



Resource Packet

For the 2023-24 Funding Year

Updated July 2023

WELCOME TO THE 2023-24 FUNDING YEAR


Thank you for the work you do as part of Tacoma's fantastic cultural sector!

This document is intended to help you understand your organization's Tacoma Creates contract and the resources available to support your work. We are committed to the continuing success of this funding program and each of the cultural organizations that are a part of it, and we look forward to working with you this year.

Sincerely, your Tacoma Creates Admin Team,

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 Visit our website at tacomacreates.org.

  Follow us on social media at facebook.com/TacomaCreates or on Instagram [@TacomaCreates](https://instagram.com/TacomaCreates).

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

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ABOUT TACOMA CREATES

Tacoma Creates is a voter-approved initiative to increase access to arts, culture, heritage, and science experiences throughout Tacoma by reducing barriers to access and expanding offerings, particularly for underserved youth. Eligible non-profit arts, culture, heritage, and science organizations can 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 ongoing cultural programs that provide value for people throughout the City of Tacoma.

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 online at tacomacreates.org/about-tacoma-creates. Funding is based on a competitive application process and is distributed through contracts for services through the City of Tacoma.

HOW TO MANAGE YOUR TACOMA CREATES CONTRACT

We encourage you to read through the following information to ensure a successful contracting relationship between your organization and the City of Tacoma. This section will guide you through the various steps and tasks you will need to do throughout the funding year.

GETTING STARTED

After your organization is approved for funding, the City of Tacoma requires your organization to sign a *contract for services* which lays out the funding your organization will receive and the public benefit deliverables that your organization will provide.

WHAT IS A CONTRACT FOR SERVICES?

A contract for services outlines specific deliverables that your organization will provide to people in Tacoma. In the case of Tacoma Creates funding, your deliverables are cultural services – the general public programs and/or youth education programs that your organization will develop, produce, promote, and present. Funding will be broken into multiple payment phases spread out over the term of the contract. Organizations will receive final payment after all services outlined in the contract have been provided. Your organization should be prepared to cover the costs of your programming in the meantime.

You will need the following to get your contract set up:

City of Tacoma business license

All Tacoma Creates 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 that is separate from the fiscal sponsor. **To learn more about how to apply for a City of Tacoma business license, go to [page 10](#).**

Insurance

All Tacoma Creates funded organizations are required to provide a Certificate of Insurance, naming the “City of Tacoma” as Additional Insured and showing verification of Commercial General Liability insurance, as well as Additional Insured, Waiver of Subrogation, and Primary and Non-Contributory. Organizations may also be required to carry other types of insurance such as:

- Abuse & Molestation
- Commercial Automobile Liability
- Marine General Liability
- Employer’s Liability
- Workers Compensation

The exact insurance requirements will be determined based on the type of programming your organization offers, and the audience you will be serving. **More information about insurance requirements can be found on [page 12](#).**

Ariba Account

The City of Tacoma contracts with organizations electronically through a system called Ariba. If your organization has not contracted with the City of Tacoma recently, you will be required to set up an account in Ariba before the City can issue a contract to you. If your organization is fiscally sponsored, then the Fiscal Sponsor is the entity that must be registered in Ariba. **To learn how to register in Ariba, go to [page 14](#).**

KEEPING TRACK OF YOUR TACOMA CREATES DOCUMENTS AND INFORMATION

Tacoma Creates staff will regularly communicate important information to your organization's primary contact via email. We encourage organizations to keep all their Tacoma Creates funding information, including signed contracts, relevant emails, and deadline dates, in one place. This will allow you to easily reference these items over the life of your contract.

If the primary contact of your organization shifts during the funding year, please notify Tacoma Creates staff of the change!

“EXHIBIT A”

Keep track of the “Exhibit A” section of your contract – this is the section that includes your deliverables for each quarter, your payment phases, and other key expectations. **For more help understanding the Exhibit A, visit [this link](#).**

What happens if you are unable to fulfill the deliverables listed in your contract?

If you anticipate changes in your planned deliverables, you must get in touch with staff in advance; modifications of plans may be approved if changes are:

- Aligned with your organization's original proposal
- Providing a comparable level of cultural programming and public benefit
- Approved in writing by Tacoma Creates staff

COMMUNICATIONS

As you enter the 2023-24 funding year, we want you to think about how you promote your Tacoma Creates-supported work and consider the various ways to communicate about Tacoma Creates within your marketing. As a funded organization, there are two key communications requirements:

1. Promote all Tacoma Creates-funded work to the general public (or to Tacoma Public Schools families, as appropriate).
2. Acknowledge Tacoma Creates funding in your communications materials, at your events, and wherever appropriate.

There are several ways you can promote your work – from social media, to the Tacoma Creates events calendar. **For more information and details about promotion and communications expectations, read through our Communications Toolkit on page 7.** This toolkit also includes a link to download the Tacoma Creates logo file, and language you can use as you talk about Tacoma Creates out in the community.

PAYMENT SCHEDULE

Payments will be made in several installments over the course of the contract period, as outlined in your contract.

- For organizations in the **Comprehensive Organizational Support** category, there are **4** payments throughout the funding cycle.
- For most organizations in the Impact Funding category, there are **5** payments throughout the funding cycle. For some organizations in this category, there are either 2, 3, or 4 payments throughout the year, based on the type of programming that is being presented.

REPORTING

All Tacoma Creates funded organizations will need to submit reports about their programming through Submittable.

The purpose of each report is to:

- Demonstrate the completion of your deliverables (your planned cultural programs/services) for the quarter
- Upload your invoice for this time period (If you need assistance in creating a basic invoice, you can download a template through [this link](#))
- Help Tacoma Creates staff understand the scope of your work and its impact within the community

These 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.

We are also 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. This chart will be linked within each report.

When Tacoma Creates staff releases a quarterly report form, that form will be linked to your original 2023-24 Tacoma Creates application in Submittable. The staff person at your organization who is the Submittable account holder will receive a direct link to the report form via email.

