

City of Bellevue
ARTS program
Bellevue Arts Commission



The Boys and Girls Club of Bellevue completed The Underpass: Street Art with the help of a Special Projects grant. The Exhibition showcased artwork by 11 artists at the The Club Teen Center in the Lake Hills neighborhood such as the one pictured here. The opening reception drew a crowd of over 100 people.

“The arts are an important expression of how people think of and experience the city and each other. Bellevue seeks to foster a strong arts and cultural community chiefly supported through a wide range of artists, art and cultural institutions, and arts groups offering a variety experiences to an engaged audience.”

-City of Bellevue, Comprehensive Plan, Urban Design & the Arts Element

Agenda

Department of Planning and
Community Development

Agenda

Tuesday, August 16, 2016
Meeting: 4:30 p.m.
Bellevue City Hall, 1E-109

Bellevue Arts Commission
Special Meeting
Commission Staff Contact: 425.452.4105

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1. **CALL TO ORDER** 4:30
Chair Manfredi will call the meeting to order.
 2. **APPROVAL OF AGENDA AND MINUTES** 4:30 – 4:35
 - A. Chair Manfredi will ask for approval of the agenda.
 - B. Chair Manfredi will ask for approval of the July 2016 regular meeting minutes.
 3. **ORAL COMMUNICATIONS** 4:35 – 4:40
Chair Manfredi will entertain oral communications limited to three minutes per person or five minutes if representing the official position of a recognized community organization for other than main agenda items and public hearing subject. A maximum of three people are permitted to speak to each side of any one topic.
 4. **ACTION ITEMS AND DISCUSSION ITEMS**
 - A. Bellevue Arts Museum Update 4:40 – 5:00
 - B. Grant Program Guidelines 5:00 – 5:30
 - C. Cultural Compass Update: Final Draft Vision and Initiatives 5:30 – 5:40
 5. **COMMISSION QUICK BUSINESS** 5:40 – 5:45
 6. **REPORTS** 5:45 – 5:55
 - A. Commissioners' Committee and Lead Reports
 - B. Project Updates from Staff
 7. **CORRESPONDENCE, INFORMATION** 5:55 – 6:00
 - A. Written correspondence (if any)
 - B. Information
 1. Future agenda items
 2. Committees
 8. **ADJOURNMENT** 6:00
Chair Manfredi will adjourn the meeting.

Wheelchair accessible. American Sign Language (ASL) interpretation is available upon request, and large print agendas available upon request. Please contact the Arts Program at least two days in advance jheim@bellevuewa.gov ▪ 425-452-4105 (Voice) ▪ Please dial 711 for assistance for the hearing impaired.

Department of Planning and
Community Development

Minutes

BELLEVUE ARTS COMMISSION
REGULAR MEETING
MINUTES

July 12, 2016
4:30 p.m.

Bellevue City Hall
Room 1E -109

COMMISSIONERS PRESENT: Chairperson Manfredi, Commissioners, Jackson, Lau Hui, Lewis, Madan, Malkin, Wolfteich

COMMISSIONERS ABSENT: None

STAFF PRESENT: Joshua Heim, Scott MacDonald, Department of Planning and Community Development

OTHERS PRESENT: None

RECORDING SECRETARY: Gerry Lindsay

I. CALL TO ORDER

The meeting was called to order at 4:31 p.m. by Commissioner Malkin who presided. All Commissioners were present with the exception of Commissioner Wolfteich, who arrived at 4:35 p.m., and Chair Manfredi and Commissioner Lau Hui, both of whom were excused.

2. APPROVAL OF AGENDA AND MINUTES

A. Approval of Agenda

Motion to approve the agenda was made by Commissioner Jackson. Second was by Commissioner Lewis and the motion carried unanimously.

B. Approval of Minutes

Motion to approve the June 7, 2016, minutes as submitted was made by Commissioner Jackson. Second was by Commissioner Madan and the motion carried unanimously.

3. ORAL COMMUNICATIONS – None

4. ACTION ITEMS AND DISCUSSION ITEMS

A. Cultural Compass Strategic Vision and Core Initiatives Draft 2

Commissioner Jackson reported that the public comment period closed on June 30. The committee then met to review and incorporate comments as appropriate which resulted in changing and expanding the vision bullet points. Lifelong learning was added as a core initiative, and sample strategies were added for each core initiative.

Commissioner Malkin asked who the target audience is and Arts Program Manager Joshua Heim suggested it is both the public and the City Council, with the Council being the primary audience.

Commissioner Jackson explained that the second bullet under the vision was revised to evoke the notion of art as welcoming and creating community through engagement and dialog. The notion of cultural heritage, diversity and history as something to be prized and promoted was incorporated into the third bullet. Where there were previously bullets for creativity and innovation, the new draft combines those two concepts. The notion of Bellevue sustaining a thriving and complete creative community was also added as a bullet.

Commissioner Jackson noted that there were some who wanted to see specific arts organizations highlighted in the document. In the first draft, some groups were included but others were not. The committee concluded that the document should focus on strategies rather than on specific organizations.

Commissioner Madan asked if use of the term “sample strategies” was meant to imply there are more than just those specifically listed. Commissioner Jackson said that was the intent. No attempt was made to be exhaustive in listing strategies.

Commissioner Jackson said the timeline has the document being presented to the Council in study session on September 19. That leaves open the possibility of scheduling an additional meeting in August if needed to refine the document.

Commissioner Malkin called attention to the second core initiative and pointed out that the specific types of facilities that would be supported are called out, including educational facilities, artist housing and studios, museums and performance venues. He suggested also mentioning galleries, which are not the same as museums. Commissioner Jackson agreed.

With regard to the third sample strategy under the third core initiative, Commissioner Malkin suggested the word “website” is a bit dated and proposed finding a more expansive word that would include apps and other electronic communication vehicles. He added that overall the committee had done an excellent job.

Commissioner Madan said the word “encourage” is used often in the document. He suggested the word is difficult to translate into action because it can mean different things to different people. Commissioner Jackson said the committee acted on the premise that in the world of policy language there is a hierarchy ranging from consider to encourage, nurture, foster, support and strengthen, where “consider” is a weaker word than “strengthen.”

Mayor Stokes suggested that briefing sessions for the Councilmembers from staff and Commissioners ahead of the Council study session would be appropriate. The approach has been shown to be effective when it comes to facilitating feedback and decision making at the Council level.

Commissioner Jackson said if directed to do so by the full Commission, the committee could meet again to focus on adding more sample strategies. Getting things like artist housing down on paper will be important; while that particular strategy may not be in the cards, not having it down on paper at all will mean it will not be in anyone’s mind.

Commissioner Malkin commented that some of the sample strategies listed in the draft could use some more clarity, such as “enhance the cultural features of the amenity incentive system.” Arts Program Coordinator Scott MacDonald said the amenity incentive system is the official title of the land use mechanism used by developers to include building height or density.

Mr. Heim stated that once there is approval from the Council on the vision document, the focus will turn to creating a strategic plan.

Mayor Stokes said the document addresses a topic the Council does not often talk about and as such there will be a lot of interest in it. Having briefings ahead of the Council meeting will provide the opportunity to ask questions and suggest adding specific items. Mr. MacDonald said he would work with Council staff to schedule the briefings.

Commissioner Jackson said it will be valuable to include in the Council briefings the concern voiced by the Bellevue Arts Museum to be explicitly called out in the document as an organization in need of being nurtured and encouraged. The committee, however, concluded the document should be more written to be more general.

