



OFFICE OF ARTS & CULTURE
SEATTLE

Civic Partner Project Grant 2019

Frequently Asked Questions

Q: What if I wasn't able to attend one of the info sessions for this grant, will there be another opportunity?

A: We have taped a video of the information covered. You may watch or listen to the video [here](#) for some additional context and best tips for applying.

Q: What's the best tip you can provide so that we can submit the strongest application possible?

A: 1) We provide a number of tips in the guidelines so we encourage you to **read the guidelines** before applying, and also so you can get more tips than these top 3 we'll list here.

2) Study the list of criteria in the guidelines and wherever possible in your application, **share what your organization does that aligns with as many of the criteria as possible**. You don't have to align with everything, but the more you can share clear, concise examples for in your application, the stronger your application might be.

3) Since this application is so short and simple, **the best places to share more about your organization**, especially in how you match the criteria for this grant, **are in the Mission Statement and Brief History of the Organization sections** in the Profile when you register, **and in the Community Involvement section**. Be sure to highlight what it is about your organization that makes you stand out from others. **Share what makes your organization unique** in Seattle's arts & cultural landscape.

Q: How much time will this application take?

A: Based on what we've heard from those who've already completed it –

- 30 – 45 minutes: If you are already registered in the system and already have an online profile (for instance if you recently applied for our Youth Arts or Cultural Facilities or Arts in Parks grant opportunities), and you already have a well thought-out project that's coming up in the near future, and you already have an event/ticketing/ website/social media/crowdfunding page for it.
- 60 – 90 minutes: If you have all of the above but need to register in the system and set up your profile.
- Develop project plan time and event page + 90 minutes: If you don't already have a project in mind or haven't finalized project details yet, then you will need to figure that out first.

Q: What if we don't have a web-presence for the project we're applying for?

A: Instead of applying through this program, you can apply to receive comparable funding in 2019 through our [smART ventures](#) funding program without having any web presence at all. Or, you can use this opportunity to expand or create a web-presence for your project. Or, you may submit a link to another recent project that is similar

in type to the one you are submitting this grant for. Please indicate this in the Brief Project Description box in the application.

Q: Our only public project in Seattle is happening before April 2019. Can we still apply?

A: Yes. Due to timing, we are accepting applications for projects that include January – March 2019 projects (plus any projects through November 2019). While it may be unusual to apply for a project that will have completed before you find out if your organization is receiving funding or not, we want to be as accessible as possible. Since these are small enough grants, we're able to issue funding without a contract. This allows us the ability to fund retroactively within the same calendar year.

Q: If this is your organizational support program, why is the potential funding amount so low?

A: We wish we could provide more funding through this program, but it's because Civic Partners was designed to fund as broadly as possible, which means that more groups will potentially be funded, but since we have a finite budget, and based on our predictions of how many organizations might apply, this is our best guess at what level of funding we can provide per grant. If more groups apply then the funding level will be at the lower end of this range. If fewer groups apply, then the funding level will be at the higher end of this range.

We did though, make this application as simple and flexible as possible – one that most organizations should be able to complete in under 90 minutes.

Q: What if we have one link for most of our project info, but a separate link for our work sample?

A: You are allowed up to 100 characters in the project link text box. You can enter two separate links in that box if needed or add one of the links in the Brief Project Description box. You might also consider using an online URL shortener for your links so that you can fit two separate links. Here is a [link](#) to several options of URL shorteners.

Q: We're not sure if we are already registered for your online grants system or not.

A: Unfortunately, because this is a temporary platform for us and with higher privacy protection settings, we don't have any way of knowing either. The best way to find out is to register and the system will let you know if you already have an account. Then follow the online fields to reset your password if you need to.

We encourage you to do this as soon as possible, so if there are issues, you can work them out well in advance of applying. The biggest challenge for some users has been not knowing which email address is associated with the account, so do give yourself plenty of time in case you need to do some sleuthing in your previous grant files.

You may already have an account if you've applied to us or to other local or national funders before. We have used this platform previously for:

- ARRA
- Arts Mean Business
- Creative Advantage
- Cultural Facilities Funding
- Work Readiness Arts Program
- Youth Arts 2019

Q: The only public project we have in Seattle during 2019 is already fully funded. What options do we have?

A: First, congratulations! Even though this unique opportunity is project-based, Civic Partners is, in essence, an operational support grant. We believe that arts and cultural organizations should work towards vibrant sustainability which means, we think it's ideal if all of you are working towards always receiving more income than you need for the expenses you have. Even if the only project option you have is potentially or already fully funded, go ahead and apply if you'd like. If you receive funding from our program, you can use the funding to cover additional indirect overhead and that's fine. Or, you may choose to conserve on your human resources and not apply this round. Since this is a single-year opportunity designed to bridge new or returning applicants, you don't need to worry about being left out of the loop if you decide to skip this opportunity.