Organizations with on-going programming throughout the year will have quarterly reporting opportunities as follows:

- For Summer Quarter work (July – September 2023): report form available in September; due by **October 15**
- For Fall Quarter work (October – December 2023): report form available in December; due by **January 15**
- For Winter Quarter work (January – March 2024): report form available in March; due by **April 15**
- For Spring Quarter work (April – June 2024): report form available in June; due by **July 25** – the Spring report is a longer Final Report for the full contract year

Organizations with one-time programming will have a slightly different reporting schedule, based on when deliverables are completed.

After staff reviews your report and confirms that planned work has been completed, your invoice will be processed; it can take 2-4 weeks for invoices to be paid.

Deferring deliverables and payments: If you are not able to complete some or all of your deliverables in any given quarter, or you want to skip reporting and invoicing for a quarter, please email staff to make these arrangements.

WHAT IS SUBMITTABLE?

Tacoma Creates uses the [Submittable](#) (submittable.com) platform for applications, and reporting. Funded organizations are required to submit reports through Submittable, so it is important that you keep your login information handy. We encourage organizations to create a login password for Submittable that is shareable with others within your staff, to ensure access to your account. **For help navigating Submittable, go to [page 15](#).**

TACOMA CREATES-SUPPORTED CAPACITY BUILDING OPPORTUNITIES

Tacoma Creates offers a variety of capacity building opportunities for funded organizations, and we encourage you to take advantage of these free opportunities.

We will be continuing to support Justice, Equity, Diversity, and Inclusion (JEDI) work in collaboration with Colemon & Associates, Data Collection/Analysis work with Matt Kelley, Associate Professor of Urban Studies at University of Washington-Tacoma, as well as partial scholarships for the Washington State Arts Commission’s Teaching Artist Training Lab (TAT Lab). Staff will send out emails communicating these opportunities as they arise.

EQUITY AND ACCESS WORK

For organizations in the Comprehensive Organizational Support category, there is a requirement to participate in organizational equity work, either through a Tacoma Creates-supported JEDI program, or through a different formal organizational effort. For organizations in the Impact Funding category, there is no contractual requirement to demonstrate this work, though we hope that Tacoma Creates can support your continuing work in this area.

For 2023-24, we are pleased to offer the following opportunities. Schedule is tentative, and registration information will be emailed out later in the summer.

- **JEDI Cohort A**

This cohort is for organizations who have engaged in JEDI for 5+ years.

- Sessions will meet on the following Thursdays, 10-11:30am:
 - October 5, 2023
 - November 2, 2023
 - January 4, 2024
 - February 1, 2024

- **JEDI Cohort B**

This cohort is for organizations who have engaged in JEDI for less than 5 years

- Sessions will meet on the following Thursdays, 10-11:30am
 - October 12, 2023
 - November 9, 2023 (this session will meet from 2-3:30pm)
 - January 11, 2024
 - February 8, 2024

- **Individual Workshops**

- Culture as a Driver, Thursday, September 14, 2024, 12-2pm
This workshop provides an introduction to organizational culture, which is the key to an inclusive workplace, and is designed for those early in their JEDI journey.
- The Culture of Governance, Thursday, March 14, 2024, 12-2pm
This workshop designed for board members, increases understanding of how JEDI intersects with nonprofit governance.

- **JEDI Film Series**

- Screenings will happen on the following Wednesdays, 5:30-7:30pm
 - April 3, 10, 17, 24, 2024, and May 1, 2024

COMMUNICATIONS TOOLKIT

This Communications Toolkit is designed to support your understanding of Tacoma Creates communication expectations and resources. As you enter the 2023-24 program year, we want you to think about how you promote your Tacoma Creates-supported work and consider the various ways to communicate about Tacoma Creates within your marketing.

There are two key communications expectations:

1. Promote all Tacoma Creates-funded work to the general public.
2. Acknowledge Tacoma Creates funding in your communications materials and at your events.

PROMOTE YOUR PROGRAMS

One of Tacoma Creates' key funding goals is access – part of making your programming accessible to the public is by bringing awareness to the work you do! Share information about your programs and events in a variety of ways, such as posts on social media accounts, listings on your website and community calendars, utilizing the Tacoma Creates Events

Calendar, and cross-promoting with other organizations as appropriate. This is also an opportunity to consider how to reach new participants/audiences and broaden access through different types of communications.

Events Calendar

Take advantage of the [Tacoma Creates Events Calendar](#) and upload your upcoming events to share with the public. We encourage you to add a link to this calendar on your own website, to help cross-promote cultural sector events, and to help drive traffic to this public resource. Learn how to upload your event by reading through the “[How to Upload an Event to the Tacoma Creates Events Calendar](#)” guide.

Social Media

We encourage you to share your Tacoma Creates-supported programming on social media, and to cross-post and tag other organizations, as appropriate, to help spread the word. When sharing a social media post, make sure it is either on your organization’s public social media account, or in an open group. **Tag us at @TacomaCreates and use #TacomaCreates and when promoting work supported by Tacoma Creates.** Follow Tacoma Creates on [Facebook](#) and [Instagram](#) @TacomaCreates, and like and share posts where we mention Tacoma Creates-funded organizations.

Tacoma Creates Website

All Tacoma Creates-funded organizations are listed on the [Funded Organizations](#) page of our website. If you would like your organization’s information updated, please email Clarissa Gines at cgines@cityoftacoma.org.

Tacoma ListServ

The Office of Arts & Cultural Vitality offers the public facing [Tacoma Arts ListServ](#), where you can post upcoming arts and culture events and opportunities. To learn more about this ListServ, visit <https://cityoftacoma.org/cms/One.aspx?portalId=169&pageId=5892>.

CityLine on TV Tacoma

About – CityLine is a weekly, one-hour talk show comprised of four segments, each 11-minute segment featuring a different organization or group talking with the show host about the activities, events, and/or services they provide the community. Featured organizations and groups are responsible for lining up one to three guests for their segment, providing a list of 10 potential interview questions the host can ask the guest(s), and providing any relevant images or videos that can be shared on screen to help illustrate what the guest(s) will be speaking about.

