



COMPREHENSIVE ORGANIZATIONAL SUPPORT 2024-25 APPLICATION GUIDELINES

Application Deadline: Monday, March 11, 2024

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 2024-25 funding cycle supports public programming that happens between July 1, 2024, and June 30, 2025.

Organizations interested in applying should read the Application Guidelines fully before submitting an application. Applications must be submitted online through Submittable; application forms can be found on the Arts & Cultural Vitality Division [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 tacomacreates.org.

APPLICATION TIMELINE

- **Guidelines Released:** Late January 2024
- **Application Workshops and Support:** February 1 – March 8, 2024 (see [Appendix A](#) for more information)
- **Application Deadline for Comprehensive Organizational Support:** **Monday, March 11, 2024, 11:59pm**
- **Notification of Funding Decision:** No later than May 24, 2024
- **Contracting Process with Funded Organizations:** May – June 2024
- **Contract Funding Period:** July 1, 2024 – June 30, 2025

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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

Elm McCrummen, Tacoma Creates Program Assistant: emccrummen@cityoftacoma.org or 253-591-2038

General inquiries may be sent to tacomacreates@cityoftacoma.org.

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

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

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 COMPREHENSIVE ORGANIZATIONAL SUPPORT

Comprehensive Organizational Support funding is open to eligible Tacoma-based non-profit cultural organizations that demonstrate an organizational commitment to diversity, equity, and inclusion, as well as strong programming work in all three of these public benefit areas: neighborhood programming, increasing public access, and educational programming for youth. Applicants in this category must offer programs for the general public (adults/all-ages), as well as youth education programs (classes or workshops for youth under 18). Applicants in this category are expected to offer a variety of public programming opportunities throughout the year. Organizations must meet the eligibility criteria listed below to apply in this category.

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

Funding is determined through a competitive application process. The number of contracts awarded, and the funding amount for each contract, is based on: a) availability of funds, b) review of each application by a review panel, based on the evaluation criteria detailed in these guidelines, and c) approval of the review panel's funding recommendations by the Tacoma Creates Advisory Board. 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 **Impact Funding**, 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 Impact Funding, please see the separate guidelines, available at tacomacreates.org/impact-funding. Organizations may submit only one application for each funding cycle.

ELIGIBILITY FOR COMPREHENSIVE ORGANIZATIONAL SUPPORT

Before an application for funding can be considered, staff must confirm that the applying organization meets all of eligibility requirements that are established in the Washington State and City of Tacoma legislation. Eligibility is based on the organizational criteria outlined below, and not on the merits of the proposed programming.

Organizational Eligibility Requirements for Comprehensive Organizational Support:

- **Primary Purpose**
Your organization's *primary* purpose – meaning your overall mission and the majority of your activities – must be to advance and/or preserve arts, culture, heritage and/or science, using the definitions listed on page 3.
- **Non-Profit Status**
Your organization is a 501(c)(3) non-profit corporation, incorporated under the laws of Washington State and recognized by the Internal Revenue Service (IRS).
- **Organization Location**
Your organization's official business address and your mailing address are both within [Tacoma city limits](#). This is confirmed by the address registered with the IRS, and on your City of Tacoma business license.

- **Program Delivery**

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

- There are no exceptions to this requirement. Please use [the City of Tacoma’s address check](#) to verify programming locations, as there are some locations that use “Tacoma” in their address that are technically outside of Tacoma city limits.

- **Track Record**

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

EXCLUSIONS FROM ELIGIBILITY

Certain kinds 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

The online application starts with a series of questions to confirm your organization’s eligibility for funding. *Organizations with a current 2023-24 Tacoma Creates contract* will be asked to confirm or update organizational information to verify eligibility. *Organizations without a current Tacoma Creates contract* will be asked to establish their eligibility. The Tacoma Creates Advisory Board will review and make determinations in cases of unclear eligibility.

All eligible applications are forwarded to the review panel for full evaluation. For more information about the legislation that guides eligibility, visit [tacomacreates.org/about-tacoma-creates](#).

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:

- Application Workshops – in-person, on Zoom, or watch a posted recording
- Individual support with staff – schedule a conversation or send an email to review questions or drafts
- Drop in Conversations with staff – drop-in “office hours” to meet in person and go over questions
- Application Questions & Answers – updated on our website throughout the application period
- Past Application Excerpts – posted on our website to provide examples

➡ For more information about Application Support, go to [Appendix A](#).

Additional general support for application development at tacomacreates.org/application-assistance.

CONTRACTS FOR SERVICES, PAYMENT PHASES, AND REPORTING

Organizations approved for funding will enter into a *contract for services* with the City of Tacoma. This means that the organization agrees to provide cultural services – also called “deliverables” in the contract – for the benefit of people in Tacoma, and the City agrees to pay for those services after they have been delivered. Organizations draft their deliverables, which are essentially a summary of programs by quarter, as part of the application.

Funding will be divided into multiple payments over the course of the contract. Organizations in the Comprehensive Organizational Support category will have the opportunity to report on completed deliverables and submit an invoice every quarter. Full and final payments will not be made until after all of the contracted cultural services have been provided. Funded organizations should be prepared to cover the costs of their programming in the meantime.

➡ To learn more about Reporting Requirements, go to [Appendix B](#).

REQUIREMENTS FOR FUNDED ORGANIZATIONS

INSURANCE

The City of Tacoma requires proof of insurance as part of the contracting process; the types of insurance required varies based on the types of programs and/or services provided, and are explained below.

Proof of insurance is not required along with your application, however, we strongly encourage organizations to reach out to their insurance company to get a quote on the types of insurance that would be required by a City contract so that these costs can be included in your 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 B 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.

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](#).

For questions about insurance requirements, contact Naomi Strom-Avila, Funding and Cultural Programs Manager for the Arts & Cultural Vitality Division, 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](#).

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.

OPPORTUNITIES FOR FUNDED ORGANIZATIONS

A core goal of Tacoma Creates is to support the long-term health and sustainability of cultural sector organizations. With that in mind, organizations funded by Tacoma Creates receive access to a variety of resources to support their work, including:

- **Capacity Building opportunities** such as peer learning workshops, one-on-one technical assistance, and scholarships, in focus areas including equity and access, youth education programs, and non-profit management.
- **Communications support**, such as the ability to promote programs on the Tacoma Creates Events Calendar, send digital flyers to Tacoma Public School families through Peachjar, and other opportunities to share information about cultural opportunities in Tacoma.

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 attendees. Tacoma Creates is committed to supporting funded organizations in advancing their individual and collective equity work; we encourage organizations to budget for and use Tacoma Creates funds to support staff time in this work.

These priorities are aligned with the City of Tacoma’s vision for equitable and inclusive programs. The City of Tacoma’s [Equity Index](#) is used as one way to frame where needs are greatest. More information about the City’s commitment to creating an equitable and anti-racist city is posted on the Tacoma Creates’ [Equity and Access](#) page. Applying organizations will need to 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). Tacoma Creates recognizes that language is fluid and terminology is changing regularly. This term is intended 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 organization’s Tacoma Creates programming, please consider the following types of access. How does your organization already demonstrate these different types of access, and where are there 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 organization's 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 your organization can demonstrate acceptance through interpersonal interactions, use of space, language, signage, etc., to make people feel comfortable and welcomed
- The needs and perspectives of different potential participants in your organization's 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 organization's 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 your organization intends to serve can receive them. You may want to think about:

- The formats, methods, and languages your organization uses
- The communities and networks you connect with to expand your organization's reach
- The ease with which community members can communicate with and get information from your organization

Disability Access is about considering how your organization 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, developmental, and/or 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 organization's 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 organization's work

Financial Access addresses the **cost of participation in your organization's programs**. Think about how cost may be a barrier, and if, how, or when your organization could minimize 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 organization's 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
- Considering the City of Tacoma’s [Equity Index](#) in planning programming locations

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 your organization connects with the community to learn what they are interested in, particularly if specific programs are designed for a specific cultural community or identity group.

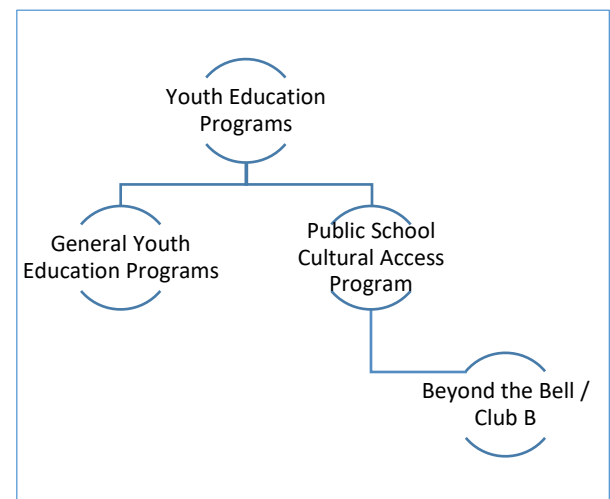
Public Access addresses **who can attend your organization’s programs**. In general, programs should be open to anyone interested in participating, though programs may be designed to support specific audiences who are historically underserved or have been underserved by your organization. You may want to consider:

- How you ensure your organization’s programming is open to the public
- How your organization offers technical access and support for any virtual programming

YOUTH EDUCATION PROGRAMS

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

- 1) **Youth Education Programs Open to All Youth Under 18** – these are classes, workshops, or other active learning experiences specifically for youth that organizations offer and present on their own – at their own facility 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 Tacoma’s local public schools. PSCAP will increase access to cultural learning opportunities for all TPS students, with a priority focus on schools with the highest levels of need. PSCAP may include a wide variety of opportunities, such as: presentations or residencies that happen as part of the school day, partnering with teachers on learning activities that connect with classroom curriculum, field trips for students to attend programming at a local cultural facility, virtual field trips, professional learning opportunities for TPS educators, and offering after-school classes through the “Beyond the Bell / Club B” 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. PSCAP also covers Chief Leschi Schools and public charter schools within Tacoma city limits.



BEYOND THE BELL / CLUB B

Tacoma Creates is a partner in the district-wide Expanded Learning Opportunities (ELO) program, called “Beyond the Bell” at TPS elementary schools and “Club B” 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 B 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 through 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 form on the TPS Staff Hub, 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 when possible.

PROGRAMMING AT TACOMA PUBLIC LIBRARY BRANCHES

Tacoma Creates partners with Tacoma Public Library (TPL) 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 the TPL partnership, see [Appendix D](#).

APPLICATION REVIEW PROCESS

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

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

APPLICATION REVIEW CRITERIA

Your organization’s 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 range of programming throughout the year that advances arts, culture, heritage, and/or science, including public programs for adults/all-ages as well as youth education programs

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 the organization is working to both sustain existing programming and to expand or improve their programming

YOUTH EDUCATION PROGRAMS

At a minimum, all applications should demonstrate:

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

The most successful applications will also demonstrate some or all of the following:

- An understanding of best practices in youth education (such as including youth voice, articulating and evaluating specific learning goals, etc.)
- Individuals overseeing education programming and/or teaching classes that have relevant experience and/or training in their cultural field, and in working with youth
- Educators who are representative of the populations they intend to serve
- If the organization is proposing programs as part of the regular school day for TPS students, or professional development for TPS certified teachers, how they demonstrate support for and alignment with basic education goals, clear instructional plans aligned with Washington State student learning goals, and collaboration/commitment from TPS teachers/administrators

COMMUNITY ENGAGEMENT AND IMPACT

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:

- A history of and/or specific plans for continuing community engagement and programming that aims to strengthen community connections and interactions
- 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
- Strategies for understanding community-specific needs, and programming that is responsive to those 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 applications should demonstrate:

- How their proposed programming aligns with Tacoma Creates' vision for equitable, inclusive, and welcoming cultural programming (as described on pages 8-10)
- 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
- Strategies for identifying and minimizing systemic barriers to participation in their programs
- 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
- Awareness of the organization's current capacity, challenges, and opportunities related to equity and access

MANAGEMENT AND OPERATIONS

All applications should demonstrate:

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

More specifically, panelists will consider:

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

THE APPLICATION

HOW TO APPLY

Applications must be submitted through our online application form. Go to tacomaarts.submittable.com/submit and select 2024-25 Tacoma Creates – Comprehensive Organizational Support.

If your organization has applied for Tacoma Creates funding or other Arts & Cultural Vitality Division 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.

Refer to the [Application Review Criteria](#) section on pages 11-13 to understand how your organization’s application will be evaluated.

APPLICATION DEADLINE

Comprehensive Organizational Support applications must be submitted online by **Monday, March 11, 2024, 11:59pm**. 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 Tacoma Creates staff will not be available to answer questions or offer technical support after 5pm on March 11. We strongly encourage organizations to submit at least a day in advance of the deadline in order to avoid any technical difficulties at the last minute.

APPLICATION COMPONENTS

The information below mirrors the questions in the online application form. We suggest that you refer back to this document as you develop your application.

You may wish to use the [Application Worksheet](#), which covers the same information below, but in a Word document. This may be helpful for tracking the information needed for your application and developing your narrative responses, which can then be copied and pasted into the online application form.

The application questions provide the opportunity to tell your organization’s story and to demonstrate how this work aligns with Tacoma Creates funding goals and evaluation criteria. Assume that the panelists who will review your application are not familiar with your organization’s work, so be as clear and specific as possible. Note that there are word limits for each section. Different sections of the application do not need to be completed in the order that they appear, though all required sections (marked with a red asterisk in the online form) will need to be completed in order to submit.

SECTION 1: ORGANIZATION CONTACT INFORMATION

For this section, you will need to enter the following information:

- Name of Organization (the organization’s public-facing name, and its legal name, if different)
- Organization’s Official Business Address (and Mailing Address, if different)
- Organization’s Website (or other online presence)
- Organization’s Primary Contact Person for this application: Full Name, Job Title, Email, and Phone
- Organization’s Youth Education Contact Person: Full Name, Job Title, Email, and Phone (Optional)

SECTION 2: FUNDING ELIGIBILITY

This section allows you to demonstrate your organization's eligibility for Tacoma Creates funding.

