Tacoma Creates

Impact Funding – Sample Application Excerpts

The following excerpts were pulled from among the highest-scoring applications in the 2023-24 funding cycle. Organizations may use these excerpts as a reference to see how past applicants constructed a successful and competitive application.

These application prompts and the following applicant responses are from the 2023-24 Tacoma Creates application cycle, which vary slightly from the 2025-26 application. We encourage applicants to read through these excerpts with the current review criteria in mind and note the various ways criteria is met or exceeded through the narrative.

PROPOSAL SUMMARY

Application Prompt:

Tell us in a single sentence what you are proposing to produce with Tacoma Creates support during the 2023-24 program year.

Sample Applicant Responses:

BAREFOOT COLLECTIVE

Funding will support Barefoot Collective in securing a venue for consistent, weekly dance activities including inclusive dance classes, mindful movement workshops, and open studio time.

JOB CARR CABIN MUSEUM

We are proposing cost-free, accessible educational programming and events for students, teachers, and families that will reduce barriers to learning about our area's history.

TACOMA LIGHT TRAIL

We will produce a two-week light art festival with outdoor New Year's Eve event, two indoor events and downtown Light and Sound Trail every night.

TACOMA REFUGEE CHOIR

We are requesting support for a new School Outreach Program, new Community Sings Series, weekly rehearsals, one music video, two Park Sings, and two concerts.

GENERAL PUBLIC PROGRAMS

Application Prompt:

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)?

- Elaborate on your proposal summary, and share details about the program(s) or event(s) your organization intends to produce with Tacoma Creates funding.
- Talk about how this work benefits people and communities in Tacoma, and why this work matters.
- Who are you planning to serve? Who are the primary audiences/participants you've served in the past? About how many people do you expect to serve with this programming?
- When and where will your programming happen? Be as specific about dates and locations as possible.

Key Individuals and Collaborators (100-200 words)

- Who are the key individuals in your organization (staff or contracted) that will lead and carry out your programming?
- Are there any individuals or organizations outside of your organization that are key to the success of these programs? If so, who are they, and what is their role?

Planning, Promotion, and Evaluation (300-400 words)

- Tell us about your planning process. What are key points or milestones on your planning timeline, especially for one-time programs or major events?
- How will you get the word out about your programs? If you have goals to grow or diversify your participants, how will you do that?
- How will you evaluate your programs? Will you measure progress on any specific goals? What would success look like? How will you identify areas for growth or improvement?

Sample Applicant Responses:

BAREFOOT COLLECTIVE

Dance is an art form in which we carry our instrument - our bodies - with us always, but the one critical and incredibly hard to come by resource for dance is actual physical space.

Tacoma Creates support over the past year has allowed Barefoot Collective's four volunteer Artist Administrators to participate in coaching and capacity-building sessions with Colemon & Associates. These sessions were transformational for our group. Through conversation and reflection, it became clear that the essential next step for Barefoot Collective (BFC) is to identify a permanent physical home for our activities. With an annual space rental of a regular, weekly day/time block, we will be able to provide a much needed home base for our movement community. This home base will allow us to sustainably host open classes, support rehearsal to production processes, and convene our quarterly community dance gatherings.

Our community of movers includes beginning dancers, active professionals, and those returning to dance after years away. We provide a welcoming space for adults to engage in movement arts no matter their level of experience. We welcome established & emerging dance-makers, neurodivergent movers and movers with disabilities, and cast everyone who auditions for one of our productions. We are the only dance group in the area who provides this type of inclusive, accessible dance-making & performance experience for adults.

Over the course of BFC's nearly 15 year history, we have operated out of a variety of physical locations around Tacoma. During our first two years, we leased and operated our own independent studio space on Center Street, filling the space with dance classes, performances, works-in-process showings, and visual art installations, in addition to renting class and rehearsal space to other area dancers. Following that, we spent a little over a year as artists in residence at Tacoma City Ballet, hosting our classes and rehearsals in their second studio and renting their ballroom space for our performances. Then we shifted to a more "pop up" style of operation, producing classes and performances out of several Spaceworks Tacoma spaces - one on Pacific Ave near 9th Street and another on 7th and Court C (now the home of Alchemy Skateboarding). From roughly 2014 - 2021, we focused more on project-based activities and rented space on an as needed basis from a variety of partners and venues including Tacoma School of the Arts, Broadway Center for the Performing Arts/Tacoma Arts Live, and Urban Grace Church.

