



# COOPERATIVE PARTNERSHIP APPLICATION GUIDELINES FISCAL YEAR 2016 (FY16)

## IMPORTANT NOTE:

The Washington State Arts Commission is accepting Cooperative Partnership applications for FY 2015 through our online application system. Please read the full application guidelines here before beginning your application. When you are ready to apply, access the online application at <http://wsac.culturegrants.org>.

**Online applications must be submitted electronically by 11:59 p.m. on the deadline date specified for the particular grant category, as noted below.**

## COOPERATIVE PARTNERSHIP GRANT CATEGORY PROJECT PERIOD AND DEADLINE

**Projects must take place between July 1, 2015 and June 30, 2016.**

The application deadline is April 9, 2015

## INTRODUCTION

One of the primary goals of the Washington State Arts Commission (ArtsWA) is to support the cultural vitality of communities throughout the state. To accomplish this, we direct funding and services to strengthen communities and to provide arts opportunities for the public, with a particular interest in reaching diverse populations.

## PROGRAM PURPOSE

The Commission enters into Cooperative Partnerships with statewide arts service organizations to advance our goals and priorities. Cooperative Partnerships enable us to extend our reach by partnering with organizations that provide services to support artists and arts professionals across the state of Washington.

Five statewide arts service organizations are directly invited to apply for Cooperative Partnership grants (see below). Other statewide arts service organizations may also apply and will be given equal consideration, based on the eligibility requirements and application review criteria.

## Cooperative Partnership Grant, General Information

### ELIGIBILITY

- Applicants must be able to document the following:
- A minimum two-year history of **statewide**, ongoing, professional arts services provided in Washington.
- Full-time, paid staff.
- Incorporation as a nonprofit organization for a minimum of two years, with a current Washington Nonprofit Annual Report filing.
- Nonprofit, tax-exempt determination under Section 501(c)(3) of the Internal Revenue Code of 1954 (as amended).

### INVITEES

Five statewide service organizations are invited to apply for Cooperative Partnership grants:

**Artist Trust**, to provide support services for individual artists, such as fellowships and workshops to develop professional skills.

**Arts Northwest**, to provide training for performing artists and presenters in Washington.

**Centrum**, to provide youth and adult training in a variety of art forms, including artist residencies, master classes, workshops and performance opportunities.

**Washington State Arts Alliance**, to develop arts leadership training and professional development services for arts administrators, artists and arts leaders from all parts of the state through the annual Washington State Cultural Congress.

**ArtsEd Washington**, to develop and support K-12 arts education policies and programs through outreach and communications services.

### FUNDING RANGE AND PAYMENTS

Cooperative Partnerships are project grants and may not be used for operating support. Applicants should propose and describe specific, planned methods (such as fellowships or customized training) and events (such as workshops or conferences) that provide statewide services to support artists and arts professionals.

The proposed budget should reflect the following ranges in the grant request amount:

Eligible organizations with **annual budgets of \$150,000 to \$850,000** may request \$5,000 to \$15,000.

Eligible organizations with **annual budgets of \$850,000 and above** may request \$15,000 to \$35,000.

No grant funds will be paid in advance of the contract starting date. Payments will be made after the expenses for which grant funds were committed have been incurred and after proper documentation and signed invoice have been submitted.

## **MATCHING REQUIREMENTS**

**Starting this year, Cooperative Partner grants are 1:1 matching grants.** This means that the applicant organization must commit cash matching funds to its project in an amount at least equal to the Project Support grant (this is a 1:1 match). **Grants will not exceed 50 percent of the total expenses for a project;** in most cases, the grant will constitute only a small portion of the cash requirements for the event. Factors to consider when completing the budget section of the application include the following:

- Lack of, or unconfirmed, matching funds make for a weak proposal.
- In-kind support (non-cash donations of labor, supplies, materials) can be included in the project budget to display the total resources for the project, but are not considered as part of the cash match.

Funds from other Washington State Arts Commission programs are not eligible matching funds.

## **TIMELINE**

These guidelines cover projects contracted for the period from July 1, 2015, to June 30, 2016. Recipients of Cooperative Partnership grants will be required to submit a Final Report after the grant period. If the report is not received by the deadline, 10 percent will be reduced from future ArtsWA grants.

## **FUNDING LIMITATIONS**

Organizations funded through the Cooperative Partnership program may not receive any other Washington State Arts Commission grant within the same fiscal year.

## **APPLICATION REVIEW**

Our staff determines the eligibility of applications received. Eligible applications are forwarded to a review panel. Panelists will rate each application based on the following criteria:

**Program plans (10 points):** Alignment with Cooperative Partnership Program Purpose as stated in the Introduction, above; implementation plans that demonstrate a specific and realistic approach towards a strategic objective; overall quality of narrative proposal in terms of clarity and responses to specific questions asked in the application.

**Public benefit (10 points):** Potential impact on the artistic, cultural or professional arts skills of a community or individuals. Potential to broaden access for underserved communities, expand the number and diversify the participants; or strengthen communities through the arts.

