



COMPREHENSIVE ORGANIZATIONAL SUPPORT 2022-2023 APPLICATION GUIDELINES

Application Deadline: Monday, March 14, 2022

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 to the community.

The 2022-23 funding cycle supports public programming that happens between July 1, 2022, and June 30, 2023.

Organizations interested in applying should read these Application Guidelines fully before submitting an application. Applications must be submitted through our [online application form](#). You may contact staff with any questions regarding the funding application at tacomacreates@cityoftacoma.org.

For more information about Tacoma Creates, visit www.tacomacreates.org.

APPLICATION TIMELINE

- **Guidelines Released:** Late January, 2022
- **Application Workshops and Support:** February 1 – March 11, 2022 (see [Appendix A](#) for more information)
- **Application Deadline for Comprehensive Organizational Support:** **March 14, 2022, 11:59 pm**
- **Notification of Funding Decision:** No later than May 20, 2022
- **Contracting Process with Funded Organizations:** May – June, 2022
- **Contract Funding Period:** July 1, 2022 – June 30, 2023

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STAFF CONTACT INFORMATION

You are welcome to contact Tacoma Creates staff at any time.

Lisa Jaret, Tacoma Creates Program Manager: ljaret@cityoftacoma.org or 253-591-5161

Contact Lisa with questions about your specific proposal, eligibility, or application review criteria.

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

Contact Clarissa with questions about the application guidelines or the online application form.

You may also send a general inquiry to tacomacreates@cityoftacoma.org.

To schedule a phone or Zoom meeting with Tacoma Creates staff, go to: calendly.com/tacomacreates.

Tacoma Creates is part of the [City of Tacoma’s Office of Arts & Cultural Vitality](#).

ABOUT TACOMA CREATES FUNDING

Funding to support the cultural sector in Tacoma comes from a sales tax of 1/10 of 1% in Tacoma, which was approved by voters in 2018, and is guided by state and local legislation. (Read more about the history of Tacoma Creates [here](#).) Funding is based on a competitive application process, and is distributed through contracts for services with the City of Tacoma. Contracts for funding will go to those organizations that best demonstrate how their arts, culture, heritage, and/or science programs benefit people and communities in Tacoma, based on the goals and evaluation criteria described in this document.

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.

For additional definitions of terms used in Tacoma Creates funding programs, visit tacomacreates.org/definitions.

ABOUT COMPREHENSIVE ORGANIZATIONAL SUPPORT

Comprehensive Organizational Support funding is open to eligible Tacoma-based nonprofit organizations that demonstrate an 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. Applicants in this category must offer programs for the general public (adults/all ages), as well as youth education programs (classes or workshops for youth under age 18). Applicants in this category are expected to offer a variety of public programming opportunities throughout the year. Organizations must meet the eligibility criteria listed below to apply in this category.

Funding range: Applicants in this category may request up to 15 percent of the organization's total annual budget, based on the average of actual income over the last three completed fiscal years, up to a maximum of \$400,000 per 12-month funding cycle. This funding is meant to help organizations sustain and expand programming that is aligned with Tacoma Creates funding priorities; Tacoma Creates funds are expected to cover a portion of key cultural services listed in funding contracts.

Funding is determined through a competitive application process. The number of contracts awarded, and the funding amount for each contract, is based on: a) availability of funds, b) review of each application by a review panel, based on the evaluation criteria detailed in these guidelines, and c) approval of the review panel's funding recommendations by the Tacoma Creates Advisory Board. Organizations may be funded at a level that is less than their request. Organizations may apply for Tacoma Creates funding every year, however funding from year to year is not guaranteed.

There is another Tacoma Creates funding category, called **Impact Funding**, which may be a better fit for some organizations based on the size of their budget and/or the scope of their programming, as well as the differences in the organizational eligibility criteria. To learn more about Impact Funding, please see the separate guidelines, available at tacomacreates.org/impact-funding. Organizations with questions about which category is the best fit for them are encouraged to contact staff at tacomacreates@cityoftacoma.org. Organizations may submit only one application for each funding cycle.

ELIGIBILITY FOR COMPREHENSIVE ORGANIZATIONAL SUPPORT

Tacoma Creates has specific eligibility requirements, based on Washington State and City of Tacoma regulations, which you can read more about [here](#). There are five primary eligibility areas, and organizations that meet all five may apply for either Impact Funding or Comprehensive Organizational Support. If your organization meets some but not all of the eligibility criteria listed below, please review the [Impact Funding guidelines](#) to see if your organization is eligible in that funding category. If you have any questions about eligibility, please contact [Tacoma Creates staff](#).

Eligibility requirements for Comprehensive Organizational Support:

- **Primary Purpose**
Your organization's *primary* purpose – meaning your overall mission and the majority of your activities – must be to advance and/or preserve arts, culture, heritage and/or science, using the definitions listed on page 3.
- **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 (IRS).

- **Location**

Your organization's official business address is within [Tacoma city limits](#). This is confirmed by the address registered with the IRS, and on your City of Tacoma business license.

- **Program Delivery**

Your organization must directly provide cultural programming or experiences to the general public within [Tacoma city limits](#).

- **Track Record**

Your organization has a two-year history of providing cultural programming or experiences to the general public in Tacoma.

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.

ELIGIBILITY REVIEW

If your organization *did not* receive Tacoma Creates funding during the 2021-22 funding cycle, you will begin the online application process by responding to a series of questions about your organization's eligibility for funding. Tacoma Creates staff will confirm eligibility, and will forward all eligible organizations' applications to the review panel. If there are any applications in which eligibility is unclear, staff will forward these applications to the Tacoma Creates Advisory Board. The Advisory Board will review these cases and make eligibility decisions.

If your organization *did* receive Tacoma Creates funding during the 2021-22 funding cycle, you will be able to bypass the eligibility questions in the application. However, the Tacoma Creates Advisory Board may still review eligibility of previously funded organizations, based on recommendations from staff or the review panel, and may make updated decisions regarding organizational eligibility as needed.