Each featured organization or group must have some tie to the City of Tacoma such as being a current fundee, a collaborator, or an inter-agency partner. The show is produced by TV Tacoma, Tacoma’s municipal television station. It is taped live every Thursday and airs multiple times throughout the week on Channel 12 in Tacoma, and on-demand anytime on YouTube and at www.cityoftacoma.org/cityline.

Website – Find out more and watch archived episodes at www.cityoftacoma.org/cityline

Timeframe for Scheduling – CityLine is a popular show, and their schedule is often booked out 4 - 6 six weeks in advance, especially around summer events and holiday events. If you want your organization or group featured on CityLine at a particular time of year, we recommend you reach out to them *at least* 6-8 weeks before your ideal week, to secure a spot, or further in advance if you like.

Program Promotion – In addition to the show airing on Channel 12 and available for on-demand viewing online, after taping CityLine will provide you with a link to your segment to make it easy to share on your social media, website, newsletters, etc.

Contact – Interested in having your organization featured on CityLine? Reach out to Tacoma Creates staff, and we will put you in touch with the producer. They will need the following information:

1. The name of your organization/group and what activity, event, or service you are requesting to have featured on CityLine. If you are collaborating with another organization, make sure to note that and include them in your request – you can work together to determine whom from each collaborating organization should be a guest on the segment (with a maximum of three guests total).

2. Your preferred time frame for taping. (Remember: shows are taped every Thursday and air for one week after taping; if you are promoting a specific event, you will want to be on CityLine at least one week before the event takes place.)
3. That your organization is currently funded through Tacoma Creates!

ACKNOWLEDGE TACOMA CREATES

Promoting your programs in multiple ways and acknowledging support from Tacoma Creates will help people see how their tax dollars help to make Tacoma a more vibrant and engaging city! As a funded organization, you must acknowledge Tacoma Creates in communications about your programs, and at your events. This includes:

1. Using the Tacoma Creates logo on printed and/or digital materials wherever possible,
2. Including language about Tacoma Creates support in public announcements, “curtain speeches”, or printed programs

In your Tacoma Creates funding reports, you will be encouraged to share examples of how your programming was promoted to the public. Examples include social media posts, flyers, etc.

Tacoma Creates Logo

The Tacoma Creates logo files are available for download from this Dropbox [Logo Folder](#). Please review the Logo Guide found in this folder, which walks through the appropriate use of our logos. You will find both the 2-color vertical and 2-color horizontal versions of the logo in the main folder. Please use these versions of the logo whenever possible. If needed, alternate versions of the logo are available in the “Alternate Logo Versions” folder.

Tacoma Creates Messages

Consider how your work aligns with Tacoma Creates’ primary goals and intentions. A great way to share how your work aligns with Tacoma Creates is by sharing a message for your participants and audiences in programs for events. Please use the following examples as appropriate in your communications:

- Our programs are produced with support from Tacoma Creates – which is a fund that was made possible by local voters and is supported by local tax dollars, so thank YOU (audiences/participants) for your support of the cultural sector.
- This program, and especially our ability to [offer free tickets, present in different locations, pay for more staff/artist time to build programs, etc.], is supported in part by public funding through Tacoma Creates.
- Example: Tacoma Little Theatre is honored to receive funding from Tacoma Creates. Tacoma Creates is the first voter-approved initiative of its kind in Washington State, expanding access to arts, culture, heritage, and science experiences in Tacoma. *(Pulled from TLT’s newsletter)*
- Example: Welcome and thank you for your support of arts, culture, heritage, and science programming in Tacoma! Did you know that in addition to your direct support for Northwest Sinfonietta, a very small portion of the taxes you pay on purchases in Tacoma - 1/10 of 1% - supports arts, culture, heritage, and science programming across our city? This funding comes through Tacoma Creates, the first voter-approved initiative of its kind in Washington State, and goes out to non-profit organizations focused on increasing access to cultural programming - especially for youth, for historically underserved communities, and within neighborhoods across Tacoma. This past year, over \$4 Million was distributed to over 50 organizations, supporting over 1,000 programs and events. We invite you to learn more about Tacoma Creates, and the dozens of Tacoma Creates-supported organizations and the events they are producing, at www.tacomacreates.org. *(Language requested and created in collaboration with Northwest Sinfonietta)*

2023-24 FUNDING YEAR WRAP UP

To close out your 2023-24 contract, you will need to complete a Final Report, which includes three parts:

- Part 1 – Contract Deliverables: Report on work completed during the Spring Quarter (and/or work completed during other quarters of the 2023-24 funding cycle, as appropriate for your contract)
- Part 2 – Full Year Review: Program Data
- Part 3 – Full Year Review: Narrative Questions

The information you share informs our Annual Report, which demonstrates the impact of Tacoma Creates funds, and is the primary method for sharing this impact with City Council and the community.

HOW TO APPLY FOR A CITY OF TACOMA BUSINESS LICENSE

You are about to contract with the City of Tacoma. Before we can issue you a contract, you will need to make sure you have the correct business licensing in place. This guide is meant to give you a brief overview of how to do this and answer basic questions. For full details, please follow the links provided.

The table below lists potential necessary licenses in order to be in compliance with City, State, and Federal Government. Please read the rest of this guide to determine which licenses are required for your particular business. Additional licenses may be needed depending on the type of business you operate.

Licensing	Estimated Cost	Processing Time	Renewal Needed?
City of Tacoma Business License	\$25 - \$250 (varies per business' annual gross income); \$25 for non-profit	1 – 15 business days	Every year by January 31
City of Tacoma Home Occupation License (Tacoma Home Based Business Only)	\$75	1 – 15 business days	No
State of Washington Business Registration (only required for Corporations, LLCs, and Limited Partnerships)	\$180 - \$230	2 – 14 business days	Every year
State of Washington Business License	\$19 + \$5 per trade name	2 – 14 business days	No
Federal Identification Number	\$0	1 day online or 5 weeks by mail	No

WHEN IS A CITY OF TACOMA BUSINESS LICENSE REQUIRED?

A license is generally required at the point a business holds itself out to the public (that is, it makes its goods or services available for sale or use). Merely considering opening a business does not require an individual to license. However, if an individual undertakes substantial steps to engage in business, such as manufacturing an inventory of goods for later sale, sufficient business activity has taken place and a license would be required even though the goods themselves have not yet been sold.

