

Application Preview

Hope Corps: An Economic Recovery Program for Seattle's Creative Workforce

Apply at bit.ly/hopecorps2022

INTRODUCTION

The Seattle Office of Arts & Culture (ARTS) invites individual artists, arts educators, cultural producers, arts administrators, and creative workers; small community groups; and arts and cultural organizations of all sizes to apply to participate in Hope Corps by proposing project concepts that 1) generate career opportunities for the local creative workforce and 2) contribute to the wellbeing and resiliency of our communities, over the course of either 6 or 12 months.

The Hope Corps program seeks to connect under- and unemployed workers in the creative industries with career opportunities -- specifically through projects that meet the civic needs of our times, including public health, mental health and healing, food security, storytelling, social connection and belonging, and arts education.

Hope Corps Focus Areas:

- **Public Health** – deliver activities or messages to increase community health and safety
- **Mental Health & Healing** – create safe and nurturing space for dialogue, reflection, creation, and joy
- **Food Security** – provide nourishment for our neighbors and connect us to the earth
- **Media, Journalism & Storytelling** – chronicle this moment in history, amplify important messages and diverse perspectives
- **Social Connection & Belonging** – combat isolation, encourage community building, provide access and connection to people and resources, develop shared experiences
- **Arts Education** – support others to develop creative skills, imagine what's possible, and join in cultural expression

Project Concept Examples:

Note: You are not limited to the below project types.

- Artists-in-residence at schools, in business districts or neighborhoods
- Free performances and arts activations that engage the public
- Free art workshops, lessons, or presentations at community gathering places or online
- Community dialogue, healing circles, social practice
- Capturing current moment in history – audio/visual/written documentation, historical records, community narratives
- Creative campaigns or other outputs that address any of the six Hope Corps focus areas
- Sustain existing paid or unpaid creative, educational, research, and service work that supports any of the six Hope Corps focus area

Application Process

1. Apply to take part in Hope Corps by proposing your project concept and requested funding amount below by Monday, June 6, 2022 at 5:00 pm (Pacific Daylight Time).
2. **Please note all applications must be submitted via Submittable unless you have contacted us and requested another format.** As well as written proposals, we can also accept audio and video responses. Contact Alex Rose, Hope Corps Project Manager, to discuss alternative applications: alex.rose@seattle.gov
3. If your project concept is selected by the panel (August 2022), you will receive a \$500 stipend to develop a final project plan, with support from ARTS staff.
4. ARTS staff will work with selected applicants to ensure project feasibility before entering the contract phase (Fall 2022).
5. ARTS staff will support contracted Hope Corps projects in bringing their vision to life.
6. Hope Corps projects' members participate in
 - Community of Practice convenings (workshops, community building)
 - Showcase opportunities
 - Mid-point and annual assessments and evaluation activities

Deadline for applications: Monday, June 6, 2022, 5:00 pm (PDT)

Funding

Funding amounts range from \$15,000-\$300,000. Please use the following framework as a guide for requesting funding amounts:

6 month duration

\$15,000 / Individuals – employ 1 artist or creative worker over the course of 6 months

- \$12,000 in wages (approximately 15 hrs/week)
- \$3,000 in discretionary budget (materials, courses/workshops/professional development, subcontracting)

\$30,000-60,000 / Small Groups – employ 2-4 creative workers over the course of 6 months

\$75,000-150,000 / Large Groups – employ 5-10 creative workers over the course of 6 months

12 month duration

\$30,000 / Individuals – employ 1 artist or creative worker over the course of 12 months

- \$24,000 in wages (approximately 15 hrs/week)
- \$6,000 in discretionary budget (materials, courses/workshops/professional development, subcontracting)

\$60,000-120,000 / Small Groups – employ 2-4 creative workers over the course of 12 months

\$150,000-300,000 / Large Groups – employ 5-10 creative workers over the course of 12 months

Note: Projects must pay *regularly* contributing creative workers a *minimum* of \$1,500 per month (the equivalent of \$30 per hour x 50 hours per month)

Note: Any party that enters into a contract for Hope Corps assumes responsibility for local, state, and federal reporting to the IRS of related income and payments to creative workers.

