2020 IMPACT FUNDING APPLICATION GUIDELINES

> **NOTE! These Application Guidelines were for the 2020 application cycle. The information on these pages will give you a good understanding of this funding program and the application process, however some aspects may change for the next funding cycle. Guidelines for the 2021 applications will be available by the end of January, 2021.**

INTRODUCTION

Tacoma Creates. Yes it does!

Tacoma Creates is a powerful opportunity for our community to evolve and flourish and this is just the beginning. We are excited to see the impact that this funding has on the amazing work that is currently being done and how this infusion of resources, capacity building, and collective effort will strengthen our community.

In this inaugural year, we will continue to refine, improve, and grow how Tacoma Creates funding best supports the work of the cultural sector and the public benefits that funded organizations provide in their unique and innovative ways; and we will do this together. We will be in active conversation with the cultural sector and the broader community, drawing on our collective wisdom and experience, and enabling the cultural sector to grow and thrive to meet the needs of people in Tacoma.

It is in the spirit of co-creation that we launch the first cycle of Tacoma Creates funding as we continue to develop, reflect, and evolve how these resources can best amplify the potential for flourishing in our community, together.

-- Amy McBride, City of Tacoma

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ABOUT TACOMA CREATES

Tacoma Creates is a voter-approved initiative to increase access to arts, culture, heritage, and science experiences throughout Tacoma by reducing barriers to access and expanding offerings, particularly for underserved youth. Eligible non-profit arts, culture, heritage, and science organizations may apply for funding that helps them expand equitable access to public programs, increase opportunities in neighborhoods throughout Tacoma, expand educational options for youth, and build sustainability for continued services. Contracts for funding will go to organizations that demonstrate specific support and benefits for people and communities in Tacoma, based on the questions and evaluation criteria described in this document.

For more information, go to www.cityoftacoma.org/tacomacreates.

PRIMARY FUNDING GOALS

- Support public programs in arts, culture, heritage, and/or science that engage community members in Tacoma
- Increase access to these programs, and reduce barriers to participation, especially for historically underserved populations, and within neighborhoods across Tacoma
- Support programming by and for culturally or ethnically specific communities, and/or other underrepresented groups
- Expand access to youth education programs in arts, culture, heritage, and science
- Support the sustainability of cultural sector organizations in Tacoma

DEFINITION OF ARTS, CULTURE, HERITAGE, AND SCIENCE ORGANIZATIONS

Tacoma Creates funding supports organizations, as defined below, whose primary purpose is to advance and/or preserve arts, culture, heritage, or science:

- "Arts organization" means an organization that provides programming across one or more of the following artistic fields: creative place-making, dance, design, folk and traditional arts, literary arts, multi-disciplinary arts, music, media arts, theater, and visual arts.
- "Culture organization" means an organization that provides programming that focuses on extending or sustaining the traditions, customs, language, knowledge, skills, trades, and/or celebrates the achievements of a particular nation, people, or other social identity group.
- "Heritage organization" means an organization that provides programming that focuses on the identification, documentation, exhibition, interpretation, and/or preservation of the past, including the people, places, events, and physical spaces of any community of people.
- "Science organization" means an organization that provides programming across one or more of the following scientific fields: physical sciences, life sciences, natural sciences, earth and space sciences, engineering, technology, and work that applies scientific methods or engineering design cycles.

Tacoma Creates uses the terms "cultural sector" or "cultural organizations" to mean, collectively, organizations whose primary purpose meets these definitions, and who provide public programming in these areas.

FUNDING CATEGORIES

In 2020, eligible organizations may apply to one of two Tacoma Creates funding categories:

- **Comprehensive Organizational Support**
  Open to organizations that meet all five eligibility requirements, described in the Eligibility for Funding section below. Organizations that apply in this category may request up to 15 percent of their total annual budget, based on actual income in their most recently completed fiscal year, up to a maximum of $400,000 per calendar year. Applicants in this category must demonstrate organizational commitment to Diversity, Equity, and Inclusion, as well as strong programming work in all three of these Public Benefit areas: Neighborhood Programming, Increasing Public Access, and Educational Programming for Youth.

- **Impact Funding**
  Open to organizations that meet all five eligibility requirements, or that meet the eligibility exceptions, as described in the Eligibility for Funding section below. Organizations that apply in this category may request a minimum of $3,000, and up to $50,000 per year for a single program or multiple programs. Applicants may propose general public programs, or youth education programs, or both, and must demonstrate a commitment to Tacoma Creates' vision for vibrant, equitable, and inclusive cultural programs. The funding request may be a maximum of 50 percent of the total cost of the proposed programming; applicants must demonstrate at least a 1:1 match of other resources to support the work, which may include volunteer time and donated materials and space. See additional information in the Proposal Budget section.

Organizations may submit only one application. Funding is determined through a competitive application process. The number of contracts awarded, and the funding amount for each contract, is based on availability of funds and review of each application by a review panel, based on the evaluation criteria detailed in these guidelines. Funding from year to year is not guaranteed.

The following guidelines are for <u>Impact Funding</u>. If your organization is interested in applying for Comprehensive Organizational Support, please see the separate guidelines, available at www.cityoftacoma.org/tacomacreates.

ELIGIBILITY FOR FUNDING

Tacoma Creates has specific eligibility requirements, based on Washington State and City of Tacoma regulations. There are five primary eligibility areas, and organizations that meet all five may apply for either Comprehensive Organizational Support or Impact Funding. Organizations that do not meet all five, but do meet the exceptions listed below, may apply in the Impact Funding category.

Here is how to see if your organization is eligible to apply:

- **Primary Purpose**
  Your organization's *primary* purpose must be to advance and/or preserve arts, culture, heritage and/or science, using the definitions as listed in the Definitions of Arts, Culture, Heritage, and Science Organizations section.
    - Exception: Business District Associations and Neighborhood Councils recognized by the City of Tacoma may be eligible in the Impact Funding category (see Special Categories below).

- **Non-Profit Status**
  Your organization is a 501(c)(3) non-profit corporation, incorporated under the laws of Washington State and recognized by the Internal Revenue Service.
    - Exception: if your organization does not have this non-profit status, but meets the requirements for Primary Purpose, Location, and Program Delivery, you may apply for Impact Funding using a Fiscal Sponsor that is a non-profit organization. You can find more information about Fiscal Sponsorship on this document. You will need to submit a letter of commitment from your Fiscal Sponsor in order to apply. Your organization must be a group of people working together towards a specific mission or purpose, and you must have an organizational bank account and a City of Tacoma business license.

