Tacoma Creates

Resource Packet

For the 2026-27 Funding Year

Updated August 2026

RESOURCE PACKET FOR THE 2026-27 FUNDING YEAR

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

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

Sincerely, your Tacoma Creates admin team,

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Visit our website at tacomacreates.org.

Follow us on social media at facebook.com/TacomaCreates or on Instagram @TacomaCreates.

Tacoma Creates is the City of Tacoma's cultural access program, and is a part of the Arts & Cultural Vitality Division.

TABLE OF CONTENTS

RESOURCE PACKET FOR THE 2026-27 FUNDING YEAR 1
TABLE OF CONTENTS 2
ABOUT TACOMA CREATES 3
HOW TO MANAGE YOUR TACOMA CREATES CONTRACT & REPORTING 3
2026-27 FUNDING YEAR WRAP UP 6
TACOMA CREATES-SUPPORTED CAPACITY BUILDING OPPORTUNITIES 6
PROMOTE YOUR TACOMA CREATES-SUPPORTED WORK 6
ACKNOWLEDGE TACOMA CREATES 7
HOW TO APPLY FOR A CITY OF TACOMA BUSINESS LICENSE 9
CITY OF TACOMA LICENSING 9
STATE OF WASHINGTON LICENSING 10
FEDERAL LICENSING 10
TACOMA CREATES & CITY OF TACOMA – INSURANCE REQUIREMENTS 11
HOW TO REGISTER IN ARIBA 14
ANATOMY OF "EXHIBIT A" 16
APPENDIX: LIST OF SUPPORT DOCUMENTS / ADDITIONAL RESOURCES 20

ABOUT TACOMA CREATES

Tacoma Creates is the City of Tacoma's Cultural Access program. This community-supported initiative increases 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 public 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.

Public 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. In 2025, the Tacoma City Council voted unanimously to extend Tacoma Creates for another seven years. Over the first six years, Tacoma Creates provided over $30 million in funding to more than 100 local cultural organizations, reaching more than 4 million participants across 5,000+ programs. Read more about the history of Tacoma Creates on our website.

Funding is based on a competitive application process and is distributed through contracts for services through the City of Tacoma.

HOW TO MANAGE YOUR TACOMA CREATES CONTRACT & REPORTING

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

GETTING STARTED WITH A CONTRACT FOR SERVICES

Now that your organization is approved for funding, your organization will sign a contract for services with the City of Tacoma – this contract details the work your organization will provide, and the payment that will be made after that work is provided. For Tacoma Creates, the work is the cultural programming that your organization will develop, produce, promote, and present for the benefit of people in Tacoma. The specifics of this cultural programming are described as your organization's "deliverables."

Funding will be broken into multiple payment phases spread out over the term of the contract. Organizations will receive final payment after all services outlined in the contract have been provided. Your organization should be prepared to cover the costs of your programming in the meantime.

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

- ☐ **City of Tacoma business license**
  All Tacoma Creates-funded organizations must have a City of Tacoma business license. This is separate from registering with the State of Washington to acquire a UBI number. For fiscally sponsored organizations, either you, or your Fiscal Sponsor must have a business license. Information on how to acquire a City of Tacoma business license can be found on page 11.
- ☐ **Insurance**
  All Tacoma Creates-funded organizations are required to provide a Certificate of Insurance (COI), naming the "City of Tacoma" as Additional Insured and showing verification of Commercial General Liability insurance, as well as Additional Insured, Waiver of Subrogation, and Primary and Non-Contributory. Organizations may also be required to carry other types of insurance such as:

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

The exact insurance requirements is determined based on the type of programming your organization offers, and the audience you will be serving. More information about insurance requirements can be found on page 13.

☐ **Ariba Account**
The City of Tacoma contracts with organizations electronically through an online system called Ariba. If your organization has not contracted with the City of Tacoma recently, you will be required to set up an account in Ariba before the City can issue a contract to you. If your organization is fiscally sponsored, then the Fiscal Sponsor is the entity that must be registered in Ariba. To learn how to register in Ariba, go to page 16.