IS THERE A MINIMUM THRESHOLD BEFORE A BUSINESS IS REQUIRED TO GET A CITY OF TACOMA BUSINESS LICENSE?

Yes, if your business is located outside of Tacoma and your annual gross income generated in Tacoma is less than \$2,000, and your business is not subject to regulatory requirements, you do not need to get a City of Tacoma Business License. Otherwise, all businesses located in Tacoma must get a business license, regardless of annual gross income generated.

WHEN IS A CITY OF TACOMA HOME OCCUPATION LICENSE REQUIRED?

If you own or operate a business from a residence inside the City you are required to apply for a Home Occupation License in addition to the general business license. A Home Occupation license is required even if the business activity is conducted at another location other than the residence (i.e. construction, massage therapy) and regardless of the amount of revenue the business generates or whether or not the business is a part-time or full-time enterprise.

The Home Occupation license fee is a one-time only fee of \$75. Download the form at https://cms.cityoftacoma.org/taxlicense/conditional_home_occupation_agreement.pdf

HOW DO I APPLY FOR A CITY OF TACOMA BUSINESS LICENSE?

There are three options:

- **Online:** use FileLocal: www.filelocal-wa.gov. Online user fee (\$4) applies. Allow 3 – 5 business days to process your application.
- **Mail:** complete the [Application for City of Tacoma Business License](#) and mail to: City of Tacoma, Tax & License Division, 747 Market St, Room 212, Tacoma, WA 98402-3770. Allow up to 15 business days to receive your license.
- **In Person:** complete the [Application for City of Tacoma Business License](#) and drop off Monday – Friday, 9 am – 4 pm at: 747 Market Street, Room 212. Allow up to 1 hour to process.

WHERE CAN I GET MORE INFORMATION ABOUT CITY OF TACOMA BUSINESS LICENSES?

Contact the City of Tacoma’s Tax & License Office:

- **Email:** licenseinfo@ci.tacoma.wa.us
- **Phone:** (253) 591-5252
- **Web:** www.cityoftacoma.org/taxandlicense
- **Stop in:** City of Tacoma Municipal Building, 747 Market Street, Room 212

STATE OF WASHINGTON LICENSING

WHO NEEDS TO REGISTER WITH THE STATE OF WASHINGTON?

If your business is a Corporation, Limited Liability Company (LLC), or Limited Partnership, you must [register your business with the State of Washington](#). If your business is a Sole Proprietorship or General Partnership, you do not need to register your business with the State of Washington.

WHEN IS A STATE OF WASHINGTON BUSINESS LICENSE REQUIRED?

Businesses are required to obtain a [Washington State Business License](#) if they meet one or more of the following criteria:

- Your business grosses \$12,000 or more per year
- You are doing business using a name other than your full legal name
- You plan to hire employees within the next 90 days
- You sell a product or provide a service that is taxable
- Your business requires specialty licenses

IF I AM REGISTERED WITH THE STATE OF WASHINGTON, DO I STILL NEED A CITY OF TACOMA BUSINESS LICENSE?

Yes. If you are registered with the State of Washington Department of Revenue, you are still obligated to register and license with the City of Tacoma. City of Tacoma business license requirements are in addition to any State and other jurisdictional requirements.

FEDERAL LICENSING

WHO NEEDS TO APPLY FOR A FEDERAL TAX NUMBER WITH THE IRS?

You must obtain an [Employer Identification Number \(EIN\) from the Internal Revenue Service](#) (IRS) unless your business is a sole proprietorship or one-owner LLC and you won’t have employees. In that case, you can use your Social Security Number as the business’s federal identification number, although many business owners choose not to for confidentiality reasons.

Each agency has different requirements that are dependent on your business activity, and we recommend you contact each of them before starting your business.

TACOMA CREATES & CITY OF TACOMA – INSURANCE REQUIREMENTS

This document describes the types of insurance that the City of Tacoma requires for Tacoma Creates funding contracts. We encourage you to share this information with your insurance company; they should be able to help you understand these requirements and how they might apply to your organization. We also encourage you to figure out your anticipated insurance costs and include them in your Tacoma Creates budget.

BASIC INSURANCE COVERAGE REQUIRED

At the time of contracting, all Tacoma Creates funded organizations will be required to provide a Certificate of Insurance naming the “City of Tacoma” as Additional Insured and showing verification of Commercial General Liability insurance, and the three endorsements as listed below.

1) Commercial General Liability Insurance:

- Technical information to provide your insurance company:
Contractor shall maintain Commercial General Liability Insurance policy with limits not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) annual aggregate. The Commercial General Liability Insurance policy shall be written on an Insurance Services Office form CG 00 01 04 13 or its equivalent. The Commercial General Liability policy shall be endorsed to include a per project aggregate policy limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

2) Endorsement: Additional Insured (this is a separate document, in addition to the Certificate of Insurance)

3) Endorsement: Waiver of Subrogation (this is a separate document, in addition to the Certificate of Insurance)

4) Endorsement: Primary and Non-Contributory (this is a separate document, in addition to the Certificate of Insurance)

NOTES:

- Certificate of Insurance should be made out to: City of Tacoma, 747 Market Street, Room 900, Tacoma, WA 98402.
- If your organization is fiscally sponsored, it is the responsibility of the fiscal sponsor to ensure that there is insurance coverage in place. This insurance can be held by either the fiscal sponsor, or the sponsored organization that is producing programming for Tacoma Creates. If the fiscal sponsor holds the Certificate of Insurance, it will need to name both the City of Tacoma and the sponsored organization as additional insured. If the sponsored organization holds the Certificate of Insurance, it will need to name the City of Tacoma as additional insured.

ADDITIONAL INSURANCE COVERAGE THAT MAY BE REQUIRED

Below is a list of four types of additional insurance coverage that funded organizations may be required to obtain, in addition to Commercial General Liability insurance, depending on the type of programming the organization will receive Tacoma Creates funds to produce. The City of Tacoma's Risk Manager will review all contracts and will determine when additional insurance coverage, beyond Commercial General Liability insurance, is needed.