- **Location**
  Your organization's official business address is within Tacoma city limits.
    - Exception: if your organization's official business address is outside Tacoma, but within Pierce County, you may still be eligible. If your organization provides at least 65 percent of your public programming in Tacoma, and you meet all of the other eligibility requirements listed here, you may apply in the Impact Funding category.

- **Program Delivery**
  Your organization must directly provide programming or experiences to the general public within Tacoma city limits.
    - There are no exceptions to this requirement.

- **Track Record**
  Your organization has a two-year history of providing programming or experiences to the general public in Tacoma.
    - Exception: if your organization does not have a two-year history, but meets all other eligibility requirements listed here, you may apply in the Impact Funding category.

SPECIAL CATEGORIES

There are two additional types of organizations that are eligible to apply for Impact Funding:

- **Business District Associations and Neighborhood Councils**
  Active [Business District Associations](#) and [Neighborhood Councils](#) recognized by the City of Tacoma may apply for funding for neighborhood-based arts, culture, heritage, and/or science programs or events, especially fairs and festivals, but must have a Fiscal Sponsor that is a 501(c)(3) organization in Tacoma that meets the Primary Purpose criteria of advancing or preserving arts, culture, heritage, and/or science.

- **Affiliate Cultural Programs within a larger non-profit**
  Established and distinct cultural programs that meet the Primary Purpose, Location, and Program Delivery criteria, and are part of a larger non-profit, public-serving organization, may apply if the following additional eligibility criteria are met:
    - Independent mission: Have a published mission statement independent of the parent organization
    - Independent board: Have a board or steering committee that guides the program, independent of the parent organization's board
    - Independent budget: Have a distinct, balanced budget, independent of the parent organization
    - Track record: Five years providing public programming in arts, culture, heritage, and/or science
    - Staff: Have dedicated, paid staff, equal to at least one full-time employee
    - Matching Funds: Provide a 1:1 cash match for Tacoma Creates funds
    - The parent organization must:
        - Be a public-serving 501(c)(3) or 501(c)(6) non-profit organization
        - Be based within [Tacoma city limits](#)
        - Retain no more than 10 percent of any Tacoma Creates funding to support administrative services
        - Submit a completed Affiliate Organization Agreement, which can be found [here](#)

EXCLUSIONS FROM ELIGIBILITY

Certain kinds or organizations are not eligible for any category of Tacoma Creates funding, based on Washington State legislation ([RCW 36.160](#)). Excluded from eligibility is any agency of the state or any of its political subdivisions; any municipal corporation; any organization that raises funds for redistribution to multiple cultural organizations; and any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine.

2020-2021 FUNDING CYCLE & FUNDING REQUESTS

In order to align Tacoma Creates funding with many cultural organizations' fiscal calendars, and to align with the school year, Tacoma Creates will be adopting a July-June annual funding cycle. For this first funding cycle, contracts will go through June 2021, and maximum funding requests will be based on the full year of 2020, plus the first half of 2021.

For this funding cycle only, organizations applying in the Impact Funding category may request up to $50,000 for programs that occur between June 1 and December 31, 2020, and up to $25,000 for programs that happen between January 1 and June 30, 2021, for a maximum total request of $75,000.

WHAT TACOMA CREATES FUNDING CAN SUPPORT

Tacoma Creates can support a wide variety of public programs that advance arts, culture, heritage, and science, that take place within Tacoma city limits. This includes but is not limited to presentations, workshops, exhibitions, events, festivals, and educational programs for all ages. Programs must generally be open to the public, with the exception of Public School Cultural Access Programs that are specifically for Tacoma Public Schools students or teachers. Organizations may charge admission fees for public programs, as long as their application shows efforts to support access. Tacoma Creates funding can also support general organization expenses related to this work.

WHAT TACOMA CREATES FUNDING CANNOT SUPPORT

- Programming that occurs outside of Tacoma city limits
- Work that is commercial in nature
- Charitable fundraisers, even those which include or benefit the cultural sector
- Debt service or endowment building
- Events or activities that promote a specific political agenda or religious practice
- Education programs exclusively for students at a private Pre-K-12 school, or at a college or university
- Payment to anyone who is a current member of the Tacoma Creates Advisory Board or a City of Tacoma employee

APPLICATION TIMELINE

- **Guidelines Released:** January 28, 2020
- **Application Workshops and Support:** February 1 – March 17, 2020 (see Application Support section)
- **Application Deadline for Impact Funding:** March 18, 2020, 11:59 pm
- **Notification of Funding Decision:** No later than May 20, 2020
- **Contracting Process with Funded Organizations:** May – June, 2020
- **Contract Funding Period:** June 1, 2020 – June 30, 2021

APPLICATION SUPPORT

APPLICATION WORKSHOPS
These workshops will cover how the application process works and how to develop a strong application. All applicants are encouraged to send a representative to one of the four workshops. All workshops will present the same information. These workshops are free, and you do not need to sign up in advance. We encourage applicants to read the complete guidelines in advance of attending the workshop, and come with questions.

- Thursday, February 6, 2020, 12:30 pm – 2:00 pm
  Fern Hill Library, 765 South 84th St., Tacoma, WA 98444
  Nearest bus routes are 1, 45, 48, 202; free parking available

- Thursday, February 13, 2020, 5:30 pm – 7:00 pm
  Tacoma Municipal Building, 747 Market St., Room 243, Tacoma, WA 98402
  Nearest bus routes are 1, 11, 13, 16; paid street parking available

- Saturday, February 15, 2020, 10:00 am – 11:30 am
  Centro Latino, 1208 South 10th St., Tacoma, WA 98405
  Nearest bus routes are 28, 57; free parking available

- Tuesday, February 18, 2020, 5:00 pm – 6:30 pm
  Moore Library, 215 South 56th St., Tacoma, WA 98408
  Nearest bus routes are 1, 56; free parking available

To request a reasonable accommodation for these workshops, please contact the Office of Arts & Cultural Vitality at (253) 591-5191. TTY or speech to speech users please dial 711 to connect to Washington Relay Services.