WHAT TACOMA CREATES FUNDING CAN SUPPORT

Tacoma Creates funds 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. Programming may be presented in person ([within state and local health guidelines](#)) and/or virtually/online. 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, or education programs for court-involved youth. 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 and capacity-building efforts that are connected to the public programming work.

WHAT TACOMA CREATES FUNDING CANNOT SUPPORT

- Programming that occurs outside of [Tacoma city limits](#)
- Work that is commercial in nature
- Charitable fundraisers or galas, 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 any public school outside of Tacoma Public Schools, at any private Pre-K-12 school, or at any college, university or technical school
- Payment to a current member of the Tacoma Creates Advisory Board or a City of Tacoma employee

APPLICATION SUPPORT

There are many components to the Tacoma Creates funding application; Tacoma Creates staff wants to help all applicants understand the process and submit the best possible proposal. There are a number of opportunities provided for application support, including:

- [Application Workshops](#) – attend live on Zoom or watch a recording
- One on One Support with Staff – schedule a meeting to review questions or drafts
- Email Staff – questions are accepted by email at any time

For the Application Workshop schedule and details about staff support, read more in [Appendix A](#). For additional general support on the application process, go to tacomacreates.org/how-to-apply.

REQUIREMENTS FOR FUNDED ORGANIZATIONS

CONTRACTS FOR SERVICES

Organizations approved for funding will enter into a contract for services with the City of Tacoma. This means that the organization agrees to provide cultural services (also called “deliverables”) outlined in the contract, for the benefit of people in Tacoma, and the City agrees to pay for those services after they have been delivered. Funding will be divided into multiple payments over the course of the contract. Organizations in the Comprehensive Organizational Support category will have the opportunity to report on completed deliverables and submit an invoice every quarter. Full and final payments will not be made until after all of the contracted cultural services have been provided. Funded organizations should be prepared to cover the costs of their programming in the meantime.

INSURANCE

Organizations will be required to show proof of insurance as part of the contracting process if selected for funding. Depending on the type of programs and/or services provided using Tacoma Creates funds, different types of insurance will be required. Even though proof of 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, and to consider these costs in your program budgets for the year.

- **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 (also known as Sexual Misconduct Liability)**
 - Required if the funded organization will be working directly with youth under the age of 17, seniors, or people with disabilities as part of their Tacoma Creates contracted work. This includes programming *exclusively* for youth, seniors, or people with disabilities such as field trips, workshops, camps, live virtual programming, 1 on 1 programming, and ELO programming. This does *not* include all-ages or general audience programming, or virtual programming that is

completely pre-recorded where there will be no live virtual interaction with youth, seniors, or people with disabilities.

- **Commercial Automobile Liability Insurance**
 - Required if the funded organization will require the use of owned, rented, or leased automobiles to transport youth under the age of 17, seniors, and/or people with disabilities as part of their Tacoma Creates contracted work.
- **Marine Liability Insurance**
 - Required if the funded organization will be performing work on or around water that includes the ownership, maintenance, and/or use of watercraft as part of their Tacoma Creates contracted work.
- **Workers Compensation Insurance**
 - Required if the funded organization has W-2 employees.
- **Employer's Liability Insurance (also known as Stop Gap Insurance)**
 - Required if the funded organization has more than 5 W-2 employees.

For more detailed information about insurance requirements, including technical language that will be useful for insurance agents, along with a list of insurance companies that specialize in insuring non-profits, click [here](#).

If you have questions about insurance requirements, please contact Naomi Strom-Avila, Funding and Cultural Programs Manager for the Office of Arts & Cultural Vitality, at nstrom-avila@cityoftacoma.org or 253-591-5191.

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 periodic reports about their programming. To learn more about the reporting requirements and timelines, please see [Appendix B](#).

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, as outlined in the funding contract.

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 the City of Tacoma's vision for equitable and inclusive programs. We use the City of Tacoma's [Equity Index](#) as one way to frame where needs are greatest. Learn more about the City's commitment on our [Equity and Access](#) page. Funded organizations will demonstrate how they contribute to this vision through their policies, practices, and programs.

This work will look different for different organizations, depending on their mission, leadership, the communities in which they work, and the audiences they intend to serve. 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.

ACCESS

Access is an important part of equity, and important for building community participation and engagement. For your Tacoma Creates programming, please consider 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. They will apply to different organizations in different ways, depending on intended participants or audiences. We do not expect every organization to address all of these points. Think about what makes sense for your programs, and how to support the community members you intend to serve.

- **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?
 - If you are planning virtual programs, are you considering related technical access and support?
- **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?
 - Is there enough parking available? Is the cost of parking a barrier?
 - Is there a safe place to park/store bicycles?
 - Are you able to bring your programs to multiple 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 who attend your programs feel like they belong?
 - Think about ways you can make people feel welcome at your programs, especially for people who are new to your organization's programs.
 - 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 or experience, people with different levels of income, people of different ages, etc.? This is about creating welcoming spaces for those who you intend to serve; you should consider these prompts as appropriate for your intended audiences/participants.
- Will people from different backgrounds see themselves reflected in the staff or volunteers they encounter at your programs?
- **Interest-Based Access** – Do your intended participants 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?

EQUITY-RELATED WORKSHOPS AND SUPPORT

Tacoma Creates is committed to supporting funded organizations in advancing their individual and collective equity work. In collaboration with local consultants, a series of workshops, conversations, or opportunities will be provided, over the course of the funding cycle, for Tacoma Creates-supported organizations to learn together and build capacity for their equity efforts. All organizations funded in the Comprehensive Organizational Support category should plan to have at least one staff member participate. Organizations may use Tacoma Creates funds to support staff time for participation in this work.