KEEPING TRACK OF YOUR TACOMA CREATES DOCUMENTS AND INFORMATION

Tacoma Creates staff will regularly communicate important information to your organization's primary contact via email. Organizations should keep all their Tacoma Creates funding information, including signed contracts, relevant emails, and deadline dates, organized in one place. This will allow you to easily reference these items over the life of your contract. **If the primary contact of your organization shifts during the funding year, please notify Tacoma Creates staff of the change!**

EXHIBIT A

Keep track of the "Exhibit A" section of your contract – this is the section that includes your deliverables for each quarter, your payment phases, and other key expectations. **For more help understanding the Exhibit A, visit page 18.**

PAYMENT SCHEDULE

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

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

REPORTING

All Tacoma Creates-funded organizations are required to submit reports about their completed programming through Submittable. When Tacoma Creates staff releases a quarterly report form, that form will be linked to your original 2026-27 Tacoma Creates application. The staff person at your organization who is the Submittable account holder will receive a direct link to the report form via email.

The purpose of each report is to:

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

There are four components to each report:

- Program Summary Chart – this is where you share details about the number of programs your organization is offering, their locations, and the participants they are serving.
- Short narrative section – this is where you share stories about how programs went and their community impact.

- Opportunity to upload documentation, photos – this is where you can share examples of the work that was completed through photos, videos, and/or documents.
- Upload invoice

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

- For Summer Quarter work (July – September 2026): report form available in September; due by **October 15**
- For Fall Quarter work (October – December 2026): report form available in December; due by **January 15**
- For Winter Quarter work (January – March 2027): report form available in March; due by **April 15**
- For Spring Quarter work (April – June 2027): report form available in June; due by **July 25** – the Spring report is a longer Final Report for the full contract year

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

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

DEFERRING DELIVERABLES AND PAYMENTS

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

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

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

It is also possible to defer deliverables and corresponding payment into a later quarter within the contract period, and/or simply invoice for the portion of the deliverables that were completed.

COMMUNICATIONS

As you enter the 2026-27 funding year, consider how your organization promotes your Tacoma Creates-supported work and the various ways to communicate about Tacoma Creates within your marketing. As a funded organization, there are two key communications requirements:

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

There are several ways to promote your work – from social media, to the Tacoma Creates events calendar. **Read the guidance on how to promote your programs and acknowledge Tacoma Creates starting on** page 9**.** A link to download the Tacoma Creates logo file, and language you can use as you talk about Tacoma Creates in the community is also available for you.

2026-27 FUNDING YEAR WRAP UP

To close out your 2026-27 contract, you will need to complete a Final Report, which includes three parts:

- Part 1 – Contract Deliverables: Report on work completed during the Spring Quarter (and/or work completed during other quarters of the 2026-27 funding cycle, as appropriate for your contract)
- Part 2 – Full Year Review: Program Data
- Part 3 – Full Year Review: Narrative Questions

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

TACOMA CREATES-SUPPORTED CAPACITY BUILDING OPPORTUNITIES

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

We are currently supporting three areas of capacity building: Equity and Access, Youth Development, and Non-Profit Management. Information about various free workshops and scholarship opportunities will be sent by email and posted on the Resources for Funded Organizations page.

PROMOTE YOUR TACOMA CREATES-SUPPORTED WORK

One of Tacoma Creates key funding goals is access – part of making your organization's programming accessible to the public is by bringing awareness to the work you do! Share information about your organization's programs and events in a variety of ways, such as posts on social media accounts, listings on your website and community calendars, utilizing the Tacoma Creates events calendar, and cross-promoting with other organizations as appropriate. How can you reach new participants/audiences and broaden access through different types of communications? In your Tacoma Creates funding reports, you are encouraged to share examples of how your programming was promoted to the public.

TACOMA CREATES EVENTS CALENDAR

Take advantage of the Tacoma Creates Events Calendar and upload your organization's upcoming events to share with the public. We encourage you to add a link to this calendar on your own website, to help cross-promote cultural sector events, and to help drive traffic to this public resource. Additionally, we pull from the Events Calendar for further amplification on social media.

Learn how to upload your event by reading through the Events Calendar Guidelines, or by visiting the Resources for Funded Organizations page.

SOCIAL MEDIA

We encourage you to share your Tacoma Creates-supported programming on your organization's public social media account(s), and to cross-post and tag other organizations, as appropriate, to help spread the word.

Tag us at @TacomaCreates and use when promoting work supported by Tacoma Creates.

Follow Tacoma Creates on Facebook and Instagram @TacomaCreates, and engage with posts where we mention Tacoma Creates-funded organizations.

