



Anatomy of Tacoma Creates “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:

CONTRACTOR applied to the 2023-2024 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. CONTRACTOR 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. CONTRACTOR 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 people across Tacoma.

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 students or teachers. Tacoma Creates funding also supports general organization expenses related to this work.

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.

← **“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 2023):**
 - *Organizational Programming Deliverables*
 - *Administrative Deliverables*
- **DELIVERABLES FOR FALL QUARTER (OCTOBER - DECEMBER 2023):**
 - *Organizational Programming Deliverables*
 - *Administrative Deliverables*
- **DELIVERABLES FOR WINTER QUARTER (JANUARY – MARCH 2024):**
 - *Organizational Programming Deliverables*
 - *Administrative Deliverables*
- **DELIVERABLES FOR SPRING QUARTER (APRIL – JUNE 2024):**
 - *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** - CONTRACTOR 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** - CONTRACTOR must acknowledge Tacoma Creates funding at all public programs/events that are supported by Tacoma Creates, 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 Tacoma Creates logo should be used on printed and digital materials related to Tacoma Creates supported programming. The logo file and usage guide is available at <https://www.dropbox.com/sh/5ahrs3u33ldd6z3/AADePWJGwK5nLQlxdpfIK5wqa?dl=0>. In cases when use of a logo is not feasible, CONTRACTOR may write or say, "This program is supported in part by Tacoma Creates."

3. **Meeting Participation** - CONTRACTOR will participate, as appropriate, in focus groups, meetings, or planning processes organized by the Office of Arts & Cultural Vitality, related to Tacoma Creates operations.

4. **Reporting** – CONTRACTOR 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.

5. **Project Changes** - Should any pertinent project information (e.g. date, location, focus of programming) change, CONTRACTOR will contact CITY staff in a timely manner to discuss updates. Contact Lisa Jaret at ljaret@cityoftacoma.org or (253) 591-5161. Contractor may modify delivery of programming in response to emerging opportunities and challenges as long as the modifications are: a) in alignment with the contractor'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. **Complementary Access to Programming** – If the funded programming is ticketed, CONTRACTOR 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 Beyond 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 Beyond 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 CONTRACTOR’s Initial Deliverables, Organizational Programming Deliverables, and Administrative Deliverables is \$XXXX.00, which is payable in the phases as described below.

Additionally, CONTRACTOR may invoice for up to \$XXXX.00 for the provision of Beyond the Bell / Club Beyond programming....

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

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

CONTRACTOR may invoice following the fee schedule below:

Initial Payment:

Timeline: During the month of July 2023, 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 2023, 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 2023

Additionally, CONTRACTOR may invoice for up to 50% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 1. Additionally, CONTRACTOR may invoice for any TPL programs that were presented July – September 2023.

Fall Quarter:

Timeline: During the month of December 2023, 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 2023

Additionally, CONTRACTOR may invoice for up to 50% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 1 and 50% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 2. Additionally, CONTRACTOR may invoice for any TPL programs that were presented October – December 2023.

Winter Quarter:

Timeline: During the month of March 2024, 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 2024

Additionally, CONTRACTOR may invoice for up to 50% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 2 and 50% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 3. Additionally, CONTRACTOR may invoice for any TPL programs that were presented January – March 2024.

Spring Quarter:

Timeline: During the month of June or July 2024

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 2024

Additionally, CONTRACTOR may invoice for up to 50% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 3 and 100% of the program fees for any classes delivered during Beyond the Bell / Club Beyond session 4. Additionally, CONTRACTOR may invoice for any TPL programs that were presented April – June 2024.

← 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 Beyond programming and/or Tacoma Public Library programming, 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.