



OFFICE OF ARTS & CULTURE
SEATTLE

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City of Seattle

Randy Engstrom, Director
Seattle Office of Arts & Culture

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Seattle City Council

Arts Mean Business 2.0 Funding for Arts Jobs to Achieve Equity Guidelines

Applications can be accessed online at:
http://www.seattle.gov/arts/funding/arts_mean_business.asp

DEADLINE:

Wednesday, June 11, 2014 - 11:00 p.m. online

Kathy Hsieh, Program Manager
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Seattle Office of Arts & Culture

The Office of Arts & Culture envisions a city driven by creativity that provides the opportunity for everyone to engage in diverse arts and cultural experiences.

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For additional information about funding opportunities and the Seattle Office of Arts & Culture, visit our Website at www.seattle.gov/arts, where you can subscribe to our monthly e-newsletter

Arts Mean Business 2.0 Overview

PROGRAM PURPOSE

The purpose of the Arts Mean Business 2.0 funding opportunity is **to create greater equity and inclusiveness in Seattle by funding pivotal arts jobs for arts, cultural and heritage organizations that serve under-represented communities.**

“Culture and the arts are essential means by which all people explain their experience, shape their identity and imagine the future....People need the arts to make sense of their lives, to know who they are. But our democracy needs the arts, too. The arts animate civil society. They stretch our imagination. They increase our compassion for others by providing creative ways for us to understand and deal with differences. The arts protect and enrich the liberty, the human dignity and the public discourse that are at the heart of a healthy democracy.

“Every year, approximately 11 percent of foundation giving ... is awarded to nonprofit arts and cultural institutions. The distribution of these funds is demonstrably out of balance with our evolving cultural landscape and with the changing demographics of our communities. Current arts grantmaking disregards large segments of cultural practice, and by doing so, it disregards large segments of our society.” - Holly Sidford, President of Helicon Collaborative in her A Philanthropy at Its Best® Report “Fusing Arts, Culture and Social Change”

Our Office has long strived to serve all residents and communities in Seattle by partnering with artists, community groups and arts and cultural and heritage organizations of all sizes and demographics. Inclusive practices and working through an equity lens is a value we strive to uphold. And while our Office is often held up as a model for race and social justice and implementing programs and policies to achieve more equity in all that we do, disparities still exist.

30% of the population in Seattle is represented by communities of color. But the majority of local arts funding does not yet reflect that diversity. In order to truly create a more inclusive and dynamic cultural sector and stay relevant to all the people who live in, work and visit Seattle, we need to evolve our investments in a meaningful way.

Arts Mean Business 2.0 aims to address these current inequities. The **Seattle Office of Arts & Culture (ARTS)** seeks to provide one-time funding to Seattle arts, heritage, cultural and arts-service organizations for pivotal arts jobs that will make a difference in each organization's ability to sustainably carry out its mission in serving under-represented communities - communities of color, immigrant and refugee communities, or those who are differently-abled. Investing in the arts is an investment in the cultural, social and economic good of the city.

APPLICATION DEADLINE

Wednesday, June 11, 2014, 11:00 p.m. PDT.

ONLINE APPLICATION

- Submit your Seattle Office of Arts & Cultural Affairs Arts Mean Business application online:
http://www.seattle.gov/arts/funding/arts_mean_business.asp

APPLICANT ELIGIBILITY

Eligible organizations must be Seattle-based with at least a three-year operating history as a legally established, not-for-profit organization; have as a primary purpose an arts, culture or heritage focus; and demonstrate a record of ongoing artistic or cultural accomplishments

serving Seattle residents. Priority will be given to organizations that represent, reflect and serve under-represented populations – communities of color, immigrant and refugee communities, or those who are differently-abled – and who use the arts as a way to serve these communities in the City of Seattle.

FUNDING LEVEL:

- Up to \$25,000

FUNDS MAY BE USED FOR:

- **Salary support or contract fees**, full or partial, for one position (employee or contract) that is pivotal to the sustainability of the organization in serving an under-represented community.

GRANT PERIOD

These one-time funds may be applied to salary or contract fees starting **no earlier than October 15, 2014** and must be expended **by November 30, 2015**.

