Tacoma Creates

2026-27 Funding Application Workshop

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Agenda for Today

- Tacoma Creates Overview
- Organizational Eligibility Criteria
- Review Criteria
- Application Process & Timeline
- Application Questions
- Program Focus Areas
- Budget & Financial Info
- Application Support
- Q&A

Find complete Application Guidelines at: www.tacomacreates.org/funding-opportunities.

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Tacoma Creates Overview & Background

Prop 1, 2018

1/10 of 1%

Sales tax increase

67.2% Approval

Passed in every reporting district

Reauthorization, 2025

Unanimous Vote to Reauthorize

Councilmanic Approval

Program Updates

Code Changes to support program evolution

Capital Funding program starting in 2027-28

Cultural Sector

Arts

Culture

Heritage

Science

Public Benefits

Equity & Access

Education

Livability

Collaboration

Sustainability

Tacoma Creates is part of the City of Tacoma's Arts & Cultural Vitality Division. Learn more at www.tacomacreates.org.

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Primary Funding Goals

- Support public arts/culture/heritage/science programs in Tacoma
- Increase access to these programs
- Support programming by and for underrepresented groups
- Expand access to youth education programs
- Support the sustainability of Tacoma's cultural sector organizations

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See full text of Funding Goals in the Application Guidelines, on page 3.

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About Tacoma Creates Contracts

Tacoma Creates contracts are “Contracts for Services”: a contract with the City to provide cultural programming for the benefit of people in Tacoma.

How do Contracts for Services Work?

- Legal agreement with City to provide cultural services
- Payments made after services are provided
- Payment phases allow for multiple payments
- Organizations invoice along with reports and demonstration of completion of “deliverables,” – the specific cultural programming your organization will produce / present
- Payment phases vary by funding category and scope of work

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Eligibility Criteria – Comprehensive Organizational Support

- ✓ Organization's *primary purpose* is to advance and/or preserve arts, culture, heritage, and/or science
- ✓ Organization is a 501(c)(3) nonprofit
- ✓ Organization is based in Tacoma
- ✓ Organization provides programs/experiences for the general public in Tacoma
- ✓ Organization has a two-year track record

See the Tacoma Creates website for complete details, if your organization does not meet all of these criteria, check to see if Impact Funding might be a fit.

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Eligibility Criteria – Impact Funding

- ✓ Organization's *primary purpose* is to advance and/or preserve arts, culture, heritage, and/or science
- ✓ Organization is a 501(c)(3) nonprofit, OR has a fiscal sponsor
- ✓ Organization is based in Tacoma, OR in Pierce County, with a two-year track record of a focus on Tacoma programming
- ✓ Organization provides programs/experiences for the general public in Tacoma

(No track record required for Tacoma orgs; special eligibility categories for Business Districts/Neighborhood Councils and Affiliate Cultural Programs)

See the Tacoma Creates website for complete details, and for specific exceptions and additional requirements for active Business District Associations or Neighborhood Councils, Affiliate Cultural Programs within a larger non-profit, and organizations based in Pierce County.

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Fiscal Sponsorship

- For Tacoma Creates: local cultural groups not incorporated as a nonprofit may work with any nonprofit organization in Washington State as a fiscal sponsor.
- A fiscal sponsor is a nonprofit organization that provides financial and legal oversight for a group that does not have their own 501(c)(3) status. A fiscal sponsor may provide administrative and financial management services.
- Fiscal sponsors may charge a fee: no more than 10% of any Tacoma Creates funding contract.
- The sponsored group operates like a small nonprofit in terms of their mission, staffing/volunteer structure, and overall approach to the work.