B. Portable Artworks Recommendations

Mr. Heim said the committee focused on whether or not the city should be collecting portable artworks developed a mission statement that reads “The City of Bellevue seeks to be a vital platform for cultural exchange and creative inspiration. The City turns to living artists to enrich the collective experience of Bellevue’s public places through permanent commissions and a growing collection of moveable artworks funded through the Public Art Program. A segment of the collection is devoted to artworks that raise the discourse on the defining aspects of Bellevue’s civic life, exploring the diverse identities of our residents, converging cultures, international connections, technological currents and interplay between nature and the urban experience that make Bellevue’s environment unique. Bellevue’s art collection helps document the dynamic moments and complexities of Bellevue’s cultural life and is an important resource for future generations.”

Mr. Heim said the panel that was assembled met on June 23 and reviewed 168 applications from artists. Their initial charge was to identify artwork for Mini City Hall and after reviewing a number of works recommended acquiring works by Junko Yamamoto, an artist born and raised in Japan but who now lives in Seattle. Her work speaks broadly to the connectedness of humanity through the use of common themes such as circles. As a foreign-born artist, her work also speaks to international connections. The two recommended works, *Coral Reef* and *Water Inside*, will collectively cost \$4200.

Commissioner Malkin asked if additional lighting will need to be installed at Mini City Hall in association with the artwork. Mr. Heim said the facility is being renovated and new lighting is part of the project.

Continuing, Mr. Heim said a proposal has been made to put artwork in the three drop-in rooms off the concourse in City Hall. The rooms are used a lot and are publically accessible. Even when in the rooms are in use, the fact that they have glass walls means any works placed in the rooms would be visible from the concourse. The recommendation of the panel was to purchase one series by artist Cynthia Camlin, one place setting by artist Diem Chau, and one painting by artist Roger Shimomura. Specific purchases are yet to be determined based on studio visits and budget considerations, as well as consultation by city staff. Mr. Heim said the panel recommended putting together a roster of artists. They recommended a total of 39 artists be included along with their artworks for the next two years.

Commissioner Madan commented that the panel did a good job. He said he was concerned the panelists would skew the needle toward contemporary abstract work, leaving out more traditional works. That appears to be what they did. In 2018 when the roster is updated, a panel should be chosen that does not necessarily come from the well-entrenched Seattle artists establishment to avoid running the risk of having a collection that looks like every other collection locally. Of the 39 artists on the proposed list, a large number of them are those who show up over and over again in museums and galleries and shows. With regard to the

proposed selections, he said they are very good choices. Whatever the city purchases from Mr. Shimomura will only go up in value over time.

Commissioner Madan noted the Microsoft used to be a main collector and supporter of new and emerging artists under a previous curator. That is no longer the case. Mr. Heim said Microsoft has over 10,000 objects in storage, and the facility users have not traditionally treated art very well. A lot of the works have been damaged over the years and have had to be pulled.

Commissioner Madan said it is a good thing that a roster of artists and works has been developed. In the future the Commission may want to consider having a short list for acquisitions and put it out for Bellevue residents to comment on. That would give the public some buy-in in selecting works. Mr. MacDonald shared that Mini City Hall Manager Barbara Tuninga participated with the panel and provided comments on every artist. It was helpful to have that community connection.

Commissioner Malkin pointed out that the job of the Commission is in fact to represent the community. Commissioner Jackson noted that the panel actually represented the community in the selection process. In selecting panel members, and indeed in all that the Commission does, consideration must be given to how the general public will interpret works. It should not be necessary to include a paragraph explaining works to keep the public from concluding that a work is obscene. Additionally, abstract works may not easily be connected with Bellevue and culture. The Commission has the responsibility to select works that will be accessible to the most people. Mr. Heim agreed that the challenge with municipal procurement is that works cannot even be considered unless the artist applies to be considered. Quality should always be the first consideration in selecting works, and the 39 artists on the proposed roster certainly fit that category. There is a mix of emerging artists and well-established artists, and the process was not limited just to Northwest artists.

Mr. MacDonald commented that the volume of paintings compared to other mediums was enormous. There were no beautiful watercolor landscapes submitted. While it is a possibility, it is not known if the makeup of the panel was what kept some artists from submitting their works.

Commissioner Malkin proposed moving ahead with the proposals and take the lessons learned and apply them next time around.

Commissioner Wolfteich cautioned against underestimating the ability of the public to get and appreciate abstract works. Commissioner Jackson said the works by Ms. Yamamoto will go very well in Mini City Hall, and most will probably appreciate them. She commented, however, that some will be challenged by them, which is not necessarily a negative. Commissioner Lewis agreed that the Crossroads population should not be underestimated. The works will certainly serve as conversational pieces. Commissioner Jackson said she wanted to make sure the portable artworks are not all skewed one way or the other.

Commissioner Wolfteich asked if the panel was made aware of where works could potentially be sited. Mr. Heim said they were not. The panel met at City Hall and they were given a tour that included the public meeting rooms and the main hallway. Where portable works are considered, they are usually on the small side. City Hall does not have walls to support that, however.

Commissioner Wolfteich said that fact would seem to argue against selecting the works by Diem Chau. Mr. Heim agreed and stressed the need to fully address all issues relating to siting

and installation. Mr. MacDonald added that much will need to be done before coming to the Commission with a recommendation to purchase specific works for the collection.

Mr. Heim said approval of the roster is very important. If not approved, the Commission will be limited to purchasing only a single artwork and the entire process would have to start over again in order to buy anything else. He said what the Commission needed to do was approve the roster and approve the first purchase, but not the second and third purchases because as yet no site for them have been identified. The city already has artwork in storage and purchasing works just to put them in storage would not be a good idea.

A motion to approve the roster for use during the first two years of the Portable Artworks program, and the first purchase of the two pieces by Junko Yamamoto, was made by Commissioner Jackson. The motion was seconded by Commissioner Lewis and the motion carried unanimously.

C. Art Donation

Mr. Heim said *Night Blooming* by Taiji Miyasaka is currently located on the top floor of the Bellevue Arts Museum. The museum approached the city in March with an offer directly from the artist who would like to maintain the work in a public space in Bellevue. He said he and Mr. MacDonald lobbied to have the piece sited on the new roof garden at City Hall, but that will not be possible for a number of reasons, not the least of which is the weight of the piece. However, economic development operates an impact hub at the Lincoln Center building, which is owned by the city, and the proposal is to accept the artwork and install it in the courtyard of the Startup 425 facility in that building. The work is made from decommissioned pieces of wood that used to be part of grain silos in Eastern Washington. The artist is an architect who is on the faculty of the School of Design and Architecture at Washington State University.

Other works by the artist were shared with the Commissioners.

Commissioner Malkin said he had no issue with accepting the work but had questions about the location. He said he would prefer a location that is more visible to the public, such as a park. He allowed, however, that he did not know what risks to the piece might be associated with a park site.

Commissioner Lewis pointed out that the site will in fact be quite near the grand connection once it is created. Mr. Heim agreed and added that there are currently no works sited in Wilburton. He said one concern with the piece is the possibility of encampment. For that reason, the artist has agreed to install a lock. The piece needs to be located on a site that is staffed so the door can be locked and unlocked, something that would not be possible in a park.

Commissioner Jackson said she had the same concerns about what appears to be an obscure location, but said she was happy to learn there is the potential for a public meeting space in the Lincoln Center building.

Mr. Heim added that the complex will also house the new homeless shelter which will open the door to a widely diverse population. It is possible the work could be moved at some future time, though it is not easily moved.

A motion to recommend accepting the artwork donation as described was made by Commissioner Jackson. The motion was seconded by Commissioner Wolfteich and the motion carried unanimously.

D. Bellwether Update

Mr. MacDonald reported that artworks are starting to show up for the exhibition, including inside City Hall and in the pavilion. More are coming for City Hall, the pedestrian corridor and Downtown Park for a total of 32 artworks. An opening event is planned for July 29 at 6:00 p.m. at City Hall. A map that will act as a catalog will be made available.

