



2027-28 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 2027-28 grant cycle is \$2 million. At the time of application, 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 Submittable. bellevuearts.submittable.com/submit

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

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 assigned to one of the two qualifying grants based on project scope. For applicant and project eligibility, please consult these guidelines carefully and reach out to the program contact with any questions before applying. This grant period covers 2027 and 2028 and includes reimbursable projects initiated up to twenty-four (24) months prior to January 1, 2027. **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 between the City of Bellevue and any recipient organization.

Deadlines

Application Opens:
April 13, 2026

Application Due:
June 15, 2026

Grant Request

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

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

Please note that applicants are not guaranteed the full amount of their grant request. The total budget for the Art and Cultural Facility Grant Program this grant cycle is \$2 million.

Public Funding Requires a Public Benefit

Washington law requires that individuals or organizations that receive public funding must provide public benefits. The public benefit offered in exchange for receipt of the funding shall not be offered as consideration for any other funding or grant for the duration of the City's award term.

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 at the time of application. “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. Organizations fiscally sponsored by another nonprofit organization are not eligible.
- Organizations working together on a project are eligible, but one organization must be identified and be the primary applicant and beneficiary for the project. Partner organizations must provide a copy of an operating agreement at the time of contracting addressing facility management, programming, ownership, and a contingency plan in the event of any dissolution, dispute, or changes to ownership between the parties. All partner organizations must agree to comply with the terms of grant performance included in the contract executed between the City of Bellevue and the primary applicant.
- 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

Applicant’s primary facility or performance/event space must be in Bellevue, Washington.

Site Control:

- For projects above \$500,000 (**Capital Projects** for acquisition and construction), the applicant must commit to owning and operating the facility for a minimum of ten (10) years from the application date. For the acquisition of property, site control can include an executed purchase and sale agreement with the site owner, with a closing date no more than twenty-four (24) months from the date of application.
- For projects below \$499,999 (**Capital Projects** for renovation or capital equipment and **Facility Maintenance**), the applicant must attest to owning and operating the facility for a minimum of five (5) years from 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. The lessee organization must provide a signed statement from the landlord confirming the applicant is responsible for maintenance and repair of the leased premises and attach a copy of any lease. Applications will not be considered for maintenance by landlords who may own a cultural facility leased out to an art or cultural nonprofit.

Types of Projects:

- **Eligible Capital Projects** may 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. Projects may include creation or improvement of an applicant’s administrative or office space as long as the office space supports the growth of the organization’s art and cultural services. No more than 25% of the project costs, as calculated at the time of application, may be allocated to office space, including capitalized office equipment.
- **Eligible Facility Maintenance** 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-owned and operated programs and facilities are not eligible.
- City funding assistance cannot exceed forty (40) percent of the estimated total cost of the project calculated at the time of application if the project includes land acquisition, existing facility acquisition, or construction of a facility.
- This grant program cannot fund land acquisition, existing facility acquisition, and construction of a facility 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 that enhance the general public's experience of performance, display, presentation, or education about the arts, including dance, music, crafts, and rituals reflecting the 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 the full term provided in the agreement between the City and applicant.
- 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 the state's 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 the contract's provisions, the contract must provide the City with the right to take legal action to recover the principal amount of the grant plus interest, or to pursue other appropriate legal remedies carrying significant consequences for the grantee. For **Capital Projects**, provisions for and legal instruments relating to security interests and lien priority shall be considered and incorporated as appropriate to enable the City to enforce legal remedies effectively.

Evaluation Criteria

Funding amounts are determined by recommendations of an Allocations Committee, endorsement by the Arts Commission, and subject to approval by the Bellevue City Council. Applications are reviewed on a competitive basis in accordance with the program's overall purpose 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 Submittable account if you or your organization do not already have one. All steps and application materials, including file uploads, are collected through Submittable*.
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, recommendations by the 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

April 13, 2026	Online Application portal opens
June 15	Applications due at 11:59 p.m.
July-August	Allocations Committee review and applicant testimony
September	Arts Commission review
October	City Council review, awards announced
Early 2027	Contracting period
November 30, 2028	All invoices submitted; contract scope closed out

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. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

