



IMPACT FUNDING 2022-2023 APPLICATION GUIDELINES

Application Deadline: Monday, March 28, 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 25, 2022 (see [Appendix A](#) for more information)
- **Application Deadline for Impact Funding:** **March 28, 2022, 11:59 pm**
- **Notification of Funding Decision:** No later than June 10, 2022
- **Contracting Process with Funded Organizations:** 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 IMPACT FUNDING

The Impact Funding opportunity is open to eligible organizations that demonstrate a commitment to Tacoma Creates' vision for vibrant, equitable, and inclusive cultural programs. Applicants in this category may offer programs for the general public (open to adults or all ages), or youth education programs (classes or workshops for youth under age 18), or both. Applicants in this category may propose a single program or event, or multiple programs that happen throughout the year. Organizations must meet the eligibility criteria listed below to apply in this category.

Funding range: Applicants may request a minimum of \$3,000, and up to \$50,000 per year. A funding match is required: 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.

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 **Comprehensive Organizational Support**, 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 Comprehensive Organizational Support, please see the separate guidelines, available at tacomaccreates.org/comprehensive-organizational-support. Organizations with questions about which category is the best fit for them are encouraged to contact staff at tacomaccreates@cityoftacoma.org. Organizations may submit only one application for each funding cycle.

ELIGIBILITY FOR IMPACT FUNDING

Tacoma Creates has specific eligibility requirements, based on Washington State and City of Tacoma regulations, which you can read more about [here](#). These are the eligibility requirements for Impact Funding:

- **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.

- Exception: Business District Associations and Neighborhood Councils recognized by the City of Tacoma should refer to the “Special Categories” section 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 (IRS).

- 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](#). This is confirmed by the address registered with the IRS, and on your City of Tacoma business license.

- Exception: if your organization's official business address is outside Tacoma, but within Pierce County, and you provide the majority (at least 65%) of your programming within the City of Tacoma, you will meet the Location requirement.

- **Program Delivery**

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

- There are no exceptions to this requirement. Please use [this link](#) to verify programming locations, as there are some locations that use "Tacoma" in their address that are technically outside of Tacoma city limits.

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.

ELIGIBILITY REVIEW

If your organization *did not* receive Tacoma Creates funding during the 2021-2022 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 2021-2022 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

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

We are also pleased to announce a NEW program, in partnership with [Communities Rise](#), to provide additional application support for organizations that serve communities impacted by systemic oppression and whose annual budgets are \$200,000 or less.

For more information on all Application Support opportunities, go to [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 the 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. In the Impact Funding category, organizations may invoice for a small amount of funding at the beginning of the project period, and then will have either quarterly reports and invoicing opportunities (if they are producing multiple programs throughout the year) or a single report and invoice opportunity (if they are producing a one-time program). In all cases, full and final payments will not be made until after all of the 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 their 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 your organization is fiscally sponsored, the insurance may be held by either your organization, or your fiscal sponsor – if this applies to your organization, please review the fiscal sponsor details [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](#). This includes organizations applying with a fiscal sponsor; the organization producing the work in Tacoma must have a City 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?

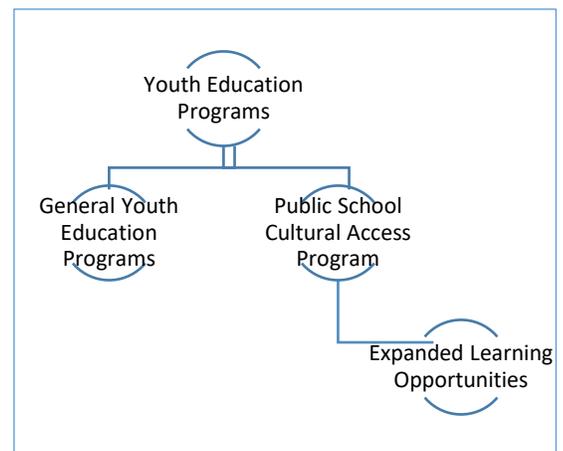
EQUITY-RELATED WORKSHOPS AND SUPPORT

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. While not required, we encourage organizations in the Impact Funding category 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. We encourage organizations to consider if and how they can increase youth access to learning experiences in arts, culture, heritage, and/or science. 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 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
- A proposal for one or more public event(s) or education program(s) that advances arts, culture, heritage, and/or science

In addition, panelists will consider:

- 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.)?
- Do individuals leading the work have relevant skills, background, experience, and/or training?
- Does the organization demonstrate a focus on community and public benefit in addition to their focus on arts, culture, heritage, or science?
- If the organization is proposing education programs as part of the regular school day for Tacoma Public Schools students, do 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

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? For youth education programs, this includes incorporating input from students
- Does programming aim to strengthen community connections, interactions, and engagement, and/or, are there other intentional strategies to create positive community impact?
- 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, modify, or maintain practices and policies related to justice, equity, diversity, and inclusion

In addition, panelists will consider:

- Does the organization demonstrate clear, specific, and achievable plans for supporting and/or increasing public access to cultural sector programs?
- Does the organization involve and center people and communities that have been most impacted by structural racism and other social and economic inequities?
- Does the organization demonstrate an existing commitment to equity and access through current and past programming and/or internal practices?