Continuing, Mr. MacDonald said as the exhibition has been honed, the idea of it being both an exhibition and an art walk has been highlighted. In all there will be almost 60 permanent and temporary artworks along the route. A number of events will occur during the exhibition, beginning with the opening event and continuing with the first Friday events in August and September, and the closing event in October. The events are intended to spark or reinvigorate the exhibition throughout its full run. Performance-based artwork will be sited along the pedestrian corridor, and both first Friday events will occur during the noon hour when the pedestrian corridor is heavily activated.

The teen project artwork was coordinated by artist John Flemming. He organized three different teen workshops at the Bellevue Arts Museum. The work was originally fabricated to be on the construction fencing for Downtown Park, but that proved to be very challenging. Instead, the work will be located on the wood slat fence of the plaza at City Hall. The work, which is comprised of 96 metal slats and which once installed will be 45 feet long, will be going into the city's permanent collection following the exhibition once the plaza is removed to accommodate the Sound Transit project.

Mr. MacDonald shared with the Commissioners photos of other works that will be included in the exhibition, including one fabricated for a pole on Bellevue Way in front of the mall that the artist would like the city to have after the exhibition. He said the work would be perfect for the Lake Hills neighborhood.

Mr. Heim noted that as reported in previous meetings, nothing permanent can be installed on the Lake Hills poles. The only way to put artwork there would be to make it temporary. Mr. MacDonald said it would cost a few thousand dollars to construct specific brackets for the Lake Hills poles and to install the work there. There would also need to be neighborhood buy in.

Commissioner Madan asked if the work could simply be left where it will be installed for the exhibition. Mr. MacDonald said that certainly would be an option, though it is a great site for future exhibitions given that it largely stands on its own. It is possible the work could remain in place until being moved to Lake Hills, if that idea were to go forward.

Commissioner Malkin pointed out that there are three poles in Lake Hills and if the one work were to be moved there, it would be appropriate to commission works for the other two poles as well.

Mr. Heim suggested that during the duration of Bellwether it would be a good idea to put together a stakeholders list and invite them to tour the exhibition to see if there are any works they believe would be appropriate for their neighborhoods.

Commissioner Malkin asked for an update regarding the inflatable artwork that will be part of Bellwether. Mr. MacDonald said the work will be going forward. It includes eight 25-foot-tall inflatable spires with a spherical shape in the middle. It will be installed during the events, using them to mark the route. They cannot be left up for long periods of time because they could easily be damaged.

5. COMMISSION QUICK BUSINESS

Mr. Heim suggested a meeting in August is needed to address the grants program and to approve the guidelines. The membership of the allocations committee also needs to be established.

There was agreement to set the meeting for August 16.

6. REPORTS

- A. Commissioners' Committee and Lead Reports – As Noted
- B. Project Updates from Staff – As Noted

7. CORRESPONDENCE, INFORMATION

- A. Written Correspondence – As Noted
- B. Information – As Noted
 - i. Future Agenda Items
 - ii. Committees

8. ADJOURNMENT

Commissioner Malkin adjourned the meeting at 6:36 p.m.

Department of Planning and
Community Development

Action & Discussion

Action and Discussion

Tuesday, August 16, 2016
Meeting: 4:30 pm

Bellevue Arts Commission
Action and Discussion

Bellevue Arts Museum Update

The city has retained the services of Steven Bronfenbrenner of B Squared Consulting to review the business and service model of the Bellevue Arts Museum (BAM) and make recommendations for city investment. In June of this year, BAM approached the city with a funding request for capital improvements and operations support. The City sought the expertise of Mr. Bronfenbrenner to review the request and identify opportunities for city investment. Mr. Bronfenbrenner will brief the Commission on his work to date. More information regarding Mr. Bronfenbrenner's firm can be found at www.bsquaredconsulting.com.

Action and Discussion

Tuesday, August 16, 2016
Meeting: 4:30 pm

Bellevue Arts Commission
Action and Discussion

Grant Program Guidelines

The 2017 Allocations Committee has reviewed the grant guidelines for the Eastside Arts Partnerships and Special Projects funding programs. Building from earlier Commission conversations about how to shift the grant program to a performance-based program that aligns with the City's new Budget One process, the committee proposes changes to the guidelines and the applications to include:

- Adding more explicit language to the criteria found in the guidelines.
- Consolidating the many forms into one (from three) for Special Projects and two (from six) for Eastside Partnerships.
- Reducing the number of required organizational attachments and instead relying on the IRS form 990.
- Shifting the focus of the narrative from organizational strategy to program plan and implementation.
- Replacing the questions that ask applicants to draw connections to the Cultural Compass to questions that ask applicants to explain how their proposed programs advance their missions, create public access and benefit and produce performance-based results.
- Placing funding limits of two years per project and a maximum awards of \$3,000 for Special Projects to accommodate the significant rise in requests.
- Adding a fast-track "Project Renewal" application for current Special Projects grantees to request a second year of funding.

ACTION: To endorse the 2017 Eastside Arts Partnerships and Special Projects Guidelines for Council approval.

2016 ALLOCATIONS COMMITTEE TIMELINE & NEXT STEPS

- **August 11** **Allocations reviews guidelines to recommend (as edited) to Arts Commission WE ARE HERE**
- **August 16** Arts Commission endorses committee recommendations for Council Approval
- **September 6** Council approves guidelines (if consent calendar, no commissioner needs to attend)
- **September 8** Guidelines released
- **October 6** Applications due
- **October 20** Panelists submit scores; requests interviews if needed
- **Oct 24 Week** Committee meets; interviews if necessary
- **November 1** Panel presents allocations recommendations; Commission endorses them for Council review
- **July** Committee meeting to incorporate Council feedback
- **November 21** Present recommendation to Council at Study Session; Council votes whether to approve
- **December 1** Council-approved allocations announced; staff implementations starts.



Eastside Arts Partnerships

Funding for arts, cultural, and heritage
organizations serving Bellevue, Washington

2016 GUIDELINES

DEADLINE:

Thursday, October 6, 2016, 5:00 p.m.

Joshua Heim, Arts Program Manager
425.452.4105 | jheim@bellevuewa.gov

The City of Bellevue Arts Program is advised by the Bellevue Arts Commission
and managed under the Department of Planning & Community Development.

Applications can be submitted by:

Email (preferred)

jheim@bellevuewa.gov

Mail

Bellevue Arts Program
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009

Delivered in person

Bellevue Arts Program
City of Bellevue
450 110th Avenue NE
Bellevue, WA 98004

Eastside Arts Partnerships Program Overview

The City provides annual support for organizations and individuals bringing arts to the community, recognizing the value the arts bring to our quality of life, the education and development of our children, the vitality of our businesses, and our sense of connectedness to the community. Providing direct support to artists and arts organizations serving Bellevue is included in the *Cultural Compass* goals, Bellevue's cultural plan.

Bellevue City Council currently provides an annual allocation to support arts organizations providing services in Bellevue and to enhance local arts activities. The Arts Commission recommends roughly 80% of this allocation through the Eastside Arts Partnerships which provides annual operating support to arts organizations providing all or a significant portion of their programming in Bellevue. EAP encourages:

- programming quality and sustainability;
- arts access for Bellevue residents;
- artistic, managerial and fiscal excellence, and
- greater cooperation and collaboration among arts groups.

The remaining funds are allocated through a separate Special Projects program which supports specific programs and projects in Bellevue by artists, arts organizations and presenters, and initiatives the Arts Commission recommends for implementing the *Cultural Compass*.

Eligibility

Who May Apply

- Nonprofit arts and cultural organizations and presenters whose primary mission is artistic.
- Community-based nonprofits, other non-arts organizations and non-Bellevue based organizations that operate standalone arts programs in Bellevue are eligible when the primary purpose of the program is artistic or cultural.
- A minimum of two continuous years (FY 2015 and 2016) serving Bellevue residents.
- At least one ongoing cultural program open to the public in Bellevue.