You will be required to provide the following:

- Employer Identification Number (EIN)
 - City of Tacoma business license
 - Authorizing Official (person who will sign contracts): Full Name, Job Title, Email, and Phone
-

SECTION 3: ORGANIZATION BACKGROUND

This section asks for your organization's mission, primary work and brief history, key individuals who lead the work, work samples, attendance summary, and organizational budget. This information provides context about your organization's recent work.

Organization Mission / Purpose (50 words)

What is your organization's mission? Please share your organization's published mission statement.

About Your Organization (200-300 words)

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

Organizational and Program Leadership

In the online application, you will upload a document with the names and roles of your organization's key board members, staff leaders, and the key people who will lead and implement the programs you are proposing in this application. You may use [this form](#) to list up to 5 individuals in each category, or you may use your own Word/PDF document that lists your organization's full board, staff leadership, and program leads (include names and job titles/roles). Optional: you may also upload 1-3 bios or resumes for the individuals who are most central to the success of your organization's proposed programs.

Work Samples

Share 1-3 brief examples of past work that shows the value of your programming. If you received Tacoma Creates funding in the current or recent funding cycles, 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, 150 words)

Attendance Summary

In the online application, there is a chart to enter your attendance history for the past two completed fiscal years. Share the approximate number of IN-PERSON attendees at your general public (programs open to any/all-ages) and your youth education programs (classes/workshops exclusively for youth under 18). You may also share attendance for any live virtual events – e.g., participants watching or participating together in real time. Do not count views of recorded programs or interactions on social media as part of this number.

Organizational Budget

What was your organization’s actual total income for your most recently completed fiscal year?

Your organization’s total income includes both earned income and contributed income, and should match the number in your three-year budget history form.

Three-Year Budget History

Complete this [three-year budget history form](#) to upload in the online application.

Audited Budget

Upload an audited budget from your organization’s most recently completed fiscal year. If no audited budget is available, you may submit either: a) an unaudited final budget report from your last completed fiscal year along with a letter from your board president that approves and confirms this report, b) a copy of a published annual report showing your budget summary, or c) your IRS Form 990.

Optional Budget Narrative

If your organization had a significant deficit in any of the last three years, had any discrepancies between your audited budget and your three-year budget report, or if there are any other aspects of your budget you’d like to explain further, you may do so here. (200 words)

SECTION 4: PROPOSAL FOR FUNDING

The questions about both General Public Programs and Youth Education Programs give you the opportunity to tell your organization’s story, and to demonstrate how your work aligns with Tacoma Creates funding goals and review criteria. You should assume that the panelists who will review your application are not familiar with your work, so be as clear and specific as possible. Note that there are word limits for each section.

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.

Funding Request for 2024-25

In the Comprehensive Organizational Support category, you may request up to 15% of your organization’s total annual budget, based on the average of actual income over the last three completed fiscal years, up to a maximum of \$400,000 per 12-month funding cycle. This percentage will be automatically calculated in your completed Three-Year Budget History Form. Please enter that number (up to the \$400,000 maximum) in the space provided in the application form; this confirms the amount you are requesting to support public programming in the 2024-25 funding cycle.

General Public Programs (800-1100 words)

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

Tell us about your organization’s primary General Public Programs for the 2024-25 funding cycle.

Consider the following prompts in your response:

What will you produce for the general public?

- What are the key programs for the general public that you will present with Tacoma Creates funding support during the next funding cycle (July 1, 2024 – June 30, 2025)?
- Provide specific details about this work.

Public Benefit

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

Planning, Promotion, and Evaluation

- Are there any major planning components related to new or reimagined programming?
- How will you get the word out about your programs? If there are goals to grow or diversify your participants, how will you do that?
- How will you evaluate your programs? How will you measure the quality, meaning, and/or impact of your organization’s work? Does your organization have any specific benchmarks or goals?

Partnership and Collaboration

- Are there organizations outside of your organization that are key to the success of these programs? If so, who are they, and what is their role?
- In addition to describing any partnerships here, we encourage Letters of Commitment from key partners to demonstrate their contributions to your work; these letters may be uploaded at the end of the program proposals section.

Youth Education Programs (800-1100 words)

What are the key classes, workshops, or camps exclusively for youth under 18 that you will provide with Tacoma Creates funding support during the next funding cycle (July 1, 2024 – June 30, 2025)? How will your organization expand access to arts, culture, heritage, and/or science learning for youth? You may propose programs that are open to all youth, or programs exclusively for Tacoma Public Schools/Chief Leschi Schools students/teachers, or both.

Tell us about your organization’s primary Youth Education Programs for the 2024-25 funding cycle.

Consider the following prompts in your response:

Background and purpose

- What is your organization’s educational philosophy or vision? Why do you offer the youth education programs that you do, and how do they connect to your organization’s overall work?

What youth education programs will you produce?