Please review the questions listed for each insurance type to determine what insurance will be needed at the time of contracting. The term ‘Contractor’ refers to your organization.

1) Abuse and Molestation Insurance (aka Sexual Misconduct Liability):

- **Question:** Will the Contractor 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, and one-on-one 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.
 - **If you answer 'Yes':** Contractor shall maintain Sexual Misconduct policy with limits not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate.
 - Note: it is recommended to buy an 'Occurrence' policy vs. a 'Claims-Made' policy. If it is a 'Claims-Made' policy, insurance coverage must be maintained for not less than three years following the end of the contract.
 - **If you answer 'No':** This coverage is not needed

2) Commercial Automobile Liability Insurance:

- **Question:** Will the Contractor 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?
 - **If you answer 'Yes':** Contractor shall maintain Commercial Automobile Liability policy with limits not less than One Million Dollars (\$1,000,000) each accident for bodily injury and property damage and bodily injury and property damage coverage for owned (if any), non-owned, hired, or leased vehicles. Policy must include these three Endorsements: Additional Insured, Waiver of Subrogation, Primary and Non-Contributory.
 - **If you answer 'No':** This coverage is not needed

3) Marine General Liability Insurance:

- **Question:** Will the Contractor 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?
 - **If you answer 'Yes':** Contractor shall maintain Marine General Liability Insurance with limits not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) in the aggregate. Products and Completed Operations shall be maintained for a period of three years following substantial completion of the work. Marine General Liability Insurance policy cannot exclude non-owned watercraft and shall be endorsed to include: A per project aggregate policy limit, and Personal/Advertising Injury
 - **If you answer 'No':** This coverage is not needed

4) Workers Compensation Insurance:

- **Question:** Does the Contractor have W-2 employees?
 - **If you answer 'Yes':** Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington, as well as any other similar coverage required for this work by applicable federal laws of other states.
 - **If you answer 'No':** This coverage is not needed

5) Employer's Liability Insurance (aka Stop Gap Insurance):

- **Question:** Does the Contractor have more than five W-2 employees?
 - **If you answer 'Yes':** Contractor shall maintain Employers' Liability coverage with limits not less than One Million Dollars (\$1,000,000) each employee, One Million Dollars (\$1,000,000) each accident, and One Million Dollars (\$1,000,000) policy limit.
 - **If you answer 'No':** This coverage is not needed

INSURANCE COMPANIES WHICH WORK WITH NON-PROFITS

Below is a list of insurance companies that specialize in insuring non-profits. This is not a comprehensive list; there are many insurance companies not listed. If you are looking to get insurance quotes, we recommend reaching out to several insurance companies since quotes will vary. Note that it is usually cheaper to buy one insurance package from a single company than purchasing individual policies from different companies.

Insurance Company	Website	Phone Number
NPIP	Npip.org	800-407-2027
Great American Insurance	Greatamericaninsurancegroup.com	800-545-4269
Philadelphia	Phly.com	877-438-7459
Hanover	Hanover.com	800-922-8427
Nonprofit Insurance Alliance	Insurancefornonprofits.org	800-359-6422
Nationwide Insurance	Nationwide.com	888-890-1573

Below are some insurance brokers who may be able to help find the right insurance for your organization's needs:

- John Scully – john@scullyagency.com
- Hub International – (425) 686-1426, Jodi Gregory – jodi.gregory@hubinternational.com
- Propel Insurance – (800) 499-0933
- Gallagher – (253) 627-7183
- Moorehead Insurance Agency LLC – (253) 272-1843

QUESTIONS?

Please reach out to Naomi Strom-Avila with any questions or concerns: nstrom-avila@cityoftacoma.org or (253) 591-5191.

HOW TO REGISTER IN ARIBA

You are about to contract with the City of Tacoma. Before we can issue you a contract, you will need to register in the City's contracting system, Ariba. Ariba is the system through which the City processes all contracts and pays vendors for their work. This guide is meant to give you a brief overview of how to do this and answer basic questions.

STEPS TO REGISTER IN ARIBA

1. You should receive an email from the City's Purchasing office with a subject line similar to "City of Tacoma Registration Request". Click the registration link in that email.
2. Enter required information:
 - a. Company information: Name and address
 - b. User account information: Name, email, password
 - c. Check the two boxes accepting the Terms of Use and Privacy statements
 - d. Click 'Register'
3. Immediately go to your email inbox and find a message from Ariba with the subject line "Action Required: Confirm your email". This message can look like spam and may end up in your junk folder. Click the 'Confirm email' link in that email to activate your account.
4. In the new Ariba window that opens up:
 - a. Log back in to Ariba
 - b. Complete all the required fields in the City of Tacoma Requested Profile questionnaire including:
 - i. Business structure (if you are an individual and will be using your social security number, select Sole Proprietorship)

- ii. Tax ID number (either EIN or Social Security Number)
 - iii. Complete and upload a W-9 form
 - iv. Click 'Submit' (if successful, you will be routed back to the Ariba login page)
5. Purchasing staff will now review your Ariba profile; this may take some time. You will receive an email once they have approved it. You will then receive another email from Ariba with the subject line "Action Required: Remittance Questionnaire". Click on the 'Click Here' link in that email.
 - a. Log back in to Ariba
 - b. Click on 'Go to Company Profile'
 - c. Scroll down, past the profile information you have already filled out, to the Transactional Data section
 - d. Complete all the required fields including:
 - i. Complete and upload the ACH/Direct Deposit form (this tells us how to pay you)
 - ii. Remittance Name and address (the name and address that will be on your invoice)
 - iii. Click 'Submit' (if successful, you will see a note highlighted in green at the top of the window that says "You have successfully submitted changes to your customer.")
 - e. Only after completing this step will you be set up as a vendor with the City of Tacoma.

FREQUENTLY ASKED QUESTIONS

Who is required to register in Ariba?

Any entity (individual, company, organization, etc.) who will be contracting with the City of Tacoma to perform any work, must register in Ariba. This includes all funded organizations and artists as well as panelists and other people who will be receiving a stipend for a service they are providing the City.

