Arts in Parks 2025 Guidelines

Grant Overview

Since 2016, Seattle's Office of Arts & Culture (ARTS) has partnered with Seattle Parks and Recreation (SPR) to increase arts and culture-based events in parks throughout the city. Through the Arts in Parks (AiP) program, the City invests in the vibrant cultural work being done in and by diverse communities throughout Seattle.

This program supports grassroots organizations, community-based groups, and individual artists seeking to activate Seattle parks through arts and culture in underserved and economically constrained areas of the city. This grant supports new and established festivals or events that promote arts and cultural participation, celebrate diversity, and build community connections while connecting with communities and audiences from historically unserved and/or underserved communities that represent Seattle's diversity.

For information and assistance with applying, draft application feedback, eligibility, or online technical support, contact Zach Frimmel, Grants Project Manager, at (206) 963-9226 or Zach.Frimmel@seattle.gov.

We have interpreters who can speak to you in your language, including American Sign Language (via video). Just call us and tell us what language you speak. Expect a short pause while we find an interpreter to join the call.

Grant Purpose

Cultural activities and parks are an essential part of a vibrant, healthy, and inclusive community. In partnership with Seattle Parks and Recreation, ARTS seeks to collaborate with artists and community groups to create a city where all artists, and communities have the freedom, agency, and platform to share and amplify their stories, art, cultures, and experiences, regardless of race, class, gender, age, ability, education, country of birth, citizenship, religion, and sexual orientation.

Application

Apply online through the City of Seattle's grant website:
https://seattle.fluxx.io/user_sessions/new

If you don't have computer or internet access, contact staff as soon as possible.

Due Date

Tuesday, November 26, 2024, 5 p.m. (Pacific)

Allow ample time to complete your application. Applications submitted after the 5 p.m. (Pacific) due date will not be accepted.

Eligibility/Requirements

You are eligible to apply for this grant if you meet the following criteria:

- You are an individual artist, local organization, or community-based group located in, or presenting work regularly in, Seattle.
  - Organizations and individual artists representing communities most impacted by systemic oppression including low-income, people with disabilities, immigrant and refugee communities, and communities of color are encouraged to apply.
- You have a Federal Tax ID number (Social Security Number, ITIN, or Employee Identification Number).
  - Groups applying are not required to be a 501(c)(3) nonprofit, nor are they required to use a fiscal sponsor or fiscal agent.

You are **not eligible** to apply for this grant if:

- You have an open Arts in Parks contract after December 31, 2024.

Your project/event is eligible to be funded by this grant if it meets the following criteria:

- Your project will have a significant arts and culture component.
- Your project will be free and open to the public.
- You will have event insurance for the project.
- Your project will adhere to Seattle Park and Recreation's mission statement (to provide welcoming and safe opportunities to play, learn, contemplate, build community, and promote responsible stewardship of the land).
- Your project will take place in an [eligible](#) City of Seattle park between May 1 and November 30, 2025.
  - View *list of [preferred parks](#).*
  - Events taking place in Downtown or City Center Parks or at Playfields and green spaces immediately adjacent to community centers are *not* eligible for this funding. *View list of [ineligible parks](#).*

You may submit only one (1) application per year to this program.

Funding

Funded awardees will receive AiP funding support (for events in 2025) to go towards: artist fees, marketing and promotional fees, project management and personnel costs, supplies, equipment rentals or other production-related costs, required permits, and no more than 10% for food-related costs. Additional expenses may be allowed upon advance approval by the grant project manager.

There is no partial funding for this program, and it is dependent on budgetary approval for 2024. Funds from Arts in Parks cannot be combined with other City funding sources for the same project.

Applicants can apply for the following levels of funding:

- $2,000*
- $4,000**
- $6,000
- $8,000***

* Intended for applicants with less demonstrated experience producing events.

**Funding levels of $4,000 and above are intended for applicants with more demonstrated experience producing projects/events.

***Events/projects funded at the $7,800 level within the last two Arts in Parks funding cycles may only receive funding of $6,000 or less, EXCEPT events/projects that propose a minimum of 12 hours of public programming[1] in an eligible park over the course of at least two (2) days[2]. This requirement is based on feedback from the community to support more projects and help build capacity for events.

If this requirement applies to you and your submitted public program hours and days do not meet this requirement than your funding request may be at risk of being reduced by the Project Manager.