APPLICATION WEBINAR
Staff will present a shorter version of the in-person workshops through a webinar that will be held on Thursday, February 13, 2020, 10:00 am – 11:00 am.

To participate in the webinar, you will need a computer with an internet connection and a phone. For a comprehensive listing of system requirements, please visit this page. To join the webinar:

- Be online 5-10 minutes prior to the start of the webinar
- Click here to get to the webinar platform
- Look for meeting ID # 518 605 618
- Enter this password: TC021320
- Call into the meeting using this toll-free phone number: 888-619-1583
- Enter this participant code: 260264

This webinar will be recorded and posted at www.cityoftacoma.org/tacomacreates.

ONE-ON-ONE SUPPORT
Applicants are welcome to call or email Tacoma Creates staff at any time.

For questions about your specific proposal, eligibility, or evaluation criteria, please contact:

- Lisa Jaret, Tacoma Creates Program Manager: ljaret@cityoftacoma.org or 253-591-5161
  or
- Naomi Strom-Avila, Funding and Cultural Programs Manager: nstrom-avila@cityoftacoma.org or 253-591-5191

For general questions about the application guidelines or the online application, please contact:

- Clarissa Gines, Tacoma Creates Coordinator: cgines@cityoftacoma.org or 253-591-5174

You are also welcome to schedule an appointment in advance. Staff has set aside some specific times for meetings where we can answer questions and provide feedback. These meetings are for applicants with specific questions about the guidelines or their application; please plan to come prepared with your questions. If you have application materials you would like staff to review in advance, please email them to Tacoma Creates staff at least two days in advance of your appointment. Each appointment is 20-30 minutes long, and can be in person at the Tacoma Municipal Building (747 Market St.) or by phone. Sign up for a time online here.

REQUIREMENTS FOR FUNDED ORGANIZATIONS

CONTRACT FOR SERVICES
Each funded organization will enter into a contract for services with the City of Tacoma. The contract will outline specific deliverables that the organization will provide to the residents of Tacoma. Funding will be broken into multiple payment phases spread out over the term of the contract. Organizations will receive final payment after services have been provided. Recipients should be prepared to cover the costs of their programming in the meantime.

INSURANCE
There are no requirements for insurance in order to apply for Tacoma Creates funding. However, organizations that are offered funding contracts will be required to show proof of insurance before funded programming can begin.

There are different types of insurance required depending on what programs/services organizations are providing. Even though insurance is not required at the time of application, we strongly encourage applicants to reach out to their insurance company to get a quote on any insurance that may be required for their organization and the scope of work they are proposing. Applicants may include the cost of insurance in their Tacoma Creates funding request.

- **Commercial General Liability Insurance**: Limits not less than $1,000,000 each occurrence and $2,000,000 annual aggregate. Must include these three endorsements: Additional Insured, Waiver of Subrogation, Primary and Non-Contributory.
    - Required for all Tacoma Creates funding contracts.

- **Abuse and Molestation Insurance (aka Sexual Misconduct Liability)**
    - Required if the funded organization will be working directly with youth under the age of 18, elderly, or disabled people.

- **Commercial Automobile Liability Insurance**
    - Required if the funded organization will require the use of owned, rented, or leased automobiles to complete the services as required by the contract.

- **Workers Compensation Insurance**
    - Required if the funded organization has W-2 employees.

- **Employer's Liability Insurance (aka Stop Gap Insurance)**
    - Required if the funded organization has W-2 employees.

More detailed information about these insurance requirements, including a list of insurance companies that specialize in insuring non-profits, can be found [here.](#)

If an organization is fiscally sponsored, the fiscal sponsor must hold insurance that covers the Tacoma Creates-funded elements of the sponsored organization's work. The Certificate of Insurance must come from the fiscal sponsor, since that is the entity with whom the City of Tacoma will have a contractual agreement.

LEGAL COMPLIANCE
Funded organization must comply with the laws of the Federal Government, Washington State, and the City of Tacoma, including ADA accessibility, non-discrimination, and equal employment opportunities.

BUSINESS LICENSE
Funded organizations must have a City of Tacoma business license.

REPORTING
Funded organizations will provide the City of Tacoma with reports outlined in the funding contract.

FUNDING ACKNOWLEDGEMENT
Funded organizations must acknowledge Tacoma Creates in all appropriate public announcements, programs, advertising, and other forms of notice relating to the funded programming.

EQUITY AND ACCESS OVERVIEW

Equity and Access are central to Tacoma Creates funding priorities. This includes our public mandate to support programming in neighborhoods across the city, and to engage and support traditionally underserved populations. Tacoma Creates invites organizations to be partners in Tacoma's vision for vibrant, equitable, and inclusive cultural programs. Funded organizations will demonstrate how they contribute to this vision through their policies, practices, and programs.

This work may look different for different organizations, depending on their mission, leadership, and the communities in which they work, and there is no single "correct" approach for Tacoma Creates funding.

We recommend that organizations present work that aligns with the framing of Equity and Access below:

EQUITY
Equity means minimizing historical, systematic, and institutional disparities and maximizing opportunities for all people. Equity takes into account context: history, current realities, and future outcomes. Equity advances social justice, which is about the distribution of social and economic resources and opportunities to create a more just society. The purpose of equity in Tacoma Creates programming is to foster greater inclusiveness, increase diversity, and broaden participation in arts, culture, heritage, and science experiences.

Tacoma Creates will use the City of Tacoma's equity index as one way to frame where needs are greatest.

ACCESS
Access is an important part of equity, and in building community participation and engagement. For your Tacoma Creates programming, please think about the following types of access. How does your organization already demonstrate these different types of access, and where do you have opportunities to expand? The prompts below provide ideas and examples, but are not the only ways to support access to public programs. We do not expect organizations to address all of these points, but to think about what makes sense for their programs.

- **Public Access** - Who can attend your programs?
    - Think about how your proposed programs are open to a wide range of people, or, if appropriate, designed for a specific audience who may be currently underserved.
    - Can anyone who is interested in your programming participate?