CAPACITY AND FEASIBILITY

All organizations should demonstrate:

- Success with at least one similar program in the past, and/or capacity for success based on the relevant lived and/or professional experience of the individuals leading the proposed programs
- Resources to make their plans happen, including human resources - staff and volunteer commitment - as well as a mix of cash income and donated goods and services to match (or exceed) the funding request

In addition, panelists will consider:

- Are program plans well thought out, with an achievable implementation approach?
- Are there plans to measure and evaluate program implementation and outcomes?
- Is the budget practical, complete, and aligned with the proposal narrative?
- Is there planned compensation for individuals providing professional cultural programming and administrative support?

HOW TO APPLY

APPLICATION FORM

Applications must be submitted through our online application form.

Go to tacomaarts.submittable.com/submit and select the 2022-2023 Impact Funding form.

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,

and 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 12-13 to understand how your application will be evaluated.

APPLICATION DEADLINE

Impact Funding applications must be submitted online by **Monday, March 28, 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 28.

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 possible future adaptations with in-person and/or virtual programming. 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. 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

- Your organizational budget for the past two completed fiscal years – earned income, contributed income, and total expenses for each year.
- 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

Funding Request for 2022-2023

- In the Impact Funding category, funding requests may be a minimum of \$3,000 and a maximum of \$50,000 per 12-month funding cycle. Please refer to the [Proposal Budget](#) section on pages 18-19 for more information about funding request amounts.

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 (250 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/participants, please tell us who they are.
- How long have you been providing programming in Tacoma?
- If your organization has received Tacoma Creates funding in the past, what are 1-2 tangible ways in which you've used this funding to advance your work?

WORK SAMPLES

- If your organization has a current, 2021-22 Tacoma Creates funding contract, work samples are required, and at least one work sample should demonstrate work supported with Tacoma Creates funding.
- If your organization does not have a current Tacoma Creates contract, work samples are encouraged but not required.
- Work samples should convey the value of your programming and/or the success of your community engagement efforts.
- 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.
- Work sample description: to provide context for the review panel, briefly describe the work: what, when, and where was it? What communities were served?

PROGRAM PROPOSALS

In the Impact Funding category, you may propose General Public Programs, or Youth Education Programs, or both. In the online application form, you will be able to skip the questions that do not apply to your proposal. All programming must be presented between July 1, 2022 and June 30, 2023.

PROPOSAL SUMMARY (25 words)

Tell us in a single sentence what you are proposing to produce during the 2022-23 program year.

GENERAL PUBLIC PROGRAMS

General public programs include presentations, workshops, exhibitions, events, festivals or other programs open to adults and/or all ages. In this section, you may propose either: a "one-time program" – which means a single event or a series of connected events that happen within a about a 4-week window, or "multiple or ongoing programs" – which means any combination of continuing or separate programs that happen at different times through the year. For organizations proposing one-time programming, there is a simpler approach to reporting and invoicing, which is explained in more detail in the Reporting and Payment Phases section below.

What General Public Program(s) will you create or present? (500 words)

- Describe the program(s) or event(s) your organization intends to produce with Tacoma Creates funding.
- Talk about the "public benefit" of this work: 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?
- When and where will your programming happen? Be as specific about dates and locations as possible, and whether these programs will be in-person or virtual.
- About how many people do you expect to serve with this programming?

Planning, Promotion, and Evaluation (300 words)

- How do you plan for your programming? What is your timeline, particularly for one-time programs or major events? What are some important steps and/or dates that will keep you on track?

- Do you have plans for shifting programming between in-person and online if that is necessary?
- 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? What would success look like? How will you identify areas for growth or improvement?

Key Individuals and Collaborators (150 words)

- Who are the key individuals in your organization (staff or contracted) that will lead and carry out your programming?
- 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? (Letters of commitment from key partners outside your organization are encouraged – see [Additional Support Materials](#) below.)

YOUTH EDUCATION PROGRAMS

Youth Education Programs are classes, camps, or other participatory education programs exclusively for youth under the age of 18. Use this section to describe any programs that your organization will produce and manage *outside* of the Expanded Learning Opportunities (ELO) – Beyond the Bell / Club Beyond program; there is a separate section for Beyond the Bell proposals.

