



## City of Seattle

Edward B. Murray, Mayor

### Office of Arts & Culture

Randy Engstrom, Director

## 2016 Work Readiness Arts Program Grant Guidelines

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The Seattle Office of Arts & Culture (ARTS), in collaboration with the **Seattle Youth Violence Prevention Initiative** (SYVPI), is soliciting proposals from arts, cultural and community organizations interested in providing programming that links arts learning and work experiences for Seattle youth ages 12 to 18 years old. Selected projects will serve between eight and 12 youth who have been recruited through the **Seattle Youth Violence Prevention Initiative** program.

**Information** contact Jenny Crooks, Project Manager at (206) 684-7084

<b>Applications</b> <a href="http://www.seattle.gov/arts/work-readiness-arts-program">http://www.seattle.gov/arts/work-readiness-arts-program</a>	<b>Deadline</b> Thursday May 5, 2016, 11 p.m. PST
<b>Workshop</b>  <b>Evening:</b> Thursday, April 14, 2016, 6 – 7:30 p.m. 2100 Building, Board Room 2100 24 <sup>th</sup> Ave S. Seattle, WA 98144  <b>Daytime:</b> Tuesday, April 19, 2016, 12 – 1:30 p.m. Youngstown Cultural Arts Center, South Classroom 4408 Delridge Way SW Seattle, WA 98106	
<b>Eligibility</b> Seattle arts, cultural and community organizations of all sizes and disciplines. Applicants must have a federal tax ID number; city of Seattle business license; and demonstrated capacity to serve youth between the ages of 12 and 18 who face systemic barriers to success with a focus on those with little or no work experience.  Applicants may apply for projects that take place during the summer or during a flexible time-frame starting July 17 through November 30, 2016.	
<b>Funding</b> Funded organizations will receive up to \$16,500 to support direct project expenses: teaching artist fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, space rental, youth stipends, other youth costs, etc.	

## ***Program Overview***

The Seattle Office of Arts & Culture (ARTS), in collaboration with the Seattle Youth Violence Prevention Initiative (SYVPI), is soliciting proposals from arts, cultural, and community organizations interested in providing programming that links arts-learning and work-training experiences for Seattle youth between the ages of 12 to 18 years old. Selected projects will serve between eight and 12 youth who have been recruited through the SYVPI program. Applicants may apply for projects that take place during the summer or during a flexible time-frame between July 17 and November 30, 2016. Projects may apply for funding up to \$16,500 (including youth stipends & travel). It is recommended that projects requesting \$16,500 provide 75 hours of instruction time for youth.

ARTS seeks youth group projects that strongly link arts-learning with development of interpersonal and leadership skills, and [21st Century Skills](#) designed to boost academic, vocational and workplace success. Group project supervisors, SYVPI Neighborhood Network staff and staff from ARTS will work together to ensure that participants learn both specific arts skills and the value of appropriate workplace behavior.

## ***Eligibility and Requirements***

The **Applicant** must:

- have Federal Tax ID number, City of Seattle Business License and be based in the city of Seattle
- have demonstrated capacity to engage youth between the ages of 12 and 18 faced with systemic barriers for success, with a focus on those with little or no work experience
- have administrative capacity to ensure adequate accounting procedures and controls necessary to safeguard funds associated with this award
- contact ARTS project manager and attend mandatory information session.
- discuss project with representative of network in which your proposed project will take place.

The **Project** should:

- take place in South East, South West, or Central neighborhood networks of Seattle (*This applies to where the youth activities take place; organizations may be located anywhere in Seattle. See map of eligible project locations <http://safeyouthseattle.org/whoware/syvpi-network-boundaries-initiative-partners-map/>*).
  - Some projects may receive special exemption to serve youth across more than one neighborhood network but must contact program manager before applying.
- be completed by November 30, 2016
- demonstrate total number of contact hours
- have a realistic budget that includes:
  - a stipend for participating youth
  - funding for youth transportation (bus passes/tokens)
  - costs for snacks/food for youth participants as appropriate to hours of program

- include at least one professional teaching artist who has experience working with youth between the ages of 12 and 18
- have participants create or perform art as a primary part of their engagement and take part in a final culminating event to showcase their experience
- include activities that support work-readiness (e.g., including but not limited to, creating resumes, interview skills, financial management, presentation skills, etc.)
- track attendance

The **Application** must

- include current resumes and/or biographies for lead teaching artist(s) and supporting artist(s)
- include a project activities plan/curriculum
- include a balanced budget (expenses equal income). Demonstrated in-kind and other matching funds is encouraged but not required.

You may submit only one application per year to this program.

### ***Funding***

Funded organizations will receive up to \$16,500 to support direct project expenses: teaching artist fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, space rental, youth stipends, other youth costs, etc. The funding amount and project budget should be inclusive of stipends for each youth participating in the program and may be pro-rated based on attendance.

