

# 2022 Special Project Guidelines



## ABOUT

Special Project grants provide funding for arts, cultural and heritage projects that serve residents and visitors in Bellevue, Washington.

We encourage innovative projects by artists, individuals, and communities that fill cultural gaps and inspire new forms of creative participation, particularly for under-served groups.

Applicants can request up to \$5,000. Projects must take place during 2022 and should be completed by November 21, 2022.

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  
[mstamm@bellevuewa.gov](mailto:mstamm@bellevuewa.gov)

## DEADLINES

### Letter of Intent\*

September 20, 2021

### Full Application

October 11, 2021

## APPLY ONLINE

All application materials, including the Letter of Intent, are managed online through SurveyMonkey Apply.

[www.bellevuearts.smapply.io](http://www.bellevuearts.smapply.io)

\*A Letter of Intent is required to access the Full Application

Pictured: Joel Cuplin and Ben von Wildenhaus. Image by Bruce Clayton Tom.



# Program Overview

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## Purpose

Special Project grants foster innovation in the arts. Bellevue is changing, and we want to encourage the creative community to change with it. We provide funding support for artistic, cultural, and heritage projects that have the potential to fill cultural gaps, especially for underserved groups, and inspire longtime Bellevue residents and visitors in new and exciting ways.

## Public Funding = Public Benefit

Washington law requires that individuals or organizations who receive public funding must provide a public benefit. Examples of public benefit are:

- Free public performances, exhibitions, workshops, screenings, or readings.
- Free scholarships to ongoing, fee-based arts educational or training programs.
- Accommodating services that expand access and inclusion to individuals with limited physical or English-speaking abilities.

# Funding

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Generally, the maximum award is \$3,000 and the minimum award is \$500. However, the Arts Commission may recommend greater or lesser amounts. The most an applicant can request is \$5,000. Funding awards expire and do not carry over to the following year.

## Timing of Projects

Projects must take place during 2022 and should be completed by November 21, 2022.

## Payment

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 to the City for reimbursement. Invoices and final reports are due online to the City by November 21, 2022. Checks are normally mailed within 30 days after receiving completed post-grant reports.

# Eligibility

## Who May Apply

- Individuals or groups who are the primary generators of the project.
- Projects must be publicly 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.
- 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.
- Applicants who received two years of Special Projects funding for the same project.

# Application Timeline

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<b>July 12, 2021</b>	Guidelines published
<b>Aug 16</b>	Online Application portal opens
<b>Sept 20</b>	Letter of Intent due at 11:59 p.m.
<b>Oct 11</b>	Applications due at 11:59 p.m.
<b>Oct</b>	Allocation Committee review
<b>Nov 1</b>	Arts Commission review
<b>Nov/Dec</b>	City Council review
<b>Dec</b>	Awards announced
<b>Jan 10, 2022</b>	Award acceptance due by 11:59 p.m.
<b>Nov 21</b>	Post-Grant Report due by 11:59 p.m.

The City reserves the right to change this timeline.

# Program Contact

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This funding program is administered by the City of Bellevue Arts Program. Please direct any questions to:

**Manette Stamm, Arts Program Assistant**  
(425) 452-4064  
[mstamm@bellevuewa.gov](mailto:mstamm@bellevuewa.gov)

## Application Review

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City Council approves all funding. Their approvals are based on recommendations from the Bellevue Arts Commission Allocations Committee. The Committee may include outside professionals. Applications are reviewed on a competitive basis according to the overall purpose of the program and the criteria for eligible organizations. Incomplete applications submitted after the deadline may not be reviewed.

## Evaluation Criteria

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### 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

- 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.

## Project Renewals

Did you receive a first-time Special Projects grant in 2021? Good news: you are eligible for a fast-track renewal and do not need to submit a new application.

### Criteria

Sometimes there's more to learn from a project the second time around. Renewals will be determined on the quality of this learning. **Each project is eligible for only one project renewal.**

### Renewal application

There is no need to re-pitch the same project; we want to hear why you are continuing the project and how you will make it better. All you need to do is reflect on the strengths and weaknesses of the project and propose how you will build upon those strengths and minimize those weaknesses in 2021. This application has three parts. Use this checklist to ensure your application is complete.

- ☐ **2021 Special Projects Grant Report**  
If your project is not complete by this application deadline, please submit a progress report instead.
- ☐ **Request for Renewal Letter**  
Submit a written letter that addresses the following:
  - Evidence that a second year is needed.
  - Project strengths and weaknesses.
  - 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 funds to implement the above action plan.
  - The funding amount you seek.
- ☐ **Updated 2022 Project Budget**  
Update the project budget.



# Application Instructions

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1. Submit the required Letter of Intent (LOI) beginning on August 16 and no later than September 20, 2021 that summarizes the purpose of your project, why you need public funding, and the level of funding you seek.
2. Within five business days, you will be invited to submit a full application via the same online application portal if you are eligible.
3. Prepare a full application after submitting a LOI via the same online application portal above.
4. Prepare the following supplemental materials:
  - ☐ The resume or bio of the lead artist or cultural worker involved in this project.
  - ☐ Work sample.
5. Submit your full online application by the October 11, 2021 deadline.

## Online Portal

The City of Bellevue uses SurveyMonkey Apply, an online portal where all application materials are submitted.

[www.bellevuearts.smapply.io](http://www.bellevuearts.smapply.io)

Detailed instructions on how to use the portal are included on the city's Arts and Culture Grants webpage.

[bellevuewa.gov/artsgrants](http://bellevuewa.gov/artsgrants)



The City of Bellevue gratefully acknowledges support for this funding program by 4Culture and the King County Hotel Lodging Tax.

# 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.

## Timing of Payments

Funds will be paid upon completion of the work described in the scope. Final billing for 2022 funds must be received by November 21, 2022. Funds do not carry over into 2023.

## Onsite Reviews

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 to receive funding. The forms are available online through the grant portal.