IMPACT FUNDING
2023-24 APPLICATION GUIDELINES

Application Deadline: Monday, March 27, 2023

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 2023-24 funding cycle supports public programming that happens between July 1, 2023, and June 30, 2024.

Organizations interested in applying should read these Application Guidelines fully before submitting an application. Applications must be submitted online through Submittable; application forms can be found on the Office of Arts & Cultural Vitality Submittable page.

All applicants are encouraged to contact Tacoma Creates 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, 2023
- **Application Workshops and Support:** February 1 – March 24, 2023 (see Appendix A for more information)
- **Application Deadline for Impact Funding:** Monday, March 27, 2023, 11:59pm
- **Notification of Funding Decision:** No later than June 9, 2023
- **Contracting Process with Funded Organizations:** June, 2023
- **Contract Funding Period:** July 1, 2023 – June 30, 2024

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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
    Clarissa Gines, Tacoma Creates Coordinator: cgines@cityoftacoma.org or 253-591-5174
    Rico Lastrapes, Tacoma Creates Program Technician: rlastrapes@cityoftacoma.org or 253-591-2038

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. You can read more about the history of Tacoma Creates at tacomacreates.org/about-tacoma-creates. 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 18), or both. Applicants in this category may propose a single program or event, or multiple programs that happen throughout the funding cycle. 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 $60,000 per funding cycle. A funding match is required: this means that the funding request may be a maximum of 50 % 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 as well as other cash resources.

New in 2023 – There are two application forms within the Impact Funding category:
- **Level A:** for organizations requesting between $3,000 and $19,999, or for organizations *only* proposing Beyond the Bell / Club Beyond classes
- **Level B:** for organizations requesting between $20,000 and $60,000

The application review panel will consider funding for Level A and Level B applications separately, to better support newer and smaller organizations, and those that are proposing programming that is smaller in scope. Both levels have the same overall application components and the same evaluation criteria.

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. Typically, the funds available are not sufficient to support each organization's full request, therefore many applications will 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 organizational eligibility criteria, the size of their budget, and/or the scope of their programming. To learn more about Comprehensive Organizational Support, please see the separate guidelines, available at tacomacreates.org/comprehensive-organizational-support. 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 IMPACT FUNDING

Tacoma Creates has specific eligibility requirements, based on Washington State and City of Tacoma regulations, which you can read more about at tacomacreates.org/about-tacoma-creates. 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 Fiscal Sponsorship Agreement 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. You will need to complete a Programming History form to demonstrate your organization's history.

- **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 % of any Tacoma Creates funding to support administrative services
  - Submit a completed Affiliate Organization Agreement

EXCLUSIONS FROM ELIGIBILITY

Certain kinds of 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 2022-23 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 2022-23 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 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 / Chief Leschi Schools students or teachers, or education programs for court-connected youth. 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/Chief Leschi 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. New applicants are especially encouraged to connect with staff in advance of submitting your application. There are a number of opportunities provided for application support, including:

- Application Workshops – in-person, on Zoom, or watch a posted recording
- One on One Support with Staff – schedule a conversation to review questions or drafts
- Email Staff – questions are accepted by email at any time

We are also pleased to continue our 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. 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.

Read more about Application Workshops, staff support, and Communities Rise support in Appendix A.

NEW – There are two additional resources to support application development this year:
- An Application Questions & Answers section on our website, which will be updated between the release of these guidelines and the application deadline to share any additional or clarifying information that comes up through application support conversations.
- A Past Application Excerpts document, which includes sample narrative responses from applications that were among the strongest submissions from several years ago.

Find these resources and additional general support for application development at tacomacreates.org/application-assistance.

CONTRACTS FOR SERVICES, REPORTING, AND PAYMENT PHASES

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 an initial payment once their contract is signed, and may invoice for 1-4 additional payments over the course of the funding cycle, depending on their work:

- **For organizations with one-time programs or events**
  For organizations proposing a one-time program, with all public elements occurring within a 2-3 month time frame, 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 happened and a final report has been completed.

- **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, along with completed

quarterly reports. Each payment would be for up to 1/5 of the total funding amount. Variations on this approach can be made for organizations with programming that spans multiple quarters but is not year-round.

