



# 2025-26 Art and Cultural Facilities Grant Program

## About

Art and Cultural Capital Project and Facility Maintenance grants aim to fund capital projects by arts and cultural organizations in Bellevue, WA. **Capital Projects** include acquiring property, building new facilities, acquiring specialized equipment and other major building renovations. **Facility Maintenance** includes preventative maintenance and repairs to help preserve existing arts and cultural facilities. The total budget for the 2025-26 grant cycle is \$1.8 million. Applying nonprofits must have a 501 (c) 3 designation, have two years of operation, and provide publicly accessible programming.

## 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)

## Deadlines

**Application Opens:**  
July 10, 2024

**Application Due:**  
August 19, 2024

## Program Contact

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 or [mstamm@bellevuewa.gov](mailto:mstamm@bellevuewa.gov)

## Program Overview

The City of Bellevue's Art and Cultural Facility Grant Program includes two grant opportunities, one for **Capital Projects** and another for **Facility Maintenance**. If eligible, applicants will be sorted into the two qualifying grants depending on the project scope. For applicant and project eligibility, please consult these guidelines carefully and reach out to the program contact if you have any questions before applying. This grant period covers 2025 and 2026 and includes reimbursable projects up to twenty-four (24) months before January 1, 2025. **Capital Projects** can be applied for again in future years for the same or different projects. **Facility Maintenance** grants can be applied for only once per applicant in a ten-year period. Payment schedules, scope of work, and deliverables will be negotiated within a legally binding contract with the City of Bellevue.

## Grant Request

For **Capital Projects**, eligible applicants can request any amount up to \$499,999 for major building renovations and capital equipment purchases. For projects including land acquisition, existing facility acquisition, or construction of a facility, the request may be higher but must not exceed forty (40) percent of the total estimated project budget.

For **Facility Maintenance**, eligible applicants can request any amount up to \$499,999.

Please note that applicants are not guaranteed their total grant request. The budget for this grant cycle is \$1.8 million.

## 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.
- 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.

## Definitions

- **Nonprofit organization** shall mean a legal entity organized for a nonprofit purpose and exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code.
- **Art facility** shall mean a building or demised premises within a building dedicated to public performance, display, or presentation of art, dance, or music, or general public education about art, dance, or music.
- **Cultural facility** shall mean a building or demised premises within a building dedicated to public performance, display, presentation of art, dance, music, crafts or rituals reflecting cultural traditions, or general public education about art, dance, music, crafts, or rituals reflecting cultural traditions of groups of people who share different cultural identities residing in or having a meaningful connection to Bellevue. A cultural facility does not mean any building or demised premises whose purposes include the practice or advancement of any particular religion or political ideology.

## Applicant Eligibility

- Must be a nonprofit organization in good standing for at least two years. “Good standing” means the nonprofit is financially solvent, current on its filings with the State of Washington and the IRS, has not filed for bankruptcy, and none of its members, directors, or officers have been criminally convicted or debarred from participating in federal contracts.

- Must attest to having a sustainable long-term financial model that is not dependent on any City funding to sustain the staffing of the applicant's operations and that is not dependent on City funding to pay the cost of maintaining and repairing the facilities the applicant currently owns or intends to own.
- Must offer at least one cultural program or service open to the public and serving Bellevue residents.

## Project Eligibility

- Must be in Bellevue, Washington.
- Site control in various forms, depending on the project, will be required.
- For projects above \$500,000 (**Capital Projects** for acquisition and construction), the applicant must attest to owning and operating facility for a minimum of ten (10) years after the application date. For acquisition, site control can include an executed purchase and sale agreement with the owner of the site with a closing date that is not more than twenty-four (24) months from the date of the applicant's application.
- For projects below \$499,999 (**Capital Projects** for renovation or capital equipment and **Facility Maintenance**), the applicant must attest to owning and operating facility for a minimum of five (5) years after the application date. If the applicant does not own the real property on which the subject facility is located, the applicant must attest in the application that the applicant has a long-term lease of at least five (5) additional years at the date of applying with options to review with the landlord, pursuant to which the applicant is responsible for maintenance and repair of the leased premises and attach a copy of such lease. Applications will not be considered for maintenance by landlords who may own a cultural facility leased out to an art or cultural nonprofit.
- **Eligible Capital Projects** include design, architectural, and engineering work; building permit fees; archaeological and historical review; construction labor and materials; demolition and site preparation; construction management (from external sources only and does not include grant writers, project managers or employees of the grantee); ADA accessibility or environmental improvements; historical preservation; information technology infrastructure (cables and wiring); acquisition of real property, explicitly purchased as part of a "turn-key," construction or renovation project, as well as its associated costs (appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses); capitalized equipment specifically for art and cultural uses such as spring floors, stage lighting, or gallery display equipment, and building furnishings with a ten (10) or more year lifespan.
- **Eligible Facility Maintenance** projects include regular maintenance on existing building systems and structures such as a new roof, interior or exterior paint, HVAC, plumbing, elevators, and non-specialized and capitalized equipment replacement such as regular building lighting and flooring.