**Management capability (10 points):** Sound management of programs and finances. Evidence of program planning and evaluation methods; accurate and realistic project budget; appropriate mix of income sources.

**Statewide distribution of services (10 points):** Significant impact on, and service to, arts professionals or artists in many parts of the state, especially outside King County.

Applications are reviewed in detail by each panelist individually and by the panel as a group. Panel recommendations are forwarded to the Board of the Washington State Arts Commission for approval.

### **How to Complete the Application Form and Attachments**

Cooperative Partnership grant applications must be submitted electronically via the ArtsWA grants online system. To access the online application, go to <http://wsac.culturegrants.org>. **New users** will need to set up an individual account and then set up an account for their organization, prior to gaining access to the application forms. **Returning users** must use their existing user ID and password, and should *not* start a new account for this application. We strongly recommend that the person with primary responsibility for managing grant contracts initiate the account and manage the online process.

### **Grant Policies**

The following policies apply to funded grant proposals:

- Payments for funded proposals will be made *after* the approved services have been provided and after appropriate documentation and invoice forms have been submitted. Grantees will need to track expenses carefully and keep clear records.
- Every grant recipient must submit a Final Report at the end of the contract period; this is a contractual obligation. The Final Report includes a narrative self-evaluation, final budget and project information required by the National Endowment for the Arts.
- Failure to submit the Final Report by the stated deadline will result in a 10 percent reduction in funding on a subsequent ArtsWA grant.

### **DUNS Number**

All organizations applying for a grant from ArtsWA must provide a DUNS (Data Universal Numbering System) number to meet federal and state statistical reporting requirements; this number will be required as part of the process to create your organizational account. The federal government uses the number as a contractor identification code for all procurement-related activities. Registering for the DUNS number is free and is managed by Dun & Bradstreet.

If you don't yet have a DUNS number, the chief financial officer, grant administrator or authorizing official of your organization can register for it online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by calling the Dunn & Bradstreet Business Registration Team, at 1-866-705-5711. If requested over the phone, a DUNS number is provided immediately. Webform requests take one to two business days.

## **Application Form**

Once you have created an organizational account in the Grants Online system, you can access the application form for the Cooperative Partnership Grant. It may be helpful to look through the sections of the online application to familiarize yourself with the format. However, you will still need to refer to these guidelines for detailed information about the application requirements. The grants online system includes limited instructional text.

A **Help Tab** within the online application provides general information about the system. If you have questions or need help navigating the grants online system, please contact us. The application section collects contact information for the lead organization and the individuals responsible for the grant. The organizational information will be pre-populated based on the information provided during the sign-up process. The “Managing Director” is the person who manages the day-to-day aspects of the organization and project. The “Authorizing Official” is the person who has the authority to make financial decisions for the organization. The “Grant Contact Person” is the primary administrative contact for all grant-related communications, including contracts and invoices. The same individual may fill more than one of these roles.

### **Section One: Project Narrative**

Fill in your organization’s published mission statement (400 characters). Then write a narrative summary of your project and its intent (300 characters). Then write the Project Narrative. Using a bulleted list format, provide brief descriptions of the project or service the organization plans to deliver under this grant contract. Succinctly describe the project, how it was developed and how it will be carried out. List key personnel and their brief credentials (2000 characters).

### **Section Two: Public Benefit**

Provide an overview of participants in your programs, i.e., artists, arts professionals, community members. Note service to various parts of the state and to underserved populations (low income, rural, ethnic and disabled persons). What is the impact of your services? What specific public benefit will occur because of this grant contract (1500 characters)?

### **Section Three: Management Capability**

What qualifies your organization to provide this project/service? What is your evidence of sound management of programs and finances? How was this project/service planned and how will it be evaluated (1500 characters)?

### **Section: Project Budget**

The proposed budget should include **all expenses and income related to your project**, not just the portion of the project for which you are requesting ArtsWA funding. A strong budget will demonstrate realistic and appropriate planning for both income and expense, and will be mathematically accurate. "Income" refers to all earned income, grants, and donations that you expect to receive in support of your project. In the "Details" column, list the name of the funder or the source of the income. In the next column, list the amount. In the fourth column, enter a "C" for confirmed sources of income, or an "A" for anticipated sources. The total for cash income must equal the total for cash expenses.

"Expenses" refers to all goods and services that you must purchase in order to implement your project. In the "Details" column of the budget form, describe the expense, with detail about hours, rates and quantities as possible. In the next column, list the amount. The last column indicates the addition of In-Kind Support to that category of expense. "In-Kind Support" refers to donations of goods and services that will support your project. This may include goods such as art materials or facilities for trainings or meetings, and services such as staff time provided by project partners as well as volunteer hours. The "Completed Year Operating Budget" section of the budget form refers to your organization's total cash income budget (not In-Kind Support) from your most recent completed budget year. Do not include capital or endowment funds. Please note that it is not possible to modify the Budget Form on this online application. You may have more types of expenses or categories of income than there are lines on the form. If this is the case, please consolidate line items as well as possible. The text boxes for the description of the line item are expandable, providing enough space to explain each line item.