- **Geographic Access** - Where do your programs happen, and how can people get to them?
    - Think about what difficulties people may have in trying to get to your programs and how your organization can help.
    - Do you publicize what bus lines are near your program location? Are your programs in line with the bus schedules? (Note that all Tacoma Public School high school students are now able to get free ORCA cards.)
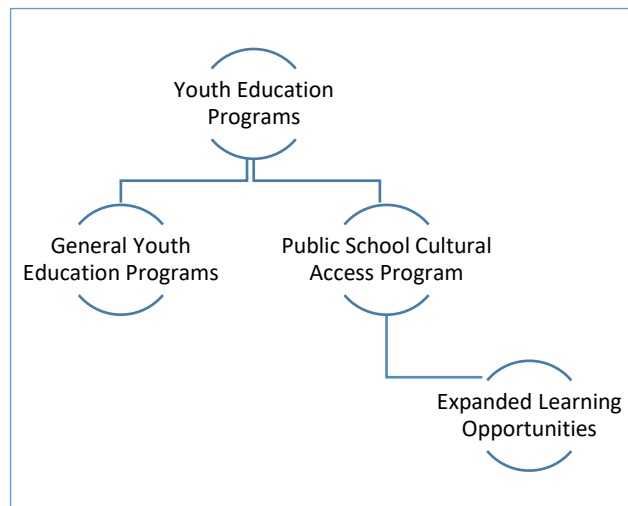
- Is there enough parking available? Is the cost of parking a barrier?
- Is there a safe place to park/store bicycles?
- Are there other transportation options you could provide or support?
- Do you bring your programs to more locations in different communities and/or neighborhoods?
- Can you provide programming at Tacoma Public Schools as part of the Expanded Learning Opportunities / after-school program?

- **Financial Access** – What does it cost to participate in your programs?
  - Think about how cost may be a barrier, and how you may be able to decrease or remove this barrier.
  - What free and reduced-price options do you offer? Do you offer a sliding scale for program admission?
  - How do you make decisions about admission or registration fees for different programs?

- **Acceptance-Based Access** – Will people of many different backgrounds feel like they belong at your programs?
  - Think about ways you can make people feel welcome at your programs, especially if you want to grow and deepen your outreach to a variety of different communities.
  - How can you demonstrate acceptance through interpersonal interactions, use of space, language, signage or symbols, etc., to make people feel welcome?
  - Are there ways that you consider the needs and perspectives of different potential participants in your programs, such as: people of color, people who identify as LGBTQA+, people who speak different languages, people with different levels of education, people with different levels of income, people of different ages, etc.?
  - Will people from different backgrounds see themselves reflected in the staff or volunteers they encounter at your programs?

- **Interest-Based Access** – Does your intended audience relate to the content or subject matter of your programs?
  - How do you choose what programming to offer?
  - How do you connect with the community to learn what people are interested in, particularly if you are presenting programs designed for a specific cultural community or identity group?

- **Communications Access** – How do you promote your programs so that many people know about them?
  - How are you getting the word out about your programs? What tools and methods are you using?
  - What networks are you connected with to help spread the word to the populations you are trying to reach?
  - How are you developing connections with communities you don't currently serve?
  - Are any of your communications in more than one language or format?

- **Physical Access** – Does your program address the needs of people with disabilities and the requirements of the Americans with Disabilities Act?
  - What is the experience for people with disabilities at your facility or program? Are people with mobility limitations able to access your program easily?
  - Do you have tools to support people who are autistic, Deaf or hard of hearing, or blind or vision-impaired?
  - Do you provide any programs specifically for people with disabilities, either physical or cognitive? Have you talked with people with disabilities to understand what their needs are?

YOUTH EDUCATION PROGRAMS

Education programming for youth (under age 18), especially underserved youth, is a central part of Tacoma Creates. Organizations have the opportunity to increase access to arts, culture, heritage, and/or science education programs in a variety of ways. The Public School Cultural Access Program (PSCAP), which is part of Tacoma Creates legislation, puts a special focus on our commitment to serve Tacoma Public Schools (TPS) students and teachers. We encourage organizations to consider how they can participate in PSCAP, which will increase access to cultural learning opportunities for all TPS students, with a priority focus on schools with the highest levels of need.

Tacoma Creates has been working with TPS and other community partners to develop an after-school program called Expanded Learning Opportunities (ELO), which provides a system ready to accept cultural programming. This system of support provides a consistent schedule, registration, facility management, site coordination, snacks, and transportation, and seeks consistent quality programming over the course of the school year. ELO programs are described in more detail below.

In addition to ELO, PSCAP programs may include other opportunities exclusively for TPS students or teachers, such as presentations or residencies during the school day, or field trips for TPS students to attend programming at your facilities, or professional learning programs for TPS educators.

Tacoma Creates is also interested in general Youth Education Programs that are open to all youth, not just TPS students, and can support such programs whether they are at your own facility or at other locations in the community.

EXPANDING LEARNING OPPORTUNITIES (ELO)
We encourage organizations interested in providing arts, culture, heritage, and/or science education programming in the after-school space at TPS sites to participate in the ELO program.

For organizations applying for Impact Funding, Tacoma Creates will provide funding to cover approved ELO programs in addition to funding for other approved public programs or youth education programs. As such, the total contract amount for organizations approved to provide ELO programs may exceed the $50,000/year request limit, and you do not need to include expenses for any proposed ELO programs in your application budget.

The ELO program is part of the Whole Child Partnership, which is a developing collaboration between Tacoma Public Schools and many other local organizations that care about quality programming for youth during out-of-school-time hours. As part of this effort, Tacoma Creates is working in partnership with Tacoma Public Schools, and three ELO partners: Metro Parks Tacoma, Greater Tacoma Community Foundation, and YMCA of Pierce and Kitsap Counties, to develop an environment for after-school learning that is convenient, reliable, affordable, and easy to navigate by students and their families.

The ELO space provides an easier entry point for organizations to participate as a provider of after-school programs and serve students at 14 elementary schools and 5 middle schools. With a focus on equity and access, snacks and transportation are provided for participating youth, and all ELO classes supported by Tacoma Creates are offered at no cost to students.

2020-21 ELO SCHOOL YEAR SCHEDULE
ELO classes happen during a consistent timeframe and schedule, and run throughout the school year, from September 2020 – June 2021. There will be 4-5 ELO sessions, with each session about 6-10 weeks long, depending on the school. Classes meet twice a week, after the school day ends, generally either Mondays/Wednesdays or Tuesdays/Thursdays. Proposed programs need to fit within pre-defined parameters of the schedules and requirements.