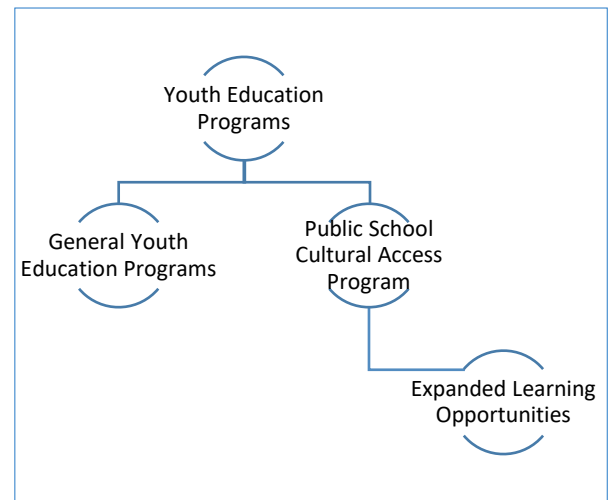
YOUTH EDUCATION PROGRAMS

Education programming for youth under age 18, especially underserved youth, is a central part of Tacoma Creates. All organizations funded in the Comprehensive Organizational Support category must offer youth education programs in addition to general public programs for adults/all-ages. Tacoma Creates funds can support youth education programs in two categories:

- 1) Youth Education Programs Open to All Youth Under 18 – these are classes, workshops, or other active learning experiences specifically for youth that organizations offer and present on their own – at their own facility, at another community location in Tacoma, or online. This may include after-school, weekend, or

summer classes. These programs should be open to all young people that fit within the age and experience guidelines for the class. Organizations may charge tuition for general youth education programs, but should consider how Tacoma Creates funds can support free or low-cost options wherever possible.

- 2) Public School Cultural Access Program (PSCAP) – these are programs that are offered in collaboration with Tacoma Public Schools (TPS), which are exclusively for TPS students and teachers. PSCAP is part of the Tacoma Creates legislation, and demonstrates our commitment to support and partner with our local public schools. PSCAP will increase access to cultural learning opportunities for all TPS students, with a priority focus on schools with the highest levels of need. PSCAP may include a wide variety of opportunities, such as: presentations or residencies that happen as part of the school day, partnering with teachers on learning activities that connect with classroom curriculum, field trips for students to attend programming at a local cultural facility, virtual field trips, professional learning opportunities for TPS educators, and participation in the Expanded Learning Opportunities (ELO) “Beyond the Bell” program. Organizations that offer programs in collaboration with TPS should align with classroom teachers’ learning goals for their students and the [Washington State Learning Standards](#) as appropriate.



EXPANDED LEARNING OPPORTUNITIES (ELO) – BEYOND THE BELL / CLUB BEYOND

Tacoma Creates is a partner in the district-wide Expanded Learning Opportunities (ELO) program, now called “Beyond the Bell,” which includes providing after school classes at TPS elementary and middle school campuses (where the program is called “Club Beyond”). Participating in this program is a great way for organizations to connect with and support more youth, and bring their programming to more neighborhoods in Tacoma.

If your organization is interested in proposing classes for Beyond the Bell / Club Beyond as part of your Tacoma Creates work, see [Appendix C](#) for more information.

SCHOOL DAY FIELD TRIPS FOR TPS STUDENTS

New in 2022! Tacoma Creates can cover the cost of bus transportation for any TPS Title 1 school to attend a Tacoma Creates-funded cultural program as part of the regular school day. This is separate from funding that goes to cultural organizations. Schools interested in field trips to Tacoma Creates programming can request a bus through the TPS district office, and Tacoma Creates will reimburse the district for these transportation costs. This program does not impact the amount of funding that would go to any individual cultural organization. If your organization offers school-day field trips, we encourage you to consider how you can include this work in your Tacoma Creates-supported offerings, including offering free or reduced-price access as appropriate. For additional information about transportation support for school field trips, visit tacomacreates.org/youth-education.

PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES

Tacoma Creates partners with Tacoma Public Library to expand cultural programming opportunities for people throughout Tacoma. This is an optional opportunity for organizations to offer short educational programs to library patrons of all ages in different parts of the city.

For organizations interested in proposing programming for Tacoma Public Library partnership, see [Appendix D](#).

APPLICATION REVIEW PROCESS

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 application review criteria below, and will score each criteria category using a [30-point scale](#).

Based on their discussions and the combined scores, the review panel will make a collective recommendation about which applications to fund, and the relative amount of the funding requests to support. Full funding at the requested amount is not guaranteed. The Tacoma Creates Advisory Board reviews the panel's recommendation, then votes to approve (or modify) the recommendation. Tacoma Creates staff members do not score applications or vote on funding recommendations.

APPLICATION REVIEW CRITERIA

Your application as a whole should tell a clear story about the programming you are proposing and how it will be produced. Panelists will evaluate each application using the following criteria. Organizations are not expected to meet every criterion listed below – the list includes a range of ways that organizations can demonstrate their public benefit and their alignment with Tacoma Creates funding goals.

PROGRAMMING MERIT AND VALUE

All organizations should demonstrate:

- How their organization's mission, goals, and key programming, are in alignment with Tacoma Creates primary funding goals (as listed on page 3)
- A range of programming throughout the year that advances arts, culture, heritage, and/or science, including public programs for adults/all ages as well as youth education programs

In addition, panelists will consider:

- Is the organization working to both sustain existing programming and to expand or improve their programming?
- Does the proposed work deepen, broaden, and/or diversify cultural programs and services within Tacoma?
- Will the proposed work meaningfully serve culturally or ethnically specific communities, and/or other underrepresented groups (such as LGBTQA+, people with disabilities, older adults, etc.)?
- Does the organization demonstrate a focus on community and public benefit in addition to their focus on arts, culture, heritage, or science?
- Is programming impact enhanced through collaboration with other cultural sector organizations, or with organizations outside the cultural sector?

YOUTH EDUCATION PROGRAMS

All organizations should demonstrate:

- How their classes, camps, or other education programs for youth support active learning in arts, culture, heritage, and/or science, and connect with broader youth development goals
- Their experience, purpose, and values in developing and delivering youth education programs

In addition, panelists will consider:

- Does the organization demonstrate an understanding of best practices in youth education (such as including youth voice, articulating and evaluating specific learning goals, etc.)?
- Do the individuals overseeing education programming and/or teaching classes have relevant experience and/or training in their cultural field and in working with youth? Does the organization hire educators who are representative of the populations they intend to serve?

