



Photo courtesy of Hengda Li Dance Academy

## DEADLINE

October 19, 2016  
5:00pm

## LEARN MORE

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

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

## CONTACT

Joshua Heim  
425.452.4105  
jheim@bellevuewa.gov

## SPECIAL PROJECTS

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

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

Applicants can generally request up to \$3,000. Projects must take place during 2017 and should be completed by December 1, 2017.

## Apply

[www.bellevuewa.gov/arts\\_program.htm](http://www.bellevuewa.gov/arts_program.htm)

# INSTRUCTIONS

## 1 Determine if you need project or program funding.

The focus of Special Projects is on proposals with a tightly defined scope in 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 with Eastside Arts Partnerships.

## 2 Discuss your project.

Please contact Arts Program Staff to check your eligibility and ensure the project meets the requirements for public benefit.

## 3 Fill out an application.

Applications can be found on our website or by contacting staff.

## 4 Submit your application in one of three ways:

### Email (preferred)

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

### Mail

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

### In person

C/O Joshua Heim  
Bellevue City Hall  
450 110<sup>th</sup> Avenue NE  
Bellevue, WA 98004

## Program Overview

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Special Projects fosters creativity and innovation in the arts and access to art, culture and heritage by new and underserved 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

Generally the maximum award 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.

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



## Eligibility

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### 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

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The overall criteria that will be used to evaluate eligible applications are artistic innovation, public access and benefit 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.

## 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. Rather than speaking to the goals of the *Cultural Compass* in your application, please focus on innovation and feasibility.

### Application form

In an effort to reduce and remove barriers to this program, 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 in 2017 to increase effectiveness. BUT...

Each project is eligible for only one project renewal. If a project that was funded in 2016 you may 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, your project must compete against new project proposals.

### Funding limits

Beginning in 2017, projects will be limited to two years of Special Projects funding. 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 a project may 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 Partnerships or think ahead to how they will supplement city funding in the future.



# APPLICATION TO-DO

## New Applicants

This application has two parts. Use this check-list to ensure your application is complete.

☐ **Application Form.**

☐ **Supporting Material.**

- The resume or bio of the lead artist or cultural worker involved in this project.
- Work sample (optional)
- Evidence of non-profit status if applicable.

## Project Renewal Applicants

For applicants who received 2016 Special Projects funding only. This application has three parts. You can use this check-list to ensure your application is complete.

☐ **Request for Renewal Letter.**

Please submit a written request 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.

☐ **2016 Special Projects Grant Report.**

If your project is not complete by the October 19, 2016 deadline, please submit a full Special Project application.

☐ **Updated Project Budget**

Submit your own project budget form or the form that is provided.

## Application Review

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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.

### 2016 Timeline

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

<b>October 19</b>	Proposals due & received at 5:00 p.m.
<b>November</b>	Committee and Commission Review
<b>December</b>	City Council Approval

Applicants will be notified shortly after Council approval in December.

## Grant Awards & Payment

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### Timing of Projects and Payments

Projects must take place during 2017 and should be completed by December 1, 2017. The City may consider exceptions on a case by case basis. Invoices and final reports are due to the City by December 15<sup>th</sup>. Funding awards expire and do not carry over to the following year.

### 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 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.