

2025 CPF Application Questions

This document is for reference purposes only. To submit your application for review, please visit bellevuewa.gov/cpf

If you have any questions about the 2025 Community Programming Fund, including the application process, please reach out to Emily Sherman at esherman@bellevuewa.gov or 425-452-4270.

About Your Organization

1. Name of Individual/Organization
2. Contact Name
3. Email Address
4. Phone Number
5. Which of the following best describes you?
 - Nonprofit with 501(c)3 or (c)6 status
 - Community/neighborhood group
 - Individual
 - Small Business (100 employees or less)
 - Other (please specify)
6. Please briefly describe your organization, including your connection to Bellevue or the Eastside. What experience does your organization have serving or engaging local communities? (*Maximum 200 words*)

Program Proposal

7. What type of programming are you proposing?
 - Live Music
 - Cultural Celebrations
 - Passive Installations
 - Workshops (e.g., crafting, skill-building)
 - Performances (e.g., dance, poetry, storytelling)
 - Markets and Festivals
 - Wellness and Play
 - Family Programs
 - Visual Arts
 - Other: _____
8. Is this a single, one-time event or a series of events?
 - Single event
 - Series of events

9. What is the estimated at-one-time audience size for your program?
10. What are the proposed date(s) and time(s) for your program? For a series, please list all dates and times.
11. Where will your program take place? Please refer to the [program guidelines](#) for eligible Grand Connection locations.
 - In an outdoor space within the Grand Connection corridor
 - In an outdoor space outside of the Grand Connection corridor
 - City Hall Plaza
12. Please provide the location name and address for where the program will take place.
13. Have you confirmed use of the location?
 - Yes, use of the location is confirmed.
 - Not yet, but we have submitted a request/application.
 - Not yet, but we plan to do so soon.
 - Not yet, we could use some assistance navigating the process.
14. Who is the intended audience? *(Maximum 75 words)*
15. Please provide a brief description of your program. *(Maximum 250 words)*
16. Is this the first time you have produced this program?
 - Yes, this is a new program.
 - No, we have produced this program before, but are proposing a new location.
 - No, we have produced this program previously in the proposed location.
17. Will your program be free and open to the public?
 - Yes
 - No
 - There is a ticketed component, but this grant proposal covers a portion that is free and open to the public
18. How does your program contribute to activating public spaces and engaging the Bellevue community? What do you hope people learn or take away from your program?
(Maximum 200 words)

Feasibility and Planning

19. If required, have you submitted a Special Event Permit application for your program? (A Special Event Permit is required if your program expects more than 500 attendees, significantly impacts City streets or right-of-way, or requires City support such as police, traffic, or fire assistance. For more information on the Special Events Application visit bellevuewa.gov/special-event-permits)
 - Yes
 - Not yet
 - Unsure if Special Event Permit is required
 - Special Event Permit is not required

20. What is the estimated budget for your program/event?

- Staffing
- Materials/equipment
- Venue/space rental
- Marketing/promotion
- Other

21. How much grant funding are you requesting?


- **\$1,000** — Examples: a one-time community class or meet-up, a small temporary art installation.
- **\$2,500** — Examples: a series of free yoga classes, a series of live street music performances, a summer-long drop-in board game meetup
- **\$5,000** — Examples: a summer-long series of yoga classes, a custom passive public art exhibition, a small cultural celebration, a summer-long weekly live performance “residency”
- **\$10,000** — Examples: two or three farmers’ markets or vendor fairs, a symphony performance at major event
- **\$15,000** — Examples: a summer-long farmers’ market or vendor fair, a single large cultural celebration with live music

22. Do you have prior experience producing this event or similar ones? What experience, skills and/or resources does your organization have to ensure your program can be successfully executed? (Maximum 200 words)

Attachments

Please include any supporting documents, or images that help illustrate your programming idea. This may include a site plan, marketing materials, Special Events Application, and other relevant documents. (optional)



 For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4270 (voice) or email esherman@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

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