TACOMA ARTS LISTSERV

The Arts & Cultural Vitality Division offers the public facing Tacoma Arts ListServ, where you can post upcoming arts and culture events and opportunities.

ADDITIONAL COMMUNICATIONS RESOURCES AND SUPPORT

Check out the Communications Resources on the Resources for Funded Organizations page of the Tacoma Creates website for information about these opportunities:

- **PeachJar** – a digital flyer delivery service used by Tacoma Public Schools to share opportunities with students and their families – organizations funded by Tacoma Creates can access this for free!
- **CityLine on TV Tacoma** – a weekly, one-hour talk show provides a great opportunity to share your work, and they are always interested in featuring organizations funded through Tacoma Creates.

ACKNOWLEDGE TACOMA CREATES

Acknowledging funding from Tacoma Creates will help the public see how their tax dollars are helping to support a more vibrant and engaging Tacoma! As a funded organization, you **must** acknowledge Tacoma Creates in communications about your programs, and at your events. This includes:

1. Use the Tacoma Creates logo on printed and/or digital materials related to Tacoma Creates-supported programming.
2. Note Tacoma Creates support in public announcements or "curtain speeches" related to Tacoma Creates-supported programming.
3. Include the Tacoma Creates logo on your website, with a link back to tacomacreates.org.

TACOMA CREATES LOGO

Tacoma Creates

The Tacoma Creates logo is available for download via a Dropbox link on the Resources for Funded Organizations page. Inside this folder you'll see three sub-folders: 1) Primary Logo Options, including the most often used logo file types. 2) Secondary Logo Options, including less often used logo file types. 3) Multiple City of Tacoma Funders Logos, which includes combination logos for Tacoma Creates alongside other City of Tacoma funders. You'll also find a document listing each available logo file format and its location within the folder.

TACOMA CREATES MESSAGES

Consider how your organization's work aligns with Tacoma Creates' primary goals and intentions, and use or modify these sample messages as appropriate in your communications:

- Our programs are produced with support from Tacoma Creates – which is a fund that was made possible by local voters and is supported by local tax dollars, so thank YOU (audiences/participants) for your support of the cultural sector.
- This program, and especially our ability to [offer free tickets, present in different locations, pay for more staff/artist time to build programs, etc.], is supported in part by public funding through Tacoma Creates.
- [Name of our organization] is honored to receive funding from Tacoma Creates. Tacoma Creates is the first Cultural Access initiative of its kind in Washington State, expanding access to arts, culture, heritage, and science experiences in Tacoma.

ABOUT TACOMA CREATES

You may use the following language on your website, or other promotional materials:

> "Tacoma Creates is a community-supported 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 ongoing cultural programs that provide value for people throughout the City of Tacoma."

TACOMA CREATES A-BOARDS AND BANNERS

Tacoma Creates has seven retractable banners (36 x 72 inches) and four A-board signs (24 x 36 inches) available for funded organizations to check out and display at any upcoming event or program! We encourage you to display these signs at any Tacoma Creates-supported event – to show that your work is supported by Tacoma Creates, and to help your attendees understand the importance of the public funding that supports your organization's work.

You may request an A-board or banner for a single-day or multi-week program. If you are interested in using one of the A-boards and/or banners at an upcoming event, you will need to submit a signage request form at least 1 week prior to your event.

HOW TO APPLY FOR A CITY OF TACOMA BUSINESS LICENSE

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

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

Licensing	Estimated Cost	Processing Time	Renewal Needed?
City of Tacoma Business License	$37 - $2000 (varies per business' annual gross income); $37 for non-profit	3 – 5 business days	Every year by January 31
City of Tacoma Home Occupation License (Tacoma Home Based Business Only)	$75	3 – 5 business days	No
State of Washington Business Registration (only required for Corporations, LLCs, and Limited Partnerships)	$180 - $230	2 – 14 business days	Every year
State of Washington Business License	$19 + $5 per trade name	2 – 14 business days	No
Federal Identification Number	$0	1 day online or 5 weeks by mail	No

CITY OF TACOMA LICENSING

WHEN IS A CITY OF TACOMA BUSINESS LICENSE REQUIRED?

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

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

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

WHEN IS A CITY OF TACOMA HOME OCCUPATION LICENSE REQUIRED?