All organizations will provide a draft of their deliverables as part of the online application. The draft deliverables serves as a summary of the key programs that organizations intend to produce with Tacoma Creates funding.

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. Read more about Reporting Requirements in Appendix B.

REQUIREMENTS FOR FUNDED ORGANIZATIONS

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. *Proof of insurance is not required at the time of application, however, 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 include these costs in their program budget.*

- **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 classes, workshops, camps, live virtual programming, 1 on 1 programming, and Beyond the Bell / Club Beyond classes. 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.

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

Equity and access are central to Tacoma Creates funding priorities. This includes our public mandate to support programming in neighborhoods across the city as well as in the downtown area, to engage and support traditionally underserved populations, and to present cultural programs that are welcoming to all – creating a sense of belonging for new participants along with continuing supporters.

These priorities are aligned with 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. You can learn more about the City's commitment to creating an equitable and anti-racist city 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. The framing of equity and access below is intended to suggest a range of opportunities and approaches that organizations can develop and demonstrate in their work.

In this application, we are using the term BIPOC (Black, Indigenous, and People of Color). We recognize that language is fluid and terminology is changing regularly; we intend for this term to be broadly inclusive of all racially or ethnically marginalized communities.

EQUITY
Equity means minimizing historical, systemic, 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 essential 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? How can you make it easier for a variety of community members to participate in your programming?

The categories and examples below provide ideas and examples but are not the only ways to support access to public programs. We do not expect every organization to address all of these points, though we encourage you to consider what makes sense for your programs, and how to support the community members you intend to serve. We encourage organizations to name what access looks like for their work and the communities they serve.

Acceptance-based Access is about how your organization nurtures a sense of **welcoming and belonging**, especially for those who are new to your organization's programs. Thinking through your organization's programming, you may want to consider:
- How you can demonstrate acceptance through interpersonal interactions, use of space, language, signage, etc., to make people feel comfortable
- The needs and perspectives of different potential participants in your programs, such as: BIPOC, people who identify as LGBTQIA+, people who speak different languages, people with different levels of education or experience, people with different levels of income, people of different ages, etc.
- How people from different backgrounds see themselves represented in the presenters, staff, or volunteers they encounter at your programs

Communications Access is about **how your organization promotes its programs**. Consider how your organization is getting the word out about opportunities to engage, and whether the messages are being shared in a way that the community members you intend to serve can receive them. You may want to think about:
- The formats, methods, and languages you use
- The communities and networks you connect with to extend your reach
- The ease with which community members can communicate with and get information from your organization

Disability Access is about considering how you can best serve **people with disabilities**. There are a variety of ways in which your organization might be able to improve experiences for people with physical disabilities, developmental and unseen disabilities, and people who are neurodivergent. You may want to consider:
- Offering technology and services that can help people with disabilities – such as people who are Deaf or hard of hearing, or blind or vision-impaired – navigate your facility and/or programs
- The guidance provided by the Americans with Disabilities Act (ADA)
- Providing programs specifically for people with physical or cognitive disabilities
- Connecting with people with disabilities to learn more about how they can be included in your work

Financial Access addresses the **cost of participation in your programs**. You may want to think about how cost may be a barrier, and how your organization may be able to decrease or remove this barrier. Consider how your organization decides on admission or registration fees for different programs. Some ways you can address financial access include:
- Offering free and reduced-price options
- Offering scholarships or sliding scale options for education programs
- Communicating clearly about financial access options, and minimizing barriers to receiving reduced-price access

Geographic Access considers **where programs happen, and how participants can get to them**. Think about the challenges people may have in getting to your programs, and how your organization can reduce those barriers. Geographic access also includes:

- Presenting your programs at multiple locations in different neighborhoods, including collaborations with Tacoma Public Schools, Tacoma Public Library, and Metro Parks Tacoma
- Considering and communicating about transportation options – including bus lines and schedules, safe bicycle parking, and accessible and affordable car parking – as you invite people from all of Tacoma to attend programming at your primary/home location

Interest-based Access considers **how your intended participants relate to the content or subject matter of your programs.** Your organization may want to think through how you choose what programs to offer, and how you connect with the community to learn what they are interested in, particularly if you are presenting programs designed for a specific cultural community or identity group.