Selection Criteria

The Seattle Office of Arts & Culture is committed to reflecting the diversity and cultural richness of our city in the selection of artists and artworks. Artists will be selected based on the following criteria:

- The degree to which the project concept generates **career opportunities for the local creative workforce**.
- The degree to which the project concept meaningfully **addresses one or more of the six Hope Corps focus areas**: public health, mental health and healing, food security, storytelling, social connection and belonging, and arts education.
- The degree to which the project engages with the breadth of cultures in King County and working artists/creative workers from Black, Brown, Indigenous, Asian and diaspora, immigrant, refugee, and other **unserved and underserved communities**.
- The degree to which the applicant **demonstrates the experience and capacity to produce the project**. If they do not have the experience or capacity to produce the project on their own, the degree to which they demonstrate capacity to collaborate and produce with support from staff, production partners, or other partners in Seattle.
- **Strength and artistic vision of past work** (artistic excellence, artistic merit)

Selection Process

Artists will be selected based on the strength of submitted preliminary project concept, work samples, biographical statement, and additional questions and criteria listed above by a panel that consists of artists and cultural practitioners. Selected applicants will be notified by **August 31, 2022**, and will work with ARTS staff to develop a final project plan.

We're Here to Help

- **Questions about this opportunity?** Please contact the Hope Corps Project Manager Alex Rose at alex.rose@seattle.gov
- **Attend an Online Application Workshop (optional)**. Optional virtual info sessions will be held on May 11 and 23, 2022, and a recording of the session will be available on the Seattle Office of Arts & Culture YouTube and on this application page. We highly encourage you to attend an online workshop or view the recording, especially if you are a first-time applicant. In the workshop, ARTS staff will share more information about Hope Corps and review steps of the Submittable application process. See below for RSVP links.
- **Attend an Online Application Draft Review Session (optional)**. Optional virtual feedback sessions will be held on May 27 and 31, 2022. Discuss your draft application or project concept with ARTS staff and receive feedback. See below for RSVP links.

- **Read the guidelines**, online instructions, and, if need be, contact Submittable for any technical questions
- **Submit your application early** – please do not wait until the last day, to avoid errors or technical difficulties
- **Questions about using Submittable?** Submittable maintains an FAQ and offers step-by-step guides on their [help platform here](#). For further assistance with the Submittable online application, please contact Submittable tech support at support@submittable.com.

Hope Corps Online Application Workshops

Information Sessions

- Wednesday, May 11, 2022, 1:00-2:00 pm - [RSVP here](#)
- Monday, May 23, 2022, 6:00-7:00 pm - [RSVP here](#)

Draft Application Feedback Sessions

- Friday, May 27, 2022, 11:00 am-1:00 pm - [RSVP here](#)
- Tuesday, May 31, 2022, 4:00-6:00 pm - [RSVP here](#)

Additional Opportunities

Hope Corps is one of many ways that the Seattle Office of Arts & Culture supports individuals and organizations. [Join our mailing list](#) to learn about professional development, arts funding, and creative youth program opportunities.

APPLICATION INSTRUCTIONS

This form contains a mix of multiple-choice and open-ended questions, as well as requests for file uploads. All questions are required, unless they are labeled optional. We estimate this application will take approximately 1-2 hours to complete. You may save a draft of your application and return to it again later using the Save Draft button located at the bottom of this form.

You may also invite others to collaborate with you on this application - simply click the Invite Collaborators link located at the top of this page and follow the prompts to share your application.

Internet Browsers: Submittable recommends using [Mozilla Firefox](#), [Google Chrome](#), or [Apple Safari](#) when using Submittable. Internet Explorer 11 or legacy versions of Microsoft's Edge browser (prior to version 20) are no longer supported, and you may run into problems if you are using the Submittable platform with these older browsers.

