



2026 Community Programming Fund
Grantee Handbook





Congratulations on being selected for a Community Programming Fund (CPF) grant! This grant is administered by the City of Bellevue’s Cultural and Economic Development Division. City staff are here to answer any questions related to your grant-funded program, including guidance on your contract, permits, approvals, and other logistics to help your program run smoothly.

Program Contact

Emily Sherman
 Public Space Management Specialist
 425-452-4270
esherman@bellevuewa.gov

Contents

- I. Setting Up Your Contract 3**
 - W-9 3
 - Insurance Requirements 3
 - Legal Agreement (Contract)..... 4
- II. Planning Your Program..... 4**
 - Securing a Venue 4
 - Permitting Guidance and Fee Coverage 4
 - Acknowledgement of City Support..... 5
 - Promoting Your Events 5
 - Weather-Related Event Cancellations 6
- III. After You Complete Your Program..... 6**
 - Post-grant Report 6
 - Payment..... 6



I. Setting Up Your Contract

Congratulations again on receiving a CPF grant! Before your program or event can take place, there are a few administrative steps to complete to establish your contract with the City.

1. Submitting a W-9 Form (to verify your organization's legal name, mailing address and taxpayer identification).
2. Providing Proof of Insurance that meets City requirements.
3. Signing the Legal Agreement (Contract) outlining project details, payment terms, and reporting expectations.

City staff will work with you to finalize these documents and guide you through each step.

W-9

Before the contract can be drafted, the grantee must submit a current IRS Form W-9 dated 2018 or later. The address listed on the W-9 should match the mailing address where your reimbursement check will be mailed.

A blank W-9 form can be downloaded from the IRS website: irs.gov/pub/irs-pdf/fw9.pdf.

Insurance Requirements

Please note that the specific insurance requirements applicable to your contract or grant are outlined in Attachment B of your grant contract and may vary depending on the nature of your program or activities. However, all grantees must, at a minimum, meet the City's standard insurance requirements, which are summarized below.

Minimum Coverage

While specific insurance requirements may vary depending on the nature of your activities, the City of Bellevue's minimum required coverage includes:

- Commercial General Liability Insurance Coverage with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- Workers' Compensation and Stopgap Coverage
- As required by the industrial insurance laws of the State of Washington.

Additional Insured

Your commercial general liability policy must be endorsed to include the City of Bellevue as an Additional Insured.

The endorsement must include:

The City of Bellevue and its officials, employees, and volunteers.

Certificate Holder

The City of Bellevue must be listed as the Certificate Holder on all insurance certificates. Please use the following official mailing address:

City of Bellevue
P.O. Box 90012
Bellevue, WA 98009-9012



If you are a business or nonprofit, you may already have insurance coverage meeting these standards. Your insurance broker can help provide an acceptable Certificate of Insurance.

If you are an individual organizer or otherwise do not have coverage meeting the City's standards, you can obtain special event insurance. While we cannot recommend any specific insurers, and you should always conduct your own due diligence before entering any business contract, the following providers can meet the city's requirements:

- GatherGuard (gatherguard.com)
- The Event Helper (theeventhelper.com)
- Eventsured (eventsured.com)

Legal Agreement (Contract)

The legal agreement establishes the terms of your grant, including project expectations, reporting requirements, and reimbursement procedures. Grantees will receive a draft agreement by email and review it with City staff. Once all required documents, including the W-9 and proof of insurance, are submitted, the authorized signer will receive the final agreement via DocuSign. The City signs last, and the contract becomes active once fully executed.

II. Planning Your Program

Now comes the exciting part! This section provides guidance for preparing and organizing your CPF-supported program. You will find information on securing a venue, obtaining any necessary permits, promoting your event, and acknowledging City support.

Securing a Venue

CPF-funded programs may take place in a wide range of public spaces throughout Bellevue, including parks, plazas, parking lots, and other outdoor open areas.

Most grantees will have identified a location during the application process. However, if your venue has not yet been finalized or if your plans change, City staff can help you explore available public spaces and understand what options may be a good fit for your program. Please reach out to the program contact if you need assistance identifying a location or have questions about site suitability, availability, or requirements.

