

# 2026 CPF Application Questions

This document is for reference only. To submit your application for review, please visit [bellevuewa.gov/cpf](https://bellevuewa.gov/cpf).

If you have any questions about the Community Programming Fund, or if you require interpretation services or reasonable accommodations to complete the application, please reach out to Emily Sherman at [esherman@bellevuewa.gov](mailto:esherman@bellevuewa.gov) or 425-452-4270.

## General

### 1. Contact Information

- Name of individual/organization
- Primary Contact Name
- Email Address
- Phone Number

### 2. Which of the following best describes you?

- Nonprofit with 501(c)3 or (c)6 status
- Community/neighborhood group
- Small business (100 employees or less)
- Individual
- Other (please specify)

## Program Overview

### 3. Are you applying for funding under one of the 2026 program's priority areas?

*Select the priority area that best fits. If none, that's fine—you're still eligible for the grant.*

- a. Small-scale activity series
- b. Markets
- c. Global soccer tournament
- d. None

### 4. Select the category that **best** fits your program.

*You may fit under multiple, but select the category that best fits.*

- Live music
- Cultural celebrations
- Workshops (e.g., crafting, skill-building)
- Performances (e.g., dance, poetry, storytelling)
- Markets and festivals
- Wellness, fitness, and play
- Family programs
- Other: \_\_\_\_\_

### 5. Please provide a brief description of your program/activity. (Maximum 250 words)

**6. How will this program/activity serve the city's economic development objectives?**

*Consider the CPF's key priorities—increasing foot traffic; improving the visitor, worker, and resident experience; engaging and promoting small businesses; driving community brand. (Maximum 150 words)*

**7. What other objectives does this program/activity serve?**

*For example, do you hope to test new program ideas that could grow into something bigger later? Are you working to engage more diverse audiences? What do you hope people learn or take away from your project? (Maximum 150 words)*

**8. Who is the intended audience for your program/activity? (Maximum 100 words)**

**9. Have you finalized specific dates or times for your activity/program?**

- **Yes:** Please specify the dates and times.
- **No:** How many instances could be funded by your proposal, and across what period? (For example, "eight instances—two workshops every week for four weeks" or "five instances—one market each month for five months.")

**10. Have you finalized a specific location for your activity/program?**

- **Yes:** Please specify the location.
- **No:** Please specify the type of location you are seeking.

**11. Does your program or activity require a location with any of the following features or amenities?**

*Consider minimum requirements, not "nice to haves."*

- a. Large, flat paved area
- b. Green space or lawn area
- c. Overhead weather protection
- d. Restrooms
- e. Movable or fixed seating
- f. Electricity access
- g. Other (please specify)

**12. How many people do you expect to attend or participate in your activity/program?**

*Please give the total for each instance. This is intended to give a sense of the activity's scale.*

## Category-Specific Questions

Some programs may fall under one of the CPF's priority areas. If you selected a priority area in your application, you will see a few additional questions specific to that category.

### Small-scale activity series

**a. How scalable or flexible is this program? Is there a minimum scale required for the program to be successful?**

*For example, how many participants, staff, or sessions are required for the program to be successful? If awarded more or less funding than requested, how would you adjust the number or*

*scope of sessions? (Maximum 100 words)*

**b. How will you attract and engage participants across multiple sessions?**

*For example, do you anticipate repeat attendance, drop-in participation, or a mix, and how will you promote the series? (Maximum 100 words)*

## **Markets**

**c. Please describe your organization's experience hosting markets. (Maximum 150 words)**

**d. What types of vendors would your market host?**

*Please describe your existing relationships with vendors and partners. (Maximum 100 words)*

**e. How scalable is your program/activity?**

*Could you host more or fewer instances? Is there a minimum number of vendors your market requires at each instance in order to be successful? (Maximum 100 words)*

## **Global soccer tournament**

**f. Are you working with one of our Activation Partner organizations (BDA, The Spring District, BelRed Arts District Community Alliance)? If yes, describe how.**

*We strongly encourage partnership and collaboration with these organizations, as they are leading organization of events during the tournament for their respective areas.*

**g. How does your program/activity engage visitors, workers, or residents during the global soccer tournament?**

*Please be specific. This category isn't for programs/activities that are merely taking place during the tournament, but for those which intentionally seek out specific audiences and/or are intentionally (not haphazardly) themed around the tournament. (Maximum 200 words)*

**h. Does your program/activity involve showing the games live?**

*If yes, we strongly encourage you to reach out to the local organizing committee and our team before completing your application. There are specific regulations for showing the games that can be complicated to navigate.*

## **Planning**

**13. Describe your organization and its background, including any experience producing community programs, events, or activations. (Maximum 200 words)**

**14. Please provide an outline and timeline of the steps you need to complete for this program.**

*Consider the major steps and actions you will need to take to successfully bring your project idea to life. This may include finalizing the location, seeking permits, organizing volunteers, additional fundraising, and other activities.*

**15. Is this the first time you've produced this program/activity in Bellevue?**

*(Yes / No)*

**16. Will your program be free and open to the public?**

*(Yes / No)*

**17. Are you working with any other organizations or partners?**

*If yes, please specify. Partners are not required, but can be helpful, especially for larger-scale programs/activities.*

## Budget

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

Please use the provided [Budget Worksheet](#) to outline your program's estimated costs and revenue. Download the worksheet, complete it, and upload it as part of your application. Additional funding sources outside of the CPF grant are optional and not required to be eligible for funding.

**19. What is the total budget for your program?**

*This should be the sum of all expenses from your budget worksheet.*

**20. How much grant funding are you requesting?**

- a. \$1,000
- b. \$2,500
- c. \$5,000
- d. \$7,500
- e. \$10,000
- f. \$20,000 *(for markets only)*

## Attachments

Please include any supporting documents, images, or videos that help illustrate your program proposal (optional)