## Limitations and Requirements

- This grant program will award grants only on a **reimbursable basis for costs incurred**.
- This grant program will not be used to pay for any cost to operate a nonprofit or the nonprofit's programs or activities; fundraising; feasibility studies; computers or office equipment with less than ten (10) year lifespans; rolling stock (such as vehicles); lease payments for rental of equipment or facilities; mortgages and property leases (including long-term); debt; and the moving of equipment, furniture, etc., between facilities.
- City funding assistance cannot exceed forty (40) percent of the estimated total cost of the project if the project includes land acquisition, existing facility acquisition, or construction of a facility.
- Land acquisition, existing facility acquisition, and construction of a facility cannot be funded by this grant program without appropriate assurance of delivery of the proposed facility and effective legal remedies if the proposed facility is not delivered and operated consistent with the purpose of this grant program and its requirements.
- To qualify as an improvement to an existing building that falls within the scope of this grant program, the improvement must involve the construction or installation of building features that directly improve the general public's physical, auditory, or visual access to the performance, display, or presentation of the arts, or education about the arts, crafts, or rituals reflecting cultural traditions. Examples include additions and upgrades to buildings to improve ADA access, lighting, acoustics, or other building features specific to the general public's experience of performance, display, presentation, or education about the arts or dance, music, crafts, and rituals reflecting cultural traditions of Bellevue's residents.
- Projects at \$500,000 and above in cost cannot be funded by this grant program without provision for effective legal remedies if the facility that is the subject of the grant application does not continue to be operated for the benefit and enjoyment of Bellevue's residents and visitors.
- For projects at \$500,000 and above, applicants will be required to send the City yearly audited financial statements, and the City will retain the right to request any current financial documents at any time.
- Acknowledgment of City support is expected and will be outlined on a case-by-case basis with the applicant at the time of contracting.
- The project funded under this grant program may be subject to state prevailing wage law (Chapter 39.12 RCW). The applicant is advised to consult the Industrial Statistician at the Washington Department of Labor and Industries to determine whether prevailing wages must be paid. The City is not responsible for determining whether prevailing wage applies to this Project or for any prevailing wage payments that may be required by law.

## Minimum Contract Requirements

Grant contracts must require that any facility constructed, acquired, improved, maintained, or repaired with funding from this grant program be held and operated by the grantee for a specified period of time appropriate to the amount of the grant and must ensure that facilities are used for the express purpose of the grant. If the grantee is found to be out of compliance with provisions of the contract, the contract must provide the City the potential to take legal action to collect repayment of the principal amount of the grant plus interest or other appropriate legal remedy carrying significant consequence for grantee. For **Capital Projects**, provisions for, and legal instruments, relating to security interest and lien priority shall be considered and incorporated as appropriate so that the City can effectively enforce legal remedies.

## 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. Each grant program has separate evaluation criteria.

### Capital Projects

- Applicant's financial and operational strength.
- Proposed public benefit.
- Project timeline and feasibility.
- Applicant's experience producing arts and culture programming.
- Applicant's record of success in raising funds to finance capital projects.
- Applicant's experience operating an art facility, cultural facility or art museum.
- Any commitments of funding the applicant has secured from non-City sources of funding at the time of application.
- Applicant's experience managing and delivering capital projects.
- Applicant's experience serving underserved communities.
- Environmental sustainability.
- Local community support for projects.

### Facility Maintenance

- Applicant's financial strength and capability.
- Applicant's record of operating the subject facility in a manner that offers programs and services for the benefit of the public.
- Applicant's experience operating an art facility, cultural facility or art museum.
- Applicant's experience managing and maintaining a building.
- Applicant's experience producing arts and culture programming.

- Applicant’s experience serving underserved communities.
- Project timeline and feasibility.
- Environmental sustainability.
- Records relating to the facility condition and history or maintenance and repairs.

## Application Process

Applications are reviewed and ranked competitively according to the eligibility and evaluation criteria outlined in the guidelines. Incomplete applications submitted after the deadline will not be reviewed.

### How to apply and what to expect

1. Create a SurveyMonkey Apply account if you or your organization do not already have one. All steps and application materials, including file uploads, are collected through SurveyMonkey Apply\*.
2. Complete the **Eligibility Checklist**. If eligible, you will be moved into the appropriate application.
3. **Complete your application online** by the deadline. Late applications will not be accepted.
4. Award announcements will be made after review by the Allocations Committee and recommendation from Bellevue Arts Commission and approval by City Council.
5. **Applicants must contract with the city to accept the award.** Contracts will outline deliverables, timelines, and payment schedules.

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

## Application Timeline

July 10, 2024	Online Application portal opens
<b>August 19</b>	<b>Applications due at 11:59 p.m.</b>
August	Allocations Committee review and applicant testimony
September - October	Arts Commission review
October	City Council review, awards announced
November - February 2025	Contracting period
<b>November 30, 2026</b>	<b>All invoices submitted; contract scope closed out</b>

The City reserves the right to change this timeline.

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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).