**This grant will not fund**

- in-school activities or applications from school staff
- elements of the project that are completed before funds are awarded
- purchase of equipment or software
- culminating events only, fundraising/benefit presentations or religious services as primary purpose
- funds may not be used for fund raising, gifts, or organizational administrative costs

### ***Evaluation Criteria***

- **Clearly developed project:** A detailed description of the project activities that provide quality arts-learning, skills development, work-readiness activities, and a clear description of what will be expected from the youth to complete the program successfully. This should include key personnel involved as well as a timeline of the project. It should also highlight day-to-day activities as well as any additional learning experiences such as field-trips, site-visits, etc.
- **Specific arts goals and work-readiness outcomes:** Describe how this project will benefit the participating youth and the community. How the project activities will prepare youth for jobs and leadership opportunities, and promote 21st Century Skills (including perseverance, creative and critical thinking, and communication and collaboration skills).

- **Youth work experience:** Include what experience your organization and teaching artists have with at-risk youth in the 12 to 18 year age-range. Describe how you will work with youth to ensure they remain engaged and productive during your project.
- **Effective organizational capacity and feasibility:** Include detailed information about the organization, its mission, location, neighborhood served, and success in working with youth in a community setting. Illustrate a proven track record of success with youth training programs, a clear realistic budget for the project, and demonstrated administrative capacity to ensure adequate accounting procedures of funds.

## ***Timeline***

A panel made up of community representatives, ARTS and SYVPI staff and will review and evaluate applications according to the program criteria and recommend funding. Funding notification will be made by early June.

## **Completing the online application, work samples and supporting materials**

- Create or update your profile at <https://seattle.cgweb.org/>
- Complete the application online answering all narrative questions fully and complete additional forms including:
  - Budget Form (available here)
  - Project Activities Form (available here)
  - Teaching Artist resume and/or bio
  - Work Sample (optional)

## **Obligations of award recipients**

If funded, applicants will need:

- to attend an contract information session
- to ensure that teaching artists working with youth have passed a background check
- to give credit to the ARTS and SYVPI on promotional material regarding funded project
- to submit invoices prior to receiving payment
- to submit a final report. Final payment will be contingent on approval of final report

## ***Tips***

- Update or complete your basic registration and profile at <https://seattle.cgweb.org/> right away.
- Explore the online application ahead of time, especially if you're a first-time applicant.
- Preview guidelines, check your eligibility and read instruction boxes.
- Attend workshops/information session.
- Meet with coordinators of the proposed network for your project and get feedback on your project prior to submitting your application <http://safeyouthseattle.org/whoweare/contact/>.
- Start writing or outlining your application narrative early. You may wish to write it first in a separate document to see your whole story clearly.
- Be sure to save and re-read your work before you submit.

- 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.
- Submit early in case you need time to correct errors in the application.
- Double-check your budget and make sure income equals expenses.

## ***ARTS Funding Policies***

### **Application materials are public information**

Applications submitted to the Office of Arts & Culture become public information. Members of the public may see and copy them if they make a formal request. This is required by 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. To review funding applications, call the project manager.

### **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.

### **Respects diverse cultures**

ARTS respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through attention to cultural diversity in panel selection, hiring of staff and Commission appointments.
- Developing policies, documents and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation in all aspects of serving their mission.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

**Commitment to Racial Equity**

The Office of Arts & Culture affirms that

- All people, their culture, and their art contribute to the meaning and understanding of our humanity, our society and our planet, and should be honored and celebrated.
- Artists, their art, their process, and the organizations they create and support play a unique role in witnessing and providing inspiration and strategies to eliminate societal inequity and injustice.
- Policies, practices and procedures, both intentional and inadvertent, have resulted in unequal access to education, housing, transportation, healthy food, cultural spaces, and countless other resources for African, Black, Latino(a), Asian, Pacific Islander, Arab, and Native American communities and artists. This systemic, unequal access to opportunity has resulted in generations of unjust and inequitable outcomes for communities of color. The result is an ongoing pattern of oppression and structural racism.
- These social inequities continue to be reflected in the programs, policies and practices of most organizations, including those working in the in arts and cultural community. Therefore, in order to create a more equitable society, funders, arts organizations, and artists should take explicit actions to change our policies, practices, structures and norms.

**The Office of Arts & Culture believes that**

- Addressing historic injustices is a vital component of achieving equity for communities of color.

**Therefore, the Office of Arts & Culture, in partnership with the Office for Civil Rights,** is committed to role modeling best practices in dismantling, and working to educate arts and cultural organizations on institutional and structural racism. We are committed to addressing and increasing community-wide awareness about existing inequities so that we, along with our cultural and community partners, can most effectively work together toward a vision of racial equity.

*(This statement is inspired by and adapted from Grantmakers in the Arts' Racial Equity in Arts Philanthropy: Statement of Purpose.)*