If you own or operate a business from a residence within Tacoma city limits you are required to apply for a Home Occupation License in addition to the general business license. A Home Occupation license is required even if the business activity is conducted at another location other than the residence (i.e. construction, massage therapy) and regardless of the amount of revenue the business generates or whether the business is a part-time or full-time enterprise. Other regulatory licenses may be required depending on your business activity. The Home Occupation license has a one-time fee of $75 and a signed Home Occupation Agreement is required.

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

Apply for a City of Tacoma business license and any applicable regulatory licenses at Filelocal-wa.gov**.** Please allow 3 – 5 business days for your application to process. Your license certificate will be available in FileLocal once your application is approved. For other ways to apply, visit tacoma.gov/taxandlicense.

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

Learn more about Tacoma's tax and license requirements at tacoma.gov/taxandlicense. For any questions or assistance with the application process, the Tax & License staff can be reached at 253-591-5252 or licenseinfo@tacoma.gov.

STATE OF WASHINGTON LICENSING

WHO NEEDS TO REGISTER WITH THE STATE OF WASHINGTON?

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

WHEN IS A STATE OF WASHINGTON BUSINESS LICENSE REQUIRED?

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

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

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

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

FEDERAL LICENSING

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

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

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

TACOMA CREATES & CITY OF TACOMA – INSURANCE REQUIREMENTS

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

BASIC INSURANCE COVERAGE REQUIRED

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

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

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

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

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

NOTES

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

ADDITIONAL INSURANCE COVERAGE THAT MAY BE REQUIRED

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

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

1) **Abuse and Molestation Insurance (aka Sexual Misconduct Liability)**:
   - **Question**: Will the Contractor be working directly with youth under the age of 17, seniors, or people with disabilities as part of their Tacoma Creates contracted work? This includes programming exclusively for youth, seniors, or people with disabilities such as field trips, workshops, camps, live virtual programming, and one-on-one programming. <u>This does NOT include all-ages or general audience programming,</u> or virtual programming that is completely pre-recorded where there will be no live virtual interaction with youth, seniors, or people with disabilities.
     - **If you answer 'Yes':** Contractor shall maintain Sexual Misconduct policy with limits not less than One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) aggregate.
       - Note: it is recommended to buy an 'Occurrence' policy vs. a 'Claims-Made' policy. If it is a 'Claims-Made' policy, insurance coverage must be maintained for not less than three years following the end of the contract.
     - **If you answer 'No':** This coverage is not needed

2) **Commercial Automobile Liability Insurance**:
   - **Question**: Will the Contractor require the use of owned, rented, or leased automobiles to transport youth under the age of 17, seniors, and/or people with disabilities as part of their Tacoma Creates contracted work?
     - **If you answer 'Yes':** Contractor shall maintain Commercial Automobile Liability policy with limits not less than One Million Dollars ($1,000,000) each accident for bodily injury and property damage and bodily injury and property damage coverage for owned (if any), non-owned, hired, or leased vehicles. Policy must include these three Endorsements: Additional Insured, Waiver of Subrogation, Primary and Non-Contributory.
     - **If you answer 'No':** This coverage is not needed

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

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

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

INSURANCE COMPANIES WHICH WORK WITH NON-PROFITS

Name	Website	Agent/Broker/Direct	Phone
Great American Insurance	www.greatamericaninsurancegroup.com	Must use Broker.	(800) 545-4269
NPIP	www.npip.org (TPA)	Must use Broker. Must purchase complete package & qualify.	(800) 407-2027
Philadelphia	www.phly.com	Must use Broker. Must purchase complete package.	(877) 438-7459
Hanover	www.hanover.com	Agent or Broker.	(800) 922-8427
Nonprofit Insurance Alliance	www.insurancefornonprofits.org	Must use Broker. Must purchase complete package.	(800) 359-6422
The Hartford	www.thehartford.com	Direct or online.	(800) 473-7216

INSURANCE BROKERS

Name	Email	Phone
John Scully	John@Scullyagency.com	
Hub International - Jerry Rice Jr.	jerry.rice@hubinternational.com	206-838-1025
Hub International - Jodi Gregory	Jodi.gregory@hubinternational.com	425-686-1426
Propel Insurance		800-499-0933
Gallagher		253-627-7183
Moorehead Insurance Agency LLC - Chris or Bobby		253-272-1843

QUESTIONS?