This funding may *not* be used for:

- Events not accessible and free to the public
- Religious services
- Events or presentations in which fundraising is the primary purpose

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[1] *Public Programming* refers to the hours that your event is advertised to and benefits the public (for example, the times listed on promotional materials where you have scheduled activities for the public to participate in). This does not include set-up or training hours prior to the publicized start time of your event or activity. [2]The event days can be consecutive or spread out between May and November 2025.

- Gifts
- Organizations' administrative costs not directly related to the project
- Purchase of equipment or software
- Food-related costs above the allowable 10% of the awarded amount

Information Sessions

Learn more about this grant and how to submit your best application.

Information Session 1 (Virtual)

Thursday, October 24, 2024
Virtual: Microsoft Teams
RSVP

Information Session #2 (In-person)

Monday, October 28 6:00-7:30 p.m. (Pacific)
In-person: Garfield Community Center
RSVP

Draft Application Feedback Sessions

Share Arts in Parks draft application materials to be reviewed by City staff and get feedback on your materials before you submit your final application.

Draft Application Feedback Session 1 (Virtual)

Wednesday, November 13, 12:00-1:30 p.m. (Pacific)
Virtual: Microsoft Teams
RSVP

Draft Application Feedback Session 2 (In-person)

Saturday, November 16, 10:00 a.m. – 12:00 p.m.
In-person: Jefferson Community Center
RSVP

Evaluation Criteria

Proposals submitted to the program will be evaluated on the following criteria (**53 points total**):

- **Strength of Proposal (20 points):** A clear, well-conceived project/event that promotes arts and culture-based participation plus community connections through meaningful and unique experiences. Demonstrates an authentic relationship to cultural community, neighborhood, or other communities of interest.

- **Community Impact (20 points):** The project/event describes meaningful efforts to be inclusive, foster community, encourage participation, reach a diverse audience, and

creates accessibility especially for those most impacted by structural racism and oppression.

- **Feasibility (10 points):** The applicant illustrates previous experience or otherwise demonstrates capacity (such as support from experienced partners and collaborators) to successfully execute the proposed project/event. The applicant also presents a clear, realistic narrative budget for the project/event.

- **Preferred Parks (3 points):** Priority will be given to projects that take place in one or more of the preferred parks identified in the list, which may particularly benefit from increased use by the public.

Timeline

This timeline is an estimate and is subject to change.

- **October 15, 2024** (9 a.m. Pacific) - Application opens
- **November, 26, 2024** (5 p.m. Pacific) – Application closes
- **December 2024 – January 2025**: Community-based panel recommendations for funding reviewed and approved by ARTS leadership and Seattle Parks and Recreation
- **February 2025:** Notifications are sent to applicants about their award status
- **May 1 – November 30, 2025**: Awardees produce their events and submit their reporting documents to receive funding.

Application Outline & Components

The City of Seattle uses the grant application system FLUXX. If you have not done so already, you will need to create a new profile before you are able to access the application.

- **Contact Information**
- **Artist/Organization Website or Social Media Link (optional, but highly encouraged):** Share content that aligns with the first three evaluation criteria. Panelists will review up to 2 minutes of the content found in the link you provide.
- **Application Information:** Brief questions related to your project, including: dates, location, size/scale, primary artistic discipline, etc.
- **Project Information:** The purpose of these questions is to share information about your event/project, the community it serves, and some background about yourself**.**
    1. **Project/Event Title:** The name of your project/event
    2. **Brief Summary of Project:** Provide a short description of your event or project (for example, something that you might put on a community calendar) (500 characters maximum)
    3. **Project Description**: Describe the activities of your project/event for which you are seeking funds. How will you feature arts and culture in your project/ event?

How do you envision the audience experience? You can also share details about the participating artists and presenters, technical needs, and anything else you feel is important to note. (2,000 characters max).