ELO ELEMENTARY SCHOOLS
Tacoma Creates-supported programs may happen at the following elementary schools:

- Arlington
- Blix
- Boze
- Delong
- Fern Hill
- Franklin
- Larchmont
- Lyon
- Manitou Park
- McCarver
- Northeast Tacoma
- Roosevelt
- Stafford
- Whitman

Classes can be offered for grades K-5 all together, or narrower grade bands: K-1, 2-3, 4-5. ELO programs at these schools are managed by ELO partners: Metro Parks Tacoma or Greater Tacoma Community Foundation.

Instructors are usually at the school from 3:15 – 6:00 pm. Instructors will be with students before and after the actual class times to support student check-in, supervision, and snacks times. The tentative daily schedule is as follows:

- 3:15 pm: Instructors arrive onsite, check in with site staff, prepare for class
- 3:30 – 4:00 pm: Greet and engage with students, supervise snack time
- 4:00 – 5:15 pm: Teach class
- 5:15 – 5:45 pm: Engage with and help supervise students during transition time
- 5:45 – 6:00 pm: Students are picked up or get on the bus

ELO MIDDLE SCHOOLS
Tacoma Creates-supported programs may happen at the following middle schools:

- Baker
- First Creek
- Giaudrone
- Stewart
- Truman

All classes are offered for grades 6-8 together. ELO programs at these schools are managed by our ELO partner, YMCA of Pierce and Kitsap Counties. The schedule will be similar to the elementary schools, but will vary depending on the school, and may happen between the hours of 2:30 and 6:00 pm.

FUNDING FOR ELO PROGRAMS
For the 2020-2021 school year, the standard amount Tacoma Creates will pay for one session of one ELO class is $1,600. This amount is designed to cover expenses for a class that meets twice a week for 7 weeks; each day of class involves 2-2.5 hours onsite at the school, with approximately half of that time for instruction and the other half for prep and supporting student supervision and transitions before and after class. This funding amount is meant to cover pay for one instructor's time for the series of classes, as well as required meetings and trainings, basic class supplies, and organizational expenses related to overseeing and managing the ELO class. Organizations must pay instructors a professional rate for time at the schools and for required trainings and meetings.

There may be a few exceptions to this standard fee, for classes with unique requirements. If your organization's expenses for a class would exceed this standard amount, please explain that in the application form, and outline the cost of additional expenses you would need to run the class. For example: a class that requires extensive consumable supplies, a class that has a curriculum-based need for a second instructor, or

an organization that wishes to grow their pool of experienced teachers by supporting an emerging educator as an apprentice teacher.

If you are interested in funding support to purchase equipment or other re-usable supplies (for example: instruments, digital cameras, costumes), or if you have other additional requests to support your ELO work (for example: teacher training, curriculum development, guest instructors), please build those in to your overall Tacoma Creates proposal and budget request.

ELO FUNDING REVIEW, PROGRAM ASSIGNMENTS, AND PARTNERSHIP ROLES
There will be a two-step process for approving and funding organizations for ELO programs:

1. The review panels for Tacoma Creates funding will recommend to the ELO partners those organizations which are well suited to provide ELO programs.
2. The ELO partners will review recommended ELO proposals for alignment with their schools' needs and schedules, and to achieve a balance of different types of programs for different age groups at each school.

Organizations approved to provide ELO programming will work directly with and through the ELO partners. If selected, organizations will be responsible to the ELO partners for program delivery. All instructors will be required to participate in background checks, as well as safety-related trainings and site-based orientation provided by the ELO partners.

The ELO Partners will:
- Schedule and coordinate space at TPS locations
- Coordinate background checks
- Provide onsite coordination
- Coordinate student supervision
- Distribute snacks
- Coordinate with bus transportation
- Register students and track enrollment, attendance, and other student data
- Market classes, with participation by organization and instructors
- Provide required orientation, onboarding, and ongoing professional learning support

The Tacoma Creates-Supported Organization will provide:
- A qualified instructor who meets all professional obligations of the partnership, which will include high quality instruction as well as supervision of students before/after classes
- Organizational support and oversight, as appropriate
- Participation in marketing and communications efforts to support enrollment
- All necessary insurance and background check documentation
- A substitute instructor in the event of primary instructor absence
    - Note that any potential substitute must have completed a background check in advance. If a background-checked instructor is not available, the ELO partner will be required to cancel the class for that day
- All materials to support classroom activities and student learning

In addition to providing funding support for these classes, Tacoma Creates will offer occasional training and convening opportunities for organizations participating in ELO.

PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES (Optional)

Tacoma Public Library (TPL) is interested in working with cultural sector organizations who can provide educational programming for library patrons of all ages, with an emphasis on programming for youth (pre-K – teens). This is an opportunity for organizations to bring short programs to communities in different parts of the city, with TPL providing space and marketing.

Organizations may propose programs that are between 1-3 hours in length, with minimal technical support needs. TPL's goal for educational programs is to keep youth and families engaged in reading and learning activities throughout the year, and especially during the summer. This year's Summer Reading theme is "Imagine Your Story" – organizations are encouraged to suggest programs that connect to myths, fairytales, or folklore.

Selected organizations will be asked to present the same program at multiple library locations, with an emphasis on the branches in higher-needs neighborhoods, as defined by the City of Tacoma's equity index. This includes the South Tacoma Branch, Fern Hill Branch, Moore Branch, and Mottet Branch.

If your organization is interested in this opportunity, please complete this optional section in the application form. The Tacoma Creates funding review panel will recommend to TPL organizations who demonstrate experience working with youth and families. TPL will do further review and, if they are interested in your organization's programming, they will contact you directly regarding next steps.

If your organization is selected for this opportunity, additional funding will be added to your Tacoma Creates funding contract to support this work. Do not include proposed TPL programming in your application budget. Any funding to support programs at TPL locations would not "count" against the maximum funding request amount for Impact Grants.

APPLICATION REVIEW CRITERIA

Each application will be reviewed by a panel of 5-7 community members. Panelists will review each application individually and as a group. Panelists will use the criteria listed below, and will score each criteria category using a 30-point scale.