- If the organization is proposing programs as part of the regular school day for TPS students, or professional development for TPS certified teachers, do they demonstrate support for and alignment with basic education goals, clear instructional plans aligned with Washington State student learning goals, and collaboration/commitment from TPS teachers/administrators?

COMMUNITY ENGAGEMENT AND IMPACT

All organizations should demonstrate:

- How their programming benefits or supports people in Tacoma, especially people who are part of cultures or communities that have been historically underserved or ignored
- How they build and develop community trust through approaches such as partnerships, collaboration, communications, and culturally relevant programming

In addition, panelists will consider:

- Are community members engaged in the envisioning, planning, delivery, and evaluation of programming?
- Does programming aim to strengthen community connections, interactions, and engagement, and/or, are there other intentional strategies to create positive community impact?
- Is programming responsive to the communities the organization engages or intends to engage; does the organization integrate community dialogue and feedback?
- Is there a history of, or specific plans for, ongoing and continuing community engagement?

EQUITY AND ACCESS

All organizations should demonstrate:

- How their proposed programming aligns with Tacoma Creates' vision for equitable and inclusive cultural programming
- Their intentions and specific efforts to examine and develop or modify practices and policies related to justice, equity, diversity, and inclusion, for both internally-focused and outward-facing work

In addition, panelists will consider:

- Are there clear, tangible, and achievable plans for supporting and/or increasing public access to cultural sector programs? Do they work to identify and minimize systemic barriers to participation?
- Does the organization involve and center people and communities that have been most impacted by structural racism and other social and economic inequities? Do they include and support work, traditions, and cultural practitioners from historically underrepresented communities?
- Does the organization's discussion of goals and action steps demonstrate an awareness of current organizational capacity, challenges, and opportunities, and a commitment to continuing the work?

MANAGEMENT AND OPERATIONS

All organizations should demonstrate:

- A strong foundation for successful program implementation based on effective planning, communications, and evaluation practices; financial responsibility and capacity; and staff and board capacity, as detailed below

More specifically, panelists will consider:

- Effective planning: programming goals and objectives are thoughtful and strategic; narrative, budget, and staffing demonstrate aligned capacity to complete proposed work effectively; organization demonstrates adaptability (particularly related to evolving public health guidelines) and resilience; the application as a whole is clear and compelling with sufficient detail and specificity
- Financial responsibility: clear and balanced organizational budget; diversity of funding sources; budget history demonstrates working within available resources, and/or plans for addressing any deficits
- Communications and evaluation: multifaceted and relevant approach to communications; history of and plans for documentation and evaluation of programming; engagement of community dialogue and feedback integrated into planning processes and decision-making
- Do individuals leading the work have relevant skills, background, experience, and/or training?
- Are staff and board representative of the communities the organization serves or intends to serve?

HOW TO APPLY

Applications must be submitted through our online application form.

Go to tacomaarts.submittable.com/submit and select **2022-2023 Comprehensive Organizational Support**.

If your organization has applied for Tacoma Creates funding or other Office of Arts & Cultural Vitality programs before, you should use the same organizational account in Submittable rather than starting a new one.

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, then copy and paste them into the online application form. We have developed an optional [Application Worksheet](#) that may be helpful for tracking information needed for your application and developing your narrative responses.

Refer to the [Application Review Criteria](#) section on pages 11-12 to understand how your application will be evaluated.

APPLICATION DEADLINE

Comprehensive Organizational Support applications must be submitted by **Monday, March 14, 2022, 11:59 pm**. The online form will close automatically at that time; it will not be possible to submit an application after the deadline. There will be no exceptions. Note that staff will not be available to answer questions or offer technical support after 5pm on March 14.

APPLICATION COMPONENTS

The sections below explain the questions that will be in the online application form. We suggest that you refer back to this section as you develop your application, as not all of this information is included in the online form.

The application 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.

Note: as of January 2022, the pandemic is still here, and we are in a precarious position with the return of in-person programming along with repeated surges of new coronavirus cases. We don't know how the cultural sector will be impacted in the next 18 months; what we can count on is the continuing need to be nimble and innovative. Your application should demonstrate how you've modified programming in recent times, what you are carrying forward, and how you are planning for in-person programming with future adaptations in mind. For funded organizations, all programming supported with Tacoma Creates funds must continue to adhere to evolving state and local health regulations and protocols. Tacoma Creates administration will continue to be flexible with pandemic-related shifts in planned programming, as needed.

ORGANIZATIONAL INFORMATION AND ELIGIBILITY

The first section asks for basic information about your organization, contact information, and other information to confirm your eligibility for Tacoma Creates funding.

ATTENDANCE, BUDGET, AND FUNDING REQUEST

- List your attendance history for the past two completed fiscal years – for general public programs open to any/all ages, as well as for youth education programs, and for in-person programming as well as remote/online programming

- Upload your organizational budget for the past three completed fiscal years, using this [three-year budget history form](#), which is also available in the Submittable application.
- Upload your audited budget for your most recently completed fiscal year. If no audited budget is available, you may submit either: a) an unaudited final budget report from your last completed fiscal year along with a letter from your board president that approves and confirms this report, b) a copy of a published annual report showing your budget summary, or c) your IRS Form 990.
- Brief budget narrative (Optional; 200 words)
 - If your organization had a significant deficit in any of the last three years, had any discrepancies between your audited budget and your three-year budget report, or if there are any other aspects of your budget you'd like to explain further, you may do so here.
- Actual total income for your most recently completed fiscal year
 - Your total income includes both earned income and contributed income, and should match the number in your three-year budget history form.

Funding Request for 2022-23

- In the Comprehensive Organizational Support category, you may request up to 15 percent of your organization's total annual budget, based on the average of actual income over the last three completed fiscal years, up to a maximum of \$400,000 per 12-month funding cycle. This percentage will be automatically calculated in your completed three-year budget history form.

MISSION STATEMENT (50 words)

- What is your organization's published Mission Statement?

ABOUT YOUR ORGANIZATION (250 words)

- Tell us a little bit about what your organization does, and why.
- What are your organization's key strategic goals, and how do they align with Tacoma Creates goals?
- What kinds of public programs does your organization offer, and who are your primary participants or audiences?
- How has your programming benefited or supported people and communities in Tacoma, and how long have you been providing programming in Tacoma?
- If your organization has received Tacoma Creates funding in the past year or two, what are 1-2 tangible ways in which you've used Tacoma Creates support to advance your work?