Who May Not Apply

- Applicants receiving direct funding for operations from the Bellevue City Council are not eligible during the years in which Council's direct funding is allocated.

Transferring EAP applications to Special Projects: Occasionally the Bellevue Arts Commission may recommend that an EAP application be considered as a Special Project proposal. The applicant may be asked to fill out all or part of a Special Projects application form depending on what additional information is needed for reviewing the application under Special Projects criteria.

Evaluation Criteria

The overall criteria that will be used to evaluate eligible applications are creative engagement, public access and benefit for Bellevue residents and visitors and organizational capacity and sustainability. For this funding cycle, we ask applicants to *demonstrate their effectiveness and capabilities in helping to make Bellevue a visionary community in which creativity is fostered.*

CREATIVE ENGAGEMENT

- Quality and effectiveness of the organization's existing and proposed arts, cultural, and heritage programming and services to meet the cultural needs of an audience and/or constituent group.
- Extent of creative and civic participation by Bellevue's diverse residents and visitors.
- Meaningful creative and civic opportunities for working artists, cultural workers and volunteers.
- Diversifies the forms of art, creative experiences and cultural resources available to Bellevue residents and visitors.

PUBLIC ACCESS AND BENEFIT FOR BELLEVUE RESIDENTS AND VISITORS

- Quality and extent of public benefits offered to Bellevue residents and visitors.
- Significant access to cultural opportunities to under-served groups, or, demonstrates improved access by underserved people and communities over time.
- Marketing strategies and reach are appropriate to target audience(s) and attendance.
- Effort and evidence of inclusive communications to new and/or underserved people and communities, particularly those who speak a language other than English at home.

ORGANIZATIONAL CAPACITY AND SUSTAINABILITY

- Demonstrated financial capacity and stability.
- Evidence of community support, which may include, but is not limited to, in-kind or cash donations from individuals, foundations, corporations, or other government sources.
- Strength of organizational governance.

Application Review Process

Selection and funding awards are based on recommendations of a review panel of Bellevue Arts Commissioners. Arts professionals from the field and community representatives may also serve on the panel. The panel will consider submitted applications and conduct interviews with applicants. **All applications will be screened for completeness. Incomplete applications may not be reviewed by the panel.**

Interviews: The review panel may request a 15 minute interview with representatives of the applying organization as part of the review process. Applicants will receive notice by October 20th if an interview is needed and will work with staff to schedule an interview before October 31st. The main purpose of the interview is for the panel to clarify information on the application. If the applicant misses the interview, the panel may base its deliberations on the application alone. However, applicants have a far stronger potential to be funded if the panel is able to interview them.

Limited Funding: The Arts Commission recognizes that there are more eligible and worthy organizations than available funding will accommodate. Applications will be reviewed on a competitive basis according to the eligibility and review criteria in this application. Funding amounts will be determined based on the recommendations of the panel members, endorsement by the Arts Commission and approval by Bellevue City Council.

Timeline (The City of Bellevue reserves the right to change this timeline.)

September 8

- Guidelines and applications will be posted on the City of Bellevue website.
- **Applicants Clinic** – get one-on-one time with program staff to ask questions – Wednesday, Sept. 21, 3:30, City Hall, Room 1E-119. Call for a 20 minute appointment.

October, 2016

- **Completed applications are due by 5:00 p.m. Thursday, October 6, 2016.** You may email, mail or deliver your application.
- Interviews will take place before October 31, 2015. Applicants will be notified of the date and time for their interviews will be emailed by October 20th.
- BAC will vote on its recommendations to City Council at its November 1 regular meeting.
- City Council will review the recommendations and make its decisions in November and applicants will be notified shortly after, mostly likely no later than Monday, December 12.

The Fine Print:

- Applications will serve as a scope of work that identifies how the funds will be used.
- Funds will be paid upon completion of the work described in the scope.
- **Final billing for 2017 funds must be received by December 1st, 2017.**
- **Funds do not carry over into 2018.**

Application Check List

Application

Please submit one copy of the application form. If you are submitting a paper application, please make sure the following sections are included in 8-1/2 x 11" format, unstapled:

Required Supplemental Materials

Please attached the following documents. If you are submitting a paper application, please provide one copy of the following:

- ☐ **2017 Adopted Budget**
 - *Please submit only the arts program budget if you are a non-arts-based organization.*
 - *Please submit only the Bellevue arts program budget if you are not based in Bellevue.*
- ☐ Most recent **audit**, compilation or other type of 3rd-party financial review*
- ☐ Most recently submitted **IRS form 990** *NEW***
- ☐ **Policies and procedures regarding the annual evaluation of the executive director *NEW***

** If your organization does not have an audit, please submit a September 1, 2016 cash balance sheet.*

*** If your organization does not submit form 990, please submit your IRS determination letter of non-profit status, list of Board of Directors AND the policies and procedures for setting executive compensation.*

Optional Supplemental Materials for First Time Applicants

For first time applicants, you may provide these additional materials to help the review panel familiarize themselves with your organization. These materials are not required:

- ☐ Organization's strategic plan.
- ☐ Current or most recent season/program brochure.
- ☐ At least 3 Images, preferably jpgs, of programs/events/activities completed within the past 2 years. Please include description and year of the image, and photo credit if any. By submitting these images it is understood that the City of Bellevue has permission to publicly display these images in any media for the purposes of public information and education.

Award Requirements

Organizations receiving funds must comply with the requirements stated below.

Acknowledgment

Organizations receiving funding from the City of Bellevue must acknowledge the support, at a minimum, in printed programs, or if programs are not appropriate, in signage visible to the public, as well as in digital media dedicated to the funded activities. The visibility recipient organizations provide helps our ability to maintain and raise funding levels and to keep Bellevue residents informed on how their tax dollars are supporting the arts in their community.

Scope of Work

Recipients acknowledge that this application serves as a scope of work detailing how the funds will be used.

Evaluation

Organizations receiving funding provide access to performances/exhibits for evaluators, who may be Bellevue Arts Commissioners or staff, and/or on-site reviewers (a maximum of four tickets). On-site reviewers are professional artists or administrators who are selected based on demonstrated professional experience in a particular arts discipline and who are assigned on a rotating basis to assess the artistic work of organizations in their discipline area. The reviewer submits a written evaluation form to the Arts Program. The evaluation will be considered in future grant applications by the organizations.

Final Report

Submitting a final report once the work listed in the Scope is completed and invoice will be necessary in order to receive funding. The forms are available either online on the City's [EAP web page](#) or [via email](#) by request.



EASTSIDE ARTS PARTNERSHIPS 2017 Grant Application

I. APPLICANT INFORMATION

Instructions: Please submit this signed application form with the attachments by October 6, 2016 to jheim@bellevuewa.gov. Applications received after this date may not be considered. A cover letter is not required.

Organizational Information

Legal Name of Organization: Click here to enter text.

Mission Statement: Click here to enter text.

Date of Incorporation: Click here to enter text.

IRS #: Click here to enter text.

Website: Click here to enter text.

Contact Information

President/Executive Director's Name: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Grant Contact Name & Title (if *not* the President/Executive Director): Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

MAILING Street Click here to enter text.

ADDRESS City, State, Zip Click here to enter text.

Grant Summary

2017 Grant Amount Request: \$Click here to enter text. **2017 Operating Budget:** \$Click here to enter text.

Summary of the Grant Purpose: Click here to enter text.

A 25 word description of the service and public benefit you will provide. Please begin the sentence with "For..." For example, "For a season of five classical music performances and related public programs with 150 free tickets for low-income youth and seniors."

Dates Covered by This Grant: Click here to enter text.

Have you received previous funding through this program?

☐ No ☐ Yes

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge. I also acknowledge and agree to the award requirements if awarded funding.

Click here to enter text.