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

HOW TO REGISTER IN ARIBA

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

STEPS TO REGISTER IN ARIBA

1. You should receive an email from the City's Purchasing office with a subject line similar to "City of Tacoma Registration Request". Click the registration link in that email.
2. Enter required information:
    a. Company information: Name and address
    b. User account information: Name, email, password
    c. Check the two boxes accepting the Terms of Use and Privacy statements
    d. Click 'Register'
3. Immediately go to your email inbox and find a message from Ariba with the subject line "Action Required: Confirm your email". This message can look like spam and may end up in your junk folder. Click the 'Confirm email' link in that email to activate your account.
4. In the new Ariba window that opens up:
    a. Log back in to Ariba
    b. Complete all the required fields in the City of Tacoma Requested Profile questionnaire including:
        i. Business structure (if you are an individual and will be using your social security number, select Sole Proprietorship)
        ii. Tax ID number (either EIN or Social Security Number)
        iii. Complete and upload a W-9 form
        iv. Click 'Submit' (if successful, you will be routed back to the Ariba login page)
5. Purchasing staff will now review your Ariba profile; this may take some time. You will receive an email once they have approved it. You will then receive another email from Ariba with the subject line "Action Required: Remittance Questionnaire". Click on the 'Click Here' link in that email.
    a. Log back in to Ariba
    b. Click on 'Go to Company Profile'
    c. Scroll down, past the profile information you have already filled out, to the Transactional Data section
    d. Complete all the required fields including:
        i. Complete and upload the ACH/Direct Deposit form (this tells us how to pay you)
        ii. Remittance Name and address (the name and address that will be on your invoice)
        iii. Click 'Submit' (if successful, you will see a note highlighted in green at the top of the window that says "You have successfully submitted changes to your customer.")
    e. Only after completing this step will you be set up as a vendor with the City of Tacoma.

FREQUENTLY ASKED QUESTIONS

Who is required to register in Ariba?

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

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

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

Ariba says there are fees associated with registering with them. Will I be charged a fee?
As you register in Ariba, you might notice Ariba states that there will be fees associated. The City will be paying these fees – you will not be charged for registering in Ariba.

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

Help! I'm stuck and don't know how to complete registration.
Contact the City of Tacoma's Procurement & Payables office: supplier.enablement@cityoftacoma.org.

ANATOMY OF "EXHIBIT A"

This is the part of Tacoma Creates contracts that is unique to each organization. Exhibit A includes the specific deliverables that the organization has agreed to provide; these are the deliverables that need to be addressed in reports. Exhibit A also includes the specific funding amounts that organizations can invoice for at different points in the contract cycle.

Anyone who is helping to manage and/or report on Tacoma Creates-funded work should have a copy of their Exhibit A! This document walks through the different sections.

Tacoma Creates Impact Funding / Comprehensive Organizational Support
Contractor: **Organization NAME**

Exhibit A

OVERVIEW:

RECIPIENT applied to the 2026-2027 Tacoma Creates Impact Funding program and was awarded funding through a competitive application and review process consistent with and as required by Tacoma Municipal Code ("TMC") 1.55. The Impact Funding program is based on TMC 1.55.060 A and provides funding support to arts, culture, heritage, and science organizations producing general public programming and/or youth education programming and that demonstrate a commitment to Tacoma Creates' vision for vibrant, equitable, and inclusive cultural programs. RECIPIENT meets the purpose and eligibility requirements as listed under TMC 1.55.050.

Tacoma Creates Impact Funding will benefit the CITY by helping to accomplish the goals outlined in TMC 1.55.020. RECIPIENT is helping accomplish these goals by providing general public programming for multiple age groups, and/or education programs for youth under the age of 18, and by increasing access to these programs for economically and geographically underserved populations.

All services and deliverables supported with Tacoma Creates funds must occur within Tacoma city limits. The CITY will not pay for any services or deliverables that physically took place outside of Tacoma city limits. The only exception is if Public School Cultural Access Programming is physically taking place on a Tacoma Public School / Chief Leschi School campus that is located outside the Tacoma city limits. RECIPIENT can check whether locations are within the Tacoma city limits using this tool: https://parcelanalysis.tacoma.gov.

All services and deliverables supported with Tacoma Creates funds must adhere to state and local health regulations and protocols. The CITY will not pay for any services and deliverables that were not allowable under state and local health regulations, or that did not follow health protocols, at the time they were provided.

Any expenses that are in violation of Article 8 of the Constitution of the State of Washington, Tacoma Municipal Code 1.46.030, or the Tacoma Purchasing Manual will not be reimbursed.