WORK SAMPLES

- Share 1-3 brief examples of past work that shows the value of your programming and/or the success of your community engagement efforts. If you received Tacoma Creates funding in 2021-22, at least one of your examples should be a program that was supported with Tacoma Creates funding.
- Work samples may include photos, video or audio clips, 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 4 pages of written materials, or 8 images, or 4 minutes of video or audio.
- Videos can be especially helpful; if you share videos that are longer than a few minutes, be sure to provide specific guidance about the minute mark where panelists should start their review.
- For each work sample, you will be able to add a brief description: What was the program/event? When did it happen, and where?
- You may also add additional context about your work samples, such as how the work impacted community, or which communities were served. (Optional)

GENERAL PUBLIC PROGRAMMING (900 words)

Use this section to talk about your primary arts, culture, heritage, and/or science programming that is for adults/families/all ages – any programming that is *not* a participatory learning program exclusively for youth under age 18.

Consider the following prompts in your response:

What are your key programs?

- What are the key programs for the general public that you will present with Tacoma Creates funding support during the next funding cycle (July 1, 2022 – June 30, 2023)?

Public Benefit

- How will your programming benefit or support individuals and communities in Tacoma? In other words, why does this work matter? Why is it valuable to the community?
- What strategies do you use in the planning and implementation of your public programs that support diversity, equity, inclusion, and access?

Planning, Promotion, and Evaluation

- Are there any major planning components related to new or reimagined programming?
- If you have programs that may switch between in-person and online depending on the circumstances, how will you manage that?
- 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?
- How will you evaluate your programs? How will you measure the quality, meaning, and/or impact of your work? Do you have any specific benchmarks or goals?

Partnership and Collaboration

- Are there any individuals or organizations outside of your organization that are key to the success of these programs? If so, who are they, and what is their role? (In addition to describing any partnerships here, we encourage Letters of Commitment from key partners to demonstrate their engagement in your work – see [Additional Support Materials](#) on page 18.)

YOUTH EDUCATION PROGRAMS

What are the key classes, workshops, or camps exclusively for youth under 18 that you will provide with Tacoma Creates funding support during the next funding cycle (July 1, 2022 – June 30, 2023)? How will you expand access to arts, culture, heritage, and/or science learning for youth? You may propose programs that are open to all youth, or programs exclusively for Tacoma Public Schools students/teachers, or both.

Background and Purpose (300 words)

Tell us about your organization’s experience providing education programs for youth under the age of 18, considering the following prompts:

- What kinds of education programs do you offer, and why? What is your organization’s educational philosophy or vision? How do your education programs connect to your organization’s overall work?
- How does your organization consider diversity, equity, inclusion, and access when planning and carrying out your youth education programs?
- How is input from students used to inform programming?

Youth Education Programs Open to All Youth (200 words)

- What youth education programs that are open to all youth will you continue, improve, expand, or launch with Tacoma Creates funding support in this funding cycle? (If your youth education programs are all in the Public School Cultural Access Program section, you may write “n/a” in this field.)
- Who are your intended students? What are your current student demographics?
- Where will your programs take place?
- When will your programs take place, and how often will they happen?

- 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?
- What does success look like for these youth education programs, and how will you measure success?

Public School Cultural Access Program: Programs for Tacoma Public Schools Students/Teachers (200 words)

- What education programs exclusively for Tacoma Public Schools (TPS) students and/or teachers will you continue, improve, expand, or launch with Tacoma Creates funding support in this funding cycle? (If your youth education programs are all in the “open to all youth” section, you may write “n/a” in this field. Do not include proposals for the Expanded Learning Opportunities (ELO) – Beyond the Bell / Club Beyond; those should be entered in the ELO section below.)
- Do you focus on any particular schools, grade levels, or subject areas?
- How do you develop curriculum for your programs? How do you develop student learning goals? How do you assess student learning?
- How do you collaborate with classroom teachers or administrators to align with their learning goals and with state learning standards?
- If you have an ongoing partnership with a TPS teacher, principal, or district administrator, please include a Letter of Commitment at the end of the application that demonstrates their participation and confirms the collaborative nature of your work.

Expanded Learning Opportunities (ELO) – Beyond the Bell / Club Beyond (Optional)

Please refer to [Appendix C](#) for more information about Beyond the Bell / Club Beyond. If your organization is interested in proposing ELO classes as part of this program, this section of the application form will ask for:

- Primary contact person and contact info for ELO programs
- Class Title
- Class Outline, including student learning goals
- Classroom space needs
- Grade levels
- Class instructors, including background and bio or resume
- How many of this class you could offer in each session, and whether it could be in-person and/or online

You will be able to propose more than one class title, responding to the same set of questions for each one.

Youth Education Staff / Instructors (150 words)

- Aside from any instructors who you may have listed in the ELO section, who are the main individuals that will carry out your youth education programming?
- What background, experience, and/or training do they have that makes them a good fit for this work? How do you support your education staff/instructors?

NEIGHBORHOOD PROGRAMMING (500 words)

Neighborhood Programming includes all public programming that happens outside of the **Downtown Core**, defined as the area within the following boundaries: North border is 6th Avenue; East border is Thea Foss Waterway and East L Street; South border is I-5; West border is Tacoma Avenue South. Use this [map of Tacoma neighborhoods](#) to see the boundaries of the Downtown Core as well as the names and boundaries of the 8 other Tacoma neighborhoods.

Organizations based in the Downtown Core must provide some programming in at least one other neighborhood; this is a core intention of Tacoma Creates funding. Organizations based outside of the Downtown Core are encouraged to offer programming at additional locations in other neighborhoods as possible.

