



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.