Coming out of the pandemic and building upon a very successful 22-23 season of collaborations around the concept of "healing movement", it is time for BFC to put down roots in a physical space so that we can meet the needs of those who have been engaging with us.

To advance this, we are negotiating a space rental partnership with Metropolitan Ballet of Tacoma (MBT) in their beautiful dance studios situated on South Tacoma Way, near the intersection at S. 56th Street. Together we are building a partnership for weekly rental of 5 hours every Sunday afternoon, a prime time for BFC's adult dancers and a time when MBT's youth dance programs are not active. Our schedules align beautifully, and rental income from BFC will support sustainability for MBT. It is a partnership that benefits both organizations! Engaging in a season-long rental partnership with MBT will allow us to host weekly open-level dance classes, music and dance improv jams, rehearsals, open studio time for our community, quarterly dance gatherings, and even intimate dance performances and showings. Establishing a physical home upon which our community of movers can rely will propel BFC to the next level of our organization's journey.

JOB CARR CABIN MUSEUM

Pioneer Craft & Music Fest, Old Town Park: May 2024
300-500 Attendees
For thirteen years, the Cabin's signature family-friendly event has showcased JCCM and the City's history with crafts, games, hands-on demonstrations, and live music in Old Town Park. Tacoma Creates funds would support planning, supplies, and musicians' compensation, as well as increased promotion of our live acoustic music offerings with the goal of increasing adult attendance. The event draws an audience from across Tacoma's diverse populace. As evidenced from sign-in sheets, a majority of participants come from areas outside the North End of Tacoma.

JCCM serves the community by providing the Festival on a fee-free basis, creating paid gigs for local musicians, and spreading awareness of other TC-funded groups that participate with info and/or activity tables (Past participants include: Greentrike, Buffalo Soldiers Museum, Asia Pacific Cultural Center) and other area heritage attractions (e.g. Ft. Nisqually, Pioneer Farm, Meeker Mansion). Tacoma Public Library also participates. The varied offerings turn the park into a vibrant spot and provide activities for all ages and interests: arts and crafts, music, history, nature, and science. This event will coincide with Tacoma's Historic Preservation Month.

Tacoma Fiber Fling, Old Town Park: September 30, 2023
200-300 Attendees
Job Carr Cabin Museum will present its second Tacoma Fiber Fling on Saturday, September 30. This free public event will showcase fiber arts, handicrafts, and textiles, as well as the diverse community groups that engage in these activities. Demonstrations include spinning wheels, weaving, plant dyeing, quilting, knitting, crocheting, sewing, needleworking, felting, basket weaving, etc. The event will include arts activities for all ages and take place during Tacoma Arts Month. Attendees will see examples of textile artifacts at the Museum, including quilts, rugs, a spinning wheel, and Native-woven baskets. Up to four different local acoustic musicians will create an inviting ambiance throughout the day.

This event has multiple public benefits. As part of Tacoma Arts Month, the Tacoma Fiber Fling is a community-building event that supports a sense of Tacoma's history, culture, and identity. Through demonstration booths, the event will bring attention to local fiber and textile artists. This event will encourage interest in heritage art skills by inviting the public to participate in fiber arts activities. Based on last year's feedback, this year we plan to also invite vendors, which will draw a larger audience looking to support the work of local craftspeople. This accessible public arts event will reflect the Tacoma community and inspire a sense of place.

Why fiber arts? Fiber and textile arts transcend boundaries and borders. With few barriers to entry, this enriching activity is accessible to all. Engaging in fiber arts has proven mental health benefits, from stress relief to increased mental acuity. By experiencing artists and community groups working in various forms, attendees will leave with a better grasp of the craft and an understanding that these skills are not exclusive to a particular group or period of history.

Tacoma Creates funds would support planning, supplies, promotions, and musicians' compensation.

Key Individuals and Collaborators

- Both festivals will rely on dozens of volunteers including the JCCM board of directors, students from TPS, Tacoma North Rotary Club, scouts, and retired seniors. Metro Parks permits and supports the events. Belina Interiors provides tents at no cost. Neighboring Slavonian Hall serves as an alternate venue in the case of inclement weather.
- JCCM program manager Holly Stewart (see bio) has organized the Cabin's events since 2013. Kristin Luippold (see bio) works with a broad array of organizations to recruit volunteers for our events .