Public Access addresses **who can attend your organization's programs**. In general, programs should be open to anyone interested in participating, though programs may be designed to support specific audiences who are traditionally underserved or have been underserved by your organization. You may want to consider:
- How you ensure your programming is open to the public
- How you offer technical access and support if you are offering virtual programming
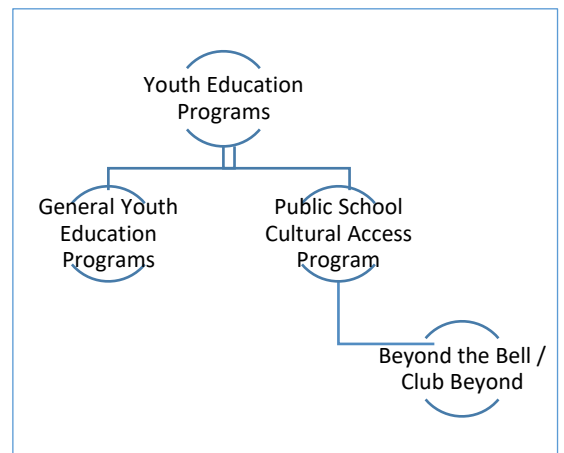
EQUITY-RELATED WORKSHOPS AND SUPPORT
Tacoma Creates is committed to supporting funded organizations in advancing their individual and collective equity work. In collaboration with local consultants or organizational partners, we will provide workshops, conversations, or other professional learning opportunities for Tacoma Creates-supported organizations to learn together and build capacity for their equity efforts. Organizations may use Tacoma Creates funds to support staff time for participation in this work.

YOUTH EDUCATION PROGRAMS

Education programming for youth under 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 or at another community location in Tacoma. 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

Youth Education Programs
- General Youth Education Programs
- Public School Cultural Access Program
  - Beyond the Bell / Club Beyond

opportunities for TPS educators, and offering after-school classes through the "Beyond the Bell / Club Beyond" 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.

BEYOND THE BELL / CLUB BEYOND
Tacoma Creates is a partner in the district-wide Expanded Learning Opportunities (ELO) program, called "Beyond the Bell" at TPS elementary schools and "Club Beyond" at TPS middle schools. Offering after-school classes through 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
Tacoma Creates funds will cover round-trip bus costs for up to 200 school-day field trips, each school year, for TPS classrooms to attend Tacoma Creates-supported programming. This opportunity is open to classes serving all grade levels, pre-K though high school, at any Tacoma Public School, with a priority given to Title 1 schools. Schools interested in field trips to Tacoma Creates-supported programming can request a bus through the TPS district office, and Tacoma Creates will reimburse the district for these transportation costs. 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 possible. 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
At a minimum, all applications 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 proposal for one or more public event(s) or education program(s) that advances arts, culture, heritage, and/or science

The most successful applications will also demonstrate some or all of the following:
- How and why the arts, culture, heritage, or science programming is relevant and meaningful for the intended participants and audiences
- How the programming deepens, broadens, and/or diversifies cultural programs and services within Tacoma
- How the programming benefits or supports people and communities in Tacoma
- How the programming intersects with other priorities for the City of Tacoma, such as environmental justice, community safety, workforce development, or supports for mental and physical health
- How individuals producing and leading the work have relevant skills, background, experience, and/or training
- If the organization is proposing youth education programs, how the classes and workshops support youth development as well as build skills and knowledge in arts, culture, heritage, and/or science

COMMUNITY ENGAGEMENT AND IMPACT
At a minimum, all applications should demonstrate:
- Who they serve and how they engage with participants and audience members
- How they build and develop community trust through approaches such as partnerships, collaboration, communications, and culturally relevant programming

The most successful applications will also demonstrate some or all of the following:
- How they maintain and/or expand relationships with participants and partners
- How community members are engaged in the envisioning, planning, delivery, and evaluation of programming; for youth education programs, this includes incorporating input from students
- Strategies for understanding and addressing community-specific needs
- Meaningful collaborations with other local organizations – either inside or outside the cultural sector – that improve or expand the impact of the work

