



SEATTLE DEPARTMENT OF NEIGHBORHOODS

Neighborhood Matching Fund Program

2011 Small Sparks Fund Application

FOR INTERNAL USE ONLY

Project #:	011022
Date Received:	

PROJECT INFORMATION

Project name: YOUTH ARTS COMPENDIUM - The World in 16 pages	
Project address or location: 4400 42nd Ave SW, West Seattle, 98116	
Briefly describe the project: A sixteen page youth arts compendium; featuring youth created cartoon strips, graphics, poems, photographs, current event articles, and public announcements. 10,000 copies to be produced and distributed throughout Seattle.	
Project district (check one):	For a map of the districts click here .
<input type="checkbox"/> Ballard <input type="checkbox"/> Delridge <input type="checkbox"/> East <input type="checkbox"/> Lake Union <input type="checkbox"/> North <input type="checkbox"/> Northwest <input type="checkbox"/> Southwest <input type="checkbox"/> Central <input type="checkbox"/> Downtown <input type="checkbox"/> Greater Duwamish <input type="checkbox"/> Magnolia / Queen Anne <input type="checkbox"/> Northeast <input type="checkbox"/> Southeast <input checked="" type="checkbox"/> Citywide	

APPLICANT CONTACT INFORMATION All NMF correspondence will be mailed to the contact person.

Applicant group: Unified Outreach	
Project contact person: David Toledo	
Mailing address: 12345 Lake City Way NE #132	Zip code: 98125
Day/Work phone: 206-380-5713	Evening/Home phone: 206-380-5713
Home email address: Unifiedoutreach@hotmail.com	

PROJECT FUNDING REQUEST

TOTAL request from the City (up to \$1,000):	\$ 1000.00	TOTAL value of neighborhood match:	\$ 2100.00
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DEPARTMENT OF NEIGHBORHOODS STAFF ASSISTANCE

Did you work with a NMF Project Manager? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - Laurie Ames
If yes, provide the name of the NMF Project Manager who assisted you with your application:

The signatory declares that s/he is the elected chair or president of the applicant group or agrees to lead the group to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print): David Toledo	Signature: <input checked="" type="checkbox"/> Check here if submitting application electronically, in which case a physical signature is not required.
Address/Zip: 1904 SW Holden St., Seattle, WA 98125	Day Phone: 206-380-5713

PROPOSAL NARRATIVE

PROPOSED IDEA

The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. Explain **what you will do** and **why you want to do this project**.

- My name is David Toledo; I am the Cofounder and current Director of the Unified Outreach non-profit arts program in Seattle. Unified Outreach has provided free industry level Arts training to minority, low income, inner city, at-risk, and disabled youth for the past 10 years. I will be overseeing and actively involved in this project as I believe that the best recipe for safe neighborhoods is to involve youth in projects/programs that can lead to successful careers.

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING

NMF projects build community by intentionally bringing people together. Describe your **group or organization**. Talk about **what you have done** to build awareness about your project, **with whom you have been working** and **who else will be involved** in your project.

- In 2010 we presented the MFH Youth Expose', allowing 40 kids to participate in roles of Designers, Models, Stage Directors, Facility Personnel, Sound & Lighting, On-air Personalities, and various other roles; presented in a 300 seat venue. We will follow the same plan of community engagement and involvement for the Youth Arts Compendium; social networking sites, community billboards, press releases, and past & current participants.

OUTCOMES

A successful project will have a vision for success and be driven by achievable outcomes. Talk about **how**, after your project is completed, **your community will be positively changed**.

- During the production of the Arts Compendium students will develop critical thinking skills and creative problem solving techniques; skills that they can use in the real world. Most importantly the project helps to break down racial, cultural, and economical barriers by allowing youth to work together in small groups and as part of a larger team. Students will build confidence and develop skills that could lead to a career in cartooning, journalism, or publishing. The best way to reduce youth crime and to give them direction, training, and confidence that they can compete.

PROJECT RESOURCES

Using the following budget worksheet, describe your **budget** and resources for **community match**.

BUDGET

List the project expenses that will be paid with NMF funding.

Project Expense Description (staff, professional services, supplies, materials, construction, etc.)	NMF Funding Will Pay For
Printing	\$ 1000.00
	\$
	\$
	\$
	\$
	\$
Grand Total	\$ 1,000.00

COMMUNITY MATCH

List the sources of your match.

Community Match (volunteer labor, in-kind services, donated materials/supplies, cash)	Community Will Provide
Volunteer labor*	\$ 800.00
Art Director	<input type="checkbox"/> cash <input checked="" type="checkbox"/> in-kind \$ 800.00
Printing	<input checked="" type="checkbox"/> cash <input type="checkbox"/> in-kind \$ 500.00
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind \$
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind \$
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind \$
Grand Total	\$ 2,100.00

Physical improvement projects (where something tangible and lasting, such as a playground or public art, is being created) require a 1:1 match (the community match must equal the funding request).

Non-physical projects (such as design, planning, events, etc.) require a 1/2:1 match (the community match must equal at least half of the funding request).

*Count volunteer labor at \$20/hour. Count in-kind professional services at their customary rates, up to a maximum of \$75/hour.



