



EASTSIDE ARTS PARTNERSHIPS

2019 Grant Application

This application is for reference only. Submit a Letter of Intent online by October 3, 2018 at:

www.bellevuearts.smapply.io

A full application is due by 5pm, October 10, 2018.

Letter of Intent

This letter must be submitted by October 3, 2018.

1. Grant Purpose 35-word limit.

Briefly describe the purpose of your grant including reference to a public benefit you intend to provide to Bellevue residents. For us to provide public funding to you, you must provide a public benefit to the community. You will be able to change this summary in the full application. Please begin the sentence with "For..."

Here are some examples of a grant summary.

Program: "For a season of five classical Indian dance performances at Meydenbauer Center with free tickets for low-income youth distributed in partnership with the Bellevue Boys and Girls Club, and dance demonstrations at Bellevue elementary schools."

Project: "For a five-day intensive workshop with the artist Ai Wei Wei for seniors with cognitive disabilities tentatively scheduled for May 1, 2019, and a free artist talk open to the public on May 2, 2019."

Service: "For an online directory of performing artists who live in Bellevue and a free monthly speakers series and networking event open to the public to help performers improve their promotional and social media skills."

2. Community Impact Choose one from the following drop-down menu,

Select the community impact statement that best describes why you are requesting public funding from the City of Bellevue. The statement you choose should roughly match the public benefit you referenced in your purpose statement. You will be able to change your selection in the full application.

- To increase access to arts and heritage programs or services for people who experience barriers such as financial or physical.
- To foster inclusion by offering an arts or heritage project, program, or service designed specifically for a historically underrepresented group.
- To support artists, creative workers, or cultural practitioners with subsidized professional development opportunities or services for free or at a reduced fee.
- To enhance a neighborhood or commercial district with a public artwork or cultural event designed to bring the community together.
- To care for cultural resources that need repair, restoration, or preservation.

3. 2019 Budget Projection

Estimate the overall budget of your organization or project and the specified funding amount you anticipate requesting from the City, both of which are subject to change in the full application. Please take note of new funding limits for the Eastside Arts Partnership Program.

- Estimated Organizational or Project Budget
- Estimated Grant Request

4. Power Up?

The City offers a onetime Power Up grant to eligible nonprofit organizations who want to implement a capacity building project with funding of up to \$5,000. Capacity building describes the process of developing your nonprofit's ability to deliver its mission effectively now and in the future by changing what you can do. Capacity building projects are often time-limited and include board and/or staff training, strategic planning, technology upgrades, website development, and other activities designed to strengthen the organization.

Are you interested in applying for a Power Up grant?

- Yes
- No

5. Past Funding (Drop-down menu; choose one)

Please indicate if you have received grant funding from the City of Bellevue in the past:

- No, this is my first grant application.
- Yes, I received Eastside Arts Partnership funding.
- Yes, I received Special Projects funding.

If you marked "Yes," which was the last year you received funding?

Award Requirements

Organizations receiving funds must comply with the requirements stated below. Please check each item to acknowledge being informed of these requirements.

Acknowledgment Organizations receiving funding from the City of Bellevue must acknowledge the support, at a minimum, in printed programs, or if programs are not appropriate, in signage visible to the public, as well as in digital media dedicated to the funded activities. The visibility recipient organizations provide helps our ability to maintain and raise funding levels and to keep Bellevue residents informed on how their tax dollars are supporting the arts in their community.

Scope of Work Recipients acknowledge that this application serves as a scope of work detailing how the funds will be used.

Evaluation & Onsite Review Organizations receiving funding must provide access to performances/exhibits for evaluators, who may be Bellevue Arts Commissioners or staff, and/or on-site reviewers (a maximum of four tickets). On-site reviewers are professional artists or administrators who are selected based on demonstrated professional experience in an arts discipline and who are assigned on a rotating basis to assess the artistic work of organizations in their discipline area. The reviewer submits a written evaluation form to the Arts Program. The evaluation will be considered in future grant applications by the organizations.

Final Report Submitting a final report once the work listed is completed and invoice will be necessary to receive funding. The forms are available either online on the City's Arts Program page or by request: www.bellevuewa.gov/arts

Community Partners Application for awards under \$5,000

This application must be submitted by October 10, 2018.

Instructions: Please describe in vivid but concise detail how you will express your mission this year. You should aim to tell your story about how you will offer quality engagement without the use of jargon, grand statements, or theories. We want to read *your plan*.