### **Section: Events List**

First, list your public programs and events completed in the last program year. You may consolidate and summarize categories rather than listing all events. Event attendee numbers should be actual figures. Second, list examples of your public programs and events that this grant application will support. Event attendee numbers should be estimated figures. Large attendance items such as newsletters or web page views should be summarized and listed at the end.

### **Section: Upload Additional Materials**

In addition to completing the online forms, you will need to upload additional materials to a portfolio connected with your online application. This will require that you have electronic versions of all the required materials. Please keep this in mind as you plan which artistic samples you will submit. Documents should be uploaded in PDF or Word format; you may include **the links to online electronic documents** (such as YouTube or your own website). Word format will also be accepted for literary samples. Instructions on how to upload your materials are contained on the "Upload Additional Materials" section of the online application.

**All applicants must upload the following materials:**

**Nonprofit Corporation Annual Report:** Filed with the Corporations Division of the Secretary of State's Office, [http://www.sos.wa.gov/corps/corps\\_search.aspx](http://www.sos.wa.gov/corps/corps_search.aspx)

**Board List:** Please upload your list of Board of Directors. The Board list should include names and titles of officers, and community or professional affiliation for each board member. Do not include addresses, email addresses and phone numbers.

**Staff List:** Please upload a list of key management and artistic paid staff by title of position and percentage of time employed (40 hours per week is 100 percent). Please note total number of full-time equivalent staff.

**Work Samples:** Upload three publications as work samples to support your program proposal. This is a required component of applications and may provide the review panel with a deeper understanding of your work.

- You may upload video, audio or still images directly to your application portfolio. Please see the "Help" tab on the online application for advice about file types.
- If your work sample is accessible via the internet, you may submit a separate document that lists the website address and the specific URL to directly access the work to be viewed.
- The panel will generally review work samples for no more than 3 to 5 minutes per application; be sure to indicate clearly which segments of your work sample the panel should review.

**Completed Year Operating Budget (12-Month Statement of Income and Expenses)**

All applicants must upload one copy of the organization's operating budget for **the most recent, completed fiscal year**. Submit the budget in the format used by your organization, showing income and expenses for a full 12 months, as reported for the past year of operations. The submitted budget should be detailed yet concise, in a format that your organization's board has adopted and that staff have used for the management of the yearly budget. The budget should be no longer than two pages.

**Review and Submit**

The final section of the online application contains instructions on how to print and review your application prior to submitting it. Before you submit your application, as long as you remember to save your work as you go, you can work on it in whatever order you like, and go back to it as many times as you like. Once you click the submit button, you will be able to access and view your application but you will not be able to make any changes.

**NEW APPLICANT REQUIREMENT**

### **ALL NEW APPLICANTS MUST PROVE THEIR TAX-EXEMPT STATUS.**

If the lead applicant is a non-profit organization that has not previously received an ArtsWA grant, you must submit a copy of the letter from the federal Internal Revenue Service indicating your organization's tax-exempt status (501c3 determination letter).

New applicants (or those who have not applied in five years) also must provide documentation of two years of arts service activity—a list and brief description of programs open to the public (no more than one page).

### **NEED HELP?**

Please contact grants program staff with any questions:

- Program Manager Mayumi Tsutakawa at 360-586-0424 or [mayumi.tsutakawa@arts.wa.gov](mailto:mayumi.tsutakawa@arts.wa.gov)
- Program Coordinator Christel Ratliff at 360-586-0026 or [christel.ratliff@arts.wa.gov](mailto:christel.ratliff@arts.wa.gov).

Plan to schedule an appointment with us well before the application deadline to allow time to work through questions or to review application drafts.

For additional staff listings, go to <http://www.arts.wa.gov/about-us/pages/who-we-are>

### **DON'T MISS THE DEADLINE**

We encourage you to allow plenty of time to develop your application materials offline and then transfer them to the online system. You will not need to do it all at once; you will be able to save your work in stages within the Grants Online system. While we will work hard to help you understand our application system, we will make no exceptions regarding the application deadline. Please keep in mind that, depending on call volume, we may have limited availability in the last few days before the deadline. **To be eligible for review, applications must include all required elements and must be submitted electronically by 11:59 p.m. on the deadline date.**

### **ARTSWA GENERAL INFORMATION**

#### **Commission Board**

ArtsWA is governed by a board of 19 governor-appointed citizens and four legislative members, appointed by their respective caucuses. For a list of current commissioners and their biographical information, go to <http://www.arts.wa.gov/about-us/pages/who-we-are>.

#### **Accessibility, Diversity and Nondiscrimination**

ArtsWA complies with all local, state and federal laws and regulations concerning civil and human rights. For more information regarding Washington State Arts Commission's policies on Accessibility, Diversity, and Nondiscrimination, please go to our <http://www.arts.wa.gov/about-us/pages/policies> . The Washington State Arts Commission's

Cooperative Partnership Grant Program is funded by the Washington State Legislature and the National Endowment for the Arts. These guidelines were published by the Washington State Arts Commission, February 2015. Every effort has been made to publish accurate and timely information.