- What are the key youth education programs that you will offer with Tacoma Creates funding support during the next funding cycle (July 1, 2024 – June 30, 2025)?
- Provide specifics about any youth education programs open to all students, as well as any programs that are specifically for Tacoma Public Schools/Chief Leschi Schools students and teachers (aside from proposals for Beyond the Bell / Club Be classes, which should be listed in the separate section below).
- Who are your organization’s intended students? What are your current student demographics?
- Where, when, and how often will your organization’s programs take place?

- For programs in partnership with Tacoma Public Schools, does your organization focus on any particular schools, grade levels, or subject areas?
- How does your organization collaborate with classroom teachers or administrators to align with their learning goals and state learning standards?
- If your organization has an ongoing partnership with a TPS teacher, principal, or district administrator, please include a Letter of Commitment at the end of the Program Proposal section that demonstrates their participation and confirms the collaborative nature of your work; these letters may be uploaded at the end of the program proposals section.

Planning, Promotion, and Evaluation

- How do you develop curriculum for your programs? How does your organization consider diversity, equity, inclusion, and access when developing your youth education programs?
- How will you get the word out about your organization’s youth education programs?
- If your organization has goals to grow or diversify participants, how will you do that?
- What does success look like for your organization’s youth education programs, and how will you measure success? How does your organization develop student learning goals and measure student learning? Do you have any specific benchmarks or goals?

Youth Education Staff / Instructors

- Who are the key individuals that will carry out your organization’s youth education programming?
- What background, experience, and/or training do they have that makes them a good fit for this work? How do you support your education staff/instructors?

Beyond the Bell / Club B (Optional section)

If your organization would like to propose after-school programs for the Beyond the Bell / Club B program, be sure to review the information about this program in [Appendix C](#).

For this section, you will need to provide the following information:

- Class Title (you may propose up to three class titles; this set of questions will repeat as needed)
- Class Description (60 words)
- Class Outline / Lesson Plans
- Class Curriculum / Lesson Plans (Optional upload)
- What kind of classroom space is needed for this class?
- What grade levels could this class be offered for?
- Class Instructors
- Instructor Bios / Resumes (Optional upload)
- How many of this class title would your organization be able to offer in an 8-week session?
- Additional Beyond the Bell / Club B proposals (Optional upload)
- Any questions or additional notes to share regarding your Beyond the Bell / Club B proposal? (Optional)

Programming at Tacoma Public Library (TPL) Branches (Optional section)

If your organization would like to propose stand-alone presentations/workshops for TPL branches, be sure to review the information about this program in [Appendix D](#).

For this section, you will need to provide the following information:

- What is the total number of TPL branch presentations that your organization has the capacity to present over the course of the 2024-25 funding cycle?
 - Program Title (you may propose up to three program titles; this set of questions will repeat as needed)
 - What is the format for this program? (Lecture/Presentation or Participatory/Hands-On)
 - Brief public-facing description, including any outcomes or goals for the program.
 - Has your organization presented or offered this program in the past?
 - For which age groups is this program best suited? Note that all programs will be free and open to the public, but promotional materials can target a specific age range.
 - What is your organization’s preferred length for this program?
 - How many people would be involved in presenting this program? If more than one person, explain the roles/responsibilities of the presenters. (100 words)
 - If your organization's proposed program(s) are selected by TPL, who is the contact person TPL staff should contact regarding scheduling and managing your TPL workshop(s)?
-

Letters of Commitment (Optional, but encouraged)

If your organization is partnering with other organizations to develop or present any of your proposed programs, you may share Letters of Commitment here. These are written confirmations in which your partner organization(s) can confirm the details of how they are collaborating with you as a co-developer or co-producer of your organization's programming. Commitments for programming partnerships with Tacoma Public Schools/Chief Leschi Schools should be shared here as well.

Equity and Access

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

Please refer to additional information and definitions included in the Equity and Access section of the Application Guidelines.

Internally-Focused Equity Work (500-700 words)

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

Consider the following prompts in your response:

- Tell us about your organization’s current level of understanding, capacity, and challenges related to equity work, and if/how this has shifted or evolved over the last year.
- Provide 1-2 specific examples of work your organization has done in the past year to advance equitable policies and practices regarding your staff, board, budget, and/or other areas of internal operations. What were challenges and/or successes related to this work?
- Most importantly: What specific plans and action steps do you have for sustaining, improving, or expanding, internal equity work during the 2024-25 funding cycle? How does this work connect to your organization’s core programming, and why does it matter?

Organizational Diversity

The Organizational Diversity Chart is a way to share a snapshot of the representation of your board and staff. Organizations should ask their staff and board members how they identify so their information can be included in this chart.

Completing this chart is required, however staff and board members may provide information about their identities on a volunteer basis. If you don't have data for all individuals who are a part of your organization, that is okay; please provide as much information as you can share. Be sure to include the total number of individuals for each category of personnel.

