



IMPACT FUNDING 2024-25 APPLICATION GUIDELINES

Application Deadline: Monday, March 25, 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.

Applicants are encouraged to contact Tacoma Creates staff with any questions regarding the funding application at tacomacreates@cityoftacoma.org.

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

APPLICATION TIMELINE

- **Guidelines Released:** Late January 2024
- **Application Workshops and Support:** February 1 – March 22, 2024 (see [Appendix A](#) for more information)
- **Application Deadline for Impact Funding: Monday, March 25, 2024, 11:59pm**
- **Notification of Funding Decision:** No later than June 10, 2024
- **Contracting Process with Funded Organizations:** 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 tacomaccreates.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 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 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 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 tacomaccreates.org/definitions.

ABOUT IMPACT FUNDING

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

Funding range: Applicants may request a minimum of \$3,000, and up to \$60,000 per funding cycle. A funding match is required: this means that the funding request may be a maximum of 50% of the total cost of the proposed programming. Applicants must demonstrate at least a 1-to-1 match of other resources to support the work, which may include volunteer time and donated materials and space, as well as other cash resources.

There are two application options within the Impact Funding category:

- **Level A:** for organizations requesting between \$3,000 and \$19,999, or for organizations only proposing Beyond the Bell / Club B classes
- **Level B:** for organizations requesting between \$20,000 and \$60,000

The application review panel will consider funding for Level A and Level B applications separately, to better support newer and smaller organizations, along with proposals that are smaller in scope. The Level A application is slightly shorter, though both applications have the same basic application components and the same evaluation criteria.

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

Another Tacoma Creates funding category, called **Comprehensive Organizational Support**, may be a better fit for some organizations based on the organizational eligibility criteria, the size of their budget, and/or the scope of their programming. To learn more about Comprehensive Organizational Support, please see the separate guidelines, available at tacomaccreates.org/comprehensive-organizational-support. Organizations may submit only one application for each funding cycle.

ELIGIBILITY FOR IMPACT FUNDING

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 IMPACT FUNDING:

- **Primary Purpose**

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

- Exception: Business District Associations and Neighborhood Councils recognized by the City of Tacoma should refer to the Special Categories section below.

- **Non-Profit Status**

Your organization is a 501(c)(3) non-profit corporation, incorporated under the laws of Washington State and recognized by the Internal Revenue Service (IRS).

- Exception: If your organization does not have this non-profit status, but meets the requirements for Primary Purpose, Location, and Program Delivery, you may apply for Impact Funding using a Fiscal Sponsor that is a Washington state-based non-profit organization. You can find more information about Fiscal Sponsorship on [this document](#). You will need to submit a [Fiscal Sponsorship Agreement](#) from your Fiscal Sponsor in order to apply. Your organization must be a group of people working together towards a specific mission or purpose, and you must have an organizational bank account and a [City of Tacoma business license](#).

- **Organization Location**

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

- Exception: If your organization's official business address is outside Tacoma, but within Pierce County, and your organization provides the majority (at least 65%) of programming within the City of Tacoma, your organization will meet the Location requirement. A [Programming History Chart](#) must be completed to demonstrate your organization's program location history.
- If your official business address is within Tacoma, but your mailing address is not, you may also complete the Programming History Chart in the application to demonstrate that the majority of your organization's programming takes place in Tacoma.
- If you are applying with a Fiscal Sponsor and do not yet have your City business license, you may complete the Programming History Chart or submit other documentation to demonstrate your organization's business operations are in Tacoma.

- **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.

SPECIAL CATEGORIES

There are two additional types of organizations that are eligible to apply for Impact Funding:

- **Business District Associations and Neighborhood Councils**

Active [Business District Associations](#) and [Neighborhood Councils](#) recognized by the City of Tacoma may apply for funding for neighborhood-based arts, culture, heritage, and/or science programs or events, especially fairs and festivals, but must have a Fiscal Sponsor that is a 501(c)(3) organization in Tacoma that meets the primary purpose criteria of advancing or preserving arts, culture, heritage, and/or science. Learn about [Fiscal Sponsorship](#); a signed [Fiscal Sponsorship Agreement](#) is required in your application.