Planning, Promotion, and Evaluation
Pioneer Craft & Music Fest has been our signature event for thirteen years. We make modifications and improvements each year, but the core of the event stays the same and therefore the planning and budgeting processes are always similar. We begin planning in the winter, and by March arrange all volunteers, material rentals (chairs, tables, tents, etc), and book the musicians. We begin the promotional push in March.
Since it is a similar event, planning for Tacoma Fiber Fling will be organized much like Pioneer Fest. Planning has already begun, and by late summer volunteers and rentals will be lined up. Promotions will begin in August.

Promotions for both events include:
- Website, social media (Facebook 2,400 followers, Instagram 1,200), and e-blasts (1,150+ recipients)
- Cross-promotion with participants (e.g. Greentrike, Buffalo Soldiers, Ft. Nisqually, TPL, fiber artists, musicians)
- Promotions as part of Tacoma Historic Preservation Month and Arts Month
- Flyers & Posters on bulletin board across the city
- Online community calendars
- Materials distributed at Cabin-hosted events
-TV Tacoma appearances when possible
-Tacoma Public Schools PeachJar -Tacoma Creates Calendar

A successful program at JCCM falls in line with our mission to provide interactive educational experiences for the community. In general, we strive for high attendance at all of our programs. We always seek to welcome new audiences that otherwise might not have been aware of the museum and expect cross promotion with our partnerships and participant organizations will significantly increase awareness of the events. We track attendance numbers and zip codes. We will additionally request feedback from volunteers and musicians.

YOUTH EDUCATION PROGRAMS

Application Prompt:
What Youth Education Programs will you present with Tacoma Creates funding during the next funding cycle (July 1, 2023 – June 30, 2024)? (400-600 words)

- Describe the youth education programs you will offer.
- When, where, and how often will they happen?

- What are some of the overall goals or intended outcomes for your education programs?
- Who are you planning to serve? What groups of youth have you served in the past, and how many people do you expect to serve with your youth education programs?
- If you are proposing programs as part of the regular school day for Tacoma Public Schools students, tell us about how you collaborate with classroom teachers and how you support basic K-12 education goals.

Key Individuals and Partners (150-250 words)

- Who are the main individuals that will carry out your education programming?
- What teaching and/or youth development background, experience, and/or training do they have that makes them a good fit for this work?
- Are there any individual or organizational partners outside of your organization that are key to the success of your youth education programs? If so, who are they and what are their roles?

Communications and Evaluation (250-350 words)

- How will you get the word out about your youth education programs?
- If you have goals to grow or diversify your youth participants, how will you do that?
- How will you evaluate your programs?
- How will you define and measure success for your organization and for the students in your programs?
- How will you identify areas for growth or improvement?

Sample Applicant Responses:

JOB CARR CABIN MUSEUM

Schools Outreach Program (SOP)

Field Trips: [3rd&4th grade | On-site or Virtual | Fall/Spring | 1000+ TPS Students] Through living history performances, walking tours, and activities, students experience what life was like on the Oregon Trail and 19th century Tacoma, and inside a log cabin. Since 2010, more than 18,000 area students have participated. We work directly with teachers to provide an engaging and customizable learning opportunity. Every FT begins with a Puyallup land acknowledgement. The FT content also includes the various waves of immigration in Old Town, including discussions of Chinese railroad workers and the Chinese Expulsion. We also offer an accessible interactive virtual field trip experience for those who can't visit the Cabin in person.

Traveling Trunks: [3rd&4th grade | Classrooms | Fall/Spring | 1,000+ TPS Students]: Our mobile educational kit program started in 2004 and reaches up to 1,500 TPS students annually. It benefits students with screen-free, hands-on learning through 25 days' worth of standards-based interdisciplinary curricula. All 17 trunks are consistently booked. This school year they are being used in 15 different TPS elementary schools. Our newest content additions included updated books and maps exploring Native American and immigrant perspectives. Early Childhood Programs

Traveling Storytime: [Pre-K | Classrooms | Fall & Spring Semester | 20-30 events | 10-15 TPS locations]: This current school semester we started an all-new Traveling Storytime program for TPS Pre-K students. This interactive on-site early learning program includes a picture book read-aloud and craft activity. We bring a collection of museum objects to help kids to learn about their community and life in the past. They get to listen to and engage with stories to compare the past with the present. Some examples include: Exploring colors, patterns, and community-building through quilt design. Playing with wooden toys that enhance fine motor skills. Using cooperative problem-solving to play a group game. This inaugural year has been an enormous

success. So far, 15 preschools have booked a Storytime for a total of 26 events, reaching approximately 40% of TPS preschools. These include Peer inclusion, HeadStart and ECEAP classes.