What Youth Education Programs will you offer? (500 words)

- Describe the youth education programs you will offer, and the students you plan to serve.
- What are some of the overall goals or intended outcomes for your education programs?
- Where will your programs take place? Will they be in-person or virtual?
- 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?
- About how many people do you expect to serve with your youth education programs?
- If you are proposing 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 K-12 education goals.

Communications and Evaluation (300 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?
- What does success look like for your youth education programs? How do you measure success for your organization and for the students in your programs?

Key Individuals and Partners (200 words)

- 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?
- Are there any individual or organizational partners outside of your organization that are key to the success of your youth education programs? If so, who are they and what are their roles?

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.

NEIGHBORHOOD ENGAGEMENT & INCREASING PUBLIC ACCESS (300 words)

- When you are able to produce in-person programs, in which neighborhoods will you present your programming? Please refer to this map of [Tacoma neighborhoods](#).
- For programming that you will be presenting online, how will you work to engage people from different communities in this programming?
- Overall, how will you support access to your public programs? Think about the specific types of access listed in the [Equity and Access Overview](#) section on pages 9-10. Are there any specific barriers to access that you are planning to focus on?
- 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?

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

Please refer to [Appendix D](#) on page 27 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 designed for participant interaction?
 - Ideal age group (children, teens, adults, families, 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 (350 words)

This work will look different for different organizations, depending on the type of work you do, and the identities of your organization's leaders, staff, and audience/participants. What matters, in terms of Tacoma Creates funding priorities, is demonstrating an intentional commitment to the work, in alignment with your organization's mission, operations, and goals. This may include maintaining ongoing work, and/or taking initial steps to engage with new work.

- How does your organization support or advance equity, access, diversity, inclusion, and/or social justice efforts?
- Provide 1-2 specific examples of work you've done in the past, and 1-2 specific plans for the 2022-2023 program cycle.

Consider the following additional prompts as they apply to your organization:

- How is your organization's approach to equity work informed by your organization's core values, your organizational leadership, the community you engage with, and/or your formal policies?
- If your organization is rooted in equity work, will Tacoma Creates funding help you maintain, expand, or evolve your work in this area?

- If your organization is in earlier stages of this work, how can Tacoma Creates funding help you build understanding and create organizational practices that support equitable and inclusive programming?
- If your organization was funded by Tacoma Creates in 2021-2022, are there any ways in which Tacoma Creates supported specific equity-related growth 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?

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.

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 up to 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 a combination of any of the following:

- donated goods and services (this is also called "in-kind support," and includes volunteer time, donated materials, donated space, etc.)
- earned income (such as fees for events or classes)
- contributed cash income (donations from individuals or other funders)

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 and capacity building expenses in your budget, such as increasing paid staff time, or purchasing needed supplies and materials to help your organization grow. We encourage organizations to consider the *full costs* of producing your programming – including planning time, supplies, insurance, and appropriate compensation for all cultural workers – and include these expenses in your budget.

Do not include expenses for ELO – Beyond the Bell / Club Beyond 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.

There is a [budget form](#) that you will need to fill out and upload as part of the online application. It asks for projected amounts for cash expenses, cash income, expenses covered by donations, and donated goods and services. Your budget proposal must be balanced, meaning that 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. The “Cash Expenses” section should include all of the things that you will have to pay for, while the “Donated Goods and Services” section should include things that you need but that will be given to you. Expenses may include, but are not limited to:

- Staff, contractors, consultants
- Materials, supplies, equipment
- Facility rentals to develop or present work
- Security, safety, or access services
- Promotion, marketing, outreach, and program evaluation
- Insurance, permits
- Capacity building support (professional development trainings, etc.)
- Related organizational expenses (general organizational expenses not to exceed 20 percent of total budget)

- **Projected Income**

In the Projected Income column, 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 / businesses
- Grants from foundations
- Funding from city, county, state, or federal departments
- Individual donations
- Organization’s own cash (for example, money you have in the bank that you will put towards this project)
- Volunteer time – volunteer hours may be calculated at \$33/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, instead of listing “ticket sales” as an income source, listing “tickets: 50 @ \$15” is preferable because it shows more specific planning. 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.

To see an example of a completed budget form, [click here](#).

APPLICATION 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 proposed programs. This helps the panel understand that there are people with the relevant skills and experience to support the success of your program plans.

- Letters of Commitment (optional): If you are collaborating with any organizations or individuals outside your organization whose role is central to your programming success, please provide written confirmation (letter or email) of their commitment to your programming.

REPORTING AND PAYMENT PHASES

Funding contracts will include at least two payment phases to help support program development. However, the full and final funding amount will not be available to funded organizations until the end of the funding cycle (June 30, 2023), or when one-time programming is complete, and after a final report has been submitted. Organizations should be prepared to cover the costs of their programming until that time.

