



# 2025 Project Grant Guidelines

## About

Project grants are available to fund arts, cultural, and heritage projects serving Bellevue, Washington residents and visitors. We aim to support innovative projects led by artists, individuals, and communities which address cultural gaps and foster fresh avenues for creative engagement.

Applicants can request one of three levels of funding, \$1,000, \$2,000 and \$3,000. Projects must take place in 2025.

## Add-on Grant Opportunity

When applying for a Project Grant, applicants have **the option to apply for an extra \$1,000 grant called the BelRed Arts District bonus grant**. This grant is designed to encourage and motivate individuals to actively participate in the development and activation of the BelRed Arts District.

## Apply Online

All application submissions are managed online through SurveyMonkey Apply. [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)

## Program Contact

This program is administered by the City of Bellevue Arts & Culture Program. Please direct all questions to:

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

## Deadlines

**Application Opens:**

Aug. 15, 2024

**Application Due:**

Oct. 10, 2024

# 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 funding levels. Funding is only available for one year and cannot be carried into 2026. Not all applications may be funded depending on available funding and the number of applicants in a year. 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:

- \$1,000
- \$2,000
- \$3,000

Please note that **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 Requires a Public Benefit

Washington law requires that individuals or organizations who receive public funding must provide public benefits. 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.

## Add-on grant opportunity

### BelRed Arts District

Applicants can also apply for an additional BelRed Arts District bonus grant. This grant is designed to encourage the development of the BelRed Arts District. It consists of a fixed award of \$1,000 given to promising applicants whose projects will take place in the BelRed Neighborhood of Bellevue and who address specific additional questions in

their application. If your project successfully raises awareness of the BelRed Arts District or activates a space within the district and you would like to apply again, the reviewing Allocations Committee may consider funding the project again in future years.

To learn more about the BelRed Arts District, please visit the below website. If you have questions or want to run your idea by staff, please do not hesitate to reach out to the program contact.

Learn more about the BelRed Arts District: [BellevueWA.gov/belred-arts-district](https://BellevueWA.gov/belred-arts-district)

# Eligibility

## Who May Apply?

- Individuals or groups who are the primary generators of the project.
- Individuals must be 18 years of age or older and have a Social Security Number, Tax ID or an EIN.
- Projects must be publicly accessible, serve Bellevue residents, and involve at least one artist or cultural practitioner.
- Applicants who received Special Project Grants in prior years may apply to this program and apply again with the same or different projects in future years.

## Who May Not Apply?

- Applicants who receive EAP funding.

## 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.

### 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 from 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.

# Application Process

Applications are reviewed competitively according to the eligibility and evaluation criteria outlined in the guidelines. 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 uploaded documents, are collected through SurveyMonkey Apply\*.
2. Complete the **Eligibility Checklist**. If eligible, you will be moved into the application stage.
3. Prepare the following materials for your application:
  - ▶ **Two work samples.** This could include images or brochures from past projects.
  - ▶ **Estimated project budget.** This could be in an Excel spreadsheet or Word document.
4. **Complete your application online** by the deadline. Late applications will not be accepted.
5. Award announcements will be made after review by the Allocations Committee and approval from Bellevue Arts Commission and City Council.
6. **Applicants must accept awards** and agree to the award requirements on the following pages by the 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 Bellevue City Council agreed to support. Applicants can expect payment roughly a month after submitting a report. All reports are due either after your funded project has occurred or by the reporting deadline, even if the project will occur after.

\*Please contact the program administrator if you lack computer or internet access.

## Application Timeline

August 15, 2024	Online Application portal opens
<b>October 10</b>	<b>Applications due at 11:59 p.m.</b>
October	Allocation Committee review
November	Arts Commission review
November/December	City Council review
December	Awards announced
<b>January 10, 2025</b>	<b>Award acceptance due by 11:59 p.m.</b>
<b>November 30</b>	<b>Post-Grant Report due by 11:59 p.m.</b>

The City reserves the right to change this timeline.



# Award Requirements

Artists and 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, signage visible to the public, and digital media dedicated to the funded activities. This visibility helps maintain and raise funding levels and keeps Bellevue residents informed on how their tax dollars support 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.

## On-Site Reviews

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

## 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 Washington state's gift of public funds requirement. 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.



**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.

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For alternate formats, interpreters, or reasonable modification 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 modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov).