EQUITY AND ACCESS
At a minimum, all organizations should demonstrate:
- How their proposed programming aligns with Tacoma Creates' vision for equitable, inclusive, and welcoming cultural programming (as described on pages 9-11 of the application guidelines)
- Clear, specific, and achievable plans and practices for supporting and/or increasing public access to their cultural programs

The most successful applications will also demonstrate some or all of the following:
- An existing commitment to equity and access through current and past programming and/or internal practices
- Specific work on internal practices and policies related to justice, equity, diversity, and inclusion

- Approaches that directly address specific types of access, such as language access, location access, and improving experiences for people with disabilities
- Approaches that center communities impacted by structural racism and/or systemic oppression, which includes the LGBTQIA+ community, people with disabilities, older adults, etc.
- Organizational leadership (staff leaders and board) that includes a significant number of individuals who identify as BIPOC

CAPACITY AND FEASIBILITY
At a minimum, 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), and a realistic mix of cash income and donated goods and services to match or exceed the funding request

The most successful applications will also demonstrate some or all of the following:
- Program plans that are well thought out, with an achievable implementation approach
- Plans for communications/marketing to engage audiences/participants
- Plans to measure and evaluate program success and outcomes
- A budget that is practical, complete, and aligned with the proposal narrative
- Appropriate compensation for individuals providing professional cultural programming and administrative support

THE APPLICATION

HOW TO APPLY
Applications must be submitted through our online application form.
Go to tacomaarts.submittable.com/submit and select the appropriate application form:
- If you are requesting less than $20,000, or are only applying for support for Beyond the Bell / Club Beyond classes, select 2023-24 Tacoma Creates Impact Funding: Level A
- If you are requesting $20,000-$60,000, select 2023-24 Tacoma Creates – Impact Funding: Level B

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 13-14 to understand how your application will be evaluated.

APPLICATION DEADLINE
Impact Funding applications must be submitted online by **Monday, March 27, 2023, 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 27.

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.

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 <u>be as clear and specific as possible</u>. Note that there are word limits for each section; some sections offer a suggested word count range as well, to provide more space than last year and to encourage concise responses where possible. You do not need to complete the different sections of the application in the order that they appear, though you will need to be sure to complete all required sections before the form will allow you to submit.

ORGANIZATION CONTACT INFORMATION & FUNDING ELIGIBILITY
The first section asks for basic information about your organization, contact information, EIN number, City of Tacoma Business License number, and other information to confirm your eligibility for Tacoma Creates funding. If you are applying with a fiscal sponsor, you will need to enter their information, including a [letter of commitment](#).

ORGANIZATION BACKGROUND
This section asks for your organization's history and mission, work samples, organizational budget, and attendance summary. This information provides context about your organization's recent work.

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 (150-300 words)
- Tell us a little bit about what your organization does, and why.
- 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?
- Organizational Leadership: upload a document that contains of list of your primary staff members and their roles, and your board members.

WORK SAMPLES
- Share 1-3 brief examples of past work that show the value of your programming. If you received Tacoma Creates funding in 2022-23, 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, 100 words)

BUDGET HISTORY
- There is a chart in the online application form in which you will enter your organization's earned income, contributed income, and expenses (one-year history for Level A; two-year history for Level B).

ATTENDANCE SUMMARY
- There is a chart in the online application form in which you will enter the approximate total number of people that attended your General Public Programs and Youth Education Programs (one-year history for Level A; two-year history for Level B).

FUNDING REQUEST FOR 2023-24
- If you applying in the Level A application, you may request between $3,000 and $19,999.
- If you are applying in the Level B application, you may request between $20,000 and $60,000.
- Your funding request may be a maximum of 50% of the total cost of your proposed programming; please refer to the Proposal Budget section on pages 20-21 for more information.