PARTICIPATION

	NUMBER OF TOTAL PEOPLE SERVED			PERCENT OF TOTAL IN BELLEVUE
	2017 Actuals	2018 Estimates	2019 Estimates	
1. ATTENDANCE				
How many people will be served through a live in-person experience?				
Does your organization publish books and periodicals, or broadcast radio programs or podcasts? If so, how many people will be served through print circulation or broadcast/digital media?				

2. COMMUNITY 150-word limit.

Describe the core audience, visitor, or community you serve. What is their demographic profile? What are their cultural needs and preferences? How did you determine these needs and preferences? And how will you respond with relevant programs and services in 2019?

CREATIVE AND CIVIC OPPORTUNITIES

	NUMBER OF TOTAL OPPORTUNITIES		
	2017 Actuals	2018 Estimates	2019 Estimates
3. ARTISTS			
How many professional artists are supported by a paid creative opportunity from your organization?			
How many professional artists are supported by an unpaid creative opportunity from your organization?			
4. VOLUNTEERS			
How many individual volunteers contribute to your organization?			
How many hours do these volunteers contribute to your organization? (total of all hours by all volunteers)			

5. FOSTERING CREATIVE COMMUNITY 150-word limit.

How will you support artists and volunteers in the coming year? What roles do they play in your organization, programs, and services? How will you recruit and retain them? Address any changes.

2019 PROGRAMS AND SERVICES IN BELLEVUE, WA

Instructions: List all the main programs and services that you plan to offer to the public in Bellevue for calendar year/fiscal year 2019 including specific exhibitions, performances, lectures, education programs, classes (but not individual class sessions), etc. You may submit a separate events list in a different format but with the same information requested below if you have it.

6. EVENT TITLE	DATES	# OF EVENT DAYS	VENUE IN BELLEVUE	CAPACITY	PUBLIC BENEFIT
<i>Include the name of the artist if possible</i>	<i>i.e. 5/7/18-6/18/18</i>	<i>Days open to the public</i>	<i>Building or street address only</i>	<i>Attendance if "sold out"</i>	<i>i.e. 300 free tickets</i>
TOTAL			TOTAL		

PUBLIC ACCESS AND BENEFIT

Instructions: The City of Bellevue must comply with Washington State Constitution Article 8, Section 7 regarding gift of public funds that states grant awards are for “the necessary support of the poor and infirm.” If you do not offer a public benefit we cannot support your project or your organization. If you do not propose a *significant public benefit* we cannot support a *significant funding request*. Please be specific as to the public benefit you will offer to Bellevue residents and visitors.

	NUMBER OF TOTAL PEOPLE SERVED			PERCENT OF TOTAL LIVE IN BELLEVUE
	2016 Actuals	2017 Actuals	2018 Estimates	
7. PUBLIC BENEFITS				
How many free or reduced (50% discount or more) tickets will be provided?				
How many free or reduced (50% discount or more) scholarships will be offered?				
What other quantifiable public benefits will you provide? Please specify:				

8. BENEFICIARIES AND DISTRIBUTION 150-word limit.

Please describe the public benefits you will offer that comply with Washington State’s public benefit requirement and the targeted beneficiaries who will receive them. Why are these public benefits meaningful to this group of people? How will you notify beneficiaries and distribute benefits to them?

ORGANIZATIONAL CAPACITY AND SUSTAINABILITY

Instructions: Please help us understand the broader context for this year’s programs and services and how your proposed activities contribute to strengthening your organization.

	NUMBER OF TOTAL OPPORTUNITIES		
	2017 Actuals	2018 Estimates	2019 Estimates
9. EMPLOYEES			
How many paid staff does your organization employ?			
Of these paid staff, how many are dedicated to the day-to-day operations of the organization including administration, facilities, fundraising, IT, etc.?			
Of these paid staff, how many are dedicated to the delivery of programs and services ?			
10. BUDGET			
What is your total annual operating budget ?			
What is your total annual revenue ?			

ATTACHMENTS

Instructions: Please attach the following documents. These documents will help the review panel to assess your organization's capacity and sustainability to deliver quality programs:

- Estimated FY 2019 Budget.** Please submit an annual budget including both projected revenue and expenses.
- Cash Balance Statement.** Please submit a balance sheet dated no earlier than September 1, 2018, that reflects the current cash position (working capital) of your organization.

Pro Partners Application for awards over \$5,000

This application must be submitted by October 10, 2018.