4. **Community Building through Arts and Culture**: Describe who attends your events or who you'd like to attend this event. How does your project/event use arts and culture to build community? Describe what your efforts will be to be inclusive, engage diverse populations, and increase accessibility. (2,000 character maximum)

5. **Production Background and Capacity**: Share your experience and capacity for producing arts and cultural programming and activities. How will you ensure the success of your proposed project/event? You can also share details such as support from experienced partners and collaborators or other resources that will assist in the successful completion of this project/event. (2,000 characters maximum)

6. **Narrative Budget:** What is a realistic budget for this project/event? Your narrative budget should reflect the total cost of expenses and income of your 2025 project/event, plus explain any context the community panelists should know to better understand the financial feasibility of your proposal. If your total budget exceeds your requested Arts in Parks award amount, you may indicate any additional financial support (for example: other grant funding, in-kind/non-cash donations, sponsorships, etc.). Income and expenses should balance/be equal. Please indicate total requested award amount at the top (and in parentheses, list primary expense line items such as artist wages, supplies, rentals, marketing, project management, liability insurance, permits, etc.). An example of a narrative budget can be found in the Fluxx application. (2,000 character max)

- **Demographic Information:** This will not be reviewed as part of your application, but rather to help us learn more about the communities that we serve through our programs, so that we can continue to work towards making our programs more equitable. *All questions are required but applicants can chose "Decline to State" for any and all questions. optional, but the questionnaire will need to be submitted before you can proceed to the rest of the application.*

Application To-Dos

All funding programs are highly competitive. We encourage you to:

- **Read the guidelines,** check your eligibility, and follow the online instructions carefully.
- **Explore the online application early** so you can plan ahead. Consider drafting application responses in a document outside of the online application form itself. This can prevent you from losing any of your work and allows you to keep a record for yourself.

- **Attend an information session or draft application feedback session** to get in-person or virtual guidance and hear other applicants' questions, especially if you are a first-time applicant.
- **Update or complete your basic registration** and profile at seattle.fluxx.io.
- **Talk with the project manager** about any questions, or to review your draft application as early as possible before the deadline. We are happy to assist, however last-minute help is limited due to timing and volume of requests.
- **Be clear and concise in your application**, as panelists read and evaluate many applications. Panelists may or may not be familiar with you or your work, so be sure to provide essential information on who you are, your areas of expertise, or key accomplishments.
- **Save your work** at the end of every page online and re-read and preview your work before you submit.
- **Double-check your budget** and make sure income equals expenses.
- **Submit your application before the deadline** so you have time to deal with any potential technical issues.

Preferred Parks

Please visit the Seattle Parks and Recreation website and use the Park Finder to view more information about any of the parks listed below.

CENTRAL

- Dr. Blanche Lavizzo Park
- Judkins Park
- Flo Ware Park
- Pratt Park
- Powell Barnett Park

NORTH

- Albert Davis Park
- Ballard Commons Park
- Lake City Mini-Park
- Licton Springs Park
- Little Brook Park
- Sandel Park
- Virgil Flaim Park

SOUTHEAST

- Be'er Sheva Park
- John C. Little Park

- Martha Washington Park
- Othello Park
- Pritchard Island Beach

SOUTHWEST

- Duwamish Waterway Park
- Highland Park Playground
- Myrtle Reservoir Park
- Roxhill Park
- Westcrest Park

Ineligible Parks

Downtown or Center City parks are NOT eligible for Arts in Parks funded projects. Other funding sources are available for projects in these parks.

- 2100 Westlake
- Alaskan Way Blvd
- Bell Street Park
- Belltown P-Patch / Belltown Cottage Park
- Cascade Playground
- City Hall Park
- Denny Regrade Park Off-Leash Area
- Donnie Chin International Children's Park
- Elliott Bay Bike Path
- Freeway Park
- Hing Hay Park
- Jefferson Park
- Kobe Terrace
- Lake Union Park
- McGraw Square
- Myrtle Edwards Park
- Occidental Square
- Pier 62/63
- Pioneer Square Park
- Plymouth Pillars Park and Off-Leash Area
- Prefontaine Place
- Tilikum Place
- Union Station Square
- Victor Steinbrueck Park
- Waterfront Park

- Washington Street Boat Landing
- Westlake Square
- Westlake Park

The following playfields, parks, and green spaces are NOT eligible for Arts in Parks-funded projects. Many of these playfields and parks benefit from Community Centers, which have funding sources available or other sources of support for projects in these parks.

- Alki Playground
- Ballard Playground
- Bitter Lake Playfield
- Camp Long
- Carkeek Park
- Delridge Playfield
- Discovery Park
- Garfield Playfield
- Green Lake Playfield
- Hiawatha Playfield
- Laurelhurst Playfield
- Loyal Heights Playfield
- Magnolia Playfield
- Magnuson Park
- Meadowbrook Playfield
- Miller Playfield
- Montlake Playfield
- Northgate Park
- Rainier Beach Playfield
- Rainier Playfield
- Ravenna-Eckstein Park
- South Park Playground
- Van Asselt Playground
- Walt Hundley Playfield
- West Queen Anne Playfield
- Yesler Terrace Park

Obligation of Award Recipients

If your project is selected for funding, you must meet the requirements listed below.