- **Affiliate Cultural Programs within a larger non-profit**

Established and distinct cultural programs that meets the primary purpose, location, and program delivery criteria, and are part of a larger non-profit, public-serving organization, may apply if the following additional eligibility criteria are met:

- Independent mission: Have a published mission statement independent of the parent organization
- Independent board: Have a board or steering committee that guides the program, independent of the parent organization's board
- Independent budget: Have a distinct, balanced budget, independent of the parent organization
- Track record: Five years providing public programming in arts, culture, heritage, and/or science
- Staff: Have dedicated, paid staff, equal to at least one full-time employee (FTE)
- Matching funds: Provide a 1-to-1 cash match for Tacoma Creates funds
- The parent organization must:
 - Be a public-serving 501(c)(3) or 501(c)(6) non-profit organization
 - Be based within [Tacoma city limits](#)
 - Retain no more than 10% of any Tacoma Creates funding to support administrative services
 - Submit a completed [Affiliate Organization Agreement](#)

EXCLUSIONS FROM ELIGIBILITY

Certain kinds of organizations are not eligible for any category of Tacoma Creates funding, based on Washington State legislation ([RCW 36.160](#)). Excluded from eligibility is any agency of the state or any of its political subdivisions; any municipal corporation; any organization that raises funds for redistribution to multiple cultural organizations; and any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine.

ELIGIBILITY REVIEW

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. The Tacoma Creates Advisory Board may review eligibility of previously funded organizations based on changes in organization status or recommendations from staff or the review panel, and may adjust decisions regarding organizational eligibility.

Organizations without a current Tacoma Creates contract will be asked to establish their eligibility and can submit this information for review prior to completing the full application. **If your organization is not currently funded by Tacoma Creates, we strongly encourage you to contact Tacoma Creates staff to discuss eligibility, and to submit the first part of the application for eligibility review as soon as possible and no later than March 4, 2024.** The Tacoma Creates Advisory Board will review and make determinations in cases of unclear eligibility. Organizations that submit the eligibility portion of the application will receive a response within 2-7 business days. Organizations that chose not to submit the eligibility portion may still complete and submit the full application, and eligibility will be reviewed after the application deadline.

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 FUNDS 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 be promoted to and open to the public, with the exception of Public School Cultural Access Programs that are specifically for students or teachers at Tacoma Public Schools or Chief Leschi Schools, 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 FUNDS 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.

Payments will be made in several installments over the course of the contract period. In the Impact Funding category, organizations may invoice for an initial payment once their contract is signed, and may invoice for 1-4 additional payments over the course of the funding cycle, depending on their work:

- **Organizations with one-time programs or events:**
If all public elements of approved programs/events occur within a 3-month time frame, contracts will include two payments: 1/3 of the total funding amount paid at the beginning of the contract period, and the remaining 2/3 paid after the programming ends and a final report has been completed.
- **Organizations with multiple or on-going programs throughout the year:**
For organizations with programs and events taking place throughout the funding cycle, contracts will include the opportunity to invoice up to five times over the course of the contract: once at the start of the contract period, and then at the end of each quarter during the funding cycle, along with completed quarterly reports. Each payment would be for up to 1/5 of the total funding amount.
 - Variations on this approach can be made for organizations with programming that spans multiple quarters but is not year-round.

In all cases, full and final payments will not be made until after all of the cultural programs have been provided. Funded organizations should be prepared to cover the costs of their programming in the meantime.

Funded organizations will be able to invoice for payments at the same time as they submit reports to demonstrate the completion of their deliverables.

 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.

Proof of insurance documents will be required as part of the contracting process, which generally happens in June/July. If obtaining insurance in advance of an initial payment is a barrier, organizations may request to submit their insurance documentation within 60 days after the contract is signed. Organizations interested in this option should reach out to Tacoma Creates staff to make arrangements for this option.

- **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](#).

If your organization is fiscally sponsored, the insurance may be held by either your organization, or your fiscal sponsor. If this applies to your organization, please review the fiscal sponsor details [here](#).

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](#). This includes organizations applying with a fiscal sponsor; the organization producing the work in Tacoma must have a City business license.

FUNDING ACKNOWLEDGEMENT

Funded organizations must acknowledge Tacoma Creates in all appropriate public announcements, programs, advertising, and other forms of notice relating to the funded programming, as outlined in the funding contract.

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.