CEO/Executive Director

Date



EASTSIDE ARTS PARTNERSHIPS 2017 Grant Application

II. CREATIVE ENGAGEMENT

Instructions: Please describe in vivid but concise detail how you will fully express your mission this year. You should aim to tell your story without the use of jargon, grand statements or theories. We want to read *your plan*.

Participation

	NUMBER OF TOTAL PEOPLE SERVED			PERCENT OF TOTAL LIVE IN BELLEVUE
	2015 Actuals	2016 Actuals	2017 Estimates	
1. ATTENDANCE				
How many people do you plan to serve through in-person programs and services?	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
How many people do you plan to serve through broadcast and online media?	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

2. COMMUNITY 150 word limit.

Who do you serve? What is the profile of the core audience, visitor or community that you design your programs and services? What are their cultural needs and preferences? Address any changes from past years.
[Click here to enter text.](#)

3. RELEVANT PROGRAMS & SERVICES 150 word limit.

How do your core arts, culture and/or heritage programs and services respond to specific community needs? How are they unique? What are the highlights and what are the major changes from the previous year?
[Click here to enter text.](#)

4. RESPONSIVENESS & COMMUNITY ENGAGEMENT 150 word limit.

How did you plan your programs and services for 2017? What mechanisms did you use to gather community feedback? If you collect feedback, what do you do with it? How will your programs and services respond to feedback or other changing dynamics within the community and in your field? Please cite specific examples.
[Click here to enter text.](#)

Creative and Civic Opportunities

	NUMBER OF TOTAL OPPORTUNITIES		
	2015 Actuals	2016 Actuals	2017 Estimates
5. ARTISTS			
How many professional artists will be supported by a paid creative opportunity from your organization this year?	Click here to enter text.	Click here to enter text.	Click here to enter text.
How many professional artists will be supported by an unpaid creative opportunity from your organization this year?	Click here to enter text.	Click here to enter text.	Click here to enter text.
6. VOLUNTEERS			
How many individual volunteers do you plan to contribute to your organization this year?	Click here to enter text.	Click here to enter text.	Click here to enter text.
How many hours will these volunteers contribute to your organization this year? (total of all hours by all volunteers)	Click here to enter text.	Click here to enter text.	Click here to enter text.

7. FOSTERING CREATIVE COMMUNITY 250 word limit.

How will you support artists and volunteers in the coming year? What roles do they play in your organization, programs and services? How will you recruit and retain them? Address any changes from past years.
[Click here to enter text.](#)



EASTSIDE ARTS PARTNERSHIPS 2017 Grant Application Page 2 of 5

III. PUBLIC ACCESS AND BENEFIT

Instructions: Please pay special attention to the section. This is what the City of Bellevue will fund per Washington State Law. If you do not propose to offer a public benefit we cannot support your organization. If you do not propose a *significant public benefit* we cannot support a *significant funding request*.

	NUMBER OF TOTAL PEOPLE SERVED			PERCENT OF TOTAL LIVE IN BELLEVUE
	2015 Actuals	2016 Actuals	2017 Estimates	
9. PUBLIC BENEFITS				
How many free or reduced (50% discount or more) tickets will be provided?	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
How many free or reduced (50% discount or more) scholarships will be offered?	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
What other quantifiable public benefits will you provide? Please specify: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

10. CREATING ACCESS 150 word limit.

Which underserved groups in Bellevue will you service (check all that apply):

- ☐ Disabled citizens ☐ Disadvantaged youth or seniors ☐ Low income ☐ Limited-English speaking
☐ Historically disadvantaged ethnic minority - please specify: [Click here to enter text.](#)

What are the major barriers these groups face and how will you minimize these barriers so that they may fully participate in your programs and services? Please site specific examples.

[Click here to enter text.](#)

11. MARKETING AND PROMOTIONS 150 word limit.

What are the major marketing strategies you will use to encourage the participation of your core audience, visitor or community? What different strategies will you use to encourage participation by the underserved groups you plan to serve as indicated above?

[Click here to enter text.](#)

12. ADDITIONAL COMMUNITY BENEFITS 150 word limit.

If there are other ways your organization contributes to the broader arts or Bellevue community such as engaging in advocacy, resource sharing or developing community partnerships, please let us know.

[Click here to enter text.](#)

IV. STRATEGY

Instructions: Please help us understand the broader context for this year's programs and services and how your proposed activities contribute to strengthening your organization.

13. STRATEGIC GOALS 250 word limit.

Does your organization have a Board-approved strategic plan? If so, please reflect on the progress you have made in achieving your goals and what strategies you will focus on this year to further your mission. If you don't have a strategic plan, please summarize your topline goals and the steps you will take to achieve them.

[Click here to enter text.](#)



Instructions: Please list all the programs and services that you plan to offer to the public in Bellevue for calendar year/fiscal year 2017. Only include items with complete information across the table. For instance, if you plan to offer a program outside of Bellevue or without a quantifiable public benefit, do not include it on this list. This list will serve as your scope of work if you are awarded funds.

[illegible]



EASTSIDE ARTS PARTNERSHIPS 2017 Grant Application

VI. ATTACHMENTS

Instructions: Please attach the following documents. These documents will help the review panel to assess your organization's capacity and sustainability. If you are submitting a paper application, please provide one copy of the following:

☐ **2017 Adopted Budget**

- *Please submit only the arts program budget if your organization is a community-based or other non-arts organization.*
- *Please submit the budget of if you are a non-Bellevue based arts organization running a facility or major program in Bellevue.*

☐ Most recent **audit** or other type of 3rd-party financial review*

☐ Most recently submitted **IRS form 990**** ***NEW***

☐ **Policies and procedures regarding the annual evaluation of the executive director** ***NEW***

** If your organization does not have an audit, please submit a September 1, 2016 cash balance sheet.*

*** If your organization does not submit form 990, please submit your IRS determination letter of non-profit status, list of Board of Directors AND the policies and procedures for setting executive compensation.*

VII. AWARD REQUIREMENTS

Organizations receiving funds must comply with the requirements stated below. Please check each item to acknowledge being informed of these requirements.

☐ **Acknowledgment** Organizations receiving funding from the City of Bellevue must acknowledge the support, at a minimum, in printed programs, or if programs are not appropriate, in signage visible to the public, as well as in digital media dedicated to the funded activities. The visibility recipient organizations provide helps our ability to maintain and raise funding levels and to keep Bellevue residents informed on how their tax dollars are supporting the arts in their community.

☐ **Scope of Work** Recipients acknowledge that this application serves as a scope of work detailing how the funds will be used.

☐ **Evaluation** Organizations receiving funding must provide access to performances/exhibits for evaluators, who may be Bellevue Arts Commissioners or staff, and/or on-site reviewers (a maximum of four tickets). On-site reviewers are professional artists or administrators who are selected based on demonstrated professional experience in a particular arts discipline and who are assigned on a rotating basis to assess the artistic work of organizations in their discipline area. The reviewer submits a written evaluation form to the Arts Program. The evaluation will be considered in future grant applications by the organizations.

☐ **Final Report** Submitting a final report once the work listed is completed and invoice will be necessary in order to receive funding. The forms are available either online on the City's [EAP web page](#) or [via email](#) by request.



Special Projects

Funding for arts, cultural, and heritage projects that serve Bellevue residents and visitors

2016 GUIDELINES

DEADLINE:

Thursday, October 6, 2016, 5:00 p.m.

Joshua Heim, Arts Program Manager
425.452.4105 | jheim@bellevuewa.gov

The City of Bellevue Arts Program is advised by the Bellevue Arts Commission and managed under the Department of Planning & Community Development.

Applications can be submitted by:

Email (preferred)

jheim@bellevuewa.gov

Mail

Bellevue Arts Program
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009

Delivered in person

Bellevue Arts Program
City of Bellevue
450 110th Avenue NE
Bellevue, WA 98004



The City of Bellevue gratefully acknowledges support for the Bellevue Arts Program by 4Culture and the King County Hotel Lodging Tax.