PROGRAMMING MERIT AND VALUE
- Clarity of organization's mission, goals, key programming, and alignment with Tacoma Creates funding goals
- Proposal clearly explains one or more public programs and/or youth education programs that advance arts, culture, heritage, and/or science
- Individuals leading public programs and/or youth education programs have relevant skills, background, experience, and/or training
- Presentation of work that enhances, broadens, or diversifies cultural programs and services within Tacoma
- Programming serves culturally or ethnically specific communities, and/or other underrepresented groups (such as LGBTQA+, people with disabilities, older adults, etc.)
- If the organization is proposing education programs as part of the regular school day for Tacoma Public Schools students: they demonstrate support for and alignment with basic education goals, as well as collaboration/commitment on the part of Tacoma Public Schools teachers/administrators

COMMUNITY ENGAGEMENT AND IMPACT
- Programming is responsive to the communities the organization engages or intends to engage; there are demonstrated connections and collaboration with communities
- Community members are engaged in planning, delivery, and evaluation of programming. For youth education programs, this includes incorporating input from students.
- Demonstration of how programming benefits or supports people in Tacoma, especially people representative of historically underrepresented cultures and communities
- Programming strengthens community connections and engagement by providing opportunities for community interaction, education and outreach programs, or other intentional strategies for building and sustaining community engagement

EQUITY AND ACCESS
- The organization demonstrates how their public programs and/or youth education programs support Tacoma Creates' vision for equitable and inclusive programming
- The organization demonstrates plans to support and/or increase public access to and participation in cultural sector programs
- The organization demonstrates commitment to equity and access through demonstration of current or past work, and/or clear, specific, and achievable plans for future work – both internal organization work as well as external programming work
- The organization involves, represents, and centers people and communities that have been most impacted by structural racism and other social and economic inequities

CAPACITY AND FEASIBILITY
- The organization demonstrates success with at least one similar public program and/or youth education program in the past, and/or demonstrates abilities and capacity based on the relevant experience of the key individuals leading the proposed programs
- Programming planning is well thought out; implementation timeline is clear and achievable; plans include appropriate outreach, promotions, and feedback approaches
- There are plans to measure and evaluate program implementation and outcomes
- The organization shows that they have resources to make their plans happen: the budget is practical, complete, and aligned with the proposal narrative; individuals providing professional cultural services receive compensation; there is a mix of donated goods and services as well as earned and contributed dollars to match (or exceed) the funding request; there is demonstrated staff and volunteer commitment to produce the proposed programming

HOW TO APPLY

APPLICATION FORM
Applications must be submitted through the Tacoma Creates Impact Funding online application form at
https://tacomaarts.submittable.com/submit

APPLICATION DEADLINE
Impact Funding applications must be submitted online by **March 18, 2020, 11:59 pm**. Applications received after this date will not be reviewed, and will be ineligible for funding regardless of the merit of the application. Note that staff will not be available to answer questions or offer technical support after 5:00 pm on March 18.

We encourage applicants to read through all of the information in this document prior to starting the online application form. It may be helpful to develop your responses to the Narrative Questions in a Word document, and then copy and paste them into the online application form. Please refer to the Application Review Criteria section above to understand how your application will be evaluated.

APPLICATION COMPONENTS

The online application will ask for the following information:

ORGANIZATIONAL INFORMATION AND ELIGIBILITY
Basic information about your organization, contact information, and other information to confirm your eligibility for Tacoma Creates funding. If you are applying under a fiscal sponsor, you will need to enter their information, including a letter of commitment.

BACKGROUND DATA AND FUNDING REQUEST
- Total organizational budget (income and expenses) for the past two completed years
- Attendance history for the past two completed years
- The amount of Tacoma Creates funds you are requesting. Please refer to the Proposal Budget section for more information about funding request amounts.

NARRATIVE QUESTIONS
These questions give you the opportunity to tell your organization's story and to demonstrate how your work aligns with Tacoma Creates funding goals and evaluation criteria. You should assume that the panelists who will review your application are not familiar with your work, so be as clear and specific as possible. Note that there are word limits for each section.

- **ORGANIZATION MISSION / PURPOSE (50 words)**
    - What is your organization's mission? Please share in 1-2 sentences your organization's main purpose.

- **ABOUT YOUR ORGANIZATION (200 words)**
    - Tell us a little bit about what your organization does, and why.
    - What are your organization's key goals that align with Tacoma Creates goals?
    - Whom do you serve? If you have target audiences, please tell us who they are.
    - How long have you been providing programming in Tacoma?

Programming - Organizations applying for Impact Funding may propose Public Programs, Youth Education Programs, or both. If you are interested in only one or the other, there will be an option in the application form to skip the questions that do not apply to your application.

- **PUBLIC PROGRAMMING (350 words)**
  What public programs will you present with Tacoma Creates funding support during the current funding cycle (June 1, 2020 – June 30, 2021)? Public programs may include events, presentations, workshops, festivals, and education programs for adults. Do not include information about any education programs for youth under the age of 18 in this section; you will enter this information, if applicable, in the Youth Education Programs section below. Please answer the following questions; if you are asking for funding support for more than one program, answer all questions for each program.
  - What will you create or present?
  - When and where will it happen? Be as specific about dates and locations as possible.
  - How will your programming benefit or support people and communities in Tacoma?
  - Who are the key individuals in your organization (staff or contracted) that will carry out your programming?
  - What does the planning timeline for your programming look like? What are some important steps and/or dates that you have lined up for your programming?
  - About how many people do you expect to serve with this programming?

  Partnership and collaboration (150 words)
  - Are there individuals or organizations outside of your organization that are key to these programs? If so, who are they, and what is their role?

  Marketing and promotion (150 words)
  - How will you get the word out about your programs?
  - If you have goals to grow or diversify your participants, how will you do that?

  Evaluation (150 words)
  - What does a successful program look like for your organization?
  - How do you measure success?

- **YOUTH EDUCATION PROGRAMS**

  Education Background and Approach (200 words)
  Tell us about your organization's experience providing education programs for youth under the age of 18. What kinds of education programs do you offer, and why? How do your education programs connect to your organization's overall work?