Instructions: Please describe in vivid but concise detail how you will express your mission this year. You should aim to tell your story about how you will offer quality engagement without the use of jargon, grand statements, or theories. We want to read *your plan*.

PARTICIPATION

	NUMBER OF TOTAL PEOPLE SERVED			PERCENT OF TOTAL IN BELLEVUE
	2017 Actuals	2018 Estimates	2019 Estimates	
1. ATTENDANCE				
How many people will be served through a live in-person experience?				
Does your organization publish books and periodicals, or broadcast radio programs or podcasts? If so, how many people will be served through print circulation or broadcast/digital media?				

3. COMMUNITY 150-word limit.

Describe the core audience, visitor, or community you serve. What is their demographic profile? What are their cultural needs and preferences? How did you determine these needs and preferences? And how will you respond with relevant programs and services in 2019?

4. SIGNATURE PROGRAM 150-word limit.

Describe the program or service that corresponds to one of the two work samples you have included in your application. Why is it a unique arts or heritage offering in Bellevue? How does it respond to a specific community need or preference? What is your definition of “quality” and who ensures standards are met? How has this program evolved to accommodate changes in the community and arts participation?

CREATIVE AND CIVIC OPPORTUNITIES

	NUMBER OF TOTAL OPPORTUNITIES		
	2017 Actuals	2018 Estimates	2019 Estimates
4. ARTISTS			
How many professional artists are supported by a paid creative opportunity from your organization?			
How many professional artists are supported by an unpaid creative opportunity from your organization?			
5. VOLUNTEERS			
How many individual volunteers contribute to your organization?			
How many hours do these volunteers contribute to your organization? (total of all hours by all volunteers)			

6. FOSTERING CREATIVE COMMUNITY 150-word limit.

How will you support artists and volunteers in the coming year? What roles do they play in your organization, programs, and services? How will you recruit and retain them? Address any changes.

7. COMMUNITY LEADERSHIP 150-word limit.

If there are other ways your organization contributes to the broader creative or Bellevue community such as engaging in advocacy, resource sharing, or developing community partnerships, please let us know.

2019 PROGRAMS AND SERVICES IN BELLEVUE, WA

Instructions: List all the main programs and services that you plan to offer to the public in Bellevue for calendar year/fiscal year 2019 including specific exhibitions, performances, lectures, education programs, classes (but not individual class sessions), etc. You may submit a separate events list in a different format but with the same information requested below if you have it.

8. EVENT TITLE	DATES	# OF EVENT DAYS	VENUE IN BELLEVUE	CAPACITY	PUBLIC BENEFIT
<i>Include the name of the artist if possible</i>	<i>i.e. 5/7/18-6/18/18</i>	<i>Days open to the public</i>	<i>Building or street address only</i>	<i>Attendance if "sold out"</i>	<i>i.e. 300 free tickets</i>
	TOTAL		TOTAL		

PUBLIC ACCESS AND BENEFIT

Instructions: The City of Bellevue must comply with Washington State Constitution Article 8, Section 7 regarding gift of public funds that states grant awards are for “the necessary support of the poor and infirm.” If you do not offer a public benefit we cannot support your project or your organization. If you do not propose a *significant public benefit* we cannot support a *significant funding request*. Please be specific as to the public benefit you will offer to Bellevue residents and visitors.

	NUMBER OF TOTAL PEOPLE SERVED			PERCENT OF TOTAL LIVE IN BELLEVUE
	2016 Actuals	2017 Actuals	2018 Estimates	
9. PUBLIC BENEFITS				
How many free or reduced (50% discount or more) tickets will be provided?				
How many free or reduced (50% discount or more) scholarships will be offered?				
What other quantifiable public benefits will you provide? Please specify:				

9. BENEFICIARIES AND DISTRIBUTION 150-word limit.

Please describe the public benefits you will offer that comply with Washington State’s public benefit requirement and the targeted beneficiaries who will receive them. Why are these public benefits meaningful to this group of people? How will you notify beneficiaries and distribute benefits to them?

10. ACCESS AND INCLUSION 150-word limit.

Do you plan to intentionally foster access and inclusion to traditionally underserved groups in Bellevue? If so, please check all that apply: People living with disabilities Youth Seniors Low income English as a second language Historically underrepresented minority group - please specify

Describe the barriers each group that you indicated above face in accessing arts and heritage programs and services generally, and specifically your programs and services. How will you minimize these barriers so that they may fully participate in your programs and services? Be specific and use examples.