I already registered in Ariba for work I was doing for a different entity. Do I have to register again for work I am now doing for the City of Tacoma?

Yes. If you registered in Ariba in the past for work you were doing with a different entity (not the City of Tacoma), you must register again now for work you are going to do with the City of Tacoma. Please follow the above steps so that the City can set you up to be able to perform work for, and be paid by, the City of Tacoma.

Ariba says there are fees associated with registering with them. Will I be charged a fee?

As you register in Ariba, you might notice Ariba states that there will be fees associated. The City will be paying these fees – you will not be charged for registering in Ariba.

What does it mean to be "transactional" in Ariba and how do I do this?

Being "transactional" in Ariba means that you are able to submit invoices electronically through your Ariba profile vs. emailing them to the City's Office of Arts staff for processing. If you would like to be transactional in Ariba, there are additional steps you will need to complete, beyond the ones outlined above. Please reach out to the City's Procurement & Payables office at supplier.enablement@cityoftacoma.org for more information on how to do this.

Help! I'm stuck and don't know how to complete registration.

Contact the City of Tacoma's Procurement & Payables office: supplier.enablement@cityoftacoma.org.

SUBMITTABLE HELP

Need help navigating Submittable? Click on any of the help topics below:

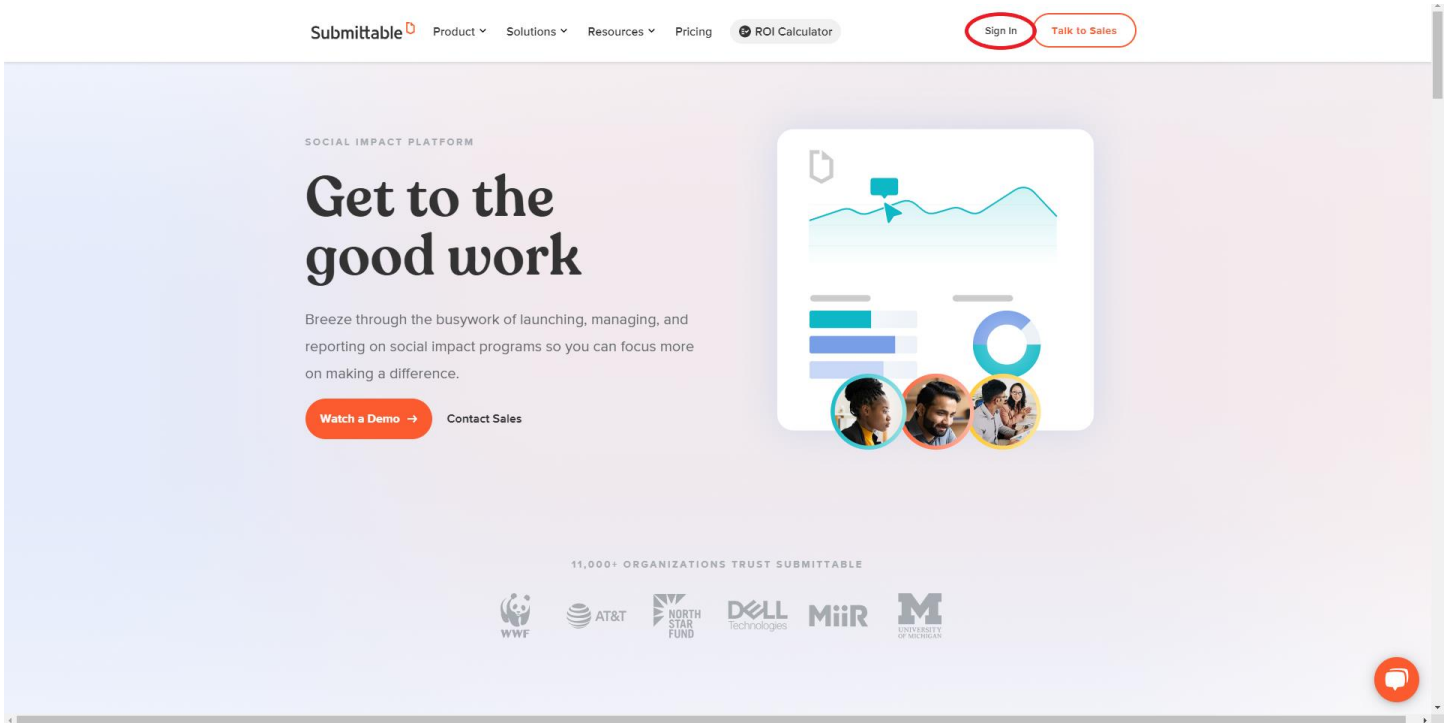
- [How to get to your Submittable account](#)
- [How to find your quarterly Tacoma Creates reports in Submittable](#)
- [Managing your account information](#)
- [How to change the email associated with your Submittable account](#)

- [Why can't I submit my report or application?](#)
- [I cannot find my submissions in my account. Where did they go?](#)

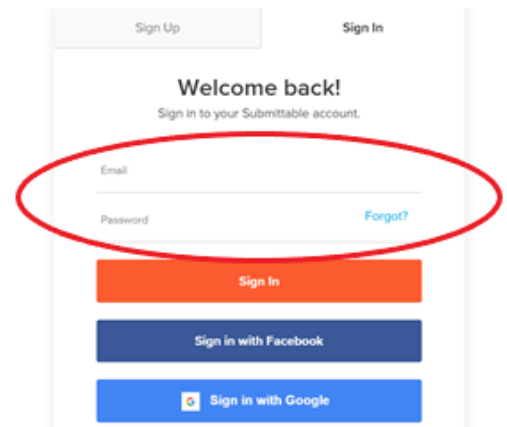
If you need further assistance, please contact Clarissa Gines at cgines@cityoftacoma.org.

HOW TO GET TO YOUR SUBMITTABLE ACCOUNT

First – open up a new web browser window, and in the address bar – type in www.submittable.com, and enter. Next, click on the **SIGN IN** button, located in the top right corner of the page (circled in red in screenshot below).