  Proposed Youth Education Programs (350 words)
  What are the youth education programs that you will offer with Tacoma Creates funding support in this funding cycle (June 1, 2020 – June 30, 2021)? (Do not include ELO programming in this section; you will enter this information, if applicable, in the Expanded Learning Opportunities section below.)
  - What kinds of programs will you offer, and who are your intended students?
  - Where do your programs take place?
  - When do your programs take place, and how often do they happen?
  - How does your organization consider diversity, equity, inclusion, and access when planning and carrying out your education programs? How is input from students used to inform programming?
  - Who are the main individuals that will carry out your education programming? What background, experience, and/or training do they have that makes them a good fit for this work?
  - About how many people do you expect to serve with your youth education programs?
  - Optional: If you are providing programs as part of the regular school day for Tacoma Public Schools students, tell us about how you collaborate with classroom teachers and how you support basic education goals.

  Marketing and promotion (150 words)
  - How will you get the word out about your youth education programs?
  - If you have goals to grow or diversify your youth participants, how will you do that?

  Evaluation (150 words)
  - What does success look like for your youth education programs?
  - How do you measure success?

- **EXPANDED LEARNING OPPORTUNITIES (Optional)**
  We encourage organizations interested in providing arts, culture, heritage, or science education programming in the after-school space at Tacoma Public Schools to participate in the ELO program. Please refer to the Youth Education Programs section for more information about ELO programs. If your organization is interested in proposing ELO programs, this section of the application form will ask for:
  - Primary contact person and contact info for ELO programs
  - Class title
  - Brief class description
  - Classroom space / equipment needs
  - Grade levels
  - Class outline
  - Class instructors – including background and bio or resume
  - Budget needs that exceed the standard fee for each class
  - Opportunity to share questions, ideas, or general notes about ELO program

- **NEIGHBORHOOD ENGAGEMENT & INCREASING PUBLIC ACCESS (250 Words)**
  In which **Tacoma neighborhoods** will you present your programming? The application form will include a checklist for you to indicate where you will provide programs.

  Tell us about how you work in different neighborhoods and how you support and/or increase access to your programs:
    - How do you involve people in the communities where you provide programs?
    - If you are offering programming at locations other than your main location, how or why have you selected these locations?
    - How do you support access to your public programs? Think about the examples of access listed in the Equity and Access Overview section. Are there any specific barriers to access that you are planning to focus on?

- **DIVERSITY, EQUITY, AND INCLUSION IN YOUR ORGANIZATION (350 words)**
  How does your organization take part in diversity, equity, inclusion, and/or social justice efforts?

  We expect that this work looks different for different organizations, depending on the type of work you do, and the social identities of your organization's leaders, staff, and audience/participants.

  If your work is rooted in and for historically underrepresented communities, tell us about how your work contributes to Tacoma Creates' vision for equitable and inclusive programming. How can Tacoma Creates funding support help you continue or evolve your work in this area?

  If your work is not rooted in and for historically underrepresented communities, tell us about how you have addressed or will address diversity, equity, inclusion, and social justice efforts internally within your organization.
    - Tell us about any policies or practices that have helped your organization contribute to Tacoma Creates' vision for equitable and inclusive programming? How can Tacoma Creates funding support help you continue or evolve your work in this area?
    - If this is not work your organization has done yet, how will Tacoma Creates funding support help you develop organizational practices that support equitable and inclusive programming?

- **PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES (Optional)**
  Please refer to the Programming at Tacoma Public Library Branches section for more information about this opportunity. If your organization is interested in proposing TPL programs, this section of the application form will ask:
    - What type of programming could your organization provide at TPL branches?
        - Summer education program for children or teens
        - School year education program for children, teens, or seniors
        - General event presentation for the public (e.g. a reading, lecture, workshop, short performance, etc.)
    - What programs/events/presentations would you be like to offer at TPL branches? You may propose up to three programs. For each program, tell us:
        - Program title
        - Brief program description
        - Ideal age group (children, teens, adults, families, seniors)
        - Organization's cost for presenting program
    - Has your organization presented the same or similar one-time programs at other public locations in the past? If so, tell us where and when.

- **FIELD TRIP PROGRAMMING (Optional)**
  Metro Parks Tacoma plans to coordinate field trip opportunities for Tacoma Public Schools elementary students on school holidays and district data days, and Tacoma Creates is financially supporting some of this programming. If your organization could host field trip activities at your facility, and/or provide educational programming for grades K-2 or grades 3-5 students, please indicate this in the application form. Metro Parks will contact organizations directly if they are interested in discussing your programming possibilities. If your organization is selected for this opportunity, additional funding will be added to your Tacoma Creates funding contract to support this work.

PROPOSAL BUDGET

Your budget is an important part of your proposal: it provides an opportunity for you to demonstrate that you have a financial plan for completing your proposed work, and to demonstrate the additional resources and community support that will help ensure success.

Your funding request may be a maximum of 50 percent of the total cost of the proposed program(s); there must be at least a 1:1 match of other resources to support the project. The resource match may include donated goods and services ("in-kind support," including volunteer time, donated materials, donated space, etc.) as well as earned or contributed cash income. Lower funding request amounts may rely more on donated goods and services; higher funding request amounts should generally have more cash resources in their match.

- Example #1: An organization's total programming cost is $6,000. They request $3,000 from Tacoma Creates and match this amount entirely with $3,000 worth of volunteer time and donated materials necessary to complete their program.

- Example #2: An organization's total programs cost is $80,000. They request $40,000 from Tacoma Creates, and match that amount with $20,000 from other public and private funders, $5,000 from individual donors, $5,000 of earned income from tickets and sales, and $10,000 in donated goods and services.

You may include general organizational expenses in your budget, such as increasing paid staff time or purchasing needed supplies and materials to help your organization grow. Do not include expenses for Expanded Learning Opportunities programs, Metro Parks Field Trips programs, or Tacoma Public Library programs; if your organization is approved for providing these services, additional funding will be added to your Impact Funding contract. (Exception: if you are requesting Tacoma Creates support for ELO expenses that are outside of the standard fee, such as any equipment or extra staffing costs, please include these costs in your project budget.)

The online application form provides a budget spreadsheet to fill out. It asks for projected amounts for cash expenses, cash income, expenses covered by donations, and donated goods and services. The total projected expenses must equal the total projected resources.