Acknowledgement

Organizations and individuals receiving awards from the Seattle Office of Arts & Culture (ARTS) must acknowledge the City of Seattle's support in printed materials, signage visible to the public, via social media, or in other ways appropriate to the project. ARTS will supply preferred wording and logos in electronic format.

Public Benefit

State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide public benefits (such as free admission) to residents of Seattle as a condition of their funding.

Seattle Business License and Washington State UBI Number Are Required for Payment

Individuals and organizations *awarded* funds from ARTS must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (The business license and UBI numbers are not needed to *apply* for funds.)

Reporting

After funding recommendations are approved, ARTS staff will work with the applicant to go over the required reporting documents in order to receive funding. Award recipients will need to sign a contract prior their event, as well as a provide a copy of promotional material. Partners are paid on a reimbursement basis after projects or services are completed and a final report is submitted (approximately 4-6 weeks after paperwork is received).

Insurance

Award recipients will be responsible for securing Event Liability Insurance for their project and list the City of Seattle as additionally insured.

Taxes

Award recipients are responsible for paying all applicable taxes. At the time of notification, you will need to complete appropriate paperwork and submit an updated W-9.

Arts Funding Policies

Commitment to Racial Equity

The Seattle Office of Arts & Culture commits to an anti-racist work practice that centers the creativity and leadership of people of color - those most impacted by structural racism - to move toward systems that benefit us all. We also acknowledge that we are on Indigenous land, the traditional territories of the Coast Salish people.

We envision a city of people whose success, safety and health are not pre-determined by their race. A city where all artists, performers, writers and creative workers have the freedom, agency and platform to share and amplify their stories, art, cultures and experiences. At the same time, we acknowledge that our actions - both conscious and unconscious, past and present - have benefited some communities while limiting opportunities and outcomes for communities of color. We work toward our vision by addressing and working to eliminate institutional racism in our programs, policies and practices.

In alignment with the City's Race and Social Justice Initiative, we seek new solutions that use arts as a strategy to drive not only our office, but the City as a whole toward racial equity and social justice. We will continue to break barriers and build arts-integrated tools that challenge the status quo and push us toward the inclusive society we envision.

If you have any questions about our commitment or would like to know more about the work we are doing, please call us at 206.684.7171 or email at Arts.Culture@Seattle.gov.

Grant Appeal Process

Applicants may appeal the recommendations of the independent community review panel. Appeals must be based solely on the information included in the original application.

Procedure:

- Applicants wishing to appeal must first contact the staff member responsible for the program to review the decision and hear a summary of the peer panel feedback.
- Appeals must be sent in writing to the Director of the Seattle Office of Arts & Culture within 30 days of formal notice of the decision.
- The Director shall consult with staff and/or members of the peer panel for input in making the final decision.
- If the Director accepts the appeal request, the applicant will be awarded a grant.
- A rejection by the Director is final and ends the appeal process.
- The Director will notify the applicant of their final decision in writing.

Application materials are public information

Application materials submitted to the Office of Arts & Culture become public information. Members of the public may request a copy of them with a formal request. Materials are subject to public disclosure due to the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 786-6777.

Discrimination is not allowed on City-funded projects

Applicants receiving funds from the Office of Arts & Culture must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in City contracts, and Chapter

5.44, pertaining to license requirements. The complete text of these City codes is available at the City Clerk's office and the Seattle Public Library.

Americans with Disabilities Act applies to City-funded projects/events

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the differently-abled. The Office of Arts & Culture respects the needs of people with differing abilities and seeks to make available to applicants, participants and, all interested persons information regarding the provisions of the Americans with Disabilities Act and its applicability to the activities of our agency. For information about public meetings, accessibility, and auxiliary aids, please contact the Office of Arts & Culture at (206) 684-7171 (voice), or (800) 833-6388 (TDD Relay). This agency complies with all federal, state, and local laws that prohibit discrimination in employment and services.

Supports freedom of expression

The City believes a community that fosters freedom of speech and thought will advance as a society. Artists play an important role in reflecting and challenging the social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

For additional information about funding opportunities and the Seattle Office of Arts & Culture, visit our website at www.seattle.gov/arts, where you can subscribe to our regular eNewsletter.