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

### Please refer to the [Application Guidelines](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_2023-24ImpactFundingGuidelines.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 27, 2023, 11:59pm.**

organizational contact information & funding eligiblity

* 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: Full Name, Job Title, Email, and Phone
* Organization’s Education Contact: Full Name, Job Title, Email, and Phone (*optional*)
* Eligibility Questions (questions and required additional documents will vary based on your organizational status; follow the prompts in the application)
	+ If you are applying with a Fiscal Sponsor, you will need
		- Your Fiscal Sponsor’s: Name, business address, mission statement, EIN
		- Upload [Fiscal Sponsor Agreement Letter](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_FiscalSponsorshipAgreement.docx)
		- Authorizing Official (person who will sign contracts): Name, Title, Email, and Phone
	+ If you are applying with a Parent Organization, or as a Business District Association or Neighborhood Council, see Guidelines for additional materials needed
* Employer Identification Number (EIN)
* Organization’s Authorizing Official (person who will sign contracts): Full Name, Title, Email, and Phone
* City of Tacoma Business License number

ORGANIZATION BACKGROUND

**Organization’s Mission / Purpose** (Narrative – 50 words)

**About Your Organization** (Narrative – 250 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 – 100 words, *optional*)

### CHARTS TO COMPLETE

* **Organizational Budget History** - the chart in the application will ask for your organization’s earned income, contributed income, and expenses (one-year history for Level A; two-year history for Level B)
* **Attendance History** - the chart in the application will ask for the approximate total number of people that attended your General Public Programs and Youth Education Programs (one-year history for Level A; two-year history for Level B)

FUNDING REQUEST & PROGRAM PROPOSAL SUMMARY

* **Funding request amount for 2023-24** (this number MUST match the request amount you enter in your proposal budget)
* Tell us in a single sentence what you are proposing to produce with Tacoma Creates support during the 2023-24 program year. (Narrative – 25 words)

### Summary of Proposed Cultural Programming / 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)

PROGRAM PROPOSALS: GENERAL PUBLIC PROGRAMS & YOUTH EDUCATION PROGRAMS

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

### General Public Programs

What General Public Program(s) will you create or present with Tacoma Creates funding during the next funding cycle (July 1, 2023 – June 30, 2024)? (Narrative – Suggested response length between 400-600 words)

Key Individuals and Collaborators (Narrative – Suggested response length between 100-200 words)

Planning, Promotion, and Evaluation (Narrative – Suggested response length between 300-400 words)

*(Note: In Level A, the previous two questions appear later in the application, and address General Public Programs and Youth Education Programs together.)*

### YOUTH EDUCATION PROGRAMS

What Youth Education Programs will you present with Tacoma Creates funding during the next funding cycle (July 1, 2023 – June 30, 2024)? (Narrative – Suggested response length between 500-600 words)

Key Individuals and Partners (Narrative – Suggested response length between 150-250 words)

Communications and Evaluation (Narrative – Suggested response length between 250-350 words)

*(Note: In Level A, the previous two questions appear later in the application, and address General Public Programs and Youth Education Programs together.)*

### 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?
* For which age groups is this program best suited?
* What is your preferred length for this program (30, 60, or 90 minutes)?
* How many people would be involved in presenting this program? If more than one person, explain the roles/responsibilities of the presenters.

### 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

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

Tell us about how you work in different neighborhoods, how you engage people from different communities, and how you support and/or increase access to your programs. (Narrative – Suggested response length between 250-350 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)

PROPOSAL BUDGET

* Upload your completed [Impact Funding Budget Form](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_ImpactFunding_BudgetForm.xlsx)– remember that the Funding Request you list in this form MUST match the request amount you enter in your application

INSURANCE

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

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