civic Partners.  
Organizations currently receiving Civic Partners funding are not eligible to receive project funding through smART ventures or Neighborhood & Community Arts.
- **Nonprofit non-cultural organizations** (i.e., civic organizations, community groups) should apply to the Office of Arts & Culture's smART ventures or Neighborhood & Community Arts programs.

**Arts service organizations** provide education, training, and professional services such as administrative support, information resources or technical assistance to a variety of arts professionals, organizations or disciplines. They may promote arts education or access for special populations, ethnic communities and underserved communities.

**Equity:** The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

**Heritage organizations** operate a heritage facility or site or has as its mission to contribute to the education of the public about the histories of people and places in Seattle or the collection, exhibition, interpretation, preservation, or protection of resources relating to this history.

**Inclusion:** The act of creating an environment in which every person feels welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming place embraces differences and offers respect in words and actions for all people, where each person is able to share the full spectrum of their humanity and be seen and heard without fear.

**Intersectional Racial Equity:** Intersectional racial equity is achieved when the success, safety, and health of people are not pre-determined by their race and one or more other forms of oppression such as gender, ability, country of birth, religion, age, or sexual orientation; when everyone has the freedom,

agency, and platform to share and amplify their stories, art, cultures, and experiences, and have what they need to thrive.

**Not-for-Profit Structure:** Eligible organizations should be “non-profit” or “not-for-profit” in that net earnings are all put back into programs and operations to further the organization’s mission. Federal 501(c)(3) tax-exempt status is not required.

**Organizations in their third year** means organizations whose first full year of operation and “seasonal” or annual programming began no later than January 1, 2016.

**Racial Equity:** Racial equity is achieved when the success, safety, and health of people are not pre-determined by their race; when everyone, regardless of race, has the freedom, agency, and platform to share and amplify their stories, art, cultures, and experiences, and have what they need to thrive.