FOR HELP IN APPLYING

Assistance with the application or guidelines: Kathy.Hsieh@seattle.gov (206) 733-9926

We encourage you to attend a grant workshop and contact us early for assistance.

Workshops and Technical Assistance

Free Information Sessions

Learn what makes a strong application, including information about other available funding programs. These interactive question-and-answer sessions will cover specifics on eligibility and how to apply. As this funding program has a new focus, all interested applicants are strongly encouraged to attend.

Space is limited. Please register for a session by contacting Elisheba Johnson at (206) 684-7171 or e-mail at Elisheba.Johnson@seattle.gov. Sessions may be cancelled if there is insufficient advance registration.

Wednesday, April 30, 2014 – 3:00-4:30 p.m.

Seattle Municipal Tower, 700 5th Avenue, Suite 4050/4060 in Downtown Seattle

Tuesday, May 6, 2014 – 5:30 – 7:00 p.m.

Seattle Public Library – Douglass-Truth Branch, 2300 E. Yesler Way in Seattle's Central District

Monday, May 12, 2014 – 5:30 – 6:00 p.m.

Twitter Workshop – Join us on Twitter!

All you have to do is tweet #ArtsMeanBiz after your question to join in! Or use the hashtag at any time to search for answers to questions.

Online Application

The Seattle Office of Arts & Cultural Affairs uses a “green” online application to save copying, paper, postage and time. It allows individuals and organizations to apply virtually from any computer.

Eligibility

To apply for this one-time funding, applicants must:

- Be a Seattle-based organization.
- Have as a primary purpose an arts, culture or heritage focus.
- Be incorporated as a not-for-profit in the State of Washington.
- Demonstrate a minimum three-year history of continuous operation and cultural accomplishment serving Seattle residents. (Organizations may apply in their third year, provided their third fiscal year will end no later than September 30, 2014.)

Arts and culture organizations are defined as non-profit 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. **Non-profit organizations that include arts as a primary and major focus of a larger mission** may apply, but must show only arts and cultural programs and finances in the application and documents.

Heritage organizations have as its mission or makes an exceptional contribution 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.

Arts Service organizations provide education and 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.

Organizations receiving funding through any of our programs are eligible to apply as long as the position covered does not overlap with positions already being funded through the Office (specifically through our Work Readiness Arts Program or Youth Arts funding program). Previous recipients may apply again.

What We Can and Cannot Support

Arts Mean Business funds may be used to support a pivotal salaried or contract position that will make a difference in each organization's ability to sustainably carry out its mission in serving under-represented communities. This may be a new position or additional hours for an existing position. Increased pay rates for existing full-time positions will be less competitive for this funding program.

Arts Mean Business awards may not be used for

- Out-of-state employees/contract labor;
- Grantwriting or fundraising salaries or fees;
- Temporary consultant fees for planning; or
- Church, school, college and university department salaries or fees.

Evaluation Criteria

Please note that the application process will be extremely competitive. There is not enough funding to support all worthy applicants.

Applications for Arts Mean Business will be evaluated on the following criteria:

1. **Mission-Based Connection with an Under-Represented Community (40 points)**
Excellent (38-40 points), Very Good (35-37 points), Good (31-34 points), Adequate (21-30 points), Questionable (11-20 points), Unacceptable (0-10 points)
 - The organization's mission, vision and history clearly indicate their deep involvement with an under-represented community.
 - The organization's staff, board and/or artists represent, reflect and serve an under-represented population – community of color, immigrant or refugee community, or those who are differently-abled.
 - The organization uses arts and/or heritage as a way to serve these communities in the City of Seattle.
2. **Strategic Impact of Position (35 points)**
Excellent (33-35 points), Very Good (30-32 points), Good (26-29 points), Adequate (18-25 points), Questionable (11-17 points), Unacceptable (0-10 points)
 - Strategic importance of the position in the organization's ability to sustainably carry out its mission
 - The position provides a meaningful opportunity for the organization to better serve its community, demonstrating a clear public benefit.
 - The position has the potential to help the organization become more economically viable.
 - There is a clear business need for this position.
3. **Organizational Soundness and Feasibility (25 points)**
Excellent (24-25 points), Very Good (21-23 points), Good (18-20 points), Adequate (12-17 points), Questionable (6-11 points), Unacceptable (0-5 points)
 - The organization is well-managed and fiscally stable.
 - The project budget is reasonable.
 - The organization has a sufficient support base (volunteer, financial, board, etc.).