Before You Apply

Before you apply, please discuss your proposal with Arts Program staff to check your eligibility and ensure the project meets the requirements for public benefit. Please contact Joshua Heim, Arts Program Manager, at jheim@bellevuewa.org or 425.452.4105.

Project versus Program?

The focus of Special Projects funding is on *projects* not *programs*. That is, proposals with a tightly defined scope with a short duration that produce tangible and measurable outcomes. If what you have is an idea for a program that you'd like to test, Special Projects is the right funding program for you. However, if you have an existing arts program with a stable audience and approach with updated content year to year, or, if what you have is a project in its second or third year that is making the transition into a program, you may be better served in the Eastside Arts Partnership program. Arts Program staff can help you decide which funding program is best for you.

New this year

We've made changes! Please consider the following changes to the guidelines and application as you prepare your proposal:

- **CRITERIA:** New (and fewer) rules! A lot has happened in Bellevue since 2004 when the Cultural Compass was adopted. Instead of speaking to the goals of the Cultural Compass in your application, we want you focus on innovation and feasibility.
- **APPLICATION FORM:** In an effort to reduce and remove barriers of participation, we have consolidated the forms into one application and simplified the questions. And you can use your own project budget form, too!
- **PROJECT RENEWAL APPLICATION:** Sometimes there's more to learn from a project after the first year and we want to encourage that. If you received Special Projects funding in 2016 you are eligible to submit a fast-track renewal application for priority consideration. No need to re-pitch the same project. All you need to do is reflect on the strengths and weaknesses of the previous year and propose how you will build upon those strengths and minimize those weakness this year to increase effectiveness.
- **BUT...** Each project is eligible for only one project renewal. If you have a project that was funded in 2016 you may certainly submit a new application in 2017, in which case your project is eligible for two years of funding. Please see "Funding Limits" below for more information. However, that means your project must compete against new project proposals.
- **FUNDING LIMITS:** Beginning in 2017, projects will be limited to two years of Special Projects funding to accommodate a rise in funding requests. For instance, if a project receives an award in 2017, that project will be eligible for only one more year of funding in 2018. That means your project may potentially not be eligible for funding in 2019. Applicants who have received year-to-year funding for the same project in the past should consider applying to the Eastside Arts Partnership program or think ahead to how they will supplement city funding in the future.

Funding Clinics

Arts Program staff will host opportunities for applicants to learn more about this grant program, requirements and tips for success. If you would like an appointment but can't come that day or at that time, contact Joshua Heim, Arts Program Manager, at jheim@bellevuewa.org or 425.452.4105 to schedule on a different day or time. We are happy to help you!

Funding Clinic

3:30 – 5:00pm, *September 21, 2016*
Bellevue City Hall, 1E-119

*We are scheduling 20-minute appointments
to work with you on your application.*

Special Projects Program Overview

Special Projects fosters creativity and innovation in the arts and access to art, culture and heritage by new and under-served people and communities. Bellevue is a community that is experiencing rapid changes and we want to encourage creative responses. We provide funding support for projects whose main purpose is artistic, cultural and heritage related and have the potential to engage underserved groups and/or inspire longtime Bellevue residents and visitors to reengage with the arts in new and exciting ways.

Available Funding

The maximum award you can apply for is \$3,000 and the minimum award is \$500. Funding for projects will generally range from \$1000 to \$2,000. However, the Arts Commission may recommend greater or lesser amounts. Please keep in mind that Eastside Arts Partnership awardees do not qualify for Special Projects funding.

Eligibility

Who May Apply

- Individuals or groups who are the primary generators of the project.
- Projects must be publically accessible in Bellevue.
- Project must involve at least one professional artist or cultural practitioner.
- Individuals must be 18 years of age or older at the time of application and have a Social Security Number.
- Groups must have a Tax ID or an EIN number.

Who May Not Apply

- Applicants who receive EAP funding or direct project funding from the Bellevue City Council in the same year.

Evaluation Criteria

The overall criteria that will be used to evaluate eligible applications are artistic innovation, public access and benefit for Bellevue residents and visitors and project feasibility.

Artistic Innovation

- Quality and promise of the proposed arts, cultural, and heritage project to meet the cultural needs of an audience and/or constituent group.
- Innovative approach to foster creative and civic participation by Bellevue's diverse residents and visitors, particularly underserved people and communities.
- Fills a gap in art, cultural, or heritage offerings and opportunities not regularly available to Bellevue residents and visitors.

Public Access and Benefit for Bellevue Residents and Visitors

- Quality and extent of public benefits offered to Bellevue residents and visitors.
- One or more compelling, feasible public events in Bellevue is clearly described.
- Marketing strategies and reach are appropriate to target audience(s) and attendance.

Project Feasibility

- Demonstrated experience of project leaders to accomplish the scope and scale of the project.
- Evidence of thoughtful planning including clearly articulated goals and process for evaluation.
- Realistic budget and timeline.

Application Review Process

City Council approves all funding. Their approvals are based on recommendations from the Arts Commission after reviewing applications. The Commission may include outside professionals on the review panel. Applications are reviewed on a competitive basis according to the overall purpose of the program and the Criteria for Eligible Projects.

Timeline

The City of Bellevue reserves the right to change this timeline.

Proposals due & received:	October 6, 2016 at 5:00 p.m.
Committee Review	October, 2016
Commission Review	November, 2016
City Council Approval	December, 2016
Applicant notification	December, 2016, shortly after Council approval.

Grant Awards and Payment

Timing of Projects and Payments

Projects must take place during 2017 and should be completed by December 1, 2016. The City may consider exceptions on a case by case basis. Invoices and final reports are due to the City by December 15th. Important: Special Project funds do not carry over to the following year, so funding awards expire at year's end.

Payment

Typically, payment will be made at the end of the project. Exceptions may be made, depending on circumstances and City policy. The funding recipient turns in an invoice, a final report and actual budget to the City. Forms for these are available on the web page or by email. Checks are normally mailed within 30 days of the invoice date and our receiving completed paperwork.

Application Check-list

New Applicants

This application has three parts for applicants with new project proposals. You can use this page as a checklist to make sure your application is complete.

- ☐ **Application Form**
- ☐ **Required Supporting Material:**
 - The resume or bio of the lead artist or cultural practitioner involved in this project.
 - Work sample (optional)
 - Evidence of non-profit status if applicable.

Project Renewal Applicants

This application has three parts for applicants who received 2016 Special Projects funding. You can use this page as a checklist to make sure your application is complete.

- ☐ **Request for Renewal Letter** Please submit a written request that addresses the following:
 - Evidence that a second year is needed;
 - The strengths and weaknesses of the project;
 - Specific actionable items you will implement to build upon the strengths and minimize the weaknesses to increase effectiveness (a list with a timeline is encouraged);
 - The expected outcome or change in outcome if you were to receive renewal funds to implement the above action plan.
- ☐ **2016 Final Special Projects Grant Report*** Not need if you have already done so.
- ☐ **Updated Project Budget** You may submit your own project budget or the provided form.

** If your project is not complete by the October 6, 2016 deadline, please submit a full Special Project application if you seek a second year of funding support.*



SPECIAL PROJECTS 2017 Grant Application

I. APPLICANT INFORMATION

Instructions: Please submit this signed application form with the attachments by October 6, 2016 to jheim@bellevuewa.gov. Applications received after this date may not be considered. A cover letter is not required.

Contact Information

Name: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

MAILING Street Click here to enter text.

ADDRESS City, State, Zip Click here to enter text.

Organizational Information (if applicable)

Legal Name of Organization: Click here to enter text.

Mission Statement: Click here to enter text.

Date of Incorporation: Click here to enter text.

IRS #: Click here to enter text.