The deadline for applications is **5 p.m. (Pacific Time), Monday, June 6, 2022**. Please allow ample time to complete your application in advance of this deadline; applications will not be accepted after the 5 p.m. (PT), Monday, June 6, 2022 deadline.

Questions about Hope Corps? Please contact Project Manager Alex Rose (alex.rose@seattle.gov) for assistance.

Need tech support? Submittable maintains an FAQ and offers step-by-step guides on [their help platform here](#). For further assistance in using Submittable, please contact Submittable tech support at support@submittable.com.

ELIGIBILITY

The eligibility requirements for Hope Corps are as follows:

- King County-based adult (age 18+ by Aug 1, 2022) artists, arts educators, cultural producers, arts administrators, creative workers; small community groups; or arts and cultural organizations at all stages of their development or career are eligible to apply.
- Projects must adhere to [Public Health – Seattle & King County safety guidelines](#).
- Programming must take place within the city of Seattle, and be promoted and made accessible to Seattle residents, workers and visitors.
- Applicants must pay regularly contributing creative workers a *minimum* of \$1,500 per month (the equivalent of \$30 per hour x 50 hours)
- Projects must be new concepts, or regularly occurring projects/work that have been reimagined or otherwise address Hope Corps goals and focus areas.
- Applicant cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding, resulting from violations of Federal criminal law, such as fraud, embezzlement, or tax evasion.
- Awarded programs will be required to follow all current Federal, State, County and City COVID-19 mandates and protocols. Currently, the City of Seattle requires that all entities contracted with the City, providing face-to-face programming on City-owned property, be fully vaccinated. (If applicable, at the time of contracting, it will be required for awardees to submit verified evidence of vaccination.) More information including Attestation Forms, FAQs and info in other languages are available on the [City of Seattle COVID-19 Vaccination Requirement website](#). If you have any questions or concerns about this requirement, please reach out to Alex Rose (alex.rose@seattle.gov).

The following are **not** eligible for funding:

- Projects that do not address one of the focus areas of this program
- Activities that are not allowed by public health guidelines at the time of submission
- Capital improvement projects
- Private fundraisers or events
- Projects that take place outside of Seattle city limits
- Ticketed events that do not provide an opportunity for the public to participate

I have reviewed the eligibility information above and confirm that I meet the eligibility requirements.*

- Yes
- No - please contact us to discuss your eligibility for Hope Corps

Unsure if you're eligible to apply for Hope Corps? Please contact Project Manager Alex Rose (alex.rose@seattle.gov) for assistance.

APPLICANT INFORMATION

This section of this application form collects basic information about you as an applicant.

I am applying as an:*

- Individual artist, arts educator, cultural producer, arts administrator, or creative worker, proposing to be self-employed for either 6 or 12 months through Hope Corps
- Organization, community group, or artist collective, proposing to employ 1 creative worker for either 6 or 12 months
- Organization, community group, or artist collective, proposing to employ 2-4 creative workers for either 6 or 12 months
- Organization, community group, or artist collective, proposing to employ 5-10 creative workers for either 6 or 12 months

Individual Artist Name or Organization, Community Group, Artist Collective Name*

Individual Applicants: please provide your own name here.

Organizations, Community Groups, and Artist Collectives: please provide the name or your organization, community group, or artist collective here.

(For Organizations only) Does your organization, community group, or artist collective have a tax ID number or a fiscal sponsor?*

- We have our own tax ID number
- We have a fiscal sponsor (please elaborate below)
 - o Please use this space to provide the name of your fiscal sponsor*
- We have neither a fiscal sponsor nor our own tax ID number
- I'm not sure

(Optional) Website

If you have a website related to your creative work, you may provide a link here. Please note that this box will accept one link only, with no additional text.

If you do not have a website related to your creative work, you may leave this question blank.

(Optional) Social Media

If you have a social media account related to your creative work, you may provide a link here. Please note that this box will accept one link only, with no additional text.

If you do not have a social media account related to your creative work, you may leave this question blank.