Organizations will receive one of two types of contracts, depending on the programming they are proposing:

For organizations with one-time programs or events:

For organizations proposing a one-time program, with all public elements occurring within a 4-week window, we will issue a contract that includes one smaller payment (1/3 of the total funding amount) at the beginning of the contract period, and one larger payment (2/3 of the total funding amount) after the programming has been completed. Only one final report will be required.

For organizations with multiple programs and/or ongoing programming throughout the year:

For organizations whose work happens throughout the funding cycle, we will issue a contract that includes the opportunity to invoice five times over the course of the contract: once at the start of the contract period, and then at the end of each quarter during the funding cycle. Each payment would be for up to 1/5 of the total funding amount. Quarterly reports will be available in September, December, and March; the required final report will be available in June 2023, and due by mid-July.

CONTRACT DELIVERABLES

In the quarterly and final reports, funded organizations will need to demonstrate completion of their planned cultural services, or “deliverables,” in order to invoice for that work. In the application form, organizations will propose 2-4 deliverables for each quarter.

Things to keep in mind in developing your deliverables:

- Deliverables should align with your overall programming proposal
- The majority of your deliverables should be about the completion of programming, but deliverables may also include specific development steps for major projects, as well as 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

Deliverables should be detailed and specific. Numbers should be used to show the scope of services that will be provided; ranges are appropriate to provide some flexibility. Examples of deliverables include:

- *Completion of 2 full-day, week-long summer education camps for 15-25 youth each week*
- *Production of [name of event/program] with 3-6 public presentations*
- *Creation and public release of 4 short videos, each about 3-5 minutes long*
- *Host 2-3 [workshops/lectures/webinars/community meetings], serving 25-50 community members at each*
- *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/tZlftfu2qpzssGtFcn5yok9psHKmO9eX3tnQ->

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.

NEW: TECHNICAL ASSISTANCE WITH COMMUNITIES RISE

Tacoma Creates is partnering with [Communities Rise](#) to offer free technical assistance in developing applications for Tacoma Creates Impact Funding.

Organizations are eligible for this opportunity if they:

- Have operating budgets of \$200,000 or less;
- Serve communities impacted by systemic oppression, which includes communities of color, immigrant and refugee communities, LGBTQA+ communities, persons with disabilities, low-income communities;
- Meet all funding eligibility requirements for Tacoma Creates (refer to page 4 for [eligibility criteria](#); contact tacomacreates@cityoftacoma.org with any questions about eligibility)

This opportunity is open to organizations that have been funded by Tacoma Creates in the past, as well as organizations that have not yet applied to or received funding from Tacoma Creates.

Communities Rise can provide up to two 45-60 minute sessions of free consultation to support understanding of the application process and requirements, and/or to offer feedback on draft proposals. Consultants can help by explaining the Impact Funding application guidelines, brainstorming how to respond to the application prompts, or editing a draft application. Please note: consultants cannot write the application.

To request this consultation support, visit [this webpage](#), where there is a short form to complete. We encourage you to request this support as soon as possible, and no later than March 14th, in order to allow time for scheduling and give you the most amount of time to work on your Impact Funding application.

If you have any questions about the support from Communities Rise, contact Brianna Jones at grantwriting@communities-rise.org.

About Communities Rise:

Communities Rise is a non-profit organization that fosters movements to build power in communities impacted by systemic oppression. A core focus of their work is to provide tools and trainings that build capacity for small non-profit organizations that work in and for historically marginalized or resource-limited communities. Learn more at www.communities-rise.org.

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.

For organizations with programming throughout the year, 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 April (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.

For organizations with one-time programming, only the Final Report will be required, and it can be submitted at any time after the deliverables have been completed.

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.

FUNDING FOR ELO PROGRAMS

For organizations applying for Impact Funding, Tacoma Creates will provide funding to cover approved Beyond the Bell / Club Beyond classes, *in addition to* funding for other approved public programs or youth education programs.

For the 2022-2023 school year, the standard amount Tacoma Creates will pay for one session of one Beyond the Bell / Club Beyond class is \$1,800. This amount is based on a class that meets twice a week for 6-8 weeks; each day of class involves 2.5-3 hours onsite at the school, which includes instruction time as well as 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 their time at the schools and for required trainings and meetings.

You do not need to include these expenses in your proposal budget. However, if your proposed ELO program would have significant costs not covered by the standard fee – for example, extensive supplies or equipment, or guest or apprentice teachers – then you should build these items into your overall proposal and budget request. If you would like support on this aspect of your proposal, please contact [Tacoma Creates staff](#).

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.

For organizations approved for Impact Funding, Tacoma Creates will provide funding to cover approved TPL programming, in addition to funding for other approved public programs or youth education programs. The fee per program will range from \$300 (for a 30 minute program led by one presenter) to \$850 (for a 90-minute program with 4 presenters). You do not need to include proposed TPL programming in your application budget.