



2019 Guidelines

Photo courtesy of the Pacific Northwest Ballet

DEADLINES

Letter of Intent:
October 3, 2018

Application:
October 10, 2018

GET HELP

Kaya Strategik is on hand to answer your questions and assist with your application. Call during regular business hours.

425.270.8185

bellevuegrants@kayastrategik.com

EASTSIDE ARTS PARTNERSHIPS

Funding for annual arts, cultural, and heritage programs that serve residents and visitors in Bellevue, Washington.

We support nonprofit organizations that deliver proven, high quality programs and services to Bellevue residents year after year.

Need to POWER UP?

We strengthen our partners to help increase their abilities and impact with capacity building funding and assistance.

Apply online

www.bellevuearts.smapply.io

Program Overview

Purpose

The public funding that supports EAP grants is an investment in our community. The importance of these dollars reaches beyond the intrinsic value of the arts, increasing the quality of life of our residents, the education and development of our children, the vitality of our businesses, and our sense of connectedness to the community. Providing direct support to arts and heritage organizations is included in the *Cultural Compass* goals, Bellevue's cultural plan, and include:

- Strengthen Bellevue's arts and cultural organizations and opportunities for artists, both vocational and professional.
- Employ Bellevue's arts and cultural assets to further the City's economic development priorities.
- Promote the arts and cultural traditions of Bellevue's increasing diverse population to distinguish and enrich civic life.
- Foster a unique learning-oriented cultural environment for people of all ages.

The Partnership

EAP offers operating support, capacity building, and technical assistance to nonprofit organizations that provide annual arts, cultural, and heritage programs in Bellevue. EAP encourages:

- Programming quality and sustainability.
- Arts access for Bellevue residents.
- Artistic, managerial and fiscal excellence.
- Greater cooperation and collaboration among arts groups.

Balancing excellence in the arts and community has been achieved by a dedicated partnership between the Bellevue Arts Commission and the arts community. Together we will continue to build a more culturally rich Bellevue.

Public Funding = Public Benefit

Washington State law requires that individuals or organization who receive public funding must provide a public benefit defined as the "the necessary support of the poor and infirm." Examples of public benefit are:

- Free public performances, exhibitions, workshops, screenings, or readings.
- Free scholarships to ongoing, fee-based arts educational or training programs.
- Accommodating services that expand access and inclusion to individuals with limited physical or English-speaking abilities.

New this year

Apply online

We want to improve your grant experience so we're moving to an online grant portal! The one-stop shop will consolidate the application process, invoicing, and reporting all in one place. Start your application here:

www.bellevuearts.smapply.io

Submit a Letter of Intent

We want you to be as successful as you can be, but we need to know what you're thinking *before* you hit the "submit" button. Explain the purpose of your grant application by submitting a letter intent by October 1st.

Decide between two levels of funding

Sometimes less is more, and this year we're giving you the option to apply for less so you can spend more time focusing on your art and community. Organizations with an annual budget of less than \$200,000 can choose between a simpler "Community Partner" or the more robust "Pro Partner" award. See page 3 for details.

Application Review Process

City Council approves all funding. Their approvals are based on recommendations from the Bellevue Arts Commission Allocations Committee. The Committee may include outside professionals. Applications are reviewed on a competitive basis according to the overall purpose of the program and the criteria for eligible organizations. Incomplete applications submitted after the deadline may not be reviewed.

2018 Timeline

September 5	Guidelines are published.
September 10	Online Letter of Intent portal opens.
September 24	Online Application portal opens.
October 3	Letter of Intent due at 5:00 p.m.
October 10	Applications due at 5:00 p.m.
October	Application review
November 7	Allocations Committee meets
December 10	City Council Approval
December 12	Award notification

The City reserves the right to change this timeline.

Program Contact

This funding program is administered by the Cultural and Economic Vitality Office.

