



## 2020 Arts in Parks (AIP) Program Grant Guidelines

The Office of Arts & Culture is partnering with Seattle Parks and Recreation to increase arts and community events in parks throughout the city. The **Arts in Parks Program** is an opportunity for the city to invest in the vibrant cultural work being done in and by diverse communities throughout Seattle.

**Information:** contact Jenny Crooks, Project Manager at (206) 684-7084, [jenny.crooks@seattle.gov](mailto:jenny.crooks@seattle.gov)  
TTY: 711 or (800) 833-6384, Tele-Braille: (800) 833-6385.

<b>Application</b> Available at <a href="https://seattle.gosmart.org/">https://seattle.gosmart.org/</a>	<b>Deadline</b> Tuesday, October 22, 2019, 11 p.m. PST
<b>Workshops:</b> Tuesday, August 27 <sup>th</sup> 5:30-7:00pm Southwest Branch Library 9010 35th Ave SW, Seattle, WA 98126 RSVP <a href="#">Here</a>  Thursday, September 5 <sup>th</sup> 5:30-7:00pm Art @ King Street Station 303 S Jackson St, Seattle, WA 98104 RSVP <a href="#">Here</a>	Saturday, September 28 <sup>th</sup> 11:00am-12:30pm Lake City Branch Library 12501 28 <sup>th</sup> Ave NE, Seattle, WA 98125 RSVP <a href="#">Here</a>  Saturday, October 5 <sup>th</sup> 11:00am-12:30pm Rainier Beach Community Center 8825 Rainier Ave S, Seattle, WA 98118 RSVP <a href="#">Here</a>
<b>Eligibility</b> Individual artists, neighborhood arts councils and local community-based groups are eligible. Proposed projects must be presented in <a href="#">eligible</a> City of Seattle park locations between April 1 and November 30, 2020.	
<b>Funding</b> Eligible applicants may request up to \$7,800 one-year funding to support direct project expenses in 2020.	

### ***Program Overview***

This program supports neighborhood arts councils, community-based groups, and individual artists that are seeking to activate [eligible](#) Seattle Parks in underserved and economically constrained areas of the city. This grant supports new and established festivals or events that promote arts and cultural participation, celebrate diversity, build community connections, and activate parks through arts and culture while connecting with under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color.

### ***Program Purpose***

Cultural activities and parks are an essential part of a vibrant, healthy and inclusive community. The mission of Seattle Parks and Recreation is to provide welcoming and safe opportunities to play, learn, contemplate, and build community, and promote responsible stewardship of the land. In partnership with Seattle Parks and Recreation, the Office of Arts & Culture seeks to partner with arts and community groups to create a City where all artists, and communities have the freedom, agency and platform to share and amplify their stories, art, cultures and experiences, regardless of race, class, gender, age, ability, education, country of birth, citizenship, religion and sexual orientation. Organizations, groups and individual artists representing under-resourced communities including low-income, immigrant and refugee communities, and communities of color are encouraged to apply.

### ***Eligibility and Requirements***

The **Applicant** must:

- be an individual artist, neighborhood arts council or local community-based group. Organizations and individual artists representing under-resourced communities including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.
- have a Federal Tax ID number and be based in the city of Seattle. Groups applying are not required to be a 501(c)(3) nonprofit nor are they required to use a fiscal agent.

The **Project** must:

- have a significant arts and culture component,
- be free and open to the public,
- have insurance,
- provide a platform for under-resourced artists and communities,
- adhere to Seattle Park and Recreation's mission statement (see **Program Purpose** above),
- and take place in an eligible city of Seattle park between April and November 2020.
  - (see attached list of preferred parks on page 7).

- Events taking place in Downtown or City Center Parks or at Playfields and green spaces immediately adjacent to community centers are **not** eligible for this funding. Please see this list of ineligible parks on page 8-9.

You may submit only one application per year to this program. Eligible applicants may submit applications for distinct projects to both Arts in Parks (AIP) and [Neighborhood & Community Arts](#)(NCA) as long as the projects meet the respective guidelines and eligibility. If a single project qualifies for both AIP & NCA funding the application may be submitted for both programs but will only receive funding from one of them.