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Eligibility Exclusions

Based on state legislation, Tacoma Creates cannot fund:

- Any agency of the state or any of its political subdivisions
- Any municipal corporation
- Any organization that raises funds for redistribution to multiple cultural organizations
- Any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine

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What We CAN Fund

What We CANNOT Fund

- Programming that occurs outside of Tacoma city limits
- Work that is commercial in nature – this includes organizations/programs focused primarily on the sales of goods
- Charitable fundraisers or galas
- Debt service or endowment building
- Events or activities that promote a specific political agenda or religious practice
- Education programs exclusively for students at any public school outside of Tacoma Public Schools / Chief Leschi Schools, at any private pre-K-12 school, or at any college, university or technical school
- Payment to anyone who is a member of the Tacoma Creates Advisory Board or a City of Tacoma employee

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Funding Categories At A Glance

	Comprehensive Org. Support	Impact Funding: Level A and B
Eligibility	Narrower requirements	Slightly looser requirements
Scope of Work	▪ Ongoing programming ▪ General Public Programs AND Youth Education Programs ▪ Programming in multiple neighborhoods	▪ Single event OR ongoing programming ▪ General Public Programs AND/OR Youth Education Programs ▪ Programming in different locations OR just one location
Funding Request	Up to 15% of annual budget (based on 3-year average of income)*	$3,000 – $60,000 (match required)* **Level A:** $3,000 – $19,999 **Level B:** $20,000 – $60,000

See Application Guidelines for details on funding requests.

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Payment Phases

	Payment Amounts
Comprehensive Organizational Support	May invoice for up to 25% of total contract amount at the end of each quarter
Impact Funding ***Year-round programming***	May invoice for 20% of total contract after contract is signed, then up to 20% at the end of each quarter
Impact Funding ***One-time programming***	Can invoice for 33% of total contract after contract is signed, then 67% once programming and final report is completed

See Application Guidelines for details on contracts and payment phases.

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Application Deadlines

	Comprehensive Org. Support	Impact Funding: Level A and B
Application Deadline	March 9, 2026, 11:59pm	March 23, 2026, 11:59pm
Contract Period	July 1, 2026 – June 30, 2027	

See Application Guidelines for details on funding requests.

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Application Sections

- Section 1: Organization Contact Information
- Section 2: Organization Eligibility
- Section 3: Organization Background
- Section 4: Proposal for Funding
  - General Public Programs
  - Youth Education Programs
  - Optional Sections for Out of School Time and Tacoma Public Library programming
  - Additional Support Materials
  - Equity and Access
    - Internal and Public-Facing Work, including Neighborhood Programming & Community Engagement
  - Budget/Financial Information
  - Capital Funding – Information Gathering
  - Draft Deliverables

Read the complete How To Apply and Application Components section in the Application Guidelines.

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Youth Education

- **Open Youth Education Programs**: Open to any young person under 18 (who is the right age/grade and experience level for the class)
- **Public School Cultural Access Program**: Programs exclusively for Tacoma Public Schools / Chief Leschi Schools students/teachers
- **TPS District-led Out of School Time Programs:** After-school and evening programs for Tacoma Public Schools students – Beyond the Bell, Club B, Summer Late Nights

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Optional Opportunities

- **Beyond the Bell / Club B**
  - After-school classes at TPS elementary and middle schools
- **Summer Late Nights**
  - Evening programs for middle and high school students
- **Programming at Tacoma Public Library (TPL) branches**
  - Present your program or workshop with TPL as co-presenter

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See Application Guidelines for complete details about these optional opportunities.

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Equity & Access

Core Funding Goal: Increase access to cultural programs, and reduce barriers to participation, especially for historically underserved populations, and within neighborhoods across Tacoma.

Equity & Access Considerations:

- Program locations
- Welcoming spaces
- Communications
- Reducing barriers for people with disabilities
- Financial access

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Equity & Access

- How does support for equity and access show up inside your organization?
    - Internal goals related to justice, equity, diversity, and inclusion
    - Specific policies and practices
    - The diversity of your staff, board, teaching artists, etc.

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SAMPLE BUDGET - TACOMA CREATES - IMPACT FUNDING

PROJECTED CASH EXPENSES

EXPENSE ITEMS	Total $
Fees to Administrative Staff / Contractors	
Admin staff	$ 5,000.00
Event coordinator	$ 1,000.00
Fees to Program Staff, Artists / Creatives, Educators	
Choreographer ($2,500) & Dancers (4@$1,000)	$ 6,500.00
Spoken word artists (3 x $500), musicians (3 x $500)	$ 3,000.00
Stage Manager ($500)	$ 500.00
Program Expenses - Supplies, Rentals, etc.	
Community Place (venue; offered at 50% discount)	$ 1,000.00
Table and chairs (5 tables x $100; 75 chairs x $30)	$ 2,250.00
Promotion / Marketing / Communications	
Graphic design	$ 750.00
Printing (programs and flyers)	$ 250.00
Overhead / Insurance / Other	
Insurance	$ 750.00
Banquet permit (2 days)	$ 20.00
Subtotal - Cash Expenses (must match Cash Income)	$ 21,020