- In which Tacoma neighborhoods does your organization typically present programming (when in-person programming is allowable)? Provide examples of specific programs and the neighborhoods and venues where you have presented programming in the past or have plans to work in the coming year.
- When possible based on health guidelines, what neighborhood programming will you sustain, improve, expand, or launch, with funding support from Tacoma Creates?
- How or why have you made decisions about neighborhood locations where you will present your programs?
- Are you collaborating with any individuals or organizations in the neighborhoods where you are working to present or promote these programs? If so, who are they, what is their role, and how do you work with them?
- If you are planning to work in new (for your organization) locations in the coming year, how will you measure and evaluate the success of this work?

PROGRAMMING AT TACOMA PUBLIC LIBRARY (TPL) BRANCHES (Optional)

Please refer to [Appendix D](#) for more information about this opportunity. If your organization is interested in proposing TPL programs, this section of the application form will ask:

- What's the total number of times you'd like to present programming with Tacoma Public Library over the course of the 2022-23 funding cycle? (you might have just one program to propose, but are interested in presenting it multiple times.)
- What programs/events/presentations would you be like to offer at TPL branches, or through TPL's virtual programming platform? You may propose up to three programs. For each program, tell us:
 - Program title
 - Brief program description
 - Is this program mostly presentational, or mostly participatory?
 - Ideal age group (pre-school, elementary, middle school, high school, adults, seniors)
 - Would this program work best as a single presentation or a multi-part program?
 - What's your preferred length for this program (30, 60, or 90 minutes)?
 - Would you be able to present this program as a virtual/online program?
 - How many people would be involved in presenting this program? If more than one person, explain the roles/responsibilities of the presenters.

EQUITY AND ACCESS

What values, goals and actions does your organization currently engage in that focus on increasing diversity, equity, inclusion, access, and justice? There are sections to address your internal work (supporting your staff, board, volunteers, and organizational operations), as well as your public-facing work (supporting your participants and community). What are your specific, measurable goals?

Please refer to additional information and definitions included in the [Equity & Access Overview](#) on pages 7-9.

Internally-Focused Equity Work (600 words)

This is about how your organization supports staff, board, volunteers, and how you develop organizational operations with equity in mind. This might include internal policies and practices related to decision-making, recruiting or hiring or onboarding, training or learning opportunities, budgeting approaches, research or data-gathering, or anything else that moves your work forward.

- Tell us about your organization's current level of understanding, capacity, and challenges related to equity work, and if/how this has shifted or evolved over the last year.
- If your organization completed an organizational self-assessment related to equity work within the last year or two, how has that process guided your work? What were key needs or goals identified in this process?

- Provide 1-2 specific examples of work you have done in the past year to advance equitable policies and practices regarding your staff, board, budget, and/or other areas of internal operations. What were challenges and/or successes related to this work?
- Most importantly: what specific plans and action steps do you have for sustaining, improving, or expanding, internal equity work during the 2022-23 funding cycle? How does this work connect to your core programming, and why does it matter?

Organizational Diversity Chart

[This is the spreadsheet](#) that you will download, fill out, and upload to the online application form. Organizations should ask their staff, board, and volunteers how they identify so their information can be included in this chart. All information requested for this chart is optional and should be provided on a volunteer basis. If you don't have data for all individuals that are part of your organization, that is okay; please provide as much information as you are able to share, including the total number of individuals for each category of personnel. This chart has been updated from last year, note that the personnel categories are different.

Public Access and other Public-Facing Equity Work (500 words)

A core goal of Tacoma Creates funding is to increase access to cultural programming across the City of Tacoma; your public-facing equity work is about how you create welcoming spaces and how you support program participants who may have different needs based on their background, experience, abilities, languages spoken, etc. Considering the different aspects of [access](#) listed on pages 8-9, please address the following prompts, adding in any information that wasn't already covered in your general public programming and youth education programming sections.

- What aspects of access are a key focus for your organization, and why? Have you identified any particular barriers to full participation in your programs? Provide examples as appropriate.
- What will you do to sustain, improve, expand, or launch your access efforts in these areas?
- Do you have goals to broaden and/or diversify your program participants? If so, what are those goals and how will your access efforts support those goals?
- What successes or challenges have you experienced in these areas over the past year or two, and what plans do you have to address any anticipated challenges in the coming year?

Budget Commitment (100 words)

How will Tacoma Creates funding help you reach the equity goals you have outlined above? Describe any budget commitments you are making that would be supported with Tacoma Creates funds.

CAPACITY BUILDING / PROFESSIONAL LEARNING (250 words)

Capacity Building means investing in the effectiveness and future sustainability of an organization. A core goal of Tacoma Creates is to support the overall health of the cultural sector. The strength of the sector is based, in part, on the skills and capacity of the individuals who do the work. Capacity building work also includes upgrades to physical spaces or technology, and other aspects of operations and program improvements.

- How will you sustain, improve, expand, or launch capacity building efforts in this funding cycle?
- How is your organization currently building capacity within your staff, board, contractors, and volunteers? How does your organization support individuals in the local cultural sector workforce? This may include professional learning opportunities for existing personnel, increasing paid work opportunities, diversifying staff or board, or investing in organization-wide trainings or workshops.
- Is there other capacity building work that you will use Tacoma Creates funds to support in the coming year?

ADDITIONAL SUPPORT MATERIALS

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

- Information about your organization's leadership: A list of your board members (with community/professional roles, as appropriate) and your key staff members (with job role).

- Information about the people who will lead your programming: Brief bios or resumes of 1-3 primary people who will develop or deliver your proposed programs.
- Letters of Commitment (optional): Letters of Commitment are an opportunity for any key partners to demonstrate their role in and commitment to your programming. This is optional but strongly encouraged, especially if you are proposing any programs that are dependent on external partnerships.

REPORTING AND PAYMENT PHASES

Funded organizations in the Comprehensive Organizational Support category may receive 4 quarterly payments, each for up to 25% of their total funding amount, based on demonstrated work completed each quarter. Organizations may invoice for each payment along with the reports that will be due at the end of each quarter – summer (July-September), fall (October-December), winter (January-March), and spring (April-June); the June report will be a longer final report for the full funding cycle. In each report, funded organizations will demonstrate and share details about the cultural services, or “deliverables,” they have completed that quarter, in alignment with their contract.

CONTRACT DELIVERABLES

In the application, you will list 2-5 deliverables that your organization will provide each quarter, if funded.

