



2018 Guidelines

DEADLINE

November 7, 2017
5:00pm

POWER UP BELLEVUE

Capacity building funding and technical assistance for 2018 Eastside Arts Partners.

Detail of Incognito
by Above

LEARN MORE

Power Up Workshop
September 30
9am-1pm

We Work Bellevue
10400 NE 4th St.
Bellevue, WA 98004

We strengthen nonprofit organizations in the Eastside Arts Partnership (EAP) funding program by supporting capacity building.

Applicants who submit a 2018 EAP application are invited to submit a proposal. Capacity building projects and activities must take place during 2018 and should be completed by December 1, 2018.

CONTACT

Joshua Heim
425.452.4105
jheim@bellevuewa.gov

Apply

<https://planning.bellevuewa.gov/community-development/arts-and-culture/grants/>

INSTRUCTIONS

1 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 are capable of doing. 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>

2 Don't solve a problem. Pursue an opportunity!

A common misconception is that capacity building will solve a problem. On the contrary! Capacity will help your organization become more powerful by enhancing the right assets at the right time. Determine which asset has the biggest potential for growth.

3 Develop a proposal.

If you're ready for capacity building, develop a project to strengthen your asset to make a positive, immediate impact on the organization. If your organization is ready to Power Up but unsure of a project to get you there, consider applying to the Springboard program. If you're not ready to Power Up but want to be, consider creating a Pathway to Success.

4 Submit your proposal by Nov. 7 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

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

Program Overview

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

Rooted in Bellevue's unique cultural landscape and community assets, the program provides project funding, a learning community, and technical assistance to existing and recent Eastside Arts Partners. Our goals are to strengthen our partners' ability to fulfill their mission and increase the capacity of organizations to serve Bellevue residents and visitors.

Available Funding and Support

Funds are currently available for 2018. The program offers resources at all levels of organizational development.

- ❑ **Project grant funds:** Do you have a clearly identified capacity need and a one-time project? Receive up to \$5,000 to implement your project and build capacity.
- ❑ **Springboard Plan:** Don't have a well-defined project? Participate in the Springboard program at 501 Commons on us – a \$1,500 value! You will work with nonprofit consultants to create a 12-18 month capacity building plan.
- ❑ **Create a Pathway to Success:** Did your self-assessment reveal the need to build your organizational foundation instead of its capacity? Using the results of your organizational self-assessment, get advice from the consultants at 501 Commons on how to strengthen the foundation of your organization.

Timing of Projects and Payments

Projects must take place during 2018 and should be completed by December 1, 2018. Two payments will be made. The first payment is for a detailed project plan due by January 15th. The second payment is for a final report due by December 15th. Funding awards expire and do not carry over to the following year. Checks are normally mailed within 30 days of the invoice date and our receiving completed paperwork.

Acknowledgments

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



PROPOSAL

Use this check-list to ensure your application is complete. Please include the following material with your 2018 EAP grant application.

☐ Letter of Interest.

Please submit a written request of no more than 1,000 words:

1. **Goal:** Please describe how a POWER UP 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? Please reference any significant results and learnings from the *Five Elements Self-Assessment*.
3. **Request:** Describe 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:** Please identify who from your organization's staff and 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 you will be effective capacity building champions in your organization. What are your roles?
5. **Impact:** One year from now, how will your organization have improved as a result of this POWER UP? What measurable change will have occurred that demonstrates an increase in your capacity to serve Bellevue residents and visitors?

☐ Five Elements Self-Assessment.

Please submit a completed form.

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

☐ Project Budget.

Please submit a full project budget.

Eligibility

Who May Apply

Nonprofit arts and cultural organizations eligible for the 2018 Eastside Arts Partnerships (EAP) funding program and who have submitted a 2018 EAP grant application.

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.
- Commitment to capacity building as demonstrated by at least one organizational representative in attendance at the *Power Up Workshop* on September 30th.

Application Review

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.

2017 Application Timeline

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

November 7	Proposals due & received at 5:00 p.m.
November	Committee and Commission Review
December	City Council Approval

Applicants will be notified shortly after Council approval in December.