



# 2023 Project Grant Guidelines

## ONE-TIME opportunity for Organizations

### About

Project grants provide funding for arts, cultural and heritage projects that serve residents and visitors in Bellevue, Washington. We encourage innovative projects by that fill cultural gaps and inspire new forms of creative participation. Non-profit organizations applying for a Project Grant may request one of three levels of funding: \$3,000, \$5,000 or \$7,000. Projects must take place in 2023 before November 30th.

This round of funding is a one-time opportunity for non-profit organizations to apply for project specific funding. Organizations can have already received an Eastside Arts Partnership (EAP) Support Grant for 2023, but must have a 501 (c) 3 and UEI to qualify for this award.

This grant is a subgrant from the National Endowment for the Arts (NEA). These funds come with requirements that prohibit discrimination, ensure accessibility of all facilities and programs funding with federal monies, provide for the protection of environmental and historic resources and more.

### Apply Online

All application submissions are managed online through SurveyMonkey Apply.  
[bellevuearts.smapply.io](https://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](mailto:mstamm@bellevuewa.gov)

### Deadlines

**Application Opens:**  
Jan. 11, 2023

**Application Due:**  
Feb. 13, 2023

 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](mailto: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](mailto:ADATitleVI@bellevuewa.gov). If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.



# Program Overview

Project Grants provide funding to support artistic, cultural and heritage projects that have the potential to fill cultural gaps and inspire longtime Bellevue residents and visitors in new and exciting ways.

## Grant Request

Eligible applicants can request one of three levels of funding. Funding is only available for one year and cannot be carried into 2024. Depending on the amount of available funding and the number of applicants in a year, not all applications may be funded. Applicants are encouraged to find a variety of funding sources for their proposed project, especially if the project requires more than what is available through this grant.

The levels of funding that can be requested are:

- \$3,000
- \$5,000
- \$7,000

Payment will be made at the end of the project. Depending on circumstances and city policy, exceptions may be made for receiving up to half of the award once work has begun.

## 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
- 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?

- Arts and cultural organizations with a 501 (c) 3 and Unique Entity Identifier (UEI) number.
- Projects must be publicly accessible, serve Bellevue residents, and involve at least one artist or cultural practitioner.
- Applicants who received Eastside Arts Partnership (EAP) Support Grants for 2023.

## Who May Not Apply?

- Arts and cultural organizations without a 501 (c) 3 and Unique Entity Identifier (UEI) number. [Learn more about UEIs here.](#)

# 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 does not have one already. All steps and application materials, including uploads, are collected through SurveyMonkey Apply\*.
2. Application opens on January 11, 2023. 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.
4. Prepare the following materials to attach to your application:
  - ▶ 2 Work Samples. This could include images or brochures from past projects.
  - ▶ Estimated Project Budget.
5. **Complete your application online** by the February 13 deadline.
6. Award announcements will be made by mid-March. Applicants must accept awards and agree to the award requirements (see the following pages) by the April 10 deadline.
7. When the project is complete, applicants can receive funding by submitting a **Post-Grant Report**. This is required to ensure you have conducted your project that the City of Bellevue 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.

\*If you do not have a computer or internet access, please get in touch with the program administrator.

## 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](mailto:mstamm@bellevuewa.gov)

## Where to apply

The City of Bellevue uses SurveyMonkey Apply to collect all application materials.  
[bellevuearts.smapply.io](https://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](https://bellevuewa.gov/artsgrants)

## Application Timeline

Jan. 11, 2023	Guidelines published
Jan. 11	Online Application portal opens
Feb. 13	Applications due at 11:59 p.m.
Feb	Staff Reveiw
Feb	Allocations Committee review
March	Arts Commission review
Mid March	Awards announced
April 10	Award acceptance due by 11:59 p.m.
Nov. 30, 2023	Post-Grant Report due by 11:59 p.m. All projects must be completed by this date.

The City reserves the right to change this timeline.

## Evaluation criteria

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

### Artistic Innovation

- Quality and promise of the proposed arts, cultural, and heritage project to meet the cultural needs of an audience and constituent group.
- Innovative approach to foster creative and civic participation by Bellevue's diverse residents and visitors, particularly underserved people and communities.
- Fills a gap in art, cultural, or heritage offerings and opportunities not regularly available to Bellevue residents and visitors.
- Fosters artistic excellence and artistic merit.

### Public Access and Benefit

- Quality and extent of public benefits offered to Bellevue residents and visitors.
- One or more compelling, feasible public events in Bellevue are clearly described.

### Project Feasibility

- Demonstrated experience of project leaders to accomplish the scope and scale of the project.
- Evidence of thoughtful planning, including clearly articulated goals and processes for evaluation.
- Realistic budget and timeline.

# Award Requirements

Artists and organizations receiving funds must comply with the requirements stated below. Additional award retirements may be included in the application.

## 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 form is available online through the grant portal.



The City of Bellevue gratefully acknowledges support for this funding program by the National Endowment for the Arts.