Joshua Heim, Arts Program Manager
425.452.4105
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www.bellevuewa.gov/arts

Funding

Bellevue City Council currently provides an annual allocation to support arts organizations. Applications are reviewed on a competitive basis according to the eligibility and review criteria. Funding amounts are determined by recommendations of an Allocations Committee, endorsement by the Arts Commission, and then approved by Bellevue City Council.

Two Funding Levels

Two funding levels are available: Community Partners and Pro Partners. The difference between them is the award amount, application, and support materials.

Community Partners

Up to \$5,000 (and not to exceed 50 percent of total annual budget) for organizations with an annual budget less than \$200,000 and primarily run by volunteers who support a community of practice and offer community-based arts and cultural opportunities.

Pro Partners

Up to \$10,000 for organizations with an annual budget at or above \$200,000 and paid staff who present professional-level arts experiences or curriculum-based arts education programs.

Which level is right for you?

Organizations with an annual budget of less than \$200,000 can choose to apply to either the Community Partner or the more robust Pro Partner award. Larger budget organizations that are unable to submit the required materials of a Pro Partner application can apply as Community Partner. The choice is yours.

LEVEL	COMMUNITY PARTNERS	PRO PARTNERS
Grant Funding	Up to \$5,000 and not to exceed 50 percent of proposed annual budget.	Up to \$10,000.
Organization Budget	Gross receipts under \$200,000.	Gross receipts over \$200,000.
Application	Simplified application form designed for a volunteer grant writer.	Standard application form designed for an experienced grant writer.
Required materials	~ Estimated FY 2019 Budget. ~ Cash balance statement.	~ Estimated FY 2019 Budget. ~ Cash balance statement. ~ Most recent IRS Form 990 or 990 EZ. ~ Policies and procedures for the annual evaluation of the executive director. ~ 2 work samples.
Optional materials; Required in 2020	~ 1 work sample.	~ Financial audit or third party financial review. ~ Board approved strategic plan.
Grant Reports	Simplified grant report form focused on results.	Standard grant report form.
Can you Power UP?	Yes	Yes

Eligibility

Who May Apply

- Bellevue-based nonprofit arts and cultural organizations with an arts-based mission.
- Other non-arts organizations and non-Bellevue based organizations that operate standalone arts programs or facilities in Bellevue.
- Offer at least one cultural program or service open to the public in Bellevue
- A minimum of 2 consecutive years in operations.

Who May Not Apply

- Individuals or organizations without an official IRS 501 c3 designation.
- Organizations receiving direct funding for operations from the Bellevue City Council.

Evaluation Criteria

Creative Engagement

- Quality and effectiveness of the organization's existing and proposed arts, cultural, and heritage programming and services to meet the cultural needs of an audience and/or constituent group.
- Extent of creative and civic participation by Bellevue's diverse residents and visitors.
- Meaningful creative and civic opportunities for working artists, cultural workers and volunteers.
- Diversifies the forms of art, creative experiences and cultural resources available to Bellevue residents and visitors.

Public Access and Benefit

- Quality and extent of public benefits offered to Bellevue residents and visitors.
- Significant access to cultural opportunities to under-served groups, or, demonstrates improved access by underserved people and communities.
- Marketing strategies and reach are appropriate to target audience(s) and attendance.
- Effort and evidence of inclusive communications to new and/or underserved people and communities, particularly those who speak a language other than English at home.

Organizational Capacity and Sustainability

- Demonstrated financial capacity and stability.
- Evidence of community support, which may include, but is not limited to, in-kind or cash donations from individuals, foundations, corporations, or other government sources.
- Strength of organizational management and governance.