(For Individuals only) Please provide a short bio or statement about yourself (300 words max.)*:

This replaces a resume request and provides the panel information about your background, both lived and educational or professional experience.

(For Organizations only) Please provide a short bio or statement about your organization, community group, or artist collective (300 words max.)*:

This replaces requests for resumes and provides the panel information about your organization's history, mission, vision, and values.

While envisioned primarily as a funding initiative, Hope Corps may also connect projects with other resources to assist with fulfilling their vision. Please select which resources your project may need support with (please check all that apply):*

- Funding
- Fiscal sponsorship
- Support for developing your project concept into a full project proposal (detailed budget, timeline, etc.)
- Production support

- Matchmaking with an artist or business
 - Matchmaking with a location within Seattle city limits
 - Help with City processes and approvals that may be required to implement a project (e.g. event permit)
 - Marketing
 - Documentation of your project
 - Learning and networking events
 - Managing payroll and taxes
 - Insurance
 - Other resource (please elaborate _____)
 - None
-

PROJECT CONCEPT

This section of this application form collects information about your project concept.

Project concepts that are selected by the panel will receive a \$500 stipend to develop a final project plan, including a detailed budget and timeline. All applicants will be notified of the status of their application by August 31, 2022.

What is the artistic discipline for your project concept? (please check all that apply)*

- Arts education
- Dance / choreography
- Film / media
- Folk / traditional / heritage / craft
- Music / composition
- Theater / opera
- Visual / design
- Literary
- Multidisciplinary service
- Other artistic discipline (please elaborate _____)

Is this project concept for in-person event(s) or programming? (please select one)*

- Yes
- No
- I don't know yet

Is there a particular location or neighborhood in Seattle where you envision this project occurring or focusing its engagement?*

Please use this space to describe the Seattle location or neighborhood where you expect to offer your project.

If you plan to provide online programming only, or are unsure of the location of any in-person programming, you may include that information as your response to this question.

Are you looking to be matched with artists / creative workers to help with this project?*

- Yes (please elaborate below)
- No

If you selected yes above, please detail your needs so that we may better help matchmake with individuals that are in alignment with your project.*

Which Hope Corps focus area does your project address?*

- Public Health – delivers activities or messages to increase community health and safety
- Mental Health & Healing – creates safe and nurturing space for dialogue, reflection, creation, and joy
- Food Security – provides nourishment for our neighbors and connects us to the earth
- Media, Journalism & Storytelling – chronicles this moment in history, amplifies important messages and diverse perspectives
- Social Connection & Belonging – combats isolation, encourages community building, provides access and connection, develops shared experiences
- Arts Education – supports others to develop creative skills, imagine what’s possible, and join in cultural expression

Some projects may fit into multiple priority areas, but please select the **primary**.

Please describe the proposed project concept, how it meets the Hope Corps focus area you selected above, and how it will engage unserved and underserved communities. If applicable, describe any partnerships you envision for the implementation of the project (500 words max). *

Limit: 500 words

If you already have partners onboard (e.g., a school, business, or community center willing to host an artist-in-residence), please upload a letter of partnership commitment listing a point of contact.

[[Choose File]]

Please upload your letter of partnership commitment as a PDF file. If you need assistance converting your file to PDF format, please contact Alex Rose at alex.rose@seattle.gov.

Hope Corps projects must take place in, or be viewable from, public spaces in Seattle city limits, while also being open to the general public. Describe how your project meets this requirement or what kind of support you might need to meet this requirement (200 words max). *

Limit: 200 words

Projects that include ticket fees must provide community benefits to ensure opportunities for lower-income residents, workers, or visitors to participate. If your project has ticket fees, please note your plan for community benefits.

What is the number of regularly contributing creative workers you anticipate employing through this project?*

Please indicate only those who will contribute at least 50 hours per month over the course of your 6- or 12-month project, earning a *minimum* of \$1,500 per month (the equivalent of \$30 per hour x 50 hours per month).