Application and Funding Timeline

- **June 11, 2014 – 11:00 p.m. PDT** – Application deadline. No late applications will be accepted.
- **August 2014** – A review panel will meet to rank all applications and make grant recommendations.
- **September 2014** – Panel recommendations will be presented to the Seattle Arts Commission for final approval.
- **October 2014** - All applicants will receive notice of the panel recommendations. Funded applicants will receive instructions for contracting and necessary documentation. Signed contracts are due back from funded recipients.
- **November 30, 2015** – Final date funding-related expenses may be incurred.
- **December 21, 2015** – Invoices, final reports and documentation due. Recipients will receive the balance of their funding within one month of the receipt of their completed paperwork.

Tips for Success

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

- **read the guidelines and follow the online instructions carefully,**
- **start early** so you can complete the application on time,
- **attend an information session** to get in-person guidance and hear other applicants' questions,
- **talk with the program manager** about any questions, or to review your draft application,
- **save often and be sure to re-read your work** before you submit,
- **submit your application and attachments before the deadline** so you have time to deal with any technical issues.

Please note that this grant requires that you attach four supporting documents to your online application – Operating Budget, Project Budget, Budget Notes, Event Form, Board List and Staff List. The application will only be considered complete if all six are submitted by the grant deadline.

Getting started is easy – go to http://www.seattle.gov/arts/funding/arts_mean_business.asp and start your new application. If this is your first time applying to our Office, please follow the easy directions to set up your organization's account. If you have applied online before to our Arts Mean Business, Cultural Facilities, Work Readiness Arts Program, Arts Jobs Support or our Creative Advantage Community Arts Roster, then please use your existing account to access this application. Contact us, if you've lost your username and log-in for your account.

READ THE GUIDELINES AND help! LINKS ONLINE

Pay close attention to all instructions, information and examples provided. You will save yourself trouble and provide a stronger application. Staff will also be happy to assist you with any questions.

Questions? Call Kathy Hsieh at (206) 733-9926 or e-mail at kathy.hsieh@seattle.gov.

IMPORTANT: OBLIGATIONS OF AWARD RECIPIENTS

- Maintain written contracts outlining employment terms and all other related documentation in separate files.
- Track hours worked and salaries/fees paid for your funded position.
- Submit a Final Report with documentation.

Required Credit: All grant recipients must acknowledge Seattle's Office of Arts & Culture in programs and promotional material, including Web sites.

Timely reporting: It is the responsibility of the grantee to manage the grant contract by meeting the deadlines for returning the contract, invoice(s), documentation and required report. Late or missing paperwork may void the award.

Notice of Significant Changes in Scope: ARTS staff must be informed *in advance* of any changes in the contract details. Failure to do so may result in non-payment of the award.

Taxes: If awarded, you are responsible for reporting this revenue in your organization's tax forms. You are also responsible for reporting any salaries or fees paid from this grant to the appropriate entities.

Compliance with Laws: Grant recipients must comply with federal laws governing Fair Labor Standards: Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act (ADA) of 1990, and any other applicable federal, state and local laws.

Public Information: All of the information in applications, including the narrative and financial portions, is eligible for review and comment by ARTS and will be open to public inspection. Requests from the public for copies of application materials will be honored in accordance with the state law and the city of Seattle's rules on public records requests.

City of Seattle Race and Social Justice Initiative (RSJI):

For more information on the citywide effort to end institutionalized racism and race-based disparities in City government, please visit: <http://www.seattle.gov/rsji/>

RSJI builds on the work of the civil rights movement and the ongoing efforts of individuals and groups in Seattle to confront racism. The Initiative's long term goal is to change the underlying system that creates race-based disparities in our community and to achieve racial equity.