Website: Click here to enter text.

Grant Summary

2017 Grant Amount Request: \$Click here to enter text.

Total Project Budget: \$Click here to enter text.

Summary of the Grant Purpose: Click here to enter text.

A 25 word project description of the service and public benefit you will provide. Please begin the sentence with "For..."
Example: "For a five hour master class with cellist YoY o Ma and a free artist talk and performance open to the public."

Project Venue Click here to enter text.

Street Address Click here to enter text.

City, State, Zip Click here to enter text.

Dates Covered by This Grant: Click here to enter text.

Have you received previous funding for this project through this program?

☐ No ☐ Yes

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge. I also acknowledge and agree to the award requirements if awarded funding.

Click here to enter text.

CEO/Executive Director

Date



SPECIAL PROJECTS 2017 Grant Application

II. ARTISTIC INNOVATION

Instructions: Please describe in vivid but concise detail how your project is creative, innovative and needed. You should aim to tell your story without the use of jargon, grand statements or theories.

Public Events & Benefits

1. EVENT TITLE	DATES	BELLEVUE VENUE	CAPACITY	PUBLIC BENEFIT
<i>Events open to the public</i>	<i>i.e. 5/7/17</i>	<i>Building or street address</i>	<i>Attendance if "sold out"</i>	<i>i.e. 300 free tickets</i>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
		TOTAL	Click here to enter text.	Click here to enter text.

2. PROJECT GOALS & COMPONENTS 250 word limit.

What is the project and what outcome is it designed to achieve? What are the main activities and components of the project including any public events or benefits? What makes it an innovative arts, cultural or heritage project?

Click here to enter text.

Participation, Broadcast and/or Distribution

	CAPACITY Max attendance if "sold out"	BENEFICIARIES Estimated Total	% OF TOTAL WHO LIVE IN BELLEVUE
3. ATTENDANCE			
How many people will be served through a live experience?	Click here to enter text.	Click here to enter text.	Click here to enter text.
How many people will be served through print distribution, broadcast or online media?	Click here to enter text.	Click here to enter text.	Click here to enter text.

4. COMMUNITY 250 word limit.

What is the profile of the core audience, visitor or community that this project is designed to engage? What are their cultural needs and preferences, how did you discover these and how does this project directly respond to these needs?

Click here to enter text.

Creative and Civic Opportunities

	TOTAL OPPORTUNITIES
5. ARTISTS	
How many professional artists will be supported by a paid creative opportunity?	Click here to enter text.
How many professional artists will be supported by an unpaid creative opportunity?	Click here to enter text.
6. VOLUNTEERS	
How many individual volunteers will you need to contribute to the project?	Click here to enter text.
How many hours will these volunteers contribute? (Total of all hours by all volunteers)	Click here to enter text.

7. FOSTERING CREATIVE COMMUNITY 250 word limit.

How will you support artists and volunteers? What roles do they play? How will you recruit and retain them?

Click here to enter text.



EASTSIDE ARTS PARTNERSHIPS 2017 Grant Application Page 2 of 4

III. PUBLIC ACCESS AND FEASIBILITY

Instructions: Please describe how you will feasibly implement this project in Bellevue *and* meet the requirements for public access. We want to read *your plan*.

8. PROJECT TEAM & PARTNERS 250 word limit.

Please list the main project contributors by name and their roles. Is a professional artist or cultural practitioner involved in the project, and if so, what is their role? What previous experience do team members have in executing a project with a similar scope and scale as what you propose? Will any partners be involved?

[Click here to enter text.](#)

9. CREATING ACCESS 150 word limit.

Will you serve any underserved groups in Bellevue? If so, which ones (check all that apply):

- ☐ Disabled citizens ☐ Disadvantaged youth or seniors ☐ Low income ☐ Limited-English speaking
☐ Historically disadvantaged ethnic minority - please specify: [Click here to enter text.](#)

What are the major barriers these groups face and how will you minimize these barriers so that they may fully participate in your programs and services? Please cite specific examples.

[Click here to enter text.](#)

10. MARKETING AND PROMOTIONS 150 word limit.

What are the major marketing strategies you will use to engage of your core audience, visitor or community?

- ☐ Emails ☐ Website ☐ Social media ☐ Print or online advertising ☐ Radio or television

What different strategies will you use to encourage participation by the underserved groups you plan to serve as indicated above?

[Click here to enter text.](#)

11. PROJECT EVALUATION 150 word limit.

How will you evaluate the success of this project? What mechanisms will you use to gather community feedback? If you collect feedback, what will you do with it? Please be specific.

[Click here to enter text.](#)

12. PROJECT MILESTONES AND TIMELINE.

Please list the major project milestones as a timeline including activities related to development, fabrication or production, delivery, and evaluation. A bullet list is fine.

[Click here to enter text.](#)

IV. ATTACHMENTS

Instructions: Please attach the following documents. If you are submitting a paper application, please provide one copy of the following:

- ☐ Resume or bio of the lead artist or cultural practitioner involved in this project.
- ☐ Work sample (optional), or, a link to a website with work samples: [Click here to enter text.](#)
- ☐ Evidence of non-profit status if applicable.



EASTSIDE ARTS PARTNERSHIPS 2017 Grant Application Page 3 of 4

V. PROJECT BUDGET

You may choose to use the following project budget form, or, submit your own form. If you choose this form, please provide as much detail as possible. For example, if you plan to pay two art instructors and their rate is \$30 per hour, please list that as a staff expense in Box 1: “2 art instructors X \$25/hr.” Similarly, please provide as much detail regarding your income sources. For example, if you expect to charge admission to an exhibition, please list that as earned revenue in Box 8: “500 tickets X \$15.” Non-Cash expenses are volunteer time or in-kind donations. Please note: Total Income must equal Total Expenses.

EXPENSES Please itemize	CASH	NON-CASH
1. Project Staff/Personnel (Non-Cash includes volunteers contributing time) Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Materials/Supplies (Art supplies, instruments, printing, etc.) Click here to enter text.	Click here to enter text.	Click here to enter text.
3. Rentals (Venue, equipment, costumes, etc.) Click here to enter text.	Click here to enter text.	Click here to enter text.
4. Publicity/Marketing (Advertising) Click here to enter text.	Click here to enter text.	Click here to enter text.
5. Other (such as transportation; business license fees; insurance, if needed) Click here to enter text.	Click here to enter text.	Click here to enter text.
6. SUBTOTAL	Click here to enter text.	Click here to enter text.
7. TOTAL EXPENSES Cash + Non-Cash	Click here to enter text.	

INCOME Please itemize	CASH	NON-CASH	Confirmed
8. Earned Revenue (Ticket Sales, concessions, ads in programs, t-shirts, CDs) Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Donations from Individuals Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Donations from Businesses, Foundations, other Government sources Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Special Projects funding request Click here to enter text.	Click here to enter text.		
12. Other (please list) Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. SUBTOTAL	Click here to enter text.	Click here to enter text.	
14. TOTAL INCOME Cash + Non-Cash	Click here to enter text.		

Action and Discussion

Tuesday, August 16, 2016
Meeting: 4:30 pm

Bellevue Arts Commission
Action and Discussion

Cultural Compass Update: Final Draft Strategic Vision & Core Initiatives

Commissioner Jackson will request final changes to the below updated draft and an endorsement.

ACTION: To endorse the Cultural Compass Committee's revision of the Strategic Vision and Core Initiatives.

DRAFT 2: VISION FOR THE ARTS IN BELLEVUE

- Arts and culture are visible and integral to the Bellevue experience.
- Arts and culture create a welcoming environment for engagement and dialogue.
- Bellevue's diversity, cultural heritage and history are prized and promoted.
- Creativity and innovation are nurtured and encouraged everywhere.
- Bellevue sustains a thriving and complete creative community.
- The creative community is instrumental in shaping Bellevue's future.