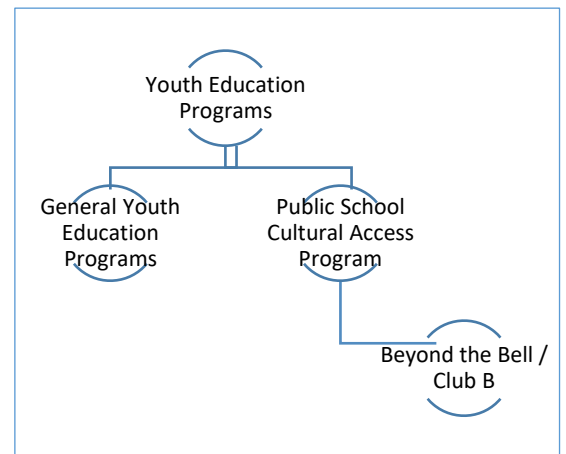
Public Access addresses **who can attend your organization’s programs**. In general, programs should be open to anyone interested in participating, though programs may be designed to support specific audiences who are historically underserved or have been underserved by your organization. You may want 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. Organizations should consider if and how they can increase youth access to learning experiences in arts, culture, heritage, and/or science. Tacoma Creates funds can support youth education programs in two categories:

- 1) **Youth education programs open to all youth under 18** – These are classes, workshops, or other active learning experiences specifically for youth that organizations offer and present on their own, either 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](#).

PROPOSAL BUDGET

Your budget is an important part of your proposal: it provides an opportunity for you to demonstrate that you have a financial plan for completing your proposed work, and to demonstrate the additional resources and community support that will help ensure success. This is the [Impact Funding Budget Form](#) that you will need to fill out and upload as part of the online application.

Your funding request may be up to a maximum of 50% of the total cost of the proposed program(s); there must be at least a 1-to-1 match of other resources to support the project. The resource match may include a combination of any of the following:

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

Lower funding request amounts may rely more on donated goods and services; higher funding request amounts should generally have more cash resources in their match.

- Example #1: An organization’s total programming cost is \$6,000. They request \$3,000 from Tacoma Creates and match this amount with \$3,000 worth of volunteer time and donated materials necessary to complete their program.
- Example #2: An organization’s total programs cost is \$80,000. They request \$40,000 from Tacoma Creates, and match that amount with \$20,000 from other public and private funders, \$5,000 from individual donors, \$5,000 of earned income from tickets and sales, and \$10,000 in donated goods and services.

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

Do not include expenses for Beyond the Bell / Club B programs or Tacoma Public Library programs; if your organization is approved for providing these services, additional funding will be added to your Impact Funding contract.

CREATING A BALANCED BUDGET

The [budget form](#) asks for projected amounts for cash expenses, cash income, expenses covered by donations, and donated goods and services. Your budget proposal must be balanced, meaning that the total projected expenses must equal the total projected resources.

- **Projected Expenses**

In the Projected Expenses column on the left, list all costs associated with your proposed programming, separated into the “Projected Cash Expenses” and “Project Expenses Covered by Donations” sections, as appropriate. The “Projected Cash Expenses” section should include all of the things that you will have to pay for, while the “Projected Expenses Covered by Donations” section should include things that you need but that will be given to you. Expenses may include, but are not limited to:

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

- **Projected Income**

In the Projected Income column on the right, list all sources of support for your proposed programming, separated into the “Projected Cash Income” and “Projected Donations of Goods & Services” sections, as appropriate. Resources may include, but are not limited to:

- Admission, registration, or tuition fees (organizations may charge admission/tuition fees, as long as their application shows efforts to support financial access)
- Concessions sales (such as t-shirts or food)
- Donations from corporations / businesses
- Grants from foundations
- Funding from city, county, state, or federal departments
- Individual donations
- Organization’s own cash (for example, money you have in the bank that you will put towards this project)
- Volunteer time – volunteer hours may be calculated at \$33/hour, based on Independent Sector research
- Donations of supplies, materials, or space to develop or present work

Please be as specific as possible, listing quantities and rates in the descriptions, where appropriate. For example, instead of listing “ticket sales” as an income source, listing “tickets: 50 @ \$15” is preferable because it shows more specific planning. List the specific sources of the income or donated resources, especially for any confirmed donations from individuals or business. There are a limited number of lines in the budget form, and it is fine to group categories of income and expense together.

In the far-right column, indicate whether the income or donated resource is confirmed or not. It is okay to have a mix of confirmed and unconfirmed sources; showing some confirmed resources demonstrates more capacity and/or community support.

You can refer to a [sample budget form](#) to support your understanding of how to complete this form.