Summer Storytime in the Park [3-9 Year Olds | Old Town Park | Summer | 4-6 events]:
Children ages 3-9 and their families are invited to participate in our Museum Storytime events. Each features a unique theme with fun picture book read-alongs and crafts. We contract with experienced storytellers, or the authors themselves, to present the books.

StoryWalk:
During open hours the Cabin sets up a pop-up StoryWalk through Old Town Park. Families travel the park's path while reading the pages of a book, The Museum of Everything, by Lynne Rae Perkins.

Craft Kit Outreach: [3-9y/o | Monthly | On-site/To-go | Various Venues | 2,000+ Kits Distributed] Children learn skills and express their creativity with arts and crafts activities. Craft Kits can be picked up at the Cabin on our Craft Saturday events, and many are delivered to Tacoma Rescue Mission and TPS preschools. We also distribute at Tacoma Farmers Market events and other festival events (e.g. Greentrike Back to School, Proctor Arts Fest, Moon Festival). We partner with community inclusion groups such as Centerforce and TPS's Community Based Transition Services to help assemble the craft kits and Little Free Library Kits (below). [See attached letters of support.]

Little Free Library Kits: [3-12y/o | Neighborhoods | 100 kits quarterly] Museum staff and volunteers drop off educational kits at Little Free Libraries across Tacoma, with a focus on Central, South, and Eastside neighborhoods. Tacoma Rotary 8 assists in delivery to the Salishan neighborhood each quarter. Inside each folder are a book and six activities designed for young learners.

TACOMA REFUGEE CHOIR

Through our new School Outreach Program we are planning on reaching underserved middle and high school students throughout Tacoma, using music as a vehicle for teaching students about the diversity of lived experiences in our community and about how they can utilize music in finding their voice. The program will launch October 16, with Choir guests teaching 50-minute sessions in 1 – 2 classrooms per month for a total of 12 per year (3 in the fall, 4 in winter, 5 in spring). We expect to work with an average of 30 students per session.

Lessons will include vocal technique and somatic work to help students connect with their bodies. We will talk about what it means to sing, helping students sing out more, connect with the messages of the songs we share, and connect with each other.

We believe this program will make a big difference for participating students and offer new insights for teachers. After a recent pilot event, students said “can you come every week?,” and the teacher said they appreciated how students advanced vocally and were inspired to feel they could apply these tools to take the next step in vocal training and music messaging with students.

We have two TRC staff members who will provide the workshops, which they will customize to specific needs at individual schools. All programs will be highly participatory, with facilitated discussions and encouragement of different perspectives and creative expression. As the program develops we will explore bringing in members of the Choir to talk to students and leverage their talents in the areas of poetry, dance, and different accompanying musical instruments, as well as potentially sharing their stories and perspectives.

We anticipate extending the program well beyond 12 sessions for the year if the program is successful.

Key Individuals and Partners
TRC artistic staff Erin Guinup and Orlando Morales (our new Artistic Assistant Director) will be the main individuals carrying out this programming. Primary partner will be Tacoma Public Schools, along with key individuals at partner schools. Both Erin and Orlando have extensive experience working with school age students, including 20 years of being a clinician for vocal and choral competitions and national workshops (Erin), instructional videos for national sheet music distributor J.W. Pepper (Erin), teaching for TAT Lab (Orlando), and a decade plus of school workshops through the 5th Ave. Theatre in Seattle (Orlando).
Past partnership by Erin and TRC with Tacoma School District music teachers include an online youth choir program during the pandemic, vocal technique and pedagogy staff development, and solo/ensemble adjudication. While the specifics of the program are still being shaped, Grey Middle School teacher Kerstin Shaffer and SOTA music educator Emily Wickman are particularly interested in collaborating and developing programming that expands the perspectives and opportunities for their students.

Communications and Evaluation
We are already connected to many of the music teachers we are planning to partner with on this program. We will prioritize outreach to schools in more diverse areas of the city and offer opportunities for students to evaluate the workshops through informal feedback at the end of class, as well as an optional written survey

We will keep track of the grade and number of students we impact, and the program will be evaluated based on feedback from students and teachers (verbal and survey). Impact we hope to make with this program includes increased awareness of singing (as observed by students), improved vocal technique, increased recognition of the power of music to tell one's own and one's community's stories, increased understanding of the power of music to bring people together, and increased understanding of the lives of immigrants living in Tacoma and the surrounding region.