When you click on the **SIGN IN** button, you will be prompted to enter the email and password associated with your Submittable account.



Once you're signed in, it will take you to the **My Submissions** page, where you will find all submissions you've made through your Submittable account. If you have multiple applications in your Submittable account, make sure you select the **2023-24 Tacoma Creates** application!

The screenshot shows the 'My Submissions' page on Submittable. At the top, there is a navigation bar with 'Submittable' logo and links for 'Submissions', 'Discover', 'Saved', and 'Following'. A search bar is located on the right. Below the navigation, there are tabs for 'My Submissions', 'Drafts', 'Collaborations', and 'External Submissions'. A 'Sort by' dropdown is set to 'Date (most recent)', and a 'Filter' dropdown is set to 'Select...'. The main content is a table with the following columns: STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	Tacoma Singin' Sirens	City of Tacoma - Office of Ar...	2023-24 Tacoma Creates - I...	Feb 27, 2023
In-Progress	TacTown Boogie Down	City of Tacoma - Office of Ar...	2023-24 Tacoma Creates - ...	Feb 1, 2023
Received	CGG TEST	City of Tacoma - Office of Ar...	2022-2023 - Impact Fundin...	Feb 1, 2022
In-Progress	Dancin' Daisies	City of Tacoma - Office of Ar...	2022-2023 - Impact Fundin...	Jan 25, 2022
In-Progress	Creative Culture	City of Tacoma - Office of Ar...	2022-2023 - Comprehensiv...	Jan 24, 2022
In-Progress	0001	City of Tacoma - Office of Ar...	OLD DELETE 2 - 2020 Taco...	Jan 24, 2020

HOW TO FIND YOUR TACOMA CREATES QUARTERLY REPORTS IN SUBMITTABLE

This screenshot is identical to the one above, showing the 'My Submissions' page on Submittable with the same navigation, search, and table of submissions.

Once you've clicked on the appropriate application, you will see the following screen. Click on the **FORMS** tab.

The screenshot shows the details page for the 'Tacoma Singin' Sirens' application. At the top, there is a navigation bar with 'Submittable' logo and links for 'Submissions', 'Discover', 'Saved', and 'Following'. A search bar is located on the right. Below the navigation, there is a blue 'In-Progress' status badge and the title 'Tacoma Singin' Sirens'. Below the title, it says 'Submitted to City of Tacoma - Office of Arts & Cultural Vitality - 2023-24 Tacoma Creates - Impact Funding: Level A on Mon, Feb 27, 2023 2:44 PM'. There is a horizontal menu with tabs: 'ACTIVITY', 'MESSAGES', 'FORMS', 'NOTE', and 'AWARDS & PAYMENTS'. The 'FORMS' tab is circled in red. To the right of the menu, there are links for 'Download', 'Edit', and 'Withdraw'. Below the menu, there is a large empty box containing the text '2023-24 Tacoma Creates - Impact Funding: Level A' and 'Submitted on February 27, 2023'.

Here you will see your full application, as well as any quarterly reports associated with this application.

MANAGING YOUR ACCOUNT INFORMATION

We encourage you to keep your email and password information in a safe place that is easy to access. All quarterly reports are tied to your original Tacoma Creates application, so you will need to be able to access your Submittable account on a quarterly basis.

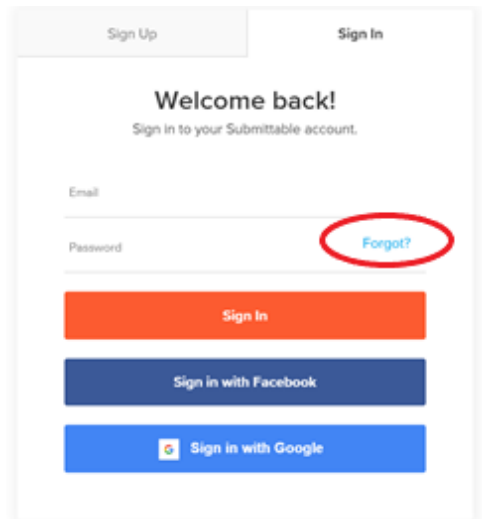
Can't remember the email address associated with your account?

Email Clarissa Gines, cgines@cityoftacoma.org for assistance.

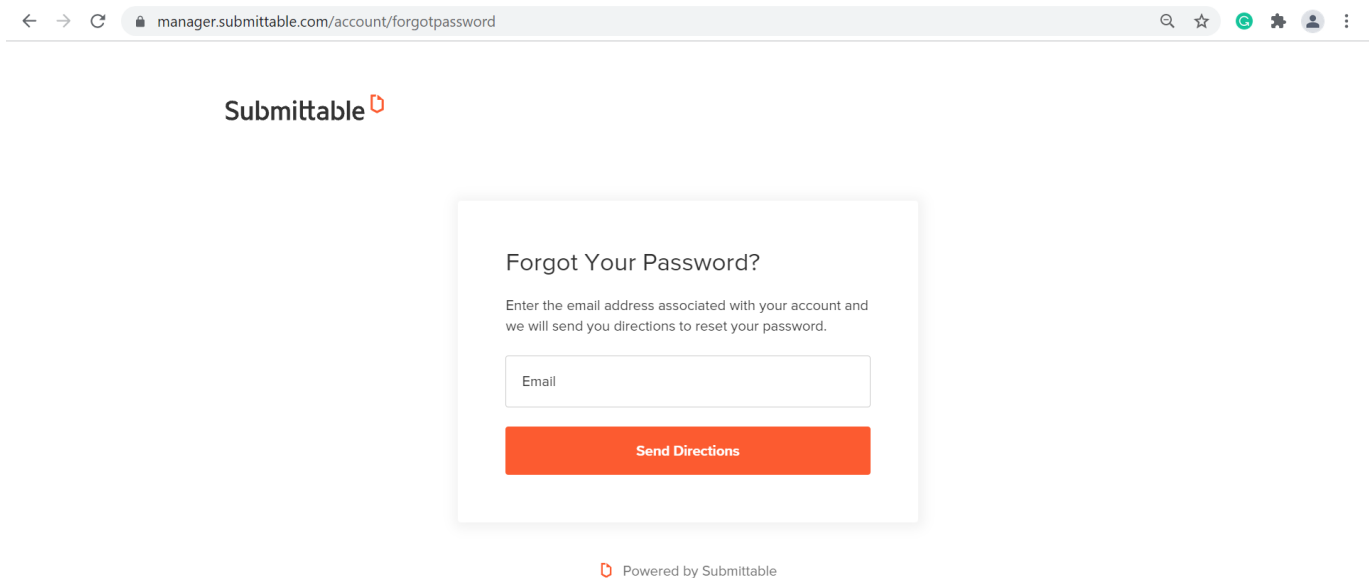
Can't remember your account password?