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

PROGRAMMING MERIT AND VALUE

At a minimum, all applications should demonstrate:

- How their organization's mission, goals, and key programming are in alignment with Tacoma Creates [primary funding goals](#) as listed on page 3
- A proposal for one or more public event(s) or education program(s) that advances arts, culture, heritage, and/or science

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

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

COMMUNITY ENGAGEMENT AND IMPACT

At a minimum, all applications should demonstrate:

- Who they serve and how they engage with participants and audience members
- How they build and develop community trust through approaches such as partnerships, collaboration, communications, and culturally relevant programming

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

- How they maintain and/or expand relationships with participants and partners
- How community members are engaged in the envisioning, planning, delivery, and evaluation of programming; for youth education programs, this includes incorporating input from students
- Strategies for understanding and addressing community-specific needs

- Meaningful collaborations with other local organizations – either inside or outside the cultural sector – that improve or expand the impact of the work

EQUITY AND ACCESS

At a minimum, all organizations should demonstrate:

- How their proposed programming aligns with Tacoma Creates' vision for equitable, inclusive, and welcoming cultural programming, as described on [pages 10-11](#)
- Clear, specific, and achievable plans and practices for supporting and/or increasing public access to their cultural programs

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

- An existing commitment to equity and access through current and past programming and/or internal practices
- Specific work on internal practices and policies related to justice, equity, diversity, and inclusion
- Approaches that directly address specific types of access, such as language access, location access, and improving experiences for people with disabilities
- Approaches that center communities impacted by structural racism and/or systemic oppression, which includes the LGBTQIA+ community, people with disabilities, older adults, etc.
- Organizational leadership (staff leaders and board) that includes a significant number of individuals who identify as BIPOC

CAPACITY AND FEASIBILITY

At a minimum, all organizations should demonstrate:

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

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

- Program plans that are well thought out, with an achievable implementation approach
- Plans for communications/marketing to engage audiences/participants
- Plans to measure and evaluate program success and outcomes
- A budget that is practical, complete, and aligned with the proposal narrative
- Appropriate compensation for individuals providing professional cultural programming and administrative support

THE APPLICATION

HOW TO APPLY

Applications must be submitted through our online application form.

Go to tacomaarts.submittable.com/submit and select the appropriate application form:

- If your organization is requesting less than \$20,000, or are only applying for support for Beyond the Bell / Club B classes, select [2024-25 Tacoma Creates Impact Funding: Level A](#)
- If your organization is requesting \$20,000-\$60,000, select [2024-25 Tacoma Creates – Impact Funding: Level B](#)

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](#) on pages 15-16 to understand how your organization's application will be evaluated.

APPLICATION DEADLINE

Impact Funding applications must be submitted online by **Monday, March 25, 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 25. 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.

ALL applicants will be required to provide the following:

- Employer Identification Number (EIN, either your organization's, or your Fiscal Sponsor's)
- City of Tacoma business license number
- Authorizing Official (person who will sign contracts): Full Name, Job Title, Email, and Phone

Depending on your organizational status and whether you've received funding from Tacoma Creates before, the specific questions and required documents will vary, but may include:

- Mission Statement
- Programming History Chart
- Fiscal Sponsor information and agreement letter
- Parent Organization information and agreement letter

Refer to the [Organizational Eligibility](#) information on pages 4-6 for more information. Organizations that are not currently funded by Tacoma Creates are encouraged to submit the application form after completing Section 2 for an Eligibility Review.

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, organizational budget, and attendance summary. This information provides context about your organization's recent work.

Organization Mission / Purpose (80 words)

What is your organization's mission? Please share your organization's published mission statement, if there is one, or if not, describe the core purpose of your organization in a single sentence.

About Your Organization (150-300 words)

- Tell us a little bit about what your organization does, and why.
- Whom do you serve? If you have target audiences/participants, please tell us who they are.
- How long have you been providing programming in Tacoma?
- If your organization has received Tacoma Creates funding in the past, what are 1-2 tangible ways in which you've used this funding to advance your work?

Organizational Leadership and Program Leads

In the chart in the application form, list your key board members, key staff leaders, and key people who will implement the programs you are proposing in this application. You may list up to 5 individuals in each category.

- Optional: You may upload bios or resumes of the 1-3 people on this list who are most central to the success of your organization's proposed programming.

Work Samples

Share 1-3 brief examples of past work that show 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, 100 words)

Organizational Budget History

There is a chart in the online application form to enter a simple summary of your organizational budget: earned income, contributed income, and expenses (one-year history for Level A; two-year history for Level B).

Attendance Summary

In the online application, there is a chart to enter your attendance history (one-year history for Level A; two-year history for Level B). 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.

SECTION 4: PROPOSAL FOR FUNDING

You may request funding to support programming in one or both of these categories:

- General Public Programs – including but not limited to: events, presentations, workshops, festivals, open to adults/families/all ages, as well as education programs for adults
- Youth Education Programs – classes, workshops, or camps exclusively for youth under the age of 18

In the online form, you will select the categories in which you want to propose programming, and will be able to skip the questions that do not apply to your proposal.

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.

In a single sentence, share what your organization is proposing to produce with Tacoma Creates support during the 2024-25 program year. (25 words)

Think of this as the headline for your organization’s proposal; the summary of how your organization will use the public funds to create cultural opportunities for the public.

Requested Funding Amount

The number you enter here must match the requested amount you enter in your proposal budget (which you will upload later in the application).

- Level A applicants may request between \$3,000 and \$19,999.
- Level B applicants may request between \$20,000 and \$60,000.

Your funding request may be a maximum of 50% of the total cost of your proposed programming; please refer to the [Proposal Budget section](#) on pages 13-14 for more information.

General Public Programs

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

What General Public Program(s) will you create or present with Tacoma Creates funding during the next funding cycle (July 1, 2024 – June 30, 2025)? (400-600 words)

In your response, please respond to the following prompts:

- Elaborate on your proposal summary, and share details about the program(s) or event(s) your organization intends to produce with Tacoma Creates funding.
- Talk about how this work benefits people and communities in Tacoma, and why this work matters.
- Who is your organization planning to serve? Who are the primary audiences/participants you've served in the past? About how many people do you expect to serve with this programming?
- When and where will this programming happen? Be as specific about dates and locations as possible, and note if any event locations are confirmed.

How will your organization produce your proposed programming? What are the planning, collaboration, communication, and evaluation approaches that you will use to support your organization's success? (400-600 words; required for Level B, optional for Level A)

- What is your organization's planning process to support the success of your proposed programs? Who is involved in planning? What are key points or milestones on your planning timeline, especially for one-time programs or major events?
 - Are you collaborating with any other organizations that are key to the success of these programs? If so, which organizations and what is their role? (Letters of Commitment from collaborating organizations are encouraged, and may be uploaded below.)
 - How will you promote your programs to the public? What are your communications plans? If you have goals to grow or diversify your participants, how will you do that?
 - How will you evaluate your programs? What would success look like for these programs? Do you have any specific goals to track? How will you identify areas for growth or improvement?
-

Youth Education Programs

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

What Youth Education Programs will your organization present with Tacoma Creates funding during the next funding cycle (July 1, 2024 – June 30, 2025)? (400-600 words)

- Describe the youth education programs your organization will offer.
- When, where, and how often will they happen?
- What are some of the overall goals or intended outcomes for these education programs?
- Who are you planning to serve? What groups of youth has your organization served in the past, and how many people do you expect to serve with your youth education programs?
- If your organization is proposing programs as part of the regular school day for Tacoma Public Schools students, tell us about how your education staff collaborates with classroom teachers and how your organization supports basic K-12 education goals.

How will your organization develop, promote, and evaluate your youth education programs? (400-600 words; required for Level B, optional for Level A)

- Who are the key people who are designing and teaching your organization’s youth education programs, and what teaching and/or youth development background do they have that makes them a good fit for this work?
- How will you get the word out about your youth education programs?
- If your organization has goals to increase attendance or diversify your youth participants, share what ~~are~~ those goals are, and how you will you pursue them.
- How do you define and measure success for these programs, both for your organization, and for the students who participate in your programs? How will you identify areas for growth or improvement?

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 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 upload 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

Equity work will look different for different organizations; what matters in terms of Tacoma Creates funding priorities is demonstrating an ongoing commitment to developing, maintaining, and/or evolving this work. Please refer to the [Equity and Access section](#) on pages 10-11. In this section of the application, you will tell us about:

- Your organization's overall work related to equity
- The neighborhoods in Tacoma in which your organization does work in – for this section, please refer to [this map of Tacoma neighborhoods](#)

Organizational Diversity – for this section, download and complete the [Organizational Diversity Chart](#).

Level B applicants will respond to both of the next two questions. Level A applicants will only respond to one question that combines a mix of prompts from both questions below.

How does your organization support or advance equity, access, diversity, inclusion, and/or social justice efforts? (300-500 words)

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

- What are your organization's key goals related to equity, access, diversity, inclusion, and/or social justice, and how does your organization consider and apply these goals in programming choices?
- Provide 1-2 specific examples of past organizational work related to equity and access, as well as specific plans in this area for the 2024-25 funding cycle.
- Consider how your organization creates access for the specific communities you serve, or your plans to address barriers to participation in your programs.

Tell us about the neighborhoods where your organization works, and how your organization engages with different communities. (250-350 words)

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

- In which Tacoma neighborhoods will your organization present programs? Please refer [to this map of Tacoma neighborhoods](#). Talk about your organization's history of engagement in these locations, and/or plans to build engagement in any new programming locations.
- How does your organization engage with its audiences/participants? How does your organization build relationships with both continuing and new audiences/participants?
- Does your organization have any community partnerships that support your community engagement work? If so, describe these partnerships and what makes them effective.

Organizational Diversity

Organizations should ask their staff, board, and key contractors how they identify so their information can be included in the Organizational Diversity 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 that are part of your organization, that is

okay; please provide as much information as you can share, including the total number of individuals for each category of personnel.

Download the [Organizational Diversity Chart](#). 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.

Proposal Budget

Your budget is an important part of your organization’s proposal: it provides an opportunity to demonstrate that you have a financial plan for completing your organization’s proposed work, and to demonstrate the additional resources and community support that will help ensure success. Refer to the [Proposal Budget](#) section on pages 13-14 for details on building your budget.

Your budget must be submitted using this [Impact Funding Budget Form](#). Download and complete this form, and then upload your saved form in the online application. You can refer to a [sample budget form](#) to support your understanding of how to complete this form.

Upload: Completed Budget Form

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 Cultural 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.

You should fill in deliverables for all quarters in which your organization plans to produce programming with Tacoma Creates support. For most organizations, this will be all four quarters, however, organizations proposing a

one-time or limited-run program may be producing work in just one or two quarters of the year. You may write "none" for any quarter where your organization is not planning work.

Deliverables should include the public programs and/or youth education programs your organization will be producing. Deliverables may also include specific and demonstrable planning steps related to this work, as well as 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:

- Produce a one-act play, with at least 6 performances, serving a total of at least 200 people
- Provide two, one-week/full-day summer camp programs, serving at least 15 youth each week
- Provide 4-6 hours of group music instruction each week, serving a total of at least 30 people
- Produce at least two 2-hour, participatory, hands-on workshops, serving at least 20 people at each one
- Complete and post online new education resource materials to align with existing programming

What 2-4 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 the [Insurance Requirements](#) 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.

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

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. In the Impact Funding category, there is additional funding to support this work, as described below.

Organizations interested in this opportunity will need to provide:

- Engaging and age-appropriate curriculum in arts, culture, heritage, and/or science
- A qualified and well-prepared instructor who meets all professional obligations of the program, which includes supervision of students before/after class as well as effective facilitation of student learning
- All materials to support classroom activities and student learning
- Organizational support and oversight to support instructor(s)
- Participation in marketing and communications efforts to support class registration
- Annual background checks, as well as participation in safety-related trainings and site-based orientation
- A substitute instructor in the event of primary instructor absence. Note that any potential substitute must have completed a background check in advance. If a background-checked instructor is not available, the school will be required to cancel the class for that day.

In addition to teaching your 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.

FUNDING FOR BEYOND THE BELL / CLUB B PROGRAMS

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

For the 2024-25 school year, the standard reimbursement from Tacoma Creates for each class will be \$2,400 per session for Beyond the Bell and \$2,200 per session for Club B. This amount is based on a class that meets twice a week for 8 weeks; there may be adjustments for different class schedules. This funding amount is meant to cover pay for one instructor’s time for the series of classes, as well as required meetings and trainings, basic class supplies, and organizational expenses related to overseeing and managing the class. Organizations must pay instructors a professional rate for their time at the schools and for required trainings and meetings. If organizations/instructors need to cancel classes on certain days or are not on site for the required times, Tacoma Creates may reduce the reimbursement rates accordingly.

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

ABOUT BEYOND THE BELL / CLUB 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.
- For organizations approved for Impact Funding, Tacoma Creates will provide supplemental funds to cover approved TPL programming as part of your funding contract. You do not need to include proposed TPL programming in your application budget. The fee per program will range from \$300 (for a 30-minute program led by one presenter) to \$850 (for a 90-minute program with 4 presenters).

Note: the TPL programming section of the application is specifically for proposing stand-alone presentations for TPL branch locations. If your organization is proposing other kinds of partnership work with TPL for Tacoma Creates support, such as work with the Digital Media Labs, the Northwest Room, 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.