← The **Overview** section has standardized language that confirms the legal basis for the funding, the overall purpose of the funding, and the basic rule that we can't reimburse for expenses that are outside of the stated purposes of this contract.

SCOPE OF WORK:

This is a Contract for Cultural Services to support the provision of public benefit services and programming in Tacoma that advances arts, culture, heritage, and/or science. Public benefit services and programming includes but is not limited to presentations, workshops, exhibitions, events, festivals, and educational programs for all ages, whether in person or virtual. Programs must generally be open to the public, with the exception of Public School Cultural Access Programs which are specifically for Tacoma Public Schools / Chief Leschi Schools students or teachers, or education programs for court-connected youth. Tacoma Creates funding also supports general organization expenses related to this work.

← "**Scope of Work**" means a description of the work activities that the contractor is agreeing to provide.

This introductory section has standardized language that frames the overall concept of and expectations for a Contract for Cultural Services.

CONTRACTOR will provide the following Services and Deliverables to the CITY:

- **INITIAL DELIVERABLES:**
  - *Administrative Deliverables*
- **DELIVERABLES FOR SUMMER QUARTER (JULY - SEPTEMBER 2026):**
  - *Organizational Programming Deliverables*
  - *Administrative Deliverables*
- **DELIVERABLES FOR FALL QUARTER (OCTOBER - DECEMBER 2026):**
  - *Organizational Programming Deliverables*
  - *Administrative Deliverables*
- **DELIVERABLES FOR WINTER QUARTER (JANUARY – MARCH 2027):**
  - *Organizational Programming Deliverables*
  - *Administrative Deliverables*
- **DELIVERABLES FOR SPRING QUARTER (APRIL – JUNE 2027):**
  - *Organizational Programming Deliverables*
  - *Administrative Deliverables*

← This section outlines the work that your organization has agreed to provide.

The categories of deliverables will vary a bit for different types of contracts, include:

- *Administrative Deliverables* – These are standard for everyone, and include "paperwork" things like providing documentation of insurance, completing reports, and submitting invoices.
- *Programming Deliverables* – These are specific to your contract – these are the core cultural services that your organization will provide, based on what you submitted in your application and/or confirmed and updated with Tacoma Crates staff.

These are the deliverables that you will need to document and demonstrate in your reports, in order to invoice for the corresponding work.

ADDITIONAL REQUIREMENTS:

1. **Public Promotion of Programming –** RECIPIENT will ensure that members of the general public are aware of Tacoma Creates-funded programs by using multiple channels of communication including submission of public programming to the Tacoma Creates events calendar (www.tacomacreates.org/events).

2. **Funding Acknowledgement –** RECIPIENT must acknowledge City of Tacoma/Tacoma Creates funding at all public programs/events that are supported through this funding contract, and in promotional materials related to these programs. Examples of recognition at funded programming include printed programs, curtain speeches, and/or event signage; examples of promotional materials include posters/postcards/flyers, websites, social media posts, and press releases.

   Wherever possible, the new City of Tacoma/Tacoma Creates logo should be used on printed and digital materials related to programs that are supported through this funding contract. If RECIPIENT has a website, RECIPIENT will prominently list City of Tacoma/Tacoma Creates as a funder, using the City of Tacoma/Tacoma Creates logo and hyperlink to www.TacomaCreates.org.

   The City of Tacoma/Tacoma Creates logo can be downloaded from the Communications Resources section of the Resources for Funded Organizations page of the Tacoma Creates website: https://www.tacomacreates.org/resources. In cases when use of a logo is not feasible, RECIPIENT may write or say, "This program is supported in part by Tacoma Creates, a program of the City of Tacoma."

3. **Meeting Participation –** RECIPIENT will participate, as appropriate, in focus groups, meetings, or planning processes organized by the Arts & Cultural Vitality Division, related to Tacoma Creates operations. RECIPIENTS who were not funded in the 2025-26 funding cycle will participate in an initial orientation meeting with CITY staff.

4. **Reporting –** RECIPIENT will submit a completed report, covering programming data and outcomes and sharing documentation of programming, as part of the Summer, Fall, Winter, and Spring quarters. CITY will provide the forms via Submittable. This form is available by signing into your Submittable account (https://submittable.com/login), going to the "My Submissions" section, and making sure you are sorting your applications by "Date" (most recent). Click on your "2026-27 Tacoma Creates – Impact Funding" submission, select the tab labeled "Forms", and scroll down to the "Additional Forms" section.

