



2017 Guidelines

Photo courtesy of the Bellevue Arts Museum

DEADLINE

October 19, 2016
5:00pm

EASTSIDE ARTS PARTNERSHIPS

Funding for annual arts, cultural and heritage programs that serve residents and visitors in Bellevue, Washington

LEARN MORE

Funding Clinic
September 29, 2016
3:30-5:00pm

Bellevue City Hall
450 110th Avenue NE
Bellevue, WA 98004

We support nonprofit organizations that deliver proven high quality programs and services to Bellevue residents year after year.

Applicants with at least two completed seasons are invited to apply. Programs must take place during 2017 and should be completed by December 1, 2017.

CONTACT

Joshua Heim
425.452.4105
jheim@bellevuewa.gov

Apply

www.bellevuewa.gov/arts_program.htm

INSTRUCTIONS

Submit your application in one of three ways:

Email (preferred)

jheim@bellevuewa.gov

Mail

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

In person

Bellevue City Hall
450 110th Avenue NE
Bellevue, WA 98004

PLEASE NOTE

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.

Please contact Arts Program staff if you have questions about our funding programs and which one will best meet your needs in 2017.

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.

Program Overview

Eastside Arts Partnerships provides operating support to nonprofit organizations providing annual arts, cultural and heritage programs in Bellevue.

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. EAP encourages:

- Programming quality and sustainability;
- Arts access for Bellevue residents;
- Artistic, managerial and fiscal excellence, and
- Greater cooperation and collaboration among arts groups.

Available Funding

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 ongoing services in Bellevue and to enhance local arts activities. The Arts Commission recommends roughly 80% of this allocation through the Eastside Arts Partnerships. 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*.

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.

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.

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 TO-DO

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

- ☐ **Application Form.**
- ☐ **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 your organization is not based in Bellevue.
- ☐ **Financial Audit.**
Most recent audit, compilation or other type of 3rd-party financial review. If your organization does not have an audit, please submit an October 1, 2016 cash balance sheet.
- ☐ **IRS Form 990. *NEW***
Please submit the most recently completed form. If your organization does not submit form 990, please submit the budget actuals for the last year of operation, you're IRS determination letter of non-profit status, list of Board of Directors and the policies and procedures for setting executive compensation.
- ☐ **Policies and procedures regarding the annual evaluation of the executive director. *NEW***

First Time Applicants

You may provide additional materials to help the review panel familiarize themselves with your organization. These materials are not required:

- ☐ **Organizational Strategic Plan.**
- ☐ **Portfolio of Past Programs.**
This could include an annual report, current or most recent program brochure, and/or promotional photos or videos.

Application Review Process

City Council approves all funding. 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 November 3rd if an interview is needed and will work with staff to schedule an interview before November 15th. 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.

2016 Timeline

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

- October 19** Proposals due & received at 5:00 p.m.
- November** Committee and Commission Review
Interviews if needed
- December** City Council Approval

Applicants will be notified shortly after Council approval in December.

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 by request.