Tacoma Creates

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 <u>your</u> 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.