



## Arts in Parks 2024 Guidelines

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### **Grant Overview**

The Seattle Office of Arts & Culture (ARTS) is partnering with Seattle Parks and Recreation to increase arts and community events in parks throughout the city. Through the **Arts in Parks program** the City invests in the vibrant cultural work being done in and by diverse communities throughout Seattle.

This program supports neighborhood arts councils, community-based groups, and individual artists that are seeking to activate [preferred](#) 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 communities most impacted by systemic oppression including low-income, people with disabilities, immigrant and refugee communities, and communities of color.

**Information:** Contact Ashraf Hasham, Program Manager, at (206) 514-1057 or [ashraf.hasham@seattle.gov](mailto:ashraf.hasham@seattle.gov)

TTY: 711 or (800) 833-6384, Tele-Braille: (800) 833-6385.

<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/">https://seattle.fluxx.io/</a></p> <p>If you don't have computer or internet access, contact staff as soon as possible.</p>	<p><b>Opening</b></p> <p>Tuesday, September 26, 2023; 10:00 a.m. (Pacific)</p> <p><b>Deadline</b></p> <p>Tuesday, November 7, 2023; 5:00 p.m. (Pacific)</p>
<p><b>Information Sessions:</b> Receive an overview about the program and how to submit the best application.</p> <p><b>Workshop 1</b></p> <p>Wednesday, October 4; 12:00 – 1:30 p.m. Online / Virtual <a href="#">Register here</a></p> <p><b>Workshop 2</b></p> <p>Friday, October 13; 12:00 – 1:30 p.m. In-person at <a href="#">Jefferson Community Center</a> <a href="#">Register here</a></p>	<p><b>Drop-in Sessions:</b> These will be Q&amp;A sessions where you can receive support with the application system.</p> <p><b>Drop-in Session 1</b></p> <p>Monday, October 23; 6:00 – 7:30 p.m. Online / Virtual <a href="#">Register here</a></p> <p><b>Drop-in Session 2</b></p> <p>Saturday, November 4; 10:00 a.m. – 12:00 p.m. In-person at <a href="#">Garfield Community Center</a> <a href="#">Register here</a></p>

**For Assistance, Contact:**

- **Application or Access:** Alex Chase at (206) 718-3430 or [alexandra.chase@seattle.gov](mailto:alexandra.chase@seattle.gov)
- **Online Technical Support:** Sarah Blumenfeld ([sarah.blumenfeld@seattle.gov](mailto:sarah.blumenfeld@seattle.gov))

## **Grant Purpose**

Cultural activities and parks are an essential part of a vibrant, healthy, and inclusive community. In partnership with Seattle Parks and Recreation, the ARTS seeks to collaborate 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.

## **Eligibility/Requirements**

The **Applicant** must:

- Be an individual artist, neighborhood arts council, or local community-based group
  - Organizations and individual artists representing communities most impacted by systemic oppression 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 (to provide welcoming and safe opportunities to play, learn, contemplate, build community, and promote responsible stewardship of the land),
- Take place in an [eligible](#) City of Seattle park between April 1 and November 30, 2024.
  - View list of [preferred parks](#).
  - 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. View list of [ineligible parks](#).

You may submit only one (1) application per year to this program.

## **Funding**

Funded organizations will receive one (1) year of AIP funding support (for events in 2023) 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, and it is dependent on budgetary approval for 2024. 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/\$7,800 level in years past may only receive funding of \$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
- Organizations' administrative costs not directly related to the project
- Purchase of equipment or software

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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> The event days can be consecutive or spread out during the eligible time frame for this program between April and November 2024.

- Food-related costs above the allowable 10%

### **Evaluation Criteria**

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

- **Strength of Project (20 points):** A clear, well-conceived event that promotes arts participation and community connections through meaningful and unique experiences. Demonstrates an authentic relationship to cultural community, neighborhood, or other communities of interest.
- **Community Impact (20 points):** 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 points):** The organizing group/individual has a proven track-record of presenting this and/or other event(s) or otherwise demonstrates capacity to successfully execute the project; evidence of community involvement and support; and a 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, which may particularly benefit from increased use by the public.

### **Grant Timeline**

*This timeline is an estimate and is subject to change.*

- **End of November 2023:** Following the deadline, an independent peer panel of artists, community representatives, and event producers will participate in a racial equity and implicit bias training.
- **December 2023:** The peer panel will review and score applications according to the program eligibility.
- **Early January 2024:** The peer panel meets to discuss each application in relation to the program criteria and make funding recommendations.
- **End of January 2024:** Leadership from ARTS, Seattle Arts Commission, and Parks and Recreation will review final recommendations and vote to approve.

- **Early February 2024:** Applicants are notified whether they have been recommended for funding.
- **April - November 2024:** Partners produce their events and submit their reporting documents to receive funding.

## **Application Outline & Components**

The City of Seattle started using a new application system, [FLUXX](#), in 2021. If you have not done so already, you will need to create a new profile before you are able to access the application.

- **Contact/Fiscal Sponsor Information:** This section provides additional contact information that is specific to this application but not already requested in the registration profile.
- **Demographic Information:** 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.*
- **Application Information:** Brief questions related to your project, including dates, location, size/scale, etc.
- **Project Information:** The purpose of these questions is to share information about your event/project, the community it serves, and some background about yourself.
  1. **Project Title:** The name of your event
  2. **Brief Description of Project:** Short description of your event or project (for example, something that you might put on a community calendar).
  3. **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.
  4. **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.
  5. **Background and Capacity:** Provide a brief history of your arts programming and presenting activities. How will you ensure the success of your event? Describe any

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

- **Budget:** Fill out and upload the **project budget template** (linked on the [Arts in Parks webpage](#) under "Materials"). Your budget should reflect the cost of the event in 2024, 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.

### **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 or virtual guidance and hear other applicants' questions, especially if you are a first-time applicant.
- **Update or complete your basic registration** and profile at [seattle.fluxx.io](https://seattle.fluxx.io).
- **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, however last-minute help is limited due to timing and volume of requests.
- **Be clear and concise in your application**, as panelists read and evaluate many applications.
- **Save your work** at the end of every page online and 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.

### **Obligation 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 Seattle Office of Arts & Culture (ARTS) 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. ARTS 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 (such as free admission) to residents 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 ARTS 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, ARTS staff will work with the applicant to go over the required reporting documents in order to receive funding. Award recipients will need to sign a contract prior their event, 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 an updated W-9.

### **Preferred Parks**

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

### **CENTRAL**



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

#### **NORTH**

- Albert Davis Park
- Ballard Commons Park
- Lake City Mini-Park
- Licton Springs Park
- Little Brook Park
- Sandel Park
- Virgil Flaim Park

#### **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

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

**The following 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).

### **Grant Appeal Process**

Applicants may appeal the recommendations of the independent community review 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 decision.
- The Director shall consult with staff and/or members of the peer panel for input in making the final decision.
- If the Director accepts the appeal request, the applicant will be awarded a 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 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.

For additional information about funding opportunities and the Seattle Office of Arts & Culture, visit our website at [www.seattle.gov/arts](http://www.seattle.gov/arts), where you can subscribe to our regular eNewsletter.