### **Funding**

Funded organizations will receive one (1) year of AIP funding support (for events in 2020) to go towards: artist fees, marketing and promotional fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, required permits and no more than 10% for food-related costs. Funds may not be used for fundraising, gifts, organizational administrative costs not directly related to the project or the purchase of equipment. There is no partial funding for this program. Applicants can apply for the following levels of funding:

- \$1,300 (Requires no track record for event production.)
- \$2,600\*
- \$5,200
- \$7,800\*\*

*\*Only groups with a demonstrated history of producing events can apply for funding at \$2,600 level and above.*

*\*\*Events/projects previously funded at the \$7,200 level in years past may only apply for \$5,200 or less, EXCEPT events/projects that provide a minimum of 12 hours of public programming<sup>1</sup> in an eligible park over the course of at least four (4) days<sup>2</sup>. This restriction is based on feedback from community and to support more projects and help build capacity for events.*

### **This funding may not be used for**

- events not accessible and free to the public;
- religious services;
- events or presentations in which fundraising is the primary purpose;
- gifts;

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<sup>1</sup> *Public Programming* refers to the hours that your event is advertised to the public, for example the times listed on promotional materials where you have scheduled activities for the public to participate in. This does not include set-up or training hours prior to the publicized start time of your event or activity.

<sup>2</sup> This is a new restriction this year. The event days can be consecutive or spread out during the eligible time frame for this program between April and December 2020.

- organizations administrative costs not directly related to the project;
- purchase of equipment or software;
- food related costs above the allowable 10%.

### ***Evaluation Criteria***

Proposals submitted to the program will be evaluated on the following criteria **(50 pts total)**:

- **Strength of Project (20 pts):** A clear, well-conceived event that promotes arts participation and community relations through meaningful and unique experiences. Demonstrates an authentic relationship to cultural community, neighborhood or other community of interest.
- **Community Impact (20 pts):** The Project plan describes meaningful efforts to be inclusive, foster community, encourage participation, reach a diverse audience, and creates accessibility especially for those most impacted by structural racism and oppression.
- **Feasibility (10 pts):** The organizing group has a proven track-record of presenting this and/or other event(s); evidence of community involvement and support; and clear realistic budget for the event.
- **Preferred Parks:** Priority will be given to projects that take place in one or more of the preferred parks identified in the list on page 7, which may particularly benefit from increased use by the public.

### ***Application Components***

- **Demographic Questionnaire:** This will not be reviewed as part of your application but rather to help us learn more about the communities that we serve through our programs so that we can continue to work towards making our programs more equitable. All questions are optional, but the questionnaire will need to be submitted before you can proceed to the rest of the application.
- **Additional Profile Information:** This section provides additional contact information that is specific to this application but not already requested in the registration profile.
- **Application Information:** Brief questions related to how you heard about this opportunity.
- **Project Proposal:** Basic information regarding your event such as dates, location, size, etc.
- **Narrative Questions:** The purpose of these questions is to share information about your event/project, the community it serves and some background about yourself.
  1. **Project Description:** Describe the activities of the festival, event, or project for which you are seeking funds. Include information about how arts and culture will be featured in your project or event.
  2. **Community Building through Arts and Culture:** Please describe who attends your event. How does your project use arts and culture to build community? Describe what your efforts will be to be inclusive, engage diverse populations and increase accessibility.
  3. **Background and Capacity:** Provide a brief history of your arts programming and presenting activities. What support can you provide of your capacity to produce this

event successfully? Describe any key partnerships (with organizations, groups, or individuals) that will assist in the successful completion of this project or event.

- **Project Budget:** Should reflect the cost of the event in 2020, income and expenses should balance, and any donated items or services should be included. There is also a space for you to include some notes about your budget.

### ***Timeline***

End of October 2019	Following the deadline, an independent peer panel of artists, community representatives, and event producers will participate in a racial equity and implicit bias training.
November	The peer panel will review and score applications according to the program eligibility.
Early December	The peer panel meets to discuss each application in relation to the program criteria.
January 2020	The Seattle Arts Commission and Seattle Parks and Recreation leadership will review final recommendations and vote to approve.
Early February	Applicants are notified whether they have been recommended for funding.
Apr – Nov 2020	Partners produce their events and submit their reporting documents to receive funding.

### ***Completing the online application***

- Create or update your profile at <https://seattle.gosmart.org/>
  - Neighborhood & Community Arts and Arts in Parks will use the same application. Follow the instructions in the application system to help identify which program(s) you are applying for.
- Complete the application online answering all questions fully by the deadline.