- **Projected Expenses**
  In the Projected Expenses column, list all costs associated with your proposed programming, separated into the "Cash" and "Donated Goods & Services" sections, as appropriate. Expenses may include, but are not limited to:
    - Staff, contractors, consultants
    - Materials, supplies, equipment
    - Space to develop or present work
    - Security, safety, or access services
    - Promotion/marketing
    - Insurance, permits
    - Related organizational expenses (general organizational expenses not to exceed 20 percent of total budget)

- **Projected Income**
  In the Projected Income column, please list all sources of support for your proposed programming, separated into the "Cash" and "Donated Goods & Services" sections, as appropriate. Resources may include, but are not limited to:
    - Admission, registration, or tuition fees
    - Concessions sales
    - Donations from corporations / small businesses
    - Grants from foundations
    - Funding from city, county, state, or federal departments
    - Individual donations
    - Organization's own cash
    - Volunteer time – volunteer hours may be calculated at $32/hour, based on Independent Sector research
    - Donations of supplies, materials, or space to develop or present work

Please be as specific as possible, listing quantities and rates in the descriptions, where appropriate (for example: not just total ticket sales, but numbers of tickets at a particular price). List the specific sources of the income or donated resources, especially for any confirmed donations from individuals or business. There are a limited number of lines in the budget form, and it is fine to group categories of income and expense together.

In the far-right column, indicate whether the income or donated resource is confirmed or not. It is okay to have a mix of confirmed and unconfirmed sources; showing some confirmed resources demonstrates more capacity and/or community support.

Here is the Budget Form that you will need to complete and upload in the online application.
To see an example of a completed budget form, click here.

REPORTING AND PAYMENT OPTIONS

The full funding amount will not be available to funded organizations until the end of the funding cycle (June 30, 2021), or until after programming is complete. Organizations should be prepared to cover the costs of their programming until that time; however, funding contracts will include at least two payment phases to help support program development.

Organizations can choose between the following payment and reporting options:

- **Option 1**
  Receive one payment at the start of the project and one payment after main event has been completed. Only one final report will be required. Tacoma Creates will provide the report form to collect programming data and outcomes, as well as expenses in different areas. *This option is for organizations proposing a one-time program or short series.*

- **Option 2**
  Receive five quarterly payments. Five quarterly reports and one final report will be required. Tacoma Creates will provide the report forms to collect programming data and outcomes, as well as expenses in different areas. *This option is for organizations proposing ongoing programming, which includes ELO work.*

For organizations who choose Option 1:

Each payment will require the completion of specific deliverables, in alignment with the organization's funding proposal. Organizations who choose Option 1 may invoice twice following the schedule below:

- **Payment 1**
  Submit by: June 30, 2020
  Payment amount: up to 1/3 of total funding amount

- **Payment 2**
  Submit: at end of funded project, no later than June 30, 2021
  Payment amount: up to 2/3 of total funding amount

For organizations who choose Option 2:

Each payment will require the completion of specific deliverables. In the application form, organizations will be asked to describe a few key deliverables that they will provide each quarter, that are in alignment with the organization's funding proposal. These could include items such as:

- Implementation or completion of public programs, or specific related planning steps. (Which programs? How many? What elements?)
- Implementation or completion of youth education programs, or specific related planning steps. (Which programs? How many? What elements?)
- Implementation or completion of specific work related to equity, access, or organizational capacity building (What is the work?)

Examples of deliverables could include:

- *completion of 2 free summer education programs for up to 50 youth*
- *completion 6 hands-on family science nights*
- *completion of 2 productions, including a 'pay what you can' night for each*
- *completion of 8 public school performances*
- *producing/hosting a series of 4 heritage workshops and accompanying panel discussions*
- *development of educational curriculum for use in Tacoma Public Schools*

Schedule of payments and reports for organizations who choose Option 2:

- **Payment 1:** Covers 2020, Quarter 2
  Submit by: June 30, 2020
  Payment amount: up to 1/3 of total funding amount

- **Payment 2:** Covers 2020, Quarter 3
  Submit between: September 30 and October 15, 2020
  Payment amount: up to 1/6 of total funding amount

- **Payment 3:** Covers 2020, Quarter 4
  Submit between: December 31, 2020 and January 15, 2021
  Payment amount: up to 1/6 of total funding amount

- **Payment 4:** Covers 2021, Quarter 1
  Submit between: March 30 and April 15, 2021
  Payment amount: up to 1/6 of total funding amount

- **Payment 5:** Covers 2021, Quarter 2
  Submit between: June 30 and July 15, 2021
  Payment amount: up to 1/6 of total funding amount

In the application form, you will select your payment and reporting option, and for organizations who choose Option 2, you will enter information about the work that will be accomplished in each quarter.

ADDITIONAL SUPPORT MATERIALS

The application form will ask you to upload these additional materials:

- Information about your organization's leadership: a list of primary staff members and/or your board of directors.
- Information about the people who will lead your programming: brief bios or resumes of 1-3 primary people who will develop or deliver your programs.
- Organizational Diversity Chart
    - [This is the spreadsheet](#) that you will download and fill out.
      Organizations should ask their staff, board, and volunteers how they identify so the information can be included in this chart. All information requested for this chart is optional and should be provided on a volunteer basis. (If your organization completed this chart for the 2019 Planning and Capacity Building Funding, it is the same chart, and if your information has not changed, you may upload the same document you completed already.)
- Letters of Commitment
    - If you are collaborating with any organizations or individuals whose role is central to your programming success, please provide written confirmation (letter or email) of their commitment to your programming.
- Work Samples (Optional)
    - You may share 1-2 brief examples of past work that shows the value of your programming and/or the success of your community engagement efforts. This may include photos or a video clip, an event program, a newspaper article, or anything else that you think will help the review panel better understand your work. Please limit your materials to a combined total of no more than 3 pages of written materials, or 8 images, or 2 minutes of video or audio.

QUESTIONS?

For questions about your specific proposal, eligibility, or evaluation criteria, please contact:
- Lisa Jaret, Tacoma Creates Program Manager: ljaret@cityoftacoma.org or 253-591-5161 or
- Naomi Strom-Avila, Funding and Cultural Programs Manager: nstrom-avila@cityoftacoma.org or 253-591-5191

For general questions about the application guidelines or the online application, please contact:
- Clarissa Gines, Tacoma Creates Coordinator: cgines@cityoftacoma.org or 253-591-5174