Tacoma Creates staff does not have access to Submittable passwords, but there's an easy way to reset it.

On the Submittable login page, in the Password field, click on the **Forgot?** link.



Once you click on **Forgot?** it will take you to the following screen. Here, you will enter in the email address associated with your account.



After you click on **Send Directions**, you should receive an email from Submittable with instructions on how to reset your password.

Remember, when creating your password, it must be 8 characters long, and requires at least 2 of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols

HOW TO CHANGE THE EMAIL ASSOCIATED WITH YOUR SUBMITTABLE ACCOUNT

To change the email address associated with your Submittable account, you will first need to click on the blue circle in the top right corner. When you click on it, a drop-down menu should appear. Click on **Settings**.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	Tacoma Singin' Sirens	City of Tacoma - Office of Ar...	2023-24 Tacoma Creates - I...	Feb 27, 2023
In-Progress	TacTown Boogie Down	City of Tacoma - Office of Ar...	2023-24 Tacoma Creates - ...	Feb 1, 2023

Once you click on **Settings**, it will take you to the following page. Click on **Change Email Address**. You can also update your password by clicking Change Password, found below the left-hand menu.

PERSONALIZE MY ACCOUNT

Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more.](#)

Yes, I want Submittable to personalize my account.

Once you click that link, you will see the following scree, where you can update your email address.

CHANGE EMAIL ADDRESS

Update Profile Info
Change Password
Settings
Login Sessions
Change Email Address

Password *

New Email *

Confirm New Email *

Change Email

WHY CAN'T I SUBMIT MY REPORT OR APPLICATION?

In the Tacoma Creates Quarterly Reports and Application, there are required fields and word limits. If you attempt to Submit but it does not seem to be working, we encourage you to scroll back through your application to see if there are any error messages (in small red type at the bottom of the required field) regarding these common issues:

- Check to see that all required fields have been completed.
- Check to see that you haven't exceeded the word count limit on any fields (word count limits are noted below the text box for each question).

If you have kept your Submittable account open for a long time, sometimes it can freeze up, which means you may not be able to save or refresh. Closing the browser window and then logging in again will often solve this issue. If you want to work on applications or reports in stages, we encourage you to save as you go, and log out between work sessions to ensure that you don't lose any of your work.

I CANNOT FIND MY SUBMISSIONS IN MY ACCOUNT. WHERE DID THEY GO?

When you make an initial submission using Submittable, you are asked to create a free account that is associated with your email address. To access submissions made with that account, you must sign in to Submittable with the same email address that you used when setting up your account. Users sometimes accidentally create second or third accounts (with different email addresses) when making additional submissions. This can cause confusion, since these submissions will be in separate accounts, despite belonging to the same user.

If you sign in and do not see a submission that you expected to see, you may have accidentally created a separate account using a different email address in the past. To check, first sign out by clicking on your name in the upper right corner of the page and selecting **Logout**. Next, try to sign in with another email address you may have used in the past. If you find that you do have multiple accounts and would like to have them consolidated, please check out this [help page](#) for more info.

APPENDIX: LIST OF SUPPORT DOCUMENTS / ADDITIONAL RESOURCES

FUNDING YEAR RESOURCES

- [Submittable.com](#)
This is where you will find your 2022-23 Tacoma Creates application, and reports.
- [Tacoma Creates logo and logo guide](#)
You can find both the Tacoma Creates logo, and logo guide here. Please use the logo on your promotional materials and website as appropriate.

ADDITIONAL RESOURCES OF INTEREST

- [City of Tacoma address check](#)
This tool is a great way to check to see that your Tacoma Creates-supported events are happening within official City limits. You can find it at https://www.cityoftacoma.org/government/city_departments/finance/minimum_employment_standards/address_check.
- [City of Tacoma Equity Index](#)
The Equity Index is a tool that highlights disparities within the City of Tacoma. The Index is presented as a guide for you to help inform decisions about equity and access as it relates to your programming. You can find it at <https://tacomaequitymap.caimaps.info/CAILive/>.

- **Justice, Equity, Diversity, and Inclusion (JEDI) information and tools**
Colemon & Associates introduced three self-assessment tools for Tacoma Creates-funded organizations: the [Colemon & Associates DEI Baseline Assessment Tool](#), [Continuum on Becoming an Anti-Racist Multicultural Organization](#), and [Racial Justice Organizational Assessment](#).
- **Land acknowledgement**
Please consider offering a land acknowledgement on your printed materials and/or in your pre-event remarks. The language available to you [here](#) was provided by the Puyallup Tribe and should be used as written. The land acknowledgement is written in both Lushootseed and English. To learn more, you can watch the Puyallup Tribe's land acknowledgement [video](#).
- **[Tacoma Creates ordinance](#)**
On December 3, 2019, the Tacoma City Council passed the Tacoma Creates Ordinance which confirmed Tacoma Creates operations as a City of Tacoma program, administered by the Office of Arts & Cultural Vitality. This ordinance added Chapter 1.55 to the Tacoma Municipal Code, which defines the program purpose, funding eligibility, and the Tacoma Creates Advisory Board, along with other definitions and processes.
- **[Washington State Cultural Access Program legislation](#)**
In 2015, the Washington State Legislature granted local governments the authority to create a Cultural Access Program in their county or city (RCW 36.160). Under such authority, revenue raised from a voter-approved sales or property tax increase, can be used to strengthen access to cultural organizations and their public programming.