



2023 EAP Support Grant Guidelines

About

Eastside Arts Partnership (EAP) grants provide operational support funding for nonprofits that provide annual arts, cultural, and heritage programs serving residents and visitors in Bellevue, Washington.

Applicants can request up to \$10,000. Applying nonprofits must have a 501 (c) 3 designation or a 501 (c) 3 fiscal sponsor and provide publicly accessible programming.

Add-on Grant Opportunity

While applying for a EAP grant, applicants can choose to apply for an additional \$5,000 add-on, the **PowerUp for Equal Access bonus grant**. This opportunity aims to fill arts and cultural gaps for underserved communities.

Apply Online

All application submissions are managed online through SurveyMonkey Apply.

bellevuearts.smapply.io

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.gov

Deadlines

Application Opens:

Aug. 16, 2022

Application Due:

Oct. 3, 2022



For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-4064 (voice) or email mstamm@bellevuewa.gov. For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice) or email ADATitleVI@bellevuewa.gov. If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.



Program Overview

Bellevue's Eastside Arts Partnership (EAP) Support 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.

Grant Request

Eligible applicants can request any yearly amount up to \$10,000 but not to exceed 50 percent of the organization's annual budget.

EAP Support Grants offer **two-year operating support**. If awarded, the 2023 award amount will be granted again in 2024, provided the organization can maintain the same level of service and nonprofit status. When completing the required Post-Grant Report, applicants can accept 2024 awards instead of applying again.

Public Funding = Public Benefit

Washington law requires that individuals or organizations who receive public funding must provide a public benefit. Examples of public benefits are:

- Free or reduced-fare tickets to public performances, exhibitions, workshops, screenings, or readings
- Free scholarships to ongoing, fee-based arts education or training programs
- Accommodating services that expand access to arts and culture to underrepresented groups
- Free, electronically accessible materials, including literary publications, audio, or video recordings.

Eligibility

Who May Apply?

- Nonprofit arts and cultural organizations with an arts-based mission
- Arts and cultural organizations with a 501 (c) 3 fiscal sponsor
- Offer at least one cultural program or service open to the public and serving Bellevue residents
- A minimum of 2 consecutive years in operations

Who May Not Apply?

- Individuals or organizations without an official IRS 501 (c) 3 designation or fiscal sponsor
- Individuals or organizations applying for Project Grants
- Organizations receiving direct funding for operations from the Bellevue City Council

Application Process

Applications are reviewed on a competitive basis according to the eligibility and review criteria (see the following pages). Incomplete applications submitted after the deadline may not be reviewed.

How to apply and what to expect

1. Create a SurveyMonkey Apply account if you or your organization do not have one already. All steps and application materials, including uploads, are collected through SurveyMonkey Apply*.
2. Application opens on Aug. 16, 2022. If desired, applicants can request a PDF copy of the application when the program opens and begin applying.
3. Complete the **Eligibility Checklist**. If eligible, you will be moved into the application stage. Organizations deemed not eligible to apply may choose to apply for a Project Grant.
4. Prepare the following materials to attach to your application:
 - ▶ 2 Work Samples. This could include an annual report, current or most recent program brochure, and promotional photos or videos.
 - ▶ 2023 Estimated Budget.
 - ▶ Most recent IRS Form 990 or 990 EZ.
5. **Complete your application online**, including the additional add-on application, if desired, by the Oct. 2, 2022 deadline.
6. Award announcements will be made by Dec. 31, 2022. **Applicants must accept awards and agree to the award requirements** (see the following pages) by the Jan. 10, 2023 deadline.
7. In the 4th quarter of 2023, applicants can receive funding by submitting a **Post-Grant Report**. This is required to ensure your organization has conducted its annual events, programs, or workshops that the Bellevue City Council agreed to support. Reports are due by Nov. 30, 2023, and payment is sent via a check in the mail. Applicants can expect payment roughly a month after submitting a report.
8. After submitting the 2023 Post-Grant Report, applicants can accept 2024 awards and agree to the award requirements.

*If you do not have a computer or internet access, please get in touch with the program administrator (see the following pages).

Add-on grant opportunity

Do you serve children who do not receive art or cultural education or activities in their day-to-day life or at school? Do you provide opportunities for seniors to engage in art or cultural programs? Does your organization serve a cultural group with limited opportunities for artistic expression? If so, then you may be eligible for an additional grant!

PowerUp for Equal Access

When applying for an EAP Support Grant, applicants can choose to add on an application for the PowerUp for Equal Access bonus grant. The grant is a set \$5,000 award given to compelling applicants.

This opportunity aims to fill arts and cultural gaps for underserved communities. The application is short, and applicants who were previously awarded PowerUp grants before 2023 are eligible.

This bonus will only be applied to the first year of the EAP granting cycle, however, you will be eligible for this add-on again after the two-year cycle is completed.

What is an underserved community? Underserved communities are defined as, but are not limited to, those whose opportunities to experience the arts are limited by geography, ethnicity, gender or gender identity, economics, age, or disability. We also welcome applicants to define for themselves what underservice in their community looks like.

Organizations may focus on reaching a particular constituency; however, they may not be exclusionary under national civil rights laws and policies prohibiting discrimination. This extends to hiring practices and participant engagement.

Evaluation Criteria

Funding amounts are determined by recommendations of an Allocations Committee, endorsement by the Arts Commission, and then approved by Bellevue City Council. Applications are reviewed on a competitive basis according to the overall purpose of the program and the criteria for eligible organizations.

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 participants and 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.
- Effort and evidence of inclusive communications to new and underserved communities and communities, particularly those who speak a language other than English at home.

Organizational Capacity and Sustainability

- Demonstrated financial capacity and stability.
- Strength of organizational management and governance.



CULTURE
KING COUNTY LODGING TAX

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 and 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. The program administrator will provide logos to include in your award acknowledgment.

Scope of Work

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

On-Site Reviews

The Arts Commission may request up to two tickets for an event to conduct an on-site review and organizational evaluation. If such tickets are requested, City staff will provide ample notice to organizations.

Public Benefit

Grant recipients understand that at least one program, event, or service each year must be open to the public (in-person or virtual) to fulfill the gift of public funds requirement in WA state. See previous pages for more details about public benefits.

Final Report

Submitting a final report near the end of the year will be necessary to receive funding. The report form is available online through the grant portal.

Where to apply

The City of Bellevue uses SurveyMonkey Apply to collect all application materials.

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

Program Contact

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

Manette Stamm, Arts Program Analyst

(425) 452-4064

mstamm@bellevuewa.gov

Application Timeline

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|-----------------|-------------------------------------|
| July 12, 2022 | Guidelines published |
| Aug. 16, 2022 | Online Application portal opens |
| Oct. 3, 2022 | Applications due at 11:59 p.m. |
| Oct. 5-28, 2022 | Allocation Committee review |
| Nov. 1, 2022 | Arts Commission review |
| Nov./Dec. 2022 | City Council review |
| Dec. 31, 2022 | Awards announced |
| Jan. 10, 2023 | Award acceptance due by 11:59 p.m. |
| Nov. 30, 2023 | Post-Grant Report due by 11:59 p.m. |

The City reserves the right to change this timeline 2023 EAP Support Grant Guidelines