



WASHINGTON STATE ARTS COMMISSION

COOPERATIVE PARTNERSHIP PROGRAM

GRANT APPLICATION GUIDELINES

FISCAL YEAR 2017 (FY17)

The Washington State Arts Commission is accepting grant applications for its Cooperative Partnership Program for Fiscal Year 2017. Please read the full application guidelines before beginning your application.

COOPERATIVE PARTNERSHIP PROGRAM
For projects between July 1, 2016 and June 30, 2017
Application deadline: 11:59 pm April 11, 2016
Applications must be submitted online at <http://wsac.culturegrants.org>.

INTRODUCTION

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

PROGRAM PURPOSE

Through Cooperative Partnership Program support, the Washington State Arts Commission enters into cooperative partnerships with statewide arts service organizations to advance the Commission's goals and priorities. Cooperative Partnership Program funding enables us to extend our reach by partnering with organizations that provide services that support artists and arts professionals across Washington State.

Five statewide arts service organizations are directly invited annually to apply for Cooperative Partnership Program funding. A list of the five organizations is provided in these guidelines (page 6). We welcome applications from other statewide arts service organizations who meet the eligibility requirements and application review criteria outlined in these guidelines. All applicants will be reviewed simultaneously and given equal consideration.

COOPERATIVE PARTNERSHIP PROGRAM FUNDING

The Cooperative Partnership Program offers funding through **project grants**. Applicants must propose and describe specific projects and events that provide statewide services that support artists and arts professionals, especially those that reach diverse and under-served populations.

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).

FUNDING RANGE

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**

MATCHING REQUIREMENTS

Cooperative Partnership Program grants require a 1:1 match. This means that the applicant organization must commit cash matching funds in an amount (at least) equal to the project grant request (this is a 1:1 match). Cooperative Partnership Program grants will not exceed 50 percent of the total expenses for a project and in most cases, the grant will constitute only a small portion of the cash requirements for the project. 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.

FUNDING LIMITATIONS

Organizations funded through Cooperative Partnership Program grants may not receive any other Washington State Arts Commission grant within the same fiscal year. Additionally, Cooperative Partnership Program funding may not be used for operating support.

PAYMENT AND POLICIES

Payments: 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 requested and committed have been incurred. Proper documentation of expenses is required and the signed invoice submitted. Grantees need to track expenses carefully and keep clear and accurate records.

Final Reports: 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 may result in a 10 percent reduction in funding on a subsequent ArtsWA grant.

APPLICATION FORM AND ATTACHMENTS

Cooperative Partnership Grant program 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.

Once you have created an organizational account in the Grants Online system, you can access the application form for the Cooperative Partnership Grant.

The **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.

APPLICATION COMPONENTS

Applicant Information

The Applicant Information section collects contact information about the organization and the individuals responsible for the grant. Some information will be pre-populated from 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.

APPLICATION COMPONENTS, continued

Project Narrative

First fill in your organization's published mission statement (400 characters). Then fill in the Project Title and complete a Project Summary narrative of your project and its intent (300 characters). Next complete the Project Description 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 with a summary of credentials (2000 characters).

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)?

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)?

Project Expenses

What expenses from your Project Budget would this project grant cover? When are the expenses incurred?

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 Washington State Arts Commission funding. A strong budget will demonstrate realistic and appropriate planning for both income and expense, and will be mathematically accurate. The total for cash income must equal the total for cash expenses.

"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.

"Expenses" refers to all goods and services that you must purchase in order to complete your project. In the "Details" column describe the expense with as much detail about hours, rates and quantities as possible. In the "Cash" column list the total amount for this line item. The last column allows for the addition of in-kind support to the 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 (excluding 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.

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.

Additional Support Materials Required

In addition to completing the online forms, you will need to upload additional materials to support your application. This will require that you have electronic versions of all the required materials (PDF, Word and JPG format accepted). To include links

Additional Support Materials, continued

to online documentation (YouTube, website, etc) upload a document with brief description(s) and link(s). For instructions on uploading your materials see the “Upload Additional Materials” section of the online application.

Required Support 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

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: A required component of all applications.

Work Samples include:

- **Required:** 3 publications produced by your organization that support your project proposal.
- **Optional additional samples:** Video (maximum 2 files), audio (maximum 2 files) or still images (maximum 5 files). Please see the “Help” tab on the online application for advice about file types.

A successful work sample will help the review panel understand your work. The panel will generally review work samples for no more than 3 to 5 minutes per application. If necessary, be sure to indicate clearly which segments of your work sample the panel should review first (example for audio/video instructions may be: skip ahead to 2:11 etc.).

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.

APPLICATION REVIEW

Washington State Arts Commission staff determines the eligibility of applications received (see “Eligibility” – page 1). Eligible applications are forwarded to a review panel that then rates each application based on the following criteria:

Program plans (10 points): Alignment with 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 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.

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 Dun & 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.

NEW APPLICANTS AND THOSE WHO HAVE NOT APPLIED IN 5 YEARS

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, Miguel Guillen at 360-586-0424 or miguel.guillen@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. We suggest first creating/organizing your materials offline and then transfer them to the online system. Additionally with the Grants Online system you can complete your application in stages, saving as you go along, and returning when ready to continue. 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 applications must be complete and submitted electronically by 11:59 p.m. on the deadline date.

ARTSWA GENERAL INFORMATION

Commission Board

The Washington State Arts Commission is governed by a board of nineteen 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

The Washington State Arts Commission 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>.

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ANNUAL INVITEES TO THE COOPERATIVE PARTNERSHIP PROGRAM

Five statewide arts service organizations are invited annually to apply for Cooperative Partnership Program funding:

ARTIST TRUST - to provide support services for individual artists, including fellowships and professional development workshops. (<http://www.artisttrust.org/>)

ARTS NORTHWEST - to provide training for performing artists and presenters in Washington State. (<https://www.artsnw.org/>)

CENTRUM - to provide youth and adult training in a variety of art forms, including artist residencies, master classes, workshops and performance opportunities. (<http://centrum.org/>)

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. (<http://www.wsartsalliance.com/>)

ARTSED WASHINGTON - to develop and support K-12 arts education policies and programs through outreach and communications services. (<http://artsedwashington.org/>)