

# 2022 EAP Guidelines

## ABOUT

Eastside Arts Partnership (EAP) grants provide 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 year after year through two levels of funding: Community and Pro Partners.

Applicants can request up to \$5,000 and \$10,000. Projects must take place during 2022 and should be completed by November 21, 2022.

This program is administered by the City of Bellevue Arts & Culture Program.

Please direct all questions to:  
Manette Stamm  
Arts Program Assistant  
(425) 452-4064  
mstamm@bellevuewa.gon

## DEADLINES

### **Letter of Intent\***

September 20, 2021

### **Full Application**

October 11, 2021

## APPLY ONLINE

All application materials, including the Letter of Intent, are managed online through SurveyMonkey Apply.

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

\*A Letter of Intent is required to access the Full Application.

Pictured: SCREENS by Dylan Neuwrith Image by Emilie Smith, Courtesy of Bellevue Arts Museum.



## Program Overview

Bellevue's EAP grants are 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 a major goal of Cultural Compass, Bellevue's cultural plan, along with:

- 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 law requires that individuals or organizations who receive public funding must provide a public benefit. 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.

## 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 required supporting 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
<b>Grant Funding</b>	Up to \$5,000 and not to exceed 50 percent of proposed annual budget	Up to \$10,000
<b>Organization Budget</b>	Gross receipts under \$200,000	Gross receipts over \$200,000
<b>Application</b>	Simplified form	Standard form
<b>Attachments and required materials</b>	<ul style="list-style-type: none"><li>• 2 work samples</li><li>• Estimated FY 2022 Budget</li><li>• Cash balance statement</li></ul>	<ul style="list-style-type: none"><li>• 2 work samples</li><li>• Estimated FY 2022 Budget</li><li>• Cash balance statement</li><li>• Most recent IRS Form 990 or 990 EZ</li><li>• Policies &amp; procedures for the annual evaluation of the executive director</li><li>• Board approved strategic plan</li><li>• 2022 program and event list</li></ul>
<b>Grant Reports</b>	Simplified grant report form focused on results	Standard grant report form
<b>Can you Power Up?</b>	Yes	Yes

## Eligibility

### Who May Apply

- Bellevue-based nonprofit arts and cultural organizations with an arts-based mission.
- Arts organizations not headquartered in Bellevue or non-arts organizations based in Bellevue that operate 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 (C) 3 designation.
- Organizations receiving direct funding for operations from the Bellevue City Council.

## Application Timeline

<b>July 12, 2021</b>	Guidelines published
<b>Aug 16</b>	Online Application portal opens
<b>Sept 20</b>	Letter of Intent due at 11:59 p.m.
<b>Oct 11</b>	Applications due at 11:59 p.m.
<b>Oct</b>	Allocation Committee review
<b>Nov 1</b>	Arts Commission review
<b>Nov/Dec</b>	City Council review
<b>Dec</b>	Awards announced
<b>Jan 10, 2022</b>	Award acceptance due by 11:59 p.m.
<b>Nov 21</b>	Post-Grant Report due by 11:59 p.m.

The City reserves the right to change this timeline.

## Program Contact

This funding program is administered by the City of Bellevue Arts Program. Please direct any questions to:

**Manette Stamm, Arts Program Assistant**  
(425) 452-4064  
[mstamm@bellevuewa.gov](mailto:mstamm@bellevuewa.gov)

## Application Review

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.

## 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 the required Letter of Intent (LOI) beginning on August 16 and no later than September 20, 2021 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 also apply for a Power Up grant.
2. Within five business days, verified organizations will be invited to submit a full application via the same online application portal. Organizations that were deemed not eligible to apply may choose to apply for a Special Projects grant.
3. Prepare the following supplemental materials:

## Community Partners and Pro Partners

- ☐ 2 Work Samples. This could include an annual report, current or most recent program brochure, and/or promotional photos or videos.
- ☐ 2022 Estimated Budget. If you are applying on behalf of a non-arts organization or an organization that is headquartered outside of Bellevue, kindly submit two separate budgets:
  - 1) Organizational budget.
  - 2) The Bellevue arts program budget.
- ☐ Cash Balance Statement dated September 1, 2021 or later.

## Pro Partners only (in addition to above items)

- ☐ IRS Form 990 or 990 EZ. Please submit the most recently completed form.
- ☐ Policies and procedures regarding the annual evaluation of the executive director.
- ☐ Board approved strategic plan. If the organization does not have a strategic plan.
- ☐ 2022 Programs & Services. List the main programs and services that you plan to offer to the public in Bellevue for calendar year/fiscal year 2022 including specific exhibitions, performances, lectures, education programs, classes (but not individual class sessions), etc.

4. Submit your full online application by the October 11, 2021 deadline.
5. If you want to also apply for the Power Up grant, please submit the supplemental information by the October 11, 2021 deadline.



The City of Bellevue gratefully acknowledges support for this funding program by 4Culture and the King County Hotel Lodging Tax.

# 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 2022 funds must be received by November 21, 2022. Funds do not carry over into 2023.

## 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.

## Online Portal

The City of Bellevue uses SurveyMonkey Apply, an online portal where all application materials are submitted.

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

Detailed instructions on how to use the portal are included on the city's Arts and Culture Grants webpage.

[bellevuewa.gov/artsgrants](http://bellevuewa.gov/artsgrants)