PROPOSAL SUMMARY (25 words)
Tell us in a single sentence what you are proposing to produce with Tacoma Creates funding during the 2023-24 program year. This summary should be an overview of the programs / events you plan to produce for the community, rather than a general or philosophical statement about your organization's work. Proposal summaries may be shared on the Tacoma Creates website.

SUMMARY OF PROPOSED CULTURAL PROGRAMMING / CONTRACT DELIVERABLES
In the quarterly and final reports, funded organizations will demonstrate completion of their planned cultural programming, or "deliverables," in order to invoice for that work. In this section of the application, you will provide a brief, bullet-point summary of your overall proposal, showing quarter-by-quarter the key cultural programs you plan to provide with Tacoma Creates support. This summary will serve as your draft deliverables; after funding decisions are made, staff will work with organizations to adjust and finalize the deliverables for the contract.

In the online form, you will include 2-4 key programs/deliverables for each quarter. Keep in mind:
- 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 and demonstratable development steps for major projects, as well as internal capacity building work
- The deliverables you write 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 4-6 public presentations, serving a total of 200-300 people*
- *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*

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, 2023 and June 30, 2024.

Many of the questions in this section have multiple prompts – these prompts are designed to help you answer the questions in a way that addresses the review criteria and supports the panel's understanding of your work, but you are not required to address every prompt.

GENERAL PUBLIC PROGRAMS
General public programs include, but are not limited to events, presentations, workshops, and festivals, that are open to adults/families/all-ages, as well as education programs for adults.

What General Public Program(s) will you create or present with Tacoma Creates funding during the next funding cycle (July 1, 2023 – June 30, 2024)? (400-600 words)
- Elaborate on your proposal summary, and share details about the program(s) or event(s) your organization intends to produce with Tacoma Creates funding.
- Talk about how this work benefits people and communities in Tacoma, and why this work matters.
- Who are you planning to serve? Who are the primary audiences/participants you've served in the past? About how many people do you expect to serve with this programming?
- When and where will your programming happen? Be as specific about dates and locations as possible. (Letters of commitment from outside organizations whose venues you will be using are encouraged – see [Additional Documents](#) below.)

Key Individuals and Collaborators (100-200 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 Documents](#) below.)

Planning, Promotion, and Evaluation (300-400 words)
- Tell us about your planning process. What are key points or milestones on your planning timeline, especially for one-time programs or major events?
- 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? Will you measure progress on any specific goals? What would success look like? How will you identify areas for growth or improvement?

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

What Youth Education Programs will you present with Tacoma Creates funding during the next funding cycle (July 1, 2023 – June 30, 2024)? (400-600 words)
- Describe the youth education programs you will offer.
- When, where, and how often will they happen?
- What are some of the overall goals or intended outcomes for your education programs?
- Who are you planning to serve? What groups of youth have you served in the past, and 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.

Key Individuals and Partners (150-250 words)
- Who are the main individuals that will carry out your education programming?
- What teaching and/or youth development 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?

Communications and Evaluation (250-350 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?
- How will you evaluate your programs? How will you define and measure success for your organization and for the students in your programs? How will you identify areas for growth or improvement?

Beyond the Bell / Club Beyond (Optional)
Please refer to Appendix C for more information about this opportunity. If your organization is interested in proposing after-school classes as part of this program, this section of the application form will ask for:
- 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
- You will be able to propose more than one class title, responding to the same set of questions

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 short programs for TPL branches, this section of the application form will ask:
- What's the total number of TPL branch presentations that your organization has the capacity to present over the course of the 2023-24 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? You may propose up to three programs. For each program, tell us:
  - Program title
  - Brief program description, including any outcomes or goals
  - Have you presented this program in the past?
  - Ideal age group (pre-school, elementary, middle school, high school, adults, seniors)
  - What's your preferred length for this program (30, 60, or 90 minutes)?
  - How many people would be involved in presenting this program? If more than one person, explain the roles/responsibilities of the presenters.

ADDITIONAL DOCUMENTS TO SUPPORT YOUR PROGRAM PROPOSAL
The application form will ask you to upload these additional materials:
- Programming Leads List/Resumes (optional in Level A; required in Level B): 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, but encouraged for all Impact Funding applicants): If you are collaborating with any partners outside your organization that are co-producing or hosting your programs, please share a letter or email from the partner confirming their commitment to support your programming.