Please identify your requested grant amount (we ask for specific dollar figure in the next question about your budget):*

- \$15,000 (individuals - 6 months)
- \$30,000 (individuals - 12 months)
- \$30,000 - 60,000 (employ 2-4 creative workers for 6 months)
- \$60,000 - 120,000 (employ 2-4 creative workers for 12 months)
- \$75,000-150,000 (employ 5-10 creative workers for 6 months)
- \$150,000-300,000 (employ 5-10 creative workers for 12 months)

Note: Projects must pay *regularly* contributing creative workers a *minimum* of \$1,500 per month (the equivalent of \$30 per hour x 50 hours per month)

Note: Any party that enters into a contract for Hope Corps assumes responsibility for local, state, and federal reporting to the IRS of related income and payments to creative workers.

What is the estimated budget for this project? Please indicate total amount (and in parentheses, list primary line items such as creative workers' wages, supplies, marketing, liability insurance, etc.).*

Example: Total: \$40,000 (Wages: \$32,000. Supplies/Materials: \$6,000. Marketing: \$1,000. Insurance: \$1,000.)

This rough budget will help reviewers envision the scope and scale of your project, and the ways you would spend the funds, if awarded. You may indicate any additional financial support you have secured for this project, if applicable. **Final budgets will be requested for project concepts that are selected by the panel; ARTS staff will provide support in developing these detailed budgets.**

WORK SAMPLES

Please submit **1 - 2 work samples** that demonstrate your abilities and achievements as an individual artist, arts educator, cultural producer, arts administrator, or creative worker, or as an organization, community group, or artist collective. Work samples include, but are not limited to, articles or blog posts; documentation of previous artwork and/or completed projects; and/or documentation of work in community. Your work samples should help demonstrate your ability to successfully implement a Hope Corps project.

- Up to 2 work samples per applicant will be accepted and shared with the peer review panel
- If you are submitting 2 work samples, they must be of different formats (written, audio, video, images)

Please provide your work samples in 2 of the following formats. **Each bulleted item represents 1 work sample:**

- 1 written work sample = 1 writing sample of up to 500 words in PDF format (includes letter of support, blogs, articles, etc.)
- 1 image work sample = 5 images in jpg/jpeg or png format
- 1 audio work sample = up to 2 minutes of audio (audio files cannot be uploaded, so you need to provide a link to your audio sample on SoundCloud, Google Drive, Dropbox, etc.)
- 1 video work sample: up to 2 minutes of video (video files cannot be uploaded, so you need to provide links to your video work sample on YouTube, Vimeo, Google Drive, etc.)

Examples of work sample combinations include:

- 500-word written work sample + 5 images
- 5 images + 2 minutes of audio or video
- 500 word written work sample + 2 minutes of audio or video
- 2 minutes of audio + 2 minutes of video

I will provide work samples in:*

- Written and/or image format
- Audio and/or video format

Please check all that apply. You may provide up to 2 work samples.

Once you have selected your work sample type(s), relevant prompts will appear below.

You may submit up to 2 total work samples across all sample types (written, image, audio, video):

- 1 written work sample = 1 writing sample of up to 500 words
- 1 image work sample = 5 images
- 1 video work sample = up to 2 minutes of video
- 1 audio work sample = up to 2 minutes of audio

Work sample identification information including the year created and a brief description of the sample's relevance to this application are included as part of each image upload. **Please do not leave these fields blank or your application will be returned to you for revision.**

If you need assistance converting your files to an accepted format, please contact Alex Rose at alex.rose@seattle.gov

Written and/or Image Work Sample Uploads

[[Choose File]]

What year was this work sample created? _____

Please provide a brief (1-2 sentence) description of the work sample:

Audio/Video Work Sample Links

To submit an audio or video work sample, please provide a link to where your sample can be found online (e.g., YouTube, Vimeo, SoundCloud, Google Drive, etc.).