Download the Organizational Diversity Chart [here](#). Complete this form, and then upload the completed form in the online application.

What percentage of your staff leadership and board identify as BIPOC?

In this application, we are using the term BIPOC (Black, Indigenous, and People of Color). Tacoma Creates recognizes that language is fluid and terminology is changing regularly. This term is intended to be broadly inclusive of all racially or ethnically marginalized communities.

Public Access and other Public-Facing Equity Work (500-700 words)

A core goal of Tacoma Creates funding is to increase access to cultural programming across the City of Tacoma; your organization's public-facing equity work is about how you create welcoming spaces and how you support program participants who may have different needs based on their background, experience, abilities, languages spoken, etc.

Considering the different aspects of [access](#) listed on pages 8-10, please address the following prompts, adding in any information that wasn't already covered in your general public programming and youth education programming sections.

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

Neighborhood Programming (400-500 words)

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

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

Tell us about your organization's current and planned neighborhood programming, considering the prompts listed here.

- In which Tacoma neighborhoods does your organization typically present programming? Provide examples of programs and the neighborhoods and venues where you have presented them in the past or have plans to present them in the coming year.

- How or why have you made decisions about neighborhood locations where you will present your organization’s programs?
- Is your organization collaborating with any organizations in the neighborhoods where you are working to present or promote these programs? If so, who are they, what is their role, and how do you work with them?
- For organizations providing programming downtown, how do you engage with residents or organizations in the downtown area, and how do you welcome people from across Tacoma to your downtown programming?
- If your organization is planning to work in new (for your organization) locations in the coming year, how will you measure and evaluate the success of this work?

Equity and Access Budget Commitment (100 words)

How will Tacoma Creates funding support the plans you have outlined above? Describe any specific budget commitments you are making to support your goals related to justice, equity, diversity, inclusion, and access.

Capacity Building and Sustainability (200-300 words)

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

How will your organization sustain, improve, expand, or launch capacity building efforts in this funding cycle? Consider the following prompts in your response:

- How does your organization support individuals in the local cultural sector workforce? This may include professional learning opportunities for existing personnel, increasing paid work opportunities, diversifying staff or board, or investing in organization-wide trainings or workshops.
- How does your budget planning relate to the 3-5 year goals of your organization?
- Is there other capacity building work that you will use Tacoma Creates funds to support during the 2024-25 program year?

Other City of Tacoma Funding

To support the City's goals for equitable distribution of resources, we are asking applicants to share information about additional funding from other City departments.

In the application, you will be asked to list any other City of Tacoma funding that your organization is receiving or seeking. It is allowable to have multiple sources of City of Tacoma funding, though you will need to show how the other funding will cover parts of your work that are different from your Tacoma Creates funding request.

Have you applied for, do you intend to apply for, and/or will you receive any other funding from the City of Tacoma in 2024 or 2025?

In the application, you will select either Yes or No. If yes is selected, you will need to complete a chart that lists the funding source, funding amount, and a short description of what these funds will cover.

Contract Deliverables / Summary of Proposed Programming

In this section of the application, you will provide a brief, bullet-point summary of your organization's overall proposal, showing quarter-by-quarter the key cultural programs your organization plans to provide with Tacoma Creates support. This summary will serve as your organization's draft deliverables; after funding decisions are made, staff will work with organizations to adjust and finalize the deliverables for the contract.

Deliverables should align with your organization's overall programming proposal and with Tacoma Creates funding priorities. Deliverables are not required or expected to be fully paid for by Tacoma Creates funds. Deliverables should focus on public programs; a limited number of deliverables may cover specific and demonstrable work related to addressing equity and access, or other internal capacity building work.

Deliverables should be written in a detailed way that shows the specifics of the services that an organization will provide to people in Tacoma. Wherever possible, numbers should be used to show amounts and demonstrate clear planning. Minimums and ranges are allowable to provide flexibility. *Examples of deliverables include:*

- Completion of 3 full-day, week-long summer education camps for 15-25 youth each week
- Produce [name or type of performance/exhibition/event] with 5-7 presentations, serving a total of 500-800 people
- Produce 2-3 [name or type of workshops/lectures/webinars/community meetings], each serving at least 30 people
- Present 4-6 [name or type of class/lecture series/event] at [neighborhood locations]; each serving at least 20 people
- Complete new [educational curriculum/ employee handbook/other internal capacity building work] and post/share written documents

What 2-5 deliverables will your organization complete for each quarter of the 2024-25 program year?