DRAFT 2: CORE INITIATIVES

1. Building a Complete Creative Community

The City of Bellevue is committed to building the capacity of a complete arts and cultural community through a cultural arts fund. The fund provides annual support to established artists and organizations as well as new voices and organizations who keep pace with the needs of the city's rapid economic and population growth over the coming years. Part of the city's role is to encourage and facilitate greater communication and collaboration among artists, performance venues, art organizations, city departments and the burgeoning business community. The forging of partnerships and the sharing of resources among these entities enables more innovative public programming throughout the city. These cooperative marketing initiatives raise visibility and promote more community awareness and access to local arts and culture.

Sample strategies:

- Develop a performance-based sustained support funding program
- Increase investments to keep pace with population growth
- Invest in public access programs

2. Create Space for Arts and Culture

Consideration of arts and culture in Bellevue is pushing more boldly into the core of city planning and decision making. In light of the city's rapid growth, real estate pressures present challenges for the arts community in finding affordable space for galleries, educational facilities, artist housing and studios, museums and performance venues. The city supports these efforts with policy initiatives and incentives that encourage the creation of affordable space in new residential and industrial development. A central performing arts center downtown is a key component in this plan to expand

the range of cultural facilities available to accommodate more nationally known artists and productions.

Sample strategies:

- Complete the ArtSpace Artist Housing Feasibility Study
- Develop a community facilities funding program
- Preserve and retain cultural resources

3. Cultural Districts in BelRed, Crossroads and Downtown

Bellevue is the heart of the Eastside and a regional destination for cultural tourism. The city's three major cultural centers include the BelRed arts district, Crossroads international district and the Grand Connection and Downtown Cultural District. These districts each have distinct cultural attributes that reflect a unique identity and neighborhood history. Economic and business development also continues to grow and is expanding to previously undeveloped areas of the city. Cultural activities throughout Bellevue are thus complemented by thriving commercial sectors that offer a myriad of shopping and dining options to both the visitor and tourist.

Sample strategies:

- Adopt cultural district master plans
- Enhance the options for cultural features in private development
- Develop a cultural calendar and online platforms for events

4. Creative Placemaking in Every Neighborhood

Bellevue celebrates the diversity and character of its neighborhoods through a broad range of public art projects that serve to preserve and enhance the neighborhoods' identity. The artistic engagement of public space is an important tool to create strong connections between people and the built environment around them.

Public art is also the most visible sign of the city's commitment to integrate art and culture more thoroughly into the daily fabric of commercial districts and neighborhoods throughout the city. Policies have been implemented that also integrate public art with the architectural, landscape and design of capital projects including the East Link light rail line. The combination of utility with aesthetics enables essential services to be provided to residents while enhancing sense of place.

Sample strategies:

- Continue to build the Bellevue Art Collection
- Implement a street arts program throughout the neighborhoods
- Implement a community arts program in public buildings
- Develop an artist in residence program

5. Lifelong learning in the Arts

Bellevue's reputation as an arts destination is enhanced further by expanding on and offering new and dynamic cultural opportunities for residents of all ages. Bellevue prides itself on being friendly to both families and adults in large part because of the broad range of educational activities available

from pop-up workshops to master classes. People of all abilities and skill levels find avenues for artistic expression in established artistic traditions in the community such as fine arts and craft as well as new ones including the digital arts, community theatre, and filmmaking.

Sample strategies:

- Encourage arts organizations to offer a continuum of learning
- Work with the school district and Bellevue College to develop arts education curriculum

NEXT STEPS & UPDATED 2016 TIMELINE

The next step is to present a draft to the City Council for feedback and further direction.

- **March 1** Initiate & Evaluate the current vision statement
- **March 3-30** Conduct vision survey
- **April 5** Arts Commission to discuss survey report and plan
- **April** Committee meeting to re-draft
- **May 3** Arts Commission review first draft of new vision statement
- **May 18** Open 45 day public comment period
- **June 7** Public comment on draft at Arts Commission
- **June 30** Close 30 day public comment period
- **July** Committee meeting to incorporate Council feedback
- **July 12** Arts Commission review second draft of new vision statement
- **August 16** **Arts Commission endorse the revised draft for Council review WE ARE HERE**
- **September 19** **Report to Council at study session (TENTATIVE)**
- **October 4** Arts Commission discuss Council requests and changes
- **November 1** Arts Commission to approve final draft
- **December** City Council approval of final draft

Quick Business

Tuesday, July 12, 2016

Bellevue Arts Commission

1.

2.

3.

Department of Planning and
Community Development

Reports

Tuesday, August 16, 2016

Bellevue Arts Commission

PROJECT UPDATES

DOWNTOWN ART WALK

Meydenbauer Bay Waterfront Expansion

No updates to report.

Bellwether 2016: Confluence

Update, August 16, 2016: Mark your calendars for the next Art Walk on Friday, September 2nd from 11:30am – 1:30pm.

Grand Connection

No updates to report.

PUBLIC ART IN NEIGHBORHOODS

Portable Art Collection

No updates to report.

Lattawood Park

No updates to report.

Lake Hills/PSE Poles

No updates to report.

East Link Public Art

Update, August 16, 2017: Sound Transit Art staff will be presenting on multiple discussion topics regarding artworks at September's Arts Commission meeting.

South Bellevue Station

No updates to report.

Downtown Station

No updates to report.

Wilburton Station

No updates to report.

120th/Spring District Station

No updates to report.

130th St. Station

No updates to report.

Public Art Maintenance

Relocation of *Wild in the City*

Update, August 16, 2016: The Parks Department has expressed interest in relocating the artwork within a park. Staff are exploring options and developing a timeline.

Repairs for *Temple of the Stones*

Completed.

OTHER PROJECTS AND PROGRAMS

Cultural Compass

Update, August 16, 2016: Update to be provided at meeting.

Storefronts Bellevue

No updates to report.

Funding, 2016

Update, August 16, 2016: Updated to be provided at meeting.

Department of Planning and
Community Development

Information

COMMITTEE DESCRIPTIONS AND SUGGESTED ASSIGNMENTS

Below are suggested committee assignments for 2016. If you have any questions or would like to swap an assignment, please discuss with Chair Paul Manfredi.

2016 Suggested Assignments	Commissioners
Allocations	Paul Manfredi, lead
Allocations	Maria Lau Hui
Allocations	Carl Wolfteich
Annual Meeting	Paul Manfredi, lead
Bel Red Arts District	Carl Wolfteich
Bel Red Arts District	Paul Manfredi, chair
Bellwether Sculpture Exhibit 2016	Philip Malkin, chair
Bellwether Sculpture Exhibit 2016	Becky Lewis
Bellwether Sculpture Exhibit 2016	Carl Wolfteich
Bellwether Sculpture Exhibit 2016	Maria Lau Hui
Cultural Compass Update	All commissioners
Cultural Compass Update	Trudi Jackson, lead
East Link Public Art 120 th Spring District Station	Vikram Madan, lead
East Link Public Art Bel Red Station	Becky Lewis, lead
East Link Public Art Downtown	Philip Malkin, co-lead
East Link Public Art Downtown	Trudi Jackson, co-lead
East Link Public Art Wilburton Station	Paul Manfredi, lead
East Link Public Art South Bellevue	Maria Lau Hui, lead
EastLink Public Art Main Street	Carl Wolfteich, lead
Executive Committee	Paul Manfredi, chair
Executive Committee	Philip Malkin
Meydenbauer Bay Beach Park Phase 1	Vikram Madan, lead
Neighborhood Public Art Project Leads Lattawood Park	Philip Malkin, lead
Neighborhood Public Art Project Lake Hills Cell Towers	Becky Lewis, lead
Tateuchi Center Collaboration	All commissioners.
Tateuchi Center Collaboration	Trudi Jackson, lead
Portable Art Committee	TBD