- If your link is password protected, please provide the password _____
- If you would like reviewers to view a specific portion of your linked work sample, please provide a timestamp _____
- Please provide a brief description (1-2 sentences) of your work sample link:

Demographic Data

The Seattle Office of Arts & Culture has a [Commitment to Racial Equity](#), and we would like to know how we are reaching underrepresented artists, organizations and communities in Seattle. The

following questions are voluntary and will be used to assess our Race and Social Justice Initiative work citywide. We ask that you answer these questions even if you have answered them before so that we can assess each of our programs. **Answers are being collected for internal assessment and evaluation and are not part of your application. Your personal demographic information will not be shared with selection panels**, but a high-level report of applicant pool demographic information will be shared to indicate broad trends in representation and outreach.

Privacy Notice:

Information that you provide below will become part of a record that is subject to public disclosure. The Office of Arts & Culture will not publish this information, but we are legally bound to provide it upon request. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, see our Privacy Statement at www.seattle.gov/tech/initiatives/privacy.

(For Individuals only) Please indicate the racial categories you most strongly identify with OR select "different identity" and use the open-ended box if you wish to elaborate. (please check all that apply)*

- Asian / Asian American / Asian diasporic
- Black / African American / Afro-Caribbean / African diasporic
- Hispanic / Latina/o/x diasporic
- Middle Eastern / Arabic / North African diasporic
- Native / Alaskan Native / Indigenous
- Native Hawaiian / Samoan / different Pacific Islander
- white / European
- Different identity (please elaborate _____)
- Decline to state

(For Individuals only) Please indicate the gender identity you most strongly identify with or select "different gender identity" and use the open-ended box if you have more than one gender identity, or a gender identity not described here. (please select one)*

- Woman
- Gender non-binary / non-conforming
- Man
- Different gender identity (please elaborate _____)
- Decline to state

(For Individuals only) Do you identify as transgender?*

- No
- Yes
- Decline to state

(For Individuals only) In which Seattle Council District do you currently reside?*

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- I currently reside outside Seattle (please elaborate _____)
- Decline to state

Aren't sure about your Council District? Please use this tool to look-up your Council District:
<http://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers>.

(For Organizations only) Is your organization, community group, or artist collective's mission explicitly centered in and/or reflective of a specific cultural community based on race?*

- Yes
- No

(For Organizations only) If you answered yes above, which racial or ethnic communities? (please select one)*

- Asian / Asian American / Asian diasporic
- Black / African American / Afro-Caribbean / African diasporic
- Hispanic / Latina/o/x diasporic
- Middle Eastern / Arabic / North African diasporic
- Native / Alaskan Native / Indigenous
- Native Hawaiian / Samoan / different Pacific Islander
- Multiple BIPOC communities (please elaborate _____)
- white / European
- Different identity (please elaborate _____)
- Decline to state

(For Organizations only) Is your organization, community group, or artist collective's mission explicitly centered in and/or reflective of a specific community based on social identity? (please select all that apply)*

- Culturally or ethnically focused
- Immigrant and/or refugee focused
- LGBTQ+ focused
- Men focused
- Non-binary and/or gender non-conforming persons focused
- People with disabilities focused
- Seniors/elders focused
- Transgender communities focused

- Unhoused populations focused
- Women focused
- Youth focused
- Different social identity focused (please elaborate _____)
- We do not explicitly focus on any of the above groups any more than the general population

(For Organizations only) In which Seattle Council District is your organization currently based? *

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- My organization is currently based outside Seattle (please elaborate _____)

Aren't sure about your Council District? Please use this tool to look-up your Council District:
<http://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers>.

Ready to submit?

If you would like to save a draft of your application and return to complete it later, please click the Save Draft button below.

If you're ready to submit your application, please click the Submit Form button below. You'll receive a message at the email address associated with your Submittable account confirming that your application has been successfully received and summarizing what to expect next. **Don't see the confirmation email in your inbox?** Please check your spam or junk mail folder, as messages from Submittable are sometimes misdirected there.

[\[\[Save Draft \]\]](#)

[\[\[Submit Form \]\]](#)