- Summer Quarter: July 1 – September 30, 2024
- Fall Quarter: October 1 – December 31, 2024
- Winter Quarter: January 1 – March 31, 2025
- Spring Quarter: April 1 – June 30, 2025

Insurance

All organizations receiving funding from Tacoma Creates must carry basic Commercial General Liability Insurance. Depending on the size of your organization and the type of public programming your organization will be producing, you may be required to have additional insurance. In the application, you will be asked to select the additional types of insurance that apply to your organization’s planned Tacoma Creates programming. You will choose from the following: Abuse and Molestation Insurance, Commercial Automobile Liability Insurance, Marine Liability Insurance, Workers Compensation Insurance, Employer’s Liability Insurance, or none of the above.

Please refer to [this document](#) for details about insurance required by the City of Tacoma.

END OF APPLICATION

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

APPENDIX A: APPLICATION SUPPORT

If you have any questions about the application process, please reach out to staff – we are here to help! There are a variety of options outlined here, and you can always email tacomacreates@cityoftacoma.org for support.

APPLICATION WORKSHOPS

These free workshops will cover how the application process works and how to develop a strong application. 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.

Registration is not required 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 through 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 7, 2024, 12:30-2:00pm – Virtual

- Zoom – [register in advance through Zoom](#) for this workshop
- 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 14, 2024, 11am-12:30pm – In-Person

- Tacoma Municipal Building, 747 Market St., room 243
- Nearest bus routes: 1, 11, 13, 16; paid street parking available
- Focus: Comprehensive Organizational Support

Thursday, February 22, 2024, 4:30-6:30pm – In-Person

- Mi Centro, 1208 S 10th St.
- Nearest bus routes: 1, 28, 45, T Line; free parking available in lot, as well as street parking
- Focus: Impact Funding

To request a reasonable accommodation for these workshops, please contact the Arts & Cultural Vitality Division 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 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:** Meeting times can be requested through our [Calendly](#) link. Each meeting is 20-30 minutes long, and can be held over Zoom, or by phone. If there are 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.

- **Email Staff:** You may send an email with your questions at any time to tacomacreates@cityoftacoma.org, and we will make sure someone gets back to you within 2 business days. Individual [staff contact information](#) is listed on page 2.
- **Drop-in Conversations:** New this year, staff will hold three, 1.5 hour “office hours” sessions for anyone who wants to drop in and ask questions.
 - Wednesday, February 28, 10:30am-noon, Campfire Coffee (1554 Market St. #101)
 - Tuesday, March 5, 1-2:30pm, Tacoma Municipal Building, room 243 (747 Market St.)
 - Thursday, March 14, 3-4:30pm, Red Elm Café (1114 M.L.K. Jr Way)

APPLICATION SUPPORT RESOURCES ON THE TACOMA CREATES WEBSITE

Visit tacomacreates.org/application-assistance for a variety of resources, including:

- An Application Questions & Answers section, 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.

APPENDIX B: REPORTING REQUIREMENTS

All funded organizations will need to submit periodic reports about their programming. Tacoma Creates funding is distributed through contracts for services; the reports are the opportunity to demonstrate that the services were delivered and to submit an invoice for payment.

The purpose of each report is to:

- Demonstrate the completion of deliverables (the planned cultural programs) for the quarter
- Upload an invoice for this time period
- Help Tacoma Creates staff understand the scope of your work and its impact within the community

The reports are completed through online forms in Submittable, and 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 use a Program Summary Chart for organizations to share details about their programs, the program locations, and the participants they are serving. [Here is an example](#) of the chart from the 2023-24 program year. Visit our [Program Locations](#) page to see how we use this data to show where programs and events took place.

Quarterly reporting schedule:

- Summer Quarter (July – September 2024): report available mid-September; due by October 15
- Fall Quarter (October – December 2024): report available mid-December; due by January 15
- Winter Quarter (January – March 2025): report available mid-March; due by April 15
- Spring Quarter (April – June 2025): report available mid-June; due by **July 25**
 - The Spring Quarter is connected to the Final Report for the full contract year, which includes additional prompts about programs and accomplishments for the full funding cycle.

Staff will review submitted reports, confirm that planned work has been completed, and process invoices. It may take 2-4 weeks for invoices to be paid.

DEFERRING OR MODIFYING DELIVERABLES OR PAYMENTS

Sometimes, organizations find that they are not able to complete their deliverables, and in these cases Tacoma Creates staff can work with organizations to defer or modify the deliverables. Within the contract period, it is possible to skip reporting and invoicing for a quarter, if more time is needed, however organizations may only invoice for work that was completed.

APPENDIX C: BEYOND THE BELL / CLUB B

[Beyond the Bell / Club B](#) offers coordinated after-school enrichment activities for elementary and middle school students in a Tacoma Public Schools 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 B is a way to bring your programming to students in different parts of the city, to expand your organization's 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.

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 organization's 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 B; instructors will be expected to help lead this work including practicing warm welcomes, community circles, and SEL spotlight activities. Organizations are responsible for adhering to the Beyond the Bell / Club B attendance and cancellation policies.