12. MARKETING AND PROMOTIONS 150-word limit.

Describe the marketing and outreach strategies you will use to encourage the participation of your core audience, visitor, or community in 2019. How will you promote your programs and services to Bellevue residents and/or visitors? If you plan to intentionally foster access and inclusion to traditionally underserved groups in Bellevue as indicated above, what specific strategies will you use to reach these populations and promote your programs and services?

ORGANIZATIONAL CAPACITY AND SUSTAINABILITY

Instructions: Please help us understand the broader context for this year’s programs and services and how your proposed activities contribute to strengthening your organization.

	NUMBER OF TOTAL OPPORTUNITIES		
	2017 Actuals	2018 Estimates	2019 Estimates
13. EMPLOYEES			
How many paid staff does your organization employ?			
Of these paid staff, how many are dedicated to the day-to-day operations of the organization including administration, facilities, fundraising, IT, etc.?			
Of these paid staff, how many are dedicated to the delivery of programs and services ?			
If you operate a satellite facility or program in Bellevue, or, if you are not an arts or cultural organization but operate a standalone arts program, how many paid staff are employed to support Bellevue-based or arts-based programs and services?			
14. BUDGET			
What is your total annual operating budget?			
What is your total annual revenue?			
If you operate a satellite facility or program in Bellevue, or, if you are not an arts or cultural organization but operate a standalone arts program, what is the total Bellevue-based or arts-based operating budget?			

15. STRATEGIC GOALS 150-word limit.

If your organization has a board-approved strategic plan, please reflect on the progress you have made in achieving your goals and what strategies you will focus on in 2019 to further your mission. If you don’t have a strategic plan, please summarize your topline goals and the steps you will take to achieve them.

16. SUSTAINABLE BUSINESS MODEL 150-word limit.

Describe the annual process of generating revenue (income) and delivering services (expenses). What is your definition of “sustainability” and how do you sustain the organization? How will you generate financial support (donors, endowment, foundations, memberships, program fees, etc.) and who will ensure success in 2019? Address any changes in revenue or expenses of more than 10 percent between 2019 and 2018 or 2017, or any planned budget deficits in 2019.

ATTACHMENTS

Instructions: Please attach the following documents. These documents will help the review panel to assess your organization’s capacity and sustainability to deliver quality programs:

- Estimated FY 2019 Budget.** Please submit an annual budget including both projected revenue and expenses. If you operate a satellite facility or program in Bellevue, or, if you are not an arts or cultural organization but operate a standalone arts program, submit both an organizational budget and a separate Bellevue-based or arts program budget.
- Cash Balance Statement.** Please submit a balance sheet dated no earlier than September 1, 2018, that reflects the current cash position (working capital) of your organization.
- IRS Form 990 or 990 EZ.** Please submit the most recently submitted form.
- Policies and procedures regarding the annual evaluation of the executive director.**
- Two work samples.** Please submit images, links to videos or audio recordings, season brochures, etc. that represent the quality of your programs and services. One of the samples must correspond to question 3 on page 2.

POWER UP Application

This application must be submitted with your Eastside Arts Partnership application by October 10, 2018.

WRITTEN REQUEST

Instructions: Please submit a written project request of no more than 1,000 words that addresses the topics below. If you received a POWER UP grant in 2018, you are not eligible to receive one in 2019.

1. **Goal:** Describe how a POWER UP will strengthen the ability of your organization to meet its mission.
2. **Need:** What special circumstances, challenges, or changes have caused your organization to POWER UP on management and organizational issues at this time? Reference any noteworthy results and learnings from the *Five Elements Self-Assessment*.
3. **Request:** Explain how the POWER UP funds will be used. Will you pursue a capacity building project, a Springboard Plan, or create a Pathway to Success? If you are proposing a project, what is the funding amount being requested? You may request up to \$5,000.
4. **Champions:** Identify who from your organization's staff and/or board (at least one staff member if you have paid staff and one board member) has made the commitment to take on the above project. Describe how they will be effective capacity building champions in your organization. What are their roles?
5. **Impact:** One year from now, how will your organization be different because of this POWER UP? What measurable change will have occurred that demonstrates an increase in your capacity to serve Bellevue residents and visitors?

ATTACHMENTS

Instructions: Please attach the following documents:

- Five Elements Self-Assessment.** Please submit a completed form. Access the form at this website: <https://www.501commons.org/assess/five-elements-of-a-healthy-nonprofit-self-assessment>
- Cast Balance Statement.** Please submit a full project budget. Matching funds are highly encouraged.