The Comprehensive Organizational Support Application Worksheet is an optional worksheet that you may use to help gather needed information and documents, and to draft narrative responses for your Comprehensive Organizational Support application.

### Please refer to the [Application Guidelines](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_2023-24ComprehensiveOrganizationalSupportGuidelines.pdf) for a complete understanding of this funding opportunity. We encourage you to use this worksheet side-by-side with the “Application Components” section of the Guidelines, so that you see the detailed prompts for each section. Note that maximum word counts are listed for narrative sections.

All applications must be submitted online at [tacomaarts.submittable.com/submit](https://tacomaarts.submittable.com/submit); the application deadline is **Monday, March 13, 2023, 11:59pm.**

ORGANIZATIONAL CONTACT INFORMATION & FUNDING ELIGIBILITY

* Name of Organization (how you are known in the community, or your “DBA” [“Doing Business As”] name)
* Legal Name of Organization (your official, legal name, as registered with the IRS)
* Organization street address, city, and Zip code
* Organization website
* Organization’s Primary Contact: Name, Job Title, Email, and Phone
* Eligibility Questions (Questions and required additional documents will vary based on your organizational status; follow the prompts in the application)
* Organization’s Employer Identification Number (EIN)
* Organization’s City of Tacoma Business License Number
* Organization’s Authorizing Official (person who will sign contracts): Name, Job Title, Email, and Phone
* Youth Education Contact (person who can answer any question related to youth education programs): Name, Job Title, Email, and Phone

organization background

**Organization’s Mission Statement** (Narrative – 50 words)

**About Your Organization** (Narrative – 300 words)

### ITEMS TO UPLOAD

* List of organizational leadership (board of directors and key staff members)
* Work Samples
  + Upload 1-3 work samples
  + Work Sample Link (optional)
  + If you would like to provide additional context about your work samples, such as how the work impacted community, or which communities were served, you may do so here. (Narrative – 150 words, *optional*)

### ATTENDANCE SUMMARY

* Two-year attendance summary: the chart in the application will ask for General Public Program and Youth Education Program attendance for both in-person and virtual/online programming, for your past two completed fiscal years

### BUDGET HISTORY AND FUNDING REQUEST

* Upload your completed [**Three-Year Organizational Budget History**](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_CompFunding_OrgBudgetHistory.xlsx)
* Upload your **Audited Budget.** Or, either:
  1. an unaudited final budget report from your last completed fiscal year along with a letter from your board president that approves and confirms this report,
  2. a copy of a published annual report showing your budget summary, or
  3. your IRS Form 990
* **Brief budget narrative** (*optional, 200 words*)
* **Actual total income** for most recently completed fiscal year
* **Funding request amount for 2023-24**

Program proposals: GENERAL PUBLIC PROGRAMMING & YOUTH EDUCATION PROGRAMMING

### GENERAL PUBLIC PROGRAMS

Tell us about your primary General Public Programs for the 2023-24 funding cycle. (Narrative – Suggested response length between 800-1100 words)

### YOUTH EDUCATION PROGRAMS

Tell us about your primary Youth Education Programs for the 2023-24 funding cycle. (Narrative – Suggested response length between 800-1100 words)

### Beyond the Bell / Club Beyond (*Optional*)

* Class title
* Class outline – including student learning goals
* Curriculum Outline / Lesson Plans (*optional upload*)
* Classroom space
* Grade levels
* Class instructors – including background and bio or resume
* Instructor Bios / Resumes (*optional upload*)
* Number of classes offered in each 6-8 week session
* Any questions or additional notes to share regarding your Beyond the Bell / Club Beyond proposal? (*optional narrative – 200 words*)

### PROGRAMMING AT TACOMA PUBLIC LIBRARY (TPL) BRANCHES (*Optional*)

* Total number of TPL programs you would like to present over the course of the 2023-24 funding cycle
* Program title
* Brief program description, including any outcomes or goals for the program (Narrative – 100 words)
* Have you presented or offered this program in the past?
* Ideal age group
* What’s your preferred length for this program (30, 60, or 90 minutes)?
* Number of presenters and their roles

### ADDITIONAL DOCUMENTS TO SUPPORT YOUR PROGRAM PROPOSAL

* **List of Programming Leads**: information about the people who will lead your programming
* **Letters of Commitment:** written confirmations from any external partners, confirming their commitment to co-produce or host your programming.

EQUITY AND ACCESS

**Internally-Focused Equity Work** (Narrative – Suggested response length between 500-700 words)

### ORGANIZATIONAL DIVERSITY

* What percentage of your staff leadership and board identify as BIPOC?
* Upload your [Organizational Diversity Chart](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_OrganizationalDiversityChart2022.xls)

**Public Access and other Public-Facing Equity Work** (Narrative – Suggested response length between 500-700 words)

### NEIGHBORHOOD PROGRAMMING

Tell us about your current and planned neighborhood programming. (Narrative – Suggested response length between 400-500 words)

### EQUITY & ACCESS BUDGET COMMITMENT

How will Tacoma Creates funding support the plans you have outlined above? Describe any specific budget commitments you are making to support your goals related to justice, equity, diversity, inclusion, and access. (Narrative – 100 words)

CAPACITY BUILDING & SUSTAINABILITY

How will you sustain, improve, expand, or launch your capacity building efforts in this funding cycle? (Narrative – Suggested response length between 200-300 words)

CONTRACT DELIVERABLES

* What deliverables will you complete between July 1 and September 30, 2023? (Narrative – 160 words)
* What deliverables will you complete between October 1 and December 31, 2023? (Narrative – 160 words)
* What deliverables will you complete between January 1 and March 31, 2024? (Narrative – 160 words)
* What deliverables will you complete between April 1 and June 30, 2024? (Narrative – 160 words)

INSURANCE

* Indicate the types of insurance that will be required based on the type of work you will be doing.

**|---------------------------------------------------------- END OF APPLICATION ----------------------------------------------------------|**