### ***Obligations of award recipients***

*If your project is selected for funding, you must meet the requirements listed below.*

#### ***Acknowledgement***

Organizations and individuals receiving awards from the Office of Arts & Culture must acknowledge the City of Seattle's support in printed materials, signage visible to the public, via social media or in other

ways appropriate to the project. The Office will supply preferred wording and logos in electronic format.

### ***Public Benefit***

State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide public benefits to citizens of Seattle as a condition of their funding.

### ***Seattle Business License and Washington State UBI Number Are Required for Payment***

Individuals and organizations awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (The business license and UBI numbers are NOT needed to apply for funds.)

### ***Reporting***

After funding recommendations are approved, the Office of Arts & Culture staff will work with the applicant to go over the required reporting documents in order to receive funding. Award recipients no longer need to sign a contract prior their event but will need to confirm the details of their project prior to their project including intended dates and location for a public presentation as well as a provide a copy of promotional material. Partners are paid on a reimbursement basis after projects or services are completed and a final report is submitted (approximately 4-6 weeks after paperwork is received.)

### ***Insurance***

Award recipients will be responsible for securing Event Liability Insurance for their project and list the City of Seattle as additionally insured.

### ***Taxes***

Award recipients are responsible for paying all applicable taxes. At the time of notification, you will need to complete appropriate paperwork and submit and updated W-9.

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

- **read the guidelines**, check your eligibility, 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.
- **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 read and evaluate many 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.
- **double-check your budget** and make sure income equals expenses.

- **submit your application before the deadline** so you have time to deal with any potential technical issues.

### ***Eligible and preferred parks***

#### **LIST OF PREFERRED PARKS**

Please visit the Seattle Parks [website](#) and use the Park Finder to view more information about any of the parks listed.

#### **CENTRAL**

- Dr. Blanche Lavizzo Park
- First Hill Park
- Judkins Park
- Flo Ware Park
- Pratt Park
- Powell Barnett Park

#### **NORTH**

- Albert Davis Park
- Ballard Commons Park
- Lake City Mini-Park
- Mineral Springs Park
- Salmon Bay Park
- University Playfield

#### **SOUTHEAST**

- Beer Sheva Park
- John C. Little Park
- Martha Washington Park
- Othello Park
- Pritchard Island Beach

#### **SOUTHWEST**

- Duwamish Waterway Park
- Highland Park Playground
- Myrtle Reservoir Park
- Roxhill Park
- Westcrest Park

### LIST OF INELIGIBLE PARKS

**Downtown or Center City parks are NOT eligible for Arts in Parks funded projects. Other funding sources are available for projects in these parks.**

2100 Westlake  
Alaskan Way Blvd  
Bell Street BLVD  
Belltown P-Patch  
Cascade Playground  
City Hall Park  
Denny Regrade OLA  
Donnie Chin International Children's Park  
Elliott Bay Bike Path  
Freeway Park  
Hing Hay Park  
Kobe Terrace  
McGraw Square  
Myrtle Edwards  
Occidental Square  
Pier 62/63  
Pioneer Square Park  
Plymouth Pillars Park and Off Leash Area  
Prefontaine Place  
South Lake Union  
Tilikum Place  
Union Station Square  
Victor Steinbrueck  
Waterfront Park  
Washington Street Boat Landing  
Westlake Square  
Westlake Park

**Playfields, parks, and green spaces are NOT eligible for Arts in Parks funded projects. Many of these playfields and parks benefit from Community Centers which have funding sources available or other sources of support for projects in these parks.**

Alki Playground  
Ballard Playground  
Bitter Lake Playfield  
Camp Long  
Carkeek Park  
Delridge Playfield



Discovery Park  
Garfield Playfield  
Green Lake Playfield  
Hiawatha Playfield  
Laurelhurst Playfield  
Loyal Heights Playfield  
Magnolia Playfield  
Magnuson Park  
Meadowbrook Playfield  
Miller Playfield  
Montlake Playfield  
Northgate Park  
Rainier Beach Playfield  
Rainier Playfield  
Ravenna-Eckstein Park  
South Park Playground  
Van Asselt Playground  
Walt Hundley Playfield  
West Queen Anne Playfield  
Yesler Terrace Park

### ***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 regular e-newsletter.*