PROJECTED CASH INCOME

INCOME SOURCES	Total $	confirmed? (yes/no)
Earned Income		
Ticket sales (80 x $20)	$ 1,600.00	No
Ticket sales (40 @ $50)	$ 2,000.00	No
Drink bar (60 drinks @ $10.00)	$ 600.00	No
Contributed Income		
Individual donations	$ 500.00	Yes
Frankie's Deli ($300); Tom Lee DDS ($700)	$ 1,000.00	Yes
XYZ Foundation Sustaining Org Grant	$ 500.00	Yes
NEA Dance Grant	$ 1,000.00	No
Organization's Own Cash		
Org savings	$ 1,820.00	Yes
Other City of Tacoma Funding		
Special Events Funding	$ 2,000.00	Yes
Tacoma Creates Funding Request	$ 10,000.00	No
Subtotal - Cash Income (must match Cash Expense)	$ 21,020.00	

Projected Expenses Covered by Donations

EXPENSE ITEMS	Total Value
Volunteers (list what services they will provide)	
Marketing Volunteer	$ 800.00
Event suport (set up and clean up)	$ 1,750.00
Donated Services, Materials, Space	
Venue (offered at a 50% discount)	$ 1,000.00
Food / refreshments	$ 855.00
Subtotal - In-Kind Expenses (must match In-Kind Support)	$ 4,405.00
TOTAL PROJECTED EXPENSES *	$ 25,425.00

*This number MUST match TOTAL PROJECTED RESOURCES

Projected Donations of Goods and Services

SOURCES	Total Value	confirmed? (yes/no)
Volunteers (list approx. # of people and approx. hrs)		
Marketing: 1 person, 20 hrs, $40/hr	$ 800.00	Yes
Event support: 5 people, 14 hrs each, $36/hr	$ 1,750.00	No
Donated Services, Materials, Space (who is providing these things?)		
Community Place: 50% discount on venue	$ 1,000.00	Yes
Rainy Restaurant: providing food / refreshments	$ 855.00	Yes
Subtotal - In-Kind Support (must match In-Kind Expense)	$ 4,405.00	
TOTAL PROJECTED RESOURCES *	$ 25,425.00	

*This number MUST match TOTAL PROJECTED EXPENSES

Comprehensive Organizational Support Financial Information

Tacoma Creates – Organizational Budget – Three-Year History				
Name of Organization:			Fiscal year ends:	
Enter actual final numbers from the last three completed fiscal years:		Year ending 2025	Year ending 2024	Year ending 2023
Operating Expenses:				
Employees (incl. payroll & benefits, if applicable				
Contractors				
Production / Exhibition / Public Programs				
Youth Education Programs				
Marketing / Promotion				
Fundraising Expenses				
Occupancy / Rent				
General Administrative / Other Expenses				
In-Kind Expenses				
TOTAL OPERATING EXPENSES		$ -	$ -	$ -
Earned Income:				
Tickets / Admissions				
Tuition / Education Workshop Fees				
Concessions Sales / Merchandise				
Rentals				
All Other Earned Income				
TOTAL EARNED INCOME		$ -	$ -	$ -
Earned income percentage		#DIV/0!	#DIV/0!	#DIV/0!
Contributed Income:				
Federal Government				
State Government				
County Government				
City Government (Incl. Tac. Creates / Tac Arts Comm.)				
Corporations / Businesses				
Foundations				
Individuals				
Transfer from Endowment				
All Other Contributed Income				
In-Kind Contributions				
TOTAL CONTRIBUTED INCOME		$ -	$ -	$ -
Contributed income percentage		#DIV/0!	#DIV/0!	#DIV/0!
GRAND TOTAL INCOME		$ -	$ -	$ -
SURPLUS (OR DEFICIT)		$ -	$ -	$ -
3-Year Average Income	$ -	**15% of Avg. Income**	$ -	

- Three-year organizational budget history
- Audited Budget from most recently completed fiscal year

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Application Review Criteria

Comprehensive Organizational Support	Impact Funding
Programming Merit: General Public Programs	Programming Merit and Value *(All programs: General Public Programs and/or Youth Education Programs)*
Programming Merit: Youth Education Programs	
Community Impact	Community Impact
Equity and Access	Equity and Access
Management and Operations	Capacity and Feasibility

Read the complete Application Review Criteria section in the Application Guidelines.