EQUITY AND ACCESS

In this section of the application, tell us about how you address equity and access in the programming you have described above and in your organization as a whole. Please consider the Equity and Access information on pages 9-11, and the different types of access listed there. Equity work will look different for different organizations; what matters in terms of Tacoma Creates funding priorities is demonstrating an ongoing commitment to developing, maintaining, and/or evolving this work.

How does your organization support or advance equity, access, diversity, inclusion, and/or social justice efforts? (350-500 words)

Consider the following prompts to tell us about how this work is relevant to your proposal:

- What are your organization's key goals related to equity, access, diversity, inclusion, and social justice?
- How do you consider and apply these goals in your programming?
- How is your work creating access for specific communities you serve?
- Are there any specific barriers to participation in your programs that you are planning to address?
- Provide 1-2 specific examples of past efforts related to equity and access as well as specific plans for the 2023-24 funding cycle.

Tell us about how you work in different neighborhoods, and how you engage people from different communities. (250-350 words)

Consider the following prompts to tell us about how this work is relevant to your proposal:

- In which neighborhoods in Tacoma will you present your programs? Please refer to this map of Tacoma neighborhoods. Talk about your history of engagement in these locations, and/or your plans to build engagement in any new programming locations.
- How do you engage with your audiences/participants? How do you build relationships with both continuing and new audiences/participants?
- Do you have any community partnerships that support your community engagement work? If so, describe these partnerships and what makes them effective.

Organizational Diversity

The application form will ask for the percentage of your organization's leadership who identify as BIPOC, along with an Organizational Diversity Chart that provides an opportunity to share how your board, staff, and key contractors identify racially as well as by gender, age, and other aspects of identity.

Organizations should ask their staff, board, and key contractors 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. Be sure to include the total number of individuals for each category of personnel at the top of the form. Note that this chart has been updated from last year: there are fewer categories of staff teams to include, while there are more aspects of identity to consider.

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. This is the budget form that you will need to fill out and upload as part of the online application.

Your funding request may be up to a maximum of 50% 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 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 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.

The budget form 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, on the left, list all costs associated with your proposed programming, separated into the "Projected Cash Expenses" and "Project Expenses Covered by Donations" sections, as appropriate. The "Projected Cash Expenses" section should include all of the things that you will have to pay for, while the "Projected Expenses Covered by Donations" 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% of total budget)

- **Projected Income**
  In the Projected Income column, on the right, list all sources of support for your proposed programming, separated into the "Projected Cash Income" and "Projected Donations of Goods & Services" sections, as appropriate. Resources may include, but are not limited to:
    - Admission, registration, or tuition fees (organizations may charge admission/tuition fees, as long as their application shows efforts to support access)
    - Concessions sales (such as t-shirts or food)
    - 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.

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 workshops will cover how the application process works and how to develop a strong application. All applicants are encouraged to send a representative to one of the 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. A recording of the workshop held via Zoom will be posted at tacomacreates.org/application-assistance.

You do not need to sign up in advance for either of the in-person workshops, though space is limited and we encourage you to arrive a few minutes early. For the virtual workshop, you will need to register through the link provided below.

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 8, 2023, 12:30-2:00pm
- Zoom – register in advance for this workshop: https://zoom.us/meeting/register/tJMpd--vqzotHN3AjqcyVW_9Yj50SYj92Y6T
- We recommend that you plan to attend via laptop or desktop computer, so that you will be able to see the slides shared during the workshop.
- Focus: New applicants in either funding program – new organizations and/or new staff with returning organizations

Wednesday, February 15, 2023, 11am-12:30pm
- Tacoma Municipal Building, 747 Market St., room 243
- Nearest bus routes: 1, 11, 13, 16; paid street parking available
- Focus: Comprehensive Organizational Support

Wednesday, February 22, 2023, 4:30-6:00pm
- South Tacoma library branch, 3411 S 56th St.
- Nearest bus route: 3; free parking available in library lot, as well as street parking
- Focus: Impact Funding

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.