Application Instructions

1. Submit a **Letter of Intent (LOI)** beginning on **September 10 and no later than October 3, 2018** that summarizes your mission, the cultural programs or services you offer in Bellevue, why you need public funding, the level of funding you seek, and if you want to POWER UP. You can submit your LOI online at:

www.bellevuearts.smapply.io

2. Verified organizations will be invited to **submit a full application on September 24** via the same online application portal. Organizations not eligible to apply may choose to apply for a Special Projects grant.
3. Prepare the following **supplemental materials**:

Community Partners

- 2019 Estimated Budget.** If you are applying on behalf of a non-arts based organization of a non-Bellevue based organization kindly submit two separate budgets: 1) organizational budget; and 2) the Bellevue arts program budget.
- Cash Balance Statement** dated September 1, 2018 or later.

Pro Partners

- 2019 Estimated Budget.** If you are applying on behalf of a non-arts based organization of a non-Bellevue based organization kindly submit two separate budgets: 1) organizational budget; and 2) the Bellevue arts program budget.
- Cash Balance Statement** dated September 1, 2018 or later.
- IRS Form 990 or 990 EZ.** Please submit the most recently completed form.
- Policies and procedures** regarding the annual evaluation of the executive director.
- 2 Work Samples.** This could include an annual report, current or most recent program brochure, and/or promotional photos or videos.

4. **Submit your full online application by the October 10, 2018 deadline.**
5. If you want to **Power Up**, please submit the supplemental information by the October 10, 2018 deadline. See page 5 for details.

Award Requirements

Organizations receiving funds must comply with the requirements stated below.

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.

Timing of Payments

Funds will be paid upon completion of the work described in the scope. Final billing for 2019 funds must be received by December 1st, 2019. Funds do not carry over into 2020.

Onsite Reviews

Organizations receiving funding 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 a particular 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 in the Scope is completed and invoice will be necessary to receive funding. The forms are available online through the grant portal.

Power Up Bellevue

Purpose

Power Up Bellevue helps leaders of our partnering arts and cultural nonprofits reach the next level of organizational development. We provide project funding, a learning community, and technical assistance to EAP grantees. Our goals are to strengthen our partners' ability to fulfill their mission and increase their capacity to serve Bellevue residents and visitors.

Available Funding and Support

If you're ready for capacity building, develop a project to strengthen your asset to make a positive, immediate impact on the organization. If your organization is ready to Power Up but unsure of a project to get you there, consider applying to the Springboard program. If you're not ready to Power Up but want to be, consider creating a Pathway to Success. Choose the resource that best matches your need and level of organizational development.

- **Project grant funds:** Do you have a clearly identified capacity need and a one-time project? Receive up to \$5,000 to implement a capacity building project.
- **Springboard Plan:** Don't have a well-defined project? Participate in the Springboard program at 501 Commons on us – a \$1,500 value! You will work with nonprofit consultants to create a 12-18-month capacity building plan.
- **Create a Pathway to Success:** Did your self-assessment reveal the need to build your organizational foundation instead of its capacity? Using the results of your organizational self-assessment, get advice from nonprofit consultants on how to strengthen the foundation of your organization.

Who May Apply

Nonprofit arts and cultural organizations who have submitted a 2019 EAP grant application and have not received Power Up support in the past.

Evaluation Criteria

- Readiness to engage in capacity building as determined in the *Five Elements Self-Assessment*.
- Clearly articulated capacity building need and a feasible project or proposal to address it.
- Commitment to capacity building as demonstrated by at least one organizational representative in attendance at the *Power Up Workshop* TBD.

Are you ready to Power Up?

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. But not every organization is in the position to do this. Take this free organizational assessment to understand if you have the basics of nonprofit management firmly in place to begin the journey.

<https://www.501commons.org/assess/five-elements-of-a-healthy-nonprofit-self-assessment>

Application Instructions

Use this check-list to ensure your application is complete. Please include the following material with your 2019 EAP grant application.

Letter of Interest.

Please submit a written request of no more than 1,000 words as part of your 2019 EAP application:

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?
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?

Five Elements Self-Assessment.

Please submit a completed form. See link above.

Project Budget.

Please submit a full project budget. Matching funds are highly encouraged.