



# SPECIAL PROJECTS 2019 Grant Application

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

[www.bellevuearts.smapply.io](http://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](http://www.bellevuewa.gov/arts)

# Renewal Application for projects funded in 2018

This application must be submitted by October 10, 2018.

## WRITTEN REQUEST

**Instructions:** If you received a first-time Special Projects grant in 2018 (this year) and want to extend your project with additional project funding in 2019 you may submit a request for a project renewal. Please submit a written project renewal request of no more than 1,000 words that addresses the topics below.

1. **Need:** Evidence that a second year is needed.
2. **Learnings:** Project strengths and weaknesses from 2018.
3. **Action Plan:** Specific actionable items you will implement in 2019 to build upon the strengths and minimize the weaknesses to increase effectiveness. A list with a timeline is encouraged.
4. **Goal:** The expected outcome or change in outcome if you were to receive funds to implement the above action plan.
5. **Request:** The funding amount you seek.

## PROJECT BUDGET

**Instructions:** You may choose to use the following project budget form, or, submit your own form. If you choose this form, please provide as much detail as possible. Please note: Total Income must equal or exceed Total Expenses to be considered feasible.

EXPENSES Please itemize	CASH	NON-CASH
1. <b>Project Staff/Personnel</b> (Non-Cash includes volunteers contributing time)		
2. <b>Materials/Supplies</b> (Art supplies, instruments, printing, etc.)		
3. <b>Rentals</b> (Venue, equipment, costumes, etc.)		
4. <b>Publicity/Marketing</b> (Advertising)		
5. <b>Other</b> (such as transportation; business license fees; insurance, if needed)		
<b>6. SUBTOTAL</b>		
<b>7. TOTAL EXPENSES</b> Cash + Non-Cash		

INCOME Please itemize	CASH	NON-CASH	Confirmed?
8. <b>Cash on hand</b>			Yes/No
9. <b>Donations from Individuals</b>			Yes/No
10. <b>Donations from Businesses, Foundations, other Government sources</b>			Yes/No
11. <b>Earned Revenue</b> (Ticket Sales, concessions, ads in programs, merchandise)			Yes/No
12. <b>Other</b> (please list)			Yes/No
13. <b>City of Bellevue Special Projects funding request</b>			
<b>14. SUBTOTAL</b>			
<b>15. TOTAL INCOME</b> Cash + Non-Cash			

## ATTACHMENTS

**Instructions:** Please attach the following documents:

- 2019 Special Projects Grant Report.** If your project is not complete by the October 10, 2018 deadline, please submit a progress report.
- Updated 2019 Project Budget.** Submit your own project budget form or the form that is provided in the application.

# Special Projects Application for new project proposals

This application must be submitted by October 10<sup>th</sup>, 2018.

**Instructions:** Please describe in vivid but concise detail how your project is creative, innovative and needed. You should aim to tell your story without the use of jargon, grand statements or theories.

## ARTISTIC INNOVATION

### 1. DESCRIPTION & PURPOSE 150-word limit.

Describe the project and its goal. What makes it an innovative art, cultural or heritage project?

## PARTICIPATION

	CAPACITY Max attendance at venue if “sold out”	% OF TOTAL WHO LIVE IN BELLEVUE
<b>2. ATTENDANCE</b>		
How many people will be served through a live in-person experience?		
Does your project involve publishing books and periodicals, or broadcasting 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 audience, visitor, or community that this project is designed to engage. What are their cultural needs and preferences, how did you discover these, and how does this project directly respond to these needs?

## CREATIVE AND CIVIC OPPORTUNITIES

	TOTAL OPPORTUNITIES
<b>4. ARTISTS</b>	
How many professional artists will be supported by a paid creative opportunity?	
How many professional artists will be supported by an unpaid creative opportunity?	
<b>5. VOLUNTEERS</b>	
How many individual volunteers will you need to contribute to the project?	
How many hours will these volunteers contribute? (Total of all hours by all volunteers)	

## 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.

## PUBLIC EVENTS & BENEFITS

6. EVENT TITLE	DATES	BELLEVUE VENUE	CAPACITY	PUBLIC BENEFIT
<i>Events open to the public</i>	<i>i.e. 5/7/18</i>	<i>Building or street address</i>	<i>Attendance if “sold out”</i>	<i>i.e. 300 free tickets</i>
		<b>TOTAL</b>		

**7. PUBLIC BENEFITS** 150-word limit.

Describe the public benefit you will provide. Who will benefit and how did you identify them as beneficiaries? How will you notify them of these benefits and distribute these benefits to them?

**8. ACCESS** 150-word limit.

Will you serve any underserved groups in Bellevue? If so, which ones (check all that apply):

People living with disabilities  Youth  Seniors  Low income  English as a second language

Historically underrepresented minority group - please specify:

What are the major barriers these groups face and how will you minimize these barriers so that they may fully participate in your programs and services? Please cite specific examples.

**9. MARKETING AND PROMOTIONS** 150-word limit.

What are the major marketing strategies you will use to engage of your core audience, visitor, or community?

Emails  Website  Social media  Print or online advertising  Radio or television  Other

What different strategies will you use to encourage participation by the underserved groups you plan to serve as indicated above?

## PROJECT FEASIBILITY

**10. TEAM & PARTNERS** 150-word limit.

Please list the main project contributors by name and their roles. Is a professional artist or cultural practitioner involved in the project, and if so, who is it and what is their role? What previous experience do team members have in executing a project with a similar scope and scale as what you propose? Will any partners be involved?

**11. MILESTONES AND TIMELINE.**

Please list the major project milestones as a timeline including activities related to development, fabrication or production, delivery, and evaluation. A bullet list is fine.

**12. EVALUATION** 150-word limit.

Define success. How will you evaluate the success of this project? What mechanisms will you use to gather feedback? If you collect feedback, what will you do with it? Please be specific.

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13. <b>City of Bellevue Special Projects funding request</b>			
<b>14. SUBTOTAL</b>			
<b>15. TOTAL INCOME</b> Cash + Non-Cash			

## ATTACHMENTS

**Instructions:** Please attach the following documents.

- Resume or bio** of the lead artist or cultural practitioner involved in this project.
- Work sample**, or, a link to a website with work samples.
- Project budget** including projected revenue and expenses if you are not using our form.