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, LGBTQIA+ 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 to 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 Zoë Erb, cbclinics@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 AND PAYMENT PHASES

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 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 Spring 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, Summer Quarter 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 use 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 2022-23 program year. Visit our Program Locations page to see how we use this data to show where programs and events took place.

APPENDIX C: BEYOND THE BELL / CLUB BEYOND

[Beyond the Bell / Club Beyond](#) offer coordinated enrichment activities after-school for elementary and middle school students in a district-wide program. The goal of this partnership is to support a wide range of engaging after-school classes and activities that are convenient and affordable for students and families. Classes and activities are offered by community partners including Tacoma Creates-supported organizations.

For organizations, this is an opportunity to plug into an existing system and provide quality cultural learning experiences for elementary and middle school students. Beyond the Bell / Club Beyond is a way to bring your programming to students in different parts of the city, to expand your education offerings, and to participate in a system that provides spaces and registration processes so that each organization doesn't have to build and manage all of the logistics independently. In the Impact Funding category, there is additional funding to support this work, as described below.

Organizations interested in this opportunity will need to provide:
- Engaging and age-appropriate curriculum in arts, culture, heritage, and/or science
- A qualified and well-prepared instructor who meets all professional obligations of the program, which includes supervision of students before/after class as well as effective facilitation of student learning
- All materials to support classroom activities and student learning
- Organizational support and oversight to support instructor(s)
- Participation in marketing and communications efforts to support class registration
- Annual background checks, as well as participation in safety-related trainings and site-based orientation
- 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 teaching your cultural curriculum, instructor responsibilities include engaging with students before and after program instruction time to support student check-in, snack time, and social emotional learning practices. Supporting students' Social Emotional Learning (SEL) is a core element of Beyond the Bell / Club Beyond; instructors will be expected to help lead this work including practicing warm welcomes, community circles, and SEL spotlight activities.

2023-24 SCHOOL YEAR SCHEDULE
This information is current as of January 2023 and is subject to change. Final schedule information will be confirmed with participating organizations over the summer.

Class Sessions
All classes must be taught according to the session dates and times set by the Beyond the Bell / Club Beyond program. There will be 4 sessions of programming at each elementary and middle school; each session will be an average of 8 weeks long; most classes meet twice a week.

Exact session dates for 2023-24 are not yet set; the approximate time frame for each session is:
- Session 1: September – November
- Session 2: December – February
- Session 3: February – April
- Session 4: May – June

Organizations should ideally commit to all 4 sessions, however exceptions are possible.

At elementary schools, all classes will meet twice a week – either Mondays and Wednesdays or Tuesdays and 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.

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

At middle schools, some classes will meet twice a week – either Mondays and Wednesdays or Tuesdays and Thursdays; other classes may have different schedules. The after-school time frame may be approximately 2:30-5:00pm, however this will vary at different middle school sites. Classes are offered for grades 6-8 all together.

CLASS PROPOSALS
Organizations interested in this opportunity can propose Beyond the Bell / Club Beyond classes as part of their Tacoma Creates application, using the optional section in the online application form. Classes should have active, participatory, age-appropriate curriculum, designed to serve up to 15 students per class. Organizations may propose just one class title or several, and may indicate how many of each class they have the capacity to teach each session.

SCHOOL PLACEMENTS AND PROGRAM COORDINATION
Organizations confirmed for offering Beyond the Bell / Club Beyond classes as part of their Tacoma Creates contract will work with staff at Greentrike as their primary contact for this program. Greentrike serves as the lead community partner in supporting and coordinating cultural organizations' participation in the Beyond the Bell / Club Beyond program. They will work with participating organizations to determine which classes will take place at which schools, in order to balance different types of programs for different age groups at each school. They will confirm/finalize class descriptions and collect instructor details in advance of each session to support the registration process. Greentrike will also coordinate all required training and program readiness work for all participating instructors. After classes start, organizations and their instructors will work with the Site Leads at each school regarding day-to-day program management, and Greentrike will continue to serve as a resource and overall program support for Tacoma Creates organizations.

