

WASHINGTON STATE ARTS COMMISSION

PROJECT SUPPORT APPLICATION GUIDELINES

FISCAL YEAR 2017 (FY17)



The Washington State Arts Commission is now accepting applications for Fiscal Year 2017 Project Support Grants; applications must be submitted through our online application system. Please read these full guidelines before beginning your application. When you are ready to apply, go to <http://wsac.culturegrants.org>.

**ONLINE APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY
BY 11:59 P.M. ON THE DEADLINE DATE.**

PROJECT SUPPORT LEVELS AND DEADLINES

- **LEVEL A** - For small arts organizations (under \$200,000 annual budget OR organizations that are not arts specific). Application **deadline is April 18, 2016**.
Level A Projects must take place between July 1, 2016, and June 30, 2017.
- **LEVEL B** - For mid-sized arts organizations (from \$200,000 to \$1 million annual budget OR local arts agencies affiliated with government entities). Application **deadline is April 28, 2016**.
Level B Projects must take place between August 15, 2016, and June 30, 2017.
- **LEVEL C** - For large arts institutions (over \$1 million annual budget). Application **deