



OFFICE OF ARTS & CULTURE  
CITY OF SEATTLE

## 2022-2023 Youth Arts Program Guidelines

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Youth Arts Grant supports equitable access to arts and cultural learning opportunities for Seattle's middle and high school-aged youth. Programs occur outside of school hours in person and online and are led by experienced teaching artists working in communities to increase arts and cultural opportunities for young people from diverse racial and socioeconomic backgrounds.

Data shows that the greatest disparities between young people who have access to arts education and those who don't are based on race, socioeconomics, home language, and disabilities. As with all the Seattle Office of Arts & Culture's Creative Youth programs, Youth Arts Grant prioritizes programs serving young people within these demographics.

**Information:** Contact Kristi Woo, Creative Youth Development Project Manager, at (206) 727-8671 and [kristi.woo@seattle.gov](mailto:kristi.woo@seattle.gov).

<p><b>Application</b></p> <p>The application is submitted ONLINE. The application is available through the City of Seattle's grant portal on FLUXX at <a href="https://seattle.fluxx.io/user_sessions/new">https://seattle.fluxx.io/user_sessions/new</a></p> <p>Note: If you are a current Civic Partner, CityArtist, Artist at the Center, or have recently applied to Arts in Parks or the City's Neighborhood Economic Recovery Grant, you might already be registered. Please use your same log-in for access.</p> <p><b>If you don't have computer or internet access</b>, contact staff as soon as possible.</p>	<p><b>Opening</b> <b>March 7, 2022</b></p> <p><b>Deadline</b> <b>April 18, 2022, 5 p.m. (PT)</b></p>
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**Join us for an online Youth Arts Grant Information Session:****Workshop 1**

Tuesday, March 15, Noon-1 p.m.

[RSVP](#)

**Workshop 2**

Tuesday, March 22, 5:30-6:30 p.m.

[RSVP](#)

**Join us for an online Draft Application Feedback Session:****Draft Review 1**

Friday, April 1, Noon-1 p.m.

[RSVP](#)

**Draft Review 2**

Thursday, April 7, 5:30-6:30 p.m.

[RSVP](#)

**Eligibility/Requirements**

- Projects must take place between September 2022 - August 2023 and September 2023 - August 2024.
- Individual teaching artists, art and cultural organizations, youth-service agencies, and degree-granting institutions are eligible to apply.
- Programs must take place and be available to middle and high school-aged young people within the Seattle city limits.
- All teaching artist(s) must have at least 1 year of experience working with the project age group and art/cultural form(s).
- Projects must reflect the Youth Arts Grant priorities and demographics as described above.

**Funding**

- Recipients will receive a total of \$12,000 distributed over two (2) years of Youth Arts funding support for programs in 2022-2023 and 2023-2024.
- Recipients will only receive funding once the program has started. Most awardees submit one invoice halfway through the program for \$3,000 and again at the end of the program for the remaining \$3,000 along with their final evaluation of the program.
- Recipients will not receive funding prior to the program start date.
- Once an invoice is submitted, recipients will receive the funds in 6-8 weeks.

**Funds can be used for**

- Artist fees
- Youth stipends
- Marketing and promotional fees
- Project management and personnel costs

- Supplies
- Space
- Online/Web related items
- Equipment rentals
- Program-related costs

**Funds cannot be used for**

- In-school activities
- Any elements of the proposed project that are completed before funds are awarded
- Equipment/software purchases
- Culminating events
- Fundraising, benefit events, or religious services

**For Assistance, Contact:**

- **Application or Access:** Kristi Woo, (206) 727-8671, [kristi.woo@seattle.gov](mailto:kristi.woo@seattle.gov)
- **Online Technical Support:** Marshonne Walker, [marshonne.walker@seattle.gov](mailto:marshonne.walker@seattle.gov), or Margo Robb, (206) 615-1801, [margo.robb@seattle.gov](mailto:margo.robb@seattle.gov)

**Evaluation Criteria****Review Criteria**

- Applications and projects are evaluated by a community review panel. The panel prioritizes proposals that have a **clear approach**; applicants with a depth of **experience teaching art and creative habits to young people**; and **experience working with communities impacted by structural racism, classism, and/or marginalization by gender or sexual orientation or ability**.
- When the panel reviews your application, you will have the opportunity to earn a total of 100 points (30 + 40 + 30 = 100). The points you earn will determine your final score.

**Review Process and Notification**

- A community review panel of teaching artists, young people and/or advocates determine final scoring of applicants which are approved by the Cultural Investments Committee of the Seattle Arts Commission.
- All eligible applications will be evaluated and scored based on the review criteria.

- Notifications will be sent the end of July 2022.

## **Application Components**

*\*Prior to starting your application, you will be asked to complete a Demographic Survey. This will not impact your funding opportunity.*

Please be ready to attach the following items to your application:

- Resume(s) or Biography(ies) - provide teaching artist resume or bio only not performance focused
- Work Sample - a 1.5-minute video (Provide LINK ONLY using YouTube, Vimeo, Dropbox, Google Drive) and four to six images (jpeg/jpg or png)
- [Lesson Plan](#) - a template is provided, do not use your own
- [Project Budget](#) - a template is provided, do not use your own
- Confirmation Letter from Fiscal Sponsor (if applicable)

**Organizational Qualifications/Teaching Artist Experience (30 Points)** The purpose of this section is to gain information about your individual artist(s), organization mission, and teaching philosophy.

You will be asked to include:

- **Current resume(s) or biography(ies):** The purpose of the requested attachments is to gain information about lead and supporting teaching artist(s) that includes relevant artistic education and teaching experience.
- **Work sample:** The purpose of the work sample is to share a sample demonstrating a past project with youth, reflecting the age range, art and cultural form(s) your project will focus on.

## **Outreach and Access (30 points)**

The purpose of this section is to describe communities and constituent groups that will benefit from this project, thoughtful recruitment and outreach details, mindful intention around accessibility based on in-person meeting (transportation, location), online meeting (supplies, internet and device availability), cost, partnerships, and creative collaborations in and with the community where the project is taking place.

## **Project Plan (40 Points)**

- The purpose is to describe the art project and specific discipline(s) being proposed, youth development goals and strategies, arts skills, and creative habits to be fostered.

You will be asked to attach:

- **Lesson Plan:** The purpose of this attachment is to list the clear objectives and show progression of learning within the project timeline.
- **Project budget:** The purpose is to show that the project can happen with the estimated funds available. Please note that the Youth Arts grant will provide \$6,000 toward your budget for 2022-23 and \$6,000 for 2023-24, if awarded.

### **Obligation of Award Recipients**

#### **If your project is funded, you must meet the requirements listed below:**

By submitting an application, you are promising to meet these requirements if your project is selected for funding.

#### **Seattle-based projects. All program site(s) must be within the city limits.**

**City and State Business Licenses** will be required AFTER funding notice. (You do NOT need a business license to apply.)

Contract states that individuals and groups awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number. The project manager will explain this during your initial contract meeting.

#### ***Cover your licensing costs!***

**You may include cost of business licensing in your budget.** For more information, please visit:

- Seattle: <https://www.seattle.gov/licenses/get-a-business-license>
- State: <https://dor.wa.gov/open-business/apply-business-license>

#### **Contracts with the City of Seattle**

- Award recipients will **sign a contract** committing to implement their project and describing a project plan that outlines activities, including project dates and sites plus venue if closing event is included.
- Award recipients **are responsible for paying all applicable taxes**. At the time of contracting, you will need to complete appropriate paperwork.
- Award recipients **must recognize the support of the Seattle Office of Arts & Culture** in printed materials, signage visible to the public or in other ways appropriate to the project.
- All youth must have signed photo waivers in order to be included in any photos.

### **Youth Arts Grant Appeal Process**

Applicants for the Youth Arts Grant may appeal the recommendations of the independent Peer Panel. Appeals must be based solely on the information included in the original application.

#### **Procedure**

- Applicants wishing to appeal must first contact the staff member responsible for the program to review the decision and hear a summary of the peer panel feedback.
- Appeals must be sent in writing to the Director of the Seattle Office of Arts & Culture within 30 days of formal notice of the Commission-approved decision.
- The Director shall consult with staff and/or members of the Youth Arts Grant peer panel for input in making the final decision.
- If the Director accepts the appeal request, the applicant will be awarded a Youth Arts Grant.
- A rejection by the Director is final and ends the appeal process.
- The Director will notify the applicant of their final decision in writing.

### **Application Tips**

#### **TIPS FOR SUCCESS**

- **Attending a workshop is strongly encouraged, *especially if you're a first-time applicant.***
- **Read and follow the online instructions carefully and give yourself time for questions.** This can be especially important for work samples. Many applicants need assistance but do not leave enough time.

- **Contact 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.
- **Describe the project plans and goals clearly.** A good application tells the reader the who, what, when, where and why and how of the project. Panelists are experienced arts educators looking for specific details.
- **Submit work samples. It is a key element of the application.** Think about your work sample early. You will be asked to submit a 1.5-minute video and four to six images. You will also be asked to describe to the panel, why you selected your work samples. Consider how you can best illustrate to the panel the work you will be doing with youth, or to show work you have done before with the specified age group. Allow the panel to hear, see or read the work of the youth.
- **Click on "Save" or "Update" often and always before moving to a new section.** Be sure to re-read your work *before* you submit. Suggestion: Preview the application, spell-check, re-check and save.
- **Check resume and work sample links** before submitting application to assure properly uploaded. Also, make sure that the links will be available until the end of July 2022.

## **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 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 the 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.