The Beyond the Bell / Club Beyond program will:
- Schedule and coordinate space at TPS locations
- Coordinate background checks for all instructors (must be updated at the start of each school year)
- Provide required orientation, onboarding, and ongoing professional learning support for instructors
- Provide a "Site Lead" at each school for onsite coordination
- Provide and distribute snacks
- Coordinate and manage bus transportation for students at priority schools
- Promote classes to students and families
- Provide and manage the registration process, including tracking enrollment, attendance, and other student data
- Provide enrollment data to participating instructors/organizations

PROFESSIONAL DEVELOPMENT AND PROGRAM IMPROVEMENT
To support continued growth and development for organizations/instructors as well as overall program improvements, there will be a mix of required and optional sessions throughout the school year, including professional learning opportunities, end-of-session reviews, and opportunities to network and collaborate.

FUNDING FOR BEYOND THE BELL / CLUB BEYOND 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 2023-24 school year, the standard reimbursement from Tacoma Creates for each class will be $2,200 per session for Beyond the Bell and $1,800 per session for Club Beyond. This amount is based on a class that meets twice a week for 8 weeks; there may be adjustments for different class schedules. 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 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 Beyond the Bell / Club Beyond expenses or income in your proposal budget. However, if your proposed class(es) 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](#).

ABOUT BEYOND THE BELL / CLUB BEYOND

These programs are part of a coordinated Expanded Learning Opportunities (ELO) network that extends and enriches student learning outside of the regular school day. Key partners in this work are Tacoma Public Schools, Metro Parks Tacoma, and Greentrike. 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.

With a focus on equity and access, Tacoma Creates-supported classes will be prioritized for schools with higher needs based on where they are located and the socio-economic data about their student population. Beyond the Bell classes have a sliding scale cost based on family resources; Club Beyond classes are free. Programs include snacks and bus transportation home from many school sites.

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, including programming for youth (pre-K – teens). TPL's goal for educational programs is to keep patrons engaged in reading and learning activities throughout the year, and to present programs that are aligned with their strategic priorities.

For cultural organizations, this is an opportunity to plug into the library network and bring short programs to communities in different parts of the city, with TPL providing space as well as marketing support. Organizations interested in this opportunity can propose programs to present at TPL branches as part of their Tacoma Creates application, using the optional section in the online application form. These programs may be participatory workshops or lecture/presentations that are 30, 60, or 90 minutes in length; they should be "self-contained," ready-to go programs that will work in small to mid-sized library meeting rooms with minimal technical support needs.

The Tacoma Creates funding review panel will review TPL program proposals and make recommendations to TPL; TPL will do further review and will select the organizations and programs that best match their programming interests, needs, and locations.

For organizations confirmed for presenting programs at TPL branches:
- Organizations will be put in touch with a TPL librarian, who will work with them to identify physical space needs and schedule programs at mutually agreeable times. Organizations are expected maintain timely communication with their assigned TPL staff. TPL may cancel any program due to lack of communication or preparedness.
- TPL will determine the location at which programs will be presented. Organizations may be asked to present the same program at multiple library locations. TPL staff will utilize an equity lens to match programs with locations that best meet the needs and opportunities of the neighborhood.
- Organizations are expected to provide all materials and research needed for their presentation. TPL staff will provide limited day-of assistance with set-up, and breakdown; organization presenters should be prepared to do most of this work and should be able to manage set-up and clean-up within about 15 minutes. TPL staff are not expected to present or co-present programs.
- TPL will share program information via the Tacoma Public Library Events Calendar and the Tacoma Creates Events Calendar. Organizations are expected to support Tacoma Public Library in the marketing and promotion of the programs through their own communications channels.
- For organizations approved for Impact Funding, Tacoma Creates will provide supplemental funds to cover approved TPL programming as part of your funding contract. You do not need to include proposed TPL programming in your application budget. 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).

Note: the TPL programming section of the application is specifically for proposing stand-alone presentations for TPL branch locations. If your organization is proposing other kinds of partnership work with TPL for Tacoma Creates support, such as work with the Digital Media Labs, the Northwest Room, or other long-term collaborations, please describe that work along with other General Public Programs and/or Youth Education Programs in your application.