CLASS PROPOSALS

Organizations interested in this opportunity can propose Beyond the Bell / Club B 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 3-15 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.

2024-25 SCHOOL YEAR SCHEDULE

This information is current as of January 2024 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 B 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 2024-25 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: April – June*

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

For Beyond the Bell, at elementary schools, all classes will meet twice a week – either Mondays/Wednesdays or Tuesdays/Thursdays. Instructors will be on site from 3:15-6:00pm. Elementary school classes may be offered for grades K-1, K-2, 2-3, 3-5, or 4-5.

Sample daily schedule for Beyond the Bell / elementary schools:

- *3:00-3:15pm: Instructors arrive onsite, check in with site staff, prepare for class*
- *3:30-4:00pm: Warm welcome, emotion check-in, snack time, Social-Emotional Learning (SEL) Spotlight – led by site lead with support from instructor*
- *4:00-5:30pm: Program Time – Instructor teaches arts/culture/history/science curriculum*
- *5:30-5:45pm: Closing circle*
- *5:45-6:00pm: Students are picked up or get on the bus. (Instructors stay with their students until they are all picked-up, but no later than 6:00pm)*

For Club B, at middle schools, organizations may choose to offer classes that meet twice a week (Mondays/Wednesdays or Tuesdays/Thursdays) or just one day per week. The after-school time frame may be approximately 2:30-5:00pm, however this will vary at different middle school sites. Middle School classes are offered for grades 6-8 all together.

Sample daily schedule for Club B / middle schools:

- *2:30-2:45: Instructors arrive onsite, check in with site staff, prepare for class*
- *2:45-3:15pm: Student arrival and snack time*
- *3:15-4:30pm: Program Time – Instructor teaches arts/culture/history/science curriculum*
- *4:30-4:45pm: Students assist with program space clean up and instructors facilitate closing circle.*
- *4:45-5:00pm: Students are dismissed. (Instructors stay with their students until they are all picked-up, but no later than 5:00pm)*

SCHOOL PLACEMENTS AND PROGRAM COORDINATION

Greentrike serves as the lead community partner for supporting and coordinating cultural organizations' participation in Beyond the Bell / Club B, and will serve as the primary contact for organizations offering Beyond the Bell / Club B classes as part of their Tacoma Creates contract.

Staff at Greentrike will:

- Contact participating organizations at least 6 weeks prior to the provider deadline for Session 1, and at least 4 weeks prior deadlines for Sessions 2-4, in order to confirm class offerings
- Collaborate 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, and to confirm and finalize class descriptions
- Confirm class instructor details
- Review and provide support on classroom outline/ curriculum needed for each class
- Coordinate background checks for all instructors (organizations pay the cost for background checks, which must be updated at the start of each school year)
- Coordinate all required orientation, training and program readiness work for all participating instructors.

As the lead partners for Beyond the Bell / Club B, Metro Parks Tacoma and Tacoma Public Schools will:

- Schedule and coordinate space at TPS locations
- Provide a “site lead” at each school; site leads oversee day-to-day operations at each school site; they are responsible for onsite coordination, student supervision and engagement before and after the program instruction time, and ensuring that instructors are supported and following program protocols
- 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 online access to enrollment data for 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.

ABOUT BEYOND THE BELL / CLUB B

These programs are part of a coordinated Expanded Learning Opportunities (ELO) network that extends and enriches student learning outside of the regular school day. The program is coordinated and managed by Metro Parks Tacoma in partnership with Greentrike and Tacoma Public Schools. 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 B 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 organizations that can provide educational programming for library patrons of all ages, including programming for youth (babies – 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 should be self-contained, ready-to-go programs that will work in small to mid-sized library meeting rooms with minimal technical support needs. Programs may be either participatory workshops or lecture/presentations, and may be 30, 60, or 90 minutes long.

The Tacoma Creates funding panel will review TPL program proposals and make recommendations; TPL staff 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 contacted by a TPL staff member, who will work with them to confirm physical space needs and schedule programs at mutually agreeable times and locations.
- TPL will contact organizations in May-June to schedule programming to occur Sept 2024 – June 2025.
- Organizations are expected to maintain timely communication with TPL staff. This is important to ensure that program scheduling and promotion happens with enough lead time to support program success.
- TPL may cancel any program due to lack of timely communication or preparedness.
- TPL will determine the location at which programs will be presented. TPL may ask organizations 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 must provide all supplies, materials, and content 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 co-create or co-present programs.
- TPL will share program information on 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.
- We encourage organizations to work with TPL staff to identify books and/or other library materials that increase engagement with library resources as well as your organization’s presentation content.

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, collaborations that take place in locations other than branch libraries, or other long-term collaborations, please describe that work along with other General Public Programs and/or Youth Education Programs in your application.