5. **Project Changes –** Should any pertinent project information (e.g. date, location, focus of programming) change, RECIPIENT will contact CITY staff in a timely manner to discuss updates. Contact Lisa Jaret at ljaret@tacoma.gov or (253) 591-5161. RECIPIENT may modify delivery of programming in response to emerging opportunities and challenges as long as the modifications are: a) in alignment with the RECIPIENT'S original application proposal, and, b) providing a comparable level of cultural programming and public benefit, and c) preauthorized in writing by Tacoma Creates staff.

6. **Complimentary Access to Programming –** If the funded programming is ticketed, RECIPIENT will provide CITY with up to four passes to any funded programming, if requested by the CITY, in order to conduct an evaluation.

7. ***Beyond the Bell / Club B / Summer Late Nights Programs*** *– Additional expectations if applicable*

8. ***Tacoma Public Library*** *– Additional expectations if applicable*

← This section outlines **additional requirements** and expectations, which are standard for all Tacoma Creates contracts. In summary:

1. You must **promote your public events** in multiple public ways.
2. You must **acknowledge Tacoma Creates funding** through the use of the logo on printed and digital materials and by recognizing Tacoma Creates at funded events.
3. As appropriate, you will participate in meetings organized by Tacoma Creates.
4. You must **report on programming data and outcomes** through reports in Submittable.
5. **If you anticipate changes in your planned deliverables**, you must get in touch with staff in advance; modification of plans may be approved if changes are:
   a. Aligned with original proposal,
   b. Providing comparable cultural programming and public benefit, and
   c. Approved in advance by staff
6. Tacoma Creates staff may request up to four passes for staff or Advisory Board members to attend any ticketed event supported by Tacoma Creates.
7. If applicable, additional expectations for Beyond the Bell / Club B programs are listed here.
8. If applicable, additional expectations for Tacoma Public Library programs are listed here.

PAYMENT SCHEDULE:

The total funding amount available for RECIPIENT'S Initial Deliverables, Organizational Programming Deliverables, and Administrative Deliverables is $XXXX.00, which is payable in the phases as described below.

Additionally, RECIPIENT may invoice for up to $XXXX.00 for the provision of Beyond the Bell / Club B programming….

Additionally, RECIPIENT may invoice for up to $XXXX.00 for the provision of up to X programs in partnership with Tacoma Public Library…

Additionally, RECIPIENT shall receive up to $250.00 for the reimbursement of expenses associated with the design and/or re-printing of existing evergreen materials that contain the old Tacoma Creates logo…

RECIPIENT may invoice only for the portion of all deliverables, as listed in the Scope of Work, which were actually completed.

RECIPIENT may invoice following the fee schedule below:

Initial Payment:
Timeline: During the month of July 2026, or later

Funding Amount: up to $XXXX.00 upon completion/receipt of the Initial Deliverables as outlined in the Scope of Work

Summer Quarter:
Timeline: During the month of September 2026, or later

Funding Amount: up to $XXXX.00 upon completion/receipt of the Organizational Programming Deliverables and Administrative Deliverables as outlined in the Scope of Work for July – September 2026

Additionally, RECIPIENT may invoice for up to 50% of the program fees for any classes delivered during BtB session 1.

Additionally, RECIPIENT may invoice for any TPL programs that were presented July – September 2026.

Additionally, RECIPIENT may invoice for up to $250 for the reimbursement of expenses associated with the design and/or re-printing of existing evergreen materials that contain the old Tacoma Creates logo.

Fall Quarter:
Timeline: During the month of December 2026, or later

Funding Amount: up to $XXXX.00 upon completion/receipt of the Organizational Programming Deliverables and Administrative Deliverables as outlined in the Scope of Work for October – December 2026

Additionally, RECIPIENT may invoice for up to 50% of the program fees for any classes delivered during BtB session 1 and 50% of the program fees for any classes delivered during BtB session 2.

Additionally, RECIPIENT may invoice for any TPL programs that were presented October – December 2026.

Additionally, RECIPIENT may invoice for up to the total balance remaining of the $250 allotted in this contract for the reimbursement of expenses associated with the design and/or re-printing of existing evergreen materials that contain the old Tacoma Creates logo.