Permitting Guidance and Fee Coverage

Some grant-funded programs may require permits, such as for amplified sound, street use, or fire. While grantees are responsible for applying for and securing any required permits, the City can assist with the process. You can get started in understanding any relevant permitting requirements by visiting bellevuewa.gov/events and using the provided checklist builder tool.

For certain permits issued through our Development Services Department, the City will provide a Bill-To Form to submit with your permit application. This allows the City to cover the permit fees directly, above and beyond your grant award. Permits issued by other departments (such as Special Event Permits issued through Parks and Community Services) will need to be covered by the grant itself.



Acknowledgement of City Support

All grant recipients must acknowledge the City of Bellevue's support in their promotional and outreach materials. This includes flyers, social media posts, websites, press releases, and/or event signage.

Grantees will receive the Community Programming Fund (CPF) logo for use in program materials. The logo may be displayed, or the following acknowledgment may be included:

“This program is supported by the City of Bellevue through the Community Programming Fund.”

Before distributing materials, please submit a sample of your promotional content to City staff for review and approval to ensure proper acknowledgment.

After the program, at least one example of your promotional materials should be included with the post-grant report.

Promoting Your Events

Sharing your program with the community is an important part of making it a success. Below are some recommended tools and strategies that other organizers have found useful when promoting events in Bellevue.

City Platforms

We can help highlight your program by including it in City-run communications, such as the Cultural and Economic Development newsletter and, when possible, social media posts. If you would like your program to be featured, please submit your confirmed program details at least two weeks before your event to be considered.

Eventbrite

Creating an Eventbrite or similar event page is a simple way to share details about your program. Event pages provide a central location for your event information, allow participants to register and receive reminders, generate a shareable link for calendars and social media, and help you track attendance and engagement.

Community Calendars

Submitting your program to local community calendars is another effective way to reach a wider audience. Some commonly used calendars in Bellevue include:

Visit Bellevue

<https://www.visitbellevuewa.com/events/submit-your-event/>

Visit Bellevue hosts a comprehensive community calendar for events of all types occurring throughout the city and is a valuable resource for reaching both residents and visitors.

Bellevue Downtown Association (BDA)

bellevuedowntown.com/events/submit-an-event

If your event takes place in or near Downtown Bellevue, consider submitting it to the BDA's community calendar, which highlights activities in the downtown core.



BelRed Arts District

belredartsdistrict.org/events-calendar

For arts- and culture-focused programs, such as performances, workshops, or creative classes, the BelRed Arts District calendar is a great promotional option.

Weather-Related Event Cancellations

Outdoor events are subject to weather conditions and, at times, may not be able to safely move forward. In situations involving rain or storms, extreme heat, or smoke or poor air quality, grantees may need to cancel, postpone, or adjust their event plans.

When weather impacts an event, grantees are strongly encouraged to explore alternative options when feasible, such as moving to an indoor or covered location or rescheduling the event to a later date.

If an event must be canceled and will not take place, the grant administrator will work with the grantee to review incurred expenses and determine eligibility for reimbursement. Grantees should communicate any cancellations or changes as soon as possible and document updates in required reporting.

III. After You Complete Your Program

After your activities wrap up, there are a few steps to finalize your grant. This section explains how to complete your post-grant report, submit invoices, and receive reimbursement. Completing these steps promptly helps the City evaluate programs and ensures that your payment is processed on time.

Post-grant Report

Grantees are required to submit a Post-Grant Report and Invoice within 30 days of completing their final program or event. The report helps the City evaluate program outcomes and process your reimbursement.

You'll receive a link to complete your report online. The form includes a short set of questions about your program, attendance, partnerships, and key takeaways, along with sections to upload photos, acknowledgment materials, and receipts for reimbursable expenses. Once submitted, the form will automatically generate your invoice, which will be used to process your reimbursement payment.

A full list of report questions and documentation requirements is available at bellevuewa.gov/cpf.

Payment

Reimbursement is issued via check in the mail within 30 days of submitting the post-grant report. Payment will not be processed until all required documentation has been submitted and approved. Ensure that the mailing address on your W-9 matches the address where the check should be sent.

**COMMUNITY
PROGRAMMING
FUND**