City of Seattle
Seattle Department of Neighborhoods
Bernie Agor Matsuno, Interim Director

City of Seattle – Seattle Department of Neighborhoods
Small Sparks - \$1,000 or less
Letter of Agreement
O11023

April 27, 2011

THIS AGREEMENT is made between the City of Seattle (“City”), acting through its Seattle Department of Neighborhoods (DON), and **Unified Outreach** (“Project Sponsor”) to carry out the project described in this Agreement.

Project Description

The Small Sparks funds will be used to carry out the **YOUTH ARTS COMPENDIUM - The World in 16 pages** project. The description of the project and the community involvement is the following:

Unified Outreach, a nonprofit arts organization that specializes in developing the artistic talents of minority youth, will work with other community partners to produce a 16 page Youth Arts Compendium, featuring youth created cartoon strips, graphics, poems, photographs, current event articles and public announcements. Youth ages ten to eighteen will be invited to submit their work, through June 1st for inclusion in a publication that will be distributed city-wide. Submittal requests will be advertised via the internet on the official Unified Outreach website, social media and press releases to local media. Additional hard copy requests for submittals will be posted at community centers and libraries. The art director and a committee of youth judges will decide what submittals will be used. Every effort will be made to use all of the work submitted for the project. A celebration of the artist’s work will be held on July 2, 2011; from noon – 3 p.m. in the Ginomai Art Center/Unified Outreach meeting hall located at 4401 – 42nd Ave SW, West Seattle, 98106. Approximately 10,000 copies will be produced and distributed throughout Seattle. The City of Seattle will receive 50 copies.

Agreement Dates

This Agreement shall begin on **April 30, 2011** and shall be completed by **August 30, 2011**. The sponsor must complete the project and submit the final project report along with the project’s receipts prior to the contract end date.

700 5th Avenue
PO Box 94649
Seattle, WA 98124-4649



Tel (206) 684-0464
Fax (206) 233-5142
www.seattle.gov/neighborhoods



Budget

The City of Seattle agrees to award **\$1,000** from the Neighborhood Matching Fund Small Sparks Fund to the Project Sponsor. Funds will be used for the following expenses:

Services	
Printing	\$1,000
TOTAL AWARD:	\$1,000

Community Match

The Project Sponsor agrees to support the project with the following community donations.

Volunteer Labor	
Planning, outreach and implementation	\$800
Donated Services	
Art Director	\$800
Printing	\$500
Subtotal Donated Services	\$1,300
TOTAL MATCH:	\$2,100

Fiscal Sponsor

A Fiscal Sponsor acts as trustee of the funds provided by the City through this Agreement and assumes the financial responsibilities related to completion of the Neighborhood Matching Fund project. The Fiscal Sponsor handles and is accountable for the funds and other obligations as provided below. The Fiscal Sponsor assumes the following responsibilities:

- Acts as trustee of the funds paid by the City and disburses such funds in accordance with the City's directions for eligible services, labor, and materials provided by the Neighborhood Organization.
- Makes all payments to vendors or staff for project-related expenses.
- **Submits to the City all project receipts at the conclusion of the project.**
- Accepts and deposits the check from the City of Seattle for these expenses.
- Keep receipts for all expenses for this project for your records. If all the funds are not used for this project, return any unspent funds to the City via a money order or check made payable to the City of Seattle.
- Maintains a financial accounting system for the project that identifies all expenditures of Neighborhood Matching Funds and income related to the project.
- If required, maintains a third-party liability insurance policy for the project.

Applicant Organization

The applicant organization is awarded funds from the Neighborhood Matching Fund and is responsible for the performance of the work and the long-term maintenance of the project. The Neighborhood Organization is responsible for:

- Executing contracts with vendors, service providers to provide materials and services to accomplish the project goals.
- Recruiting, supervising, and training volunteer workers to accomplish the project goals.
- Maintaining the Project throughout its useful life.
- Maintaining records, particularly as they relate to match and volunteers.
- If required, maintaining a third-party liability insurance policy, including other applicable insurance policies, for the project.

Payment

A check for the project will be made payable to and sent to the following:

Fiscal Sponsor: Unified Outreach

Name: David Toledo

Address: 12345 Lake City Way NE #132
Seattle, WA 98125

Phone: 206-380-5713

Volunteer Insurance

The City shall provide insurance for volunteers working on this project which will extend limited coverage for excess medical due to project-related accidents, excess personal liability, and excess auto liability. The Neighborhood Organization shall provide names, phone numbers, addresses and a general description of volunteer work duties for each volunteer working on the project to the Department prior to completion of their work and as soon as they are available. Only individuals listed as volunteers in these reports will be eligible for this coverage. Changes to the scope of the project may affect coverage and, therefore, such changes must be communicated to the City, Seattle Department of Neighborhoods prior to making such change.

Public Information

All public outreach materials including flyers, posters, signage, press releases and acknowledgements shall include this reference to the Neighborhood Matching Fund:

“This project is funded in part by a Neighborhood Matching Fund award of the Seattle Department of Neighborhoods.”

Project Report

Complete and submit the enclosed **Small Sparks Final Report by August 30, 2011.**

I understand and agree to this letter of agreement.



David Toledo, Sponsor/Fiscal Contact
Unified Outreach
Neighborhood Organization/Fiscal Sponsor

5/31/11

Date



Bernie Agor Matsuno, Interim Director
Seattle Department of Neighborhoods
City of Seattle



Date

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