Things to keep in mind in developing your deliverables:

- Deliverables should align with your overall programming proposal; deliverables are not required or expected to be funded 100% by Tacoma Creates funds, but should reflect work that best aligns with Tacoma Creates funding priorities.
- The majority of your deliverables should be about the presentation and completion of your general public programs and youth education programs; organizations in this funding category are expected to provide a variety of programming throughout the year.
- Deliverables can also include specific and demonstrable work related to equity and access, or other internal capacity building work.
- The deliverables you list in the application will be considered a draft; after funding decisions are made, staff will work with organizations to adjust and finalize deliverables for the contract.

For contracting purposes, deliverables need to be written in a detailed way that shows the specifics of the services that an organization is providing to people in Tacoma. Wherever possible, numbers should be used to show amounts and demonstrate clear planning. However, minimums and ranges are allowable to provide some flexibility. Examples of deliverables include:

- *Completion of 3 full-day, week-long summer education camps for 15-25 youth each week*
- *Production of [performance/exhibition/event/program] with 3-5 presentations, serving 400-600 people*
- *Host 2-3 [workshops/lectures/webinars/community meetings], each serving at least 25 people*
- *Present monthly [class/lecture series/event] at [neighborhood locations]*
- *Complete new [educational curriculum/ employee handbook/other internal capacity-building work]*

INSURANCE

The application will ask you to indicate the types of insurance that will be required based on the type of work you will be doing.

END OF APPLICATION

Please contact [Tacoma Creates staff](#) with questions at any time.

APPENDIX A: APPLICATION SUPPORT

APPLICATION WORKSHOPS

These free, virtual workshops held over Zoom, 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 three workshops. Each workshop will have a different focus: we encourage you to attend the one that best matches your organization's situation, but we will cover the basics at all workshops so you may attend whichever one fits your schedule. Recordings of the workshops will be posted at tacomacreates.org/how-to-apply.

To attend an application workshop, please register through the link provided below the date you wish to attend, and then you will receive the Zoom link by email. Access to these workshops will be available by computer and by phone; we recommend that you attend by computer, since there will be informational slides shared during the workshop.

We encourage applicants to read the complete guidelines in advance of attending the workshop, and come with questions. The presentation portion of the workshop will be about an hour, with time allotted at the end for questions and discussion.

Wednesday, February 9, 2022, 12:30-2:00pm

- Focus: New applicants in either funding program – new organizations and/or new staff with returning organizations
- Register in advance for this workshop: <https://us02web.zoom.us/meeting/register/tZlftu2qpzssGtFcn5yok9psHKmO9eX3tnQ->

Wednesday, February 16, 2022, 2:00-3:30pm

- Focus: Comprehensive Organizational Support
- Register in advance for this workshop: https://us02web.zoom.us/meeting/register/tZAKc-mgqDsuHNAh9tO862t_Ynz4rL-CNUAV

Wednesday, February 23, 2022, 5:30-7:00pm

- Focus: Impact Funding
- Register in advance for this workshop: <https://us02web.zoom.us/meeting/register/tZUodOypqT8oH9BHbic2qwLlg0mwiB56gPTO>

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 may dial 711 to connect to Washington Relay Services.

ONE-ON-ONE SUPPORT

Tacoma Creates staff members are available to assist anyone who has questions about the application process. Staff can answer questions about guidelines, provide feedback about proposal ideas, and – with enough lead time – can review drafts of proposal narratives or budget forms or other application elements. Tacoma Creates staff will not write applications for applicants.

Schedule a meeting: You can use [this link](#) to look at pre-set meeting times and sign up for a time that works in your calendar. Each meeting is 20-30 minutes long, and can be held over Zoom, or by phone. 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 meeting at tacomacreates@cityoftacoma.org.

You may also email questions to staff at any time. [Staff contact information](#) is listed on page 2.

APPENDIX B: REPORTING REQUIREMENTS

All funded organizations will need to submit periodic reports about their programming. Tacoma Creates funding is distributed through contracts for services; the reports are the opportunity to demonstrate that the services were delivered and to submit an invoice for payment. The reports will include sections to share data about public programs and participants served; to share stories about how programs went and their community impact, and to show examples of work through photos, videos, or documents.

Collecting this information is important not only for demonstrating that planned work was completed, but also for building an understanding of the collective and combined impact of Tacoma Creates funds. Information shared in the reports will be used to inform communications with the Tacoma City Council and the public.

Quarterly reports will be made available to organizations in September (covering the summer quarter: July-September), December (covering the fall quarter: October-December); March (covering the winter quarter: January-March); and June (covering the spring quarter: April-June). The June Report is also the Final Report, which includes additional prompts about programming and accomplishments through the full funding cycle. Each report is due several weeks after the end of the reporting period, for example, September Reports are due October 15th.

We are using a Program Summary Chart for organizations to share details about the numbers of programs they are offering, their locations, and the participants they are serving. [Here is an example](#) of the chart from the 2021-22 program year.

APPENDIX C:

EXPANDED LEARNING OPPORTUNITIES – BEYOND THE BELL / CLUB BEYOND

Expanded Learning Opportunities (ELO) are programs that extend and enrich student learning outside of the regular school day. As part of their Tacoma Creates application, organizations may apply to participate in a coordinated system of ELO programs described in this section.

As part of the Public School Cultural Access Program, Tacoma Creates supports after school ELO classes in Tacoma Public Schools' district-wide enrichment program, called "Beyond the Bell" at elementary schools and "Club Beyond" at middle schools. Our key partners in this work are Tacoma Public Schools, Metro Parks Tacoma, and Greentrike. Greentrike Out of School Time Intermediary (OSTI) is the lead partner for connecting, scheduling, and supporting cultural organizations offering these ELO programs. Other community organizations that participate in this partnership include the Boys & Girls Clubs of South Puget Sound, Communities in Schools, and YMCA of Pierce and Kitsap Counties.

The goal of this broad partnership effort is to create and oversee after school spaces that are convenient, reliable, affordable, engaging, and easy to navigate by students and their families. The coordinated system provides consistency in scheduling, registration, training and support for participating organizations. For in-person programs, it includes on-site coordination, snacks, and transportation options.

This provides a great opportunity for Tacoma Creates, and the organizations we support, to plug into this system and provide quality cultural learning experiences for elementary and middle school students. The ELO space is a way to connect with students in different parts of the city, to expand education offerings, and to participate in a coordinated system so that each organization doesn't have to build and manage the logistics on their own. With a focus on equity and access, all Beyond the Bell / Club Beyond classes supported by Tacoma Creates will have an option to attend at no cost. A flexible "Pay What You Choose" approach allows participants to pay between \$0 and \$150 per class.

SOCIAL EMOTIONAL LEARNING

Supporting students' Social Emotional Learning (SEL) is a core element of Beyond the Bell / Club Beyond, and something that all participating organizations will implement as part of their instruction. Greentrike OSTI is a leader in this work and will support ELO instructors in learning how to implement signature practices such as warm welcomes and community circles, as well as the daily SEL Spotlight activities. This work is guided by the Collaborative for Academic Social Emotional Learning (CASEL); for additional background, read about the [Fundamentals of SEL](#).

PROFESSIONAL DEVELOPMENT

In order to support continued growth and development for providers of ELO classes, Greentrike OSTI will lead end-of-session reviews, which all ELO instructors are expected to attend, and will offer other professional learning opportunities to build practice. There will be a variety of opportunities to connect to a network of other ELO providers.

2022-2023 SCHOOL YEAR SCHEDULE & CLASS PLACEMENT INFORMATION

The following schedule information is current as of January 2022, but may shift based on emergent needs. All planning is geared towards in-person programming at this point, following all public health guidelines and requirements. Some online programming may be offered as appropriate. Note that all ELO instructors teaching in-person will need to meet Tacoma Public Schools' vaccination requirements.

There will be 5 sessions of programming at each elementary and middle school; each session will be 6-8 weeks long. Exact session dates are not yet set; the approximate time frame for each session is: Session 1, September-October; Session 2, November-December; Session 3, January-February; Session 4, March-April; Session 5, May-June. Organizations should ideally commit to all 5 sessions, however exceptions may be made, and there is a place in the application form to note organizational availability.

All classes must be taught according to the pre-set session schedules, and the times described below. Instructor responsibilities include engaging with students before and after program instruction time to support student check-in, snacks, and social emotional learning practices.

At elementary schools, all classes will meet twice a week – either Mondays & Wednesdays or Tuesdays & Thursdays. Instructors will be on site from 3:15-6:00pm. Elementary school classes may be offered for grades K-2, 3-5, or K-5 all together.

At middle schools, some classes will meet twice a week – either Mondays & Wednesdays or Tuesdays & Thursdays; other classes may have different schedules. Instructors will be on site from 2:30-5:00pm. Classes are offered for grades 6-8 all together.

Tacoma Creates-supported programs may be located at 8-14 elementary campuses and 4-6 middle school locations during the 2022-2023 school year; these will be schools with higher needs based on where they are located and the socio-economic data about their student population.

Sample Daily Schedule

(This schedule is for elementary schools; the middle school schedule will have similar elements.)

- 3:15 pm: Instructors arrive onsite, check in with site staff, prepare for class
- 3:30 – 3:45 pm: Warm welcome, emotion check-in, snack time, engage with students
- 3:45 – 4:00 pm: Social-Emotional Learning (SEL) Spotlight
- 4:00 – 5:30 pm: Program Time – teach cultural curriculum
- 5:30 – 5:45 pm: Closing circle
- 5:45 – 6:00 pm: Students are picked up or get on the bus

PROPOSAL REVIEW AND PARTNERSHIP ROLES

There is a two-step process for approving Tacoma Creates-supported Beyond the Bell / Club Beyond programs:

- 1) The review panels for Tacoma Creates funding will recommend the organizations that best meet the review criteria to Greentrike OSTI.
- 2) Greentrike OSTI will review recommended proposals for alignment with program goals and needs, working to program a balance of different types of programs for different age groups at each school, and will make decisions about which classes to place at which schools.

Organizations approved to provide Beyond the Bell / Club Beyond programs will work directly with Greentrike OSTI, and will be responsible to them for all aspects of program preparation and 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 Beyond the Bell / Club Beyond program will:

- Schedule and coordinate space at TPS locations (and/or coordinate online platforms)
- Coordinate background checks
- Provide a “Site Lead” at each school for onsite coordination
- Distribute snacks
- Coordinate and manage bus transportation for students at priority schools

- Provide and manage the registration process, including tracking enrollment, attendance, and other student data
- Promote classes to students and families, with participation by organization and instructors
- Provide required orientation, onboarding, and ongoing professional learning support for instructors

The Tacoma Creates-Supported Organization will provide:

- A qualified and well-prepared instructor who meets all professional obligations of the program, which will include effective and engaging instruction as well as supervision of students before/after classes
- All materials to support classroom activities and student learning
- 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 school will be required to cancel the class for that day.

In addition to providing funding support for these classes, Tacoma Creates will offer occasional training and convening opportunities for organizations participating in the ELO – Beyond the Bell / Club Beyond programs.

TRACKING ELO AND PSCAP PROGRAM EXPENSES

Funds to support approved ELO programs will come out of Comprehensive Organizational Support contracts. Organizations should make a point of tracking the amount of Tacoma Creates funds spent on ELO and other PSCAP programs – collecting this data in final report forms is an important part of documenting our commitment to the Public School Cultural Access Program.

APPENDIX D: PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES

Tacoma Public Library (TPL) is interested in working with cultural sector organizations that 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 in-person and/or virtual space as well as marketing.

Organizations may propose programs that are between 30-90 minutes 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 “Oceans of Possibilities” – organizations are encouraged to consider programs that align with this theme.

When in-person programming is possible, organizations may 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](#).

If your organization is interested in this opportunity, please complete the optional TPL section in the application form. The Tacoma Creates funding review panel will recommend to TPL organizations that demonstrate experience working with youth and families. TPL will do further review and will select the organizations that best match their programming interests and needs.