EQUITY AND ACCESS

Application Prompt:
How does your organization support or advance equity, access, diversity, inclusion, and/or social justice efforts? (350-500 words)
Consider the following prompts to tell us about how this work is relevant to your proposal:

- What are your organization's key goals related to equity, access, diversity, inclusion, and social justice?
- How do you consider and apply these goals in your programming?
- How is your work creating access for specific communities you serve?
- Are there any specific barriers to participation in your programs that you are planning to address?
- Provide 1-2 specific examples of past efforts related to equity and access as well as specific plans for the 2023-24 funding cycle.

Sample Applicant Response:

TACOMA LIGHT TRAIL

The Tacoma Light Trail seeks to unite the community, lift up diverse voices and bring joy and healing during dark times. This goal guides our work to seek a wide range of artists and backgrounds, focusing on BIPOC, LGBTQ and underrepresented groups. Our planning team is already fairly diverse (see Team Bios document) but we are striving to make it more so as we have the financial means. Our equity work is also informed by the

Trail's downtown/online location, ensuring that at every step we consider historic and present equity injustices in those two spaces, as well as the traditional ownership by the Puyallup Tribe.

Tacoma Creates funding will advance this work in 2024 by enabling us to fairly pay artists from underrepresented communities, and team members who are connected to them. It will also help us support diverse artists who don't usually work with light, by paying for materials to enable their work to be projected, silhouetted or otherwise lighted, and an art coordinator to guide them through that process. That work often draws on themes of social justice, which we encourage via our overall artistic theme of light as a symbol for hope, truth, justice, understanding and peace.

In particular this year, TC funding will pay for our producer Michelle Matlock to step up as festival director as well as increasing team stipends to fully support Michelle, as the festival transitions leadership. It will continue to pay for BIPOC, youth and LGBTQ+ performers, projections by Indigenous artists, and an ASL interpreter for the NYE event. It also pays for a printed map for equitable access, and for art materials for the interactive components of the live events.

In short, it enables us to keep our entire festival free, activating public spaces open to all, with art that represents as many parts of our community as we can. Tacoma Light Trail is different from other light art events around the region – it is not just pretty glowing eye candy. It actively uses light art to draw in and unite our whole community, offering hope and joy during dark times and encouraging everyone to be a part of that.

Application Prompt:
Tell us about how you work in different neighborhoods, and how you engage people from different communities. (250-350 words)
Consider the following prompts to tell us about how this work is relevant to your proposal:

- In which neighborhoods in Tacoma will you present your programs? Please refer to this map of Tacoma neighborhoods. Talk about your history of engagement in these locations, and/or your plans to build engagement in any new programming locations.
- How do you engage with your audiences/participants? How do you build relationships with both continuing and new audiences/participants?
- Do you have any community partnerships that support your community engagement work? If so, describe these partnerships and what makes them effective.

Sample Applicant Response:
TACOMA REFUGEE CHOIR
Accessibility of our programming to historically underserved populations is central to our work. This is why most of our programming is free to participants and audiences. Our goal with outreach programming is to meet people where they are and find creative ways to engage with all who wish to get involved. The fact that in-person and online audiences are likely to see people who look like them (many of our members are first and second-generation immigrants from around the world) makes our messages more relatable and easier to access.

We hold our weekly practices in Unity of South Sound Church, aka the "Spire," in Central Tacoma, relatively equidistant from most Tacoma locations. As we have over the last two years, we will once again connect with the community where people live and play, with Park Sings programming in Eastside (Salishan Family

Investment Center lawn) and South Tacoma (Wapato Park) neighborhoods. With our School Outreach Program we will engage students at geographically diverse schools around Tacoma including South Tacoma's Grey Middle School and South End's Lincoln High School. In May 2023, we are hosting a concert at Tacoma Community College on the West End and anticipate doing additional programming there in the future depending on the success of this concert.

Staff members bring their perspectives as immigrants as we create the messaging we use in text, email, social media, website and more traditional outreach tools including phone calls to reach a variety of audiences. Through our network of community partners and leaders we stay connected with a variety of immigrant and refugee communities including Latinx, African, Asian, Slavic and others who work in partnership with us in marketing and outreach.