

# 2022 Power Up Guidelines

## ABOUT

Power Up grants helps leaders of our partner arts and cultural nonprofits reach the next level of organizational development.

Our goals are to strengthen our partners' ability to fulfill their mission and increase their capacity to serve Bellevue residents and visitors.

Applicants can request a one-time grant of \$5,000 in connection with a EAP grant.

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

## 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: Japan Fair. Image Courtesy of Visit Bellevue.



## Program Overview

Power Up helps leaders of our partner arts and cultural nonprofits reach the next level of organizational development. Our goals are to strengthen our partners' ability to fulfill their mission and increase their capacity to serve Bellevue residents and visitors.

### Available Funding and Support

If you're ready for capacity building, develop a project to strengthen your asset to make a positive, immediate impact on the organization. We offer the funding resources to help you get to the next level:

- **Project grant funds:** Do you have a clearly identified capacity need and a one-time project? Receive up to \$5,000 to implement a capacity building project.

## Are you ready to Power Up?

Capacity building describes the process of developing your nonprofit's ability to deliver its mission effectively now and in the future by changing what you can do. But not every organization is in the position to do this. Take this free organizational assessment to understand if you have the basics of nonprofit management firmly in place to begin the journey.

<https://www.501commons.org/assess/five-elements-of-a-healthy-nonprofit-self-assessment>

## Eligibility

### Who May Apply

Nonprofit arts and cultural organizations who have submitted a 2022 EAP grant application and have not received Power Up support in the past

## Application Timeline

<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

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

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

- Readiness to engage in capacity building as determined in the *Five Elements Self-Assessment*.
- Clearly articulated capacity building need and a feasible project or proposal to address it.

# Application Instructions

Use this checklist to ensure your application is complete. Please attach the following materials to your 2022 EAP grant application.

## ☐ Letter of Interest

Attach a written request of no more than 1,000 words to your 2022 EAP application:

1. **Goal:** Describe how a Power Up grant will strengthen the ability of your organization to meet its mission.
2. **Need:** What special circumstances, challenges, or changes have caused your organization to Power Up on management and organizational issues at this time? Reference any noteworthy results and learnings from the *Five Elements Self-Assessment*.
3. **Request:** Explain how the Power Up funds will be used. Will you pursue a capacity building project, a Springboard Plan, or create a Pathway to Success? If you are proposing a project, what is the funding amount being requested?
4. **Champions:** Identify who from your organization's staff and/or board (at least one staff member if you have paid staff and one board member) has made the commitment to take on the above project. Describe how they will be effective capacity building champions in your organization. What are their roles?
5. **Impact:** One year from now, how will your organization be different because of this Power Up funding? What measurable change will have occurred that demonstrates an increase in your capacity to serve Bellevue residents and visitors?

## ☐ Five Elements Self-Assessment

Please attach a completed form. See link above.

## ☐ Project Budget

Please attach a full project budget. Matching funds are highly encouraged.



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.

## 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.

## Online Portal

The City of Bellevue uses Survey Monkey 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)