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Review Criteria, preview

PROGRAMMING MERIT AND VALUE

At a minimum, all applications should demonstrate:

- A proposal for one or more public event(s) or youth education program(s) that advances arts, culture, heritage, and/or science and engages community members in Tacoma
- Their experience, purpose, and goals in developing and delivering this work

The most successful applications will also demonstrate some or all of the following:

- How and why the arts, culture, heritage, or science programming is relevant and meaningful for the intended participants and audiences
- How the programming deepens, broadens, and/or diversifies experiential cultural programs within Tacoma
- How the programming intersects with other priorities for the City of Tacoma, such as environmental justice, community safety, workforce development, or supports for mental and physical health
- How individuals producing and leading the work have relevant skills, background, experience, and/or training
- If the organization is proposing youth education programs, including Beyond the Bell / Club B / Summer Late Nights, how the classes and workshops support youth development as well as build skills and knowledge in arts, culture, heritage, and/or science

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Read the complete Application Review Criteria section in the Application Guidelines.

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30-Point Scale

Exemplary	**30**	Application meets or exceeds all criteria components; demonstrates significant strengths with clear and specific evidence and examples
	29	
	28	
	27	
	26	
Superior	**25**	Application meets a majority of criteria components; clearly demonstrates areas of strength and expertise
	24	
	23	
	22	
	21	
Very Good	**20**	Application addresses minimum criteria and additional criteria components effectively, with some specific areas of strength/expertise
	19	
	18	
	17	
	16	
Good	**15**	Application addresses minimum criteria components as well as some additional criteria; includes evidence and examples
	14	
	13	
	12	
	11	
Fair	**10**	Application addresses minimum criteria with minimal evidence and examples examples
	9	
	8	
	7	
	6	
Poor	**5**	Application has critical gaps in addressing criteria
	4	
	3	
	2	
	1	
Unacceptable	**0**	Application does not address criteria at all

- Competitive application review process
- 4-6 community members review applications
- Panel recommendations go to Tacoma Creates Advisory Board

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Application Process and Submittable

Apply Online: https://tacomaarts.submittable.com/submit

Select “2026-27 Tacoma Creates – Impact Funding: Level A”

– OR –

“2026-27 Tacoma Creates – Impact Funding: Level B”

– OR –

“2026-27 Tacoma Creates – Comprehensive Organizational Support”

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As You Complete Your Application…

Build drafts:

- Compose responses in a Word document and copy/paste into online application
- Use our Application Worksheet!

At the end of the application, remember:

- Click on the “Save Draft” button at the bottom of the form
- You cannot edit once you click “Apply”

Read the complete How To Apply and Application Components section in the Application Guidelines.

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Application Assistance

- Application Workshops
- One-on-one support with staff
  - Schedule a meeting at www.calendly.com/tacomacreates
  - Attend Office Hours:
    - Wednesday, March 12, 1-2:30pm, Community Hub (2nd Floor), Main Branch, Tacoma Public Library (1102 Tacoma Ave S)

Visit the Application Assistance page of the Tacoma Creates website for more information.

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Closing Advice

- Give yourself LOTS of lead time
- Read the guidelines and review criteria
- Have internal process deadlines; review drafts with others
- Whole application should tell a cohesive story
- Be specific. Use examples.
- Application deadlines are FIRM, no exceptions!
  - **Monday, March 9, 2026, 11:59pm** for Comprehensive Organizational Support
  - **Monday, March 23, 2026, 11:59pm** for Impact Funding
- **Ask us questions!!** (The earlier the better)

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Questions?

Lisa Jaret, Tacoma Creates Program Manager
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Clarissa Gines, Tacoma Creates Coordinator
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Kyle Mullins, Tacoma Creates Program Assistant
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To schedule a phone or Zoom meeting, go to: calendly.com/tacomacreates.

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