Winter Quarter:
Timeline: During the month of March 2027, or later

Funding Amount: up to $XXXX.00 upon completion/receipt of the Organizational Programming Deliverables and Administrative Deliverables as outlined in the Scope of Work for January – March 2027

Additionally, RECIPIENT may invoice for up to 50% of the program fees for any classes delivered during BtB session 2 and 50% of the program fees for any classes delivered during BtB session 3.

Additionally, RECIPIENT may invoice for any TPL programs that were presented January – March 2027..

Additionally, RECIPIENT may invoice for up to the total balance remaining of the $250 allotted in this contract for the reimbursement of expenses associated with the design and/or re-printing of existing evergreen materials that contain the old Tacoma Creates logo.

Spring Quarter:
Timeline: During the month of June or July 2027, but no later than July 26, 2027

NOTE: RECIPIENT shall submit the final report and invoice (and any outstanding report and/or invoice for the contract year) no later than July 26, 2027. Failure to follow the reporting and invoice timeline may result in a delayed payment or nonpayment for that payment phase.

Funding Amount: up to $XXXX.00 upon completion/receipt of the Organizational Programming Deliverables and Administrative Deliverables as outlined in the Scope of Work for April – June 2027

Additionally, RECIPIENT may invoice for up to 50% of the program fees for any classes delivered during BtB session 3 and 100% of the program fees for any classes delivered during BtB session 4.

Additionally, RECIPIENT may invoice for any TPL programs that were presented April – June 2027.

Additionally, RECIPIENT may invoice for up to the total balance remaining of the $250 allotted in this contract for the reimbursement of expenses associated with the design and/or re-printing of existing evergreen materials that contain the old Tacoma Creates logo.

← This section outlines **the amount and timeline for payments!**

Where the "XX"s are in this document, your contract will show the exact amounts your organization can invoice for each quarter.

For Impact Funding contracts, if you are providing Beyond the Bell / Club B / Summer Late Nights programming, Tacoma Public Library programming, and/or requesting reimbursement of expenses associated with the design and/or re-printing of existing evergreen materials that contain the old Tacoma Creates logo, this section shows the amounts you are able to invoice for when that work is completed.

This sample shows an Impact Funding contract with 5 payment phases; other contracts may have between 2 and 4 payment phases depending on the contract type and the scope of work.

APPENDIX: LIST OF SUPPORT DOCUMENTS / ADDITIONAL RESOURCES

FUNDING YEAR RESOURCES

- **Submittable.com**
  This is where you will find your Tacoma Creates application, and quarterly report forms. Be sure to keep track of your Submittable login information, as you will need it throughout the program year.

- **Tacoma Creates logo and logo guide**
  You can find the Tacoma Creates logo and the logo guide here. Please use the logo on your promotional materials and website.

ADDITIONAL RESOURCES OF INTEREST

- **City of Tacoma Parcel Analysis Tool**
  The City of Tacoma's parcel analysis tool is a great tool to check event addresses, and ensure that Tacoma Creates-supported events are happening within official City limits.

- **City of Tacoma Equity Index**
  The Equity Index is a tool that highlights disparities within the City of Tacoma. The Index is presented as a guide for you to help inform decisions about equity and access as it relates to your programming.

- **Land acknowledgement**
  Please consider offering a land acknowledgement on your printed materials and/or in your pre-event remarks. The language available was provided by the Puyallup Tribe and should be used as written. The land acknowledgement is written in both Lushootseed and English. To learn more, you can watch the Puyallup Tribe's land acknowledgement video.

- **Tacoma Creates ordinance**
  On December 3, 2019, the Tacoma City Council passed the Tacoma Creates Ordinance which confirmed Tacoma Creates operations as a City of Tacoma program, administered by the Office of Arts & Cultural Vitality. This ordinance added Chapter 1.55 to the Tacoma Municipal Code, which defines the program purpose, funding eligibility, and the Tacoma Creates Advisory Board, along with other definitions and processes. On October 7, 2025, the Tacoma City Council voted unanimously to extend Tacoma Creates for another seven years. Over the first six years, Tacoma Creates provided over $30 million in funding to more than 100 local cultural organizations, reaching more than 4 million participants across 5,000+ programs.

- **Washington State Cultural Access Program legislation**
  In 2015, the Washington State Legislature granted local governments the authority to create a Cultural Access Program in their county or city (RCW 36.160). Under such authority, revenue raised from a voter-approved sales or property tax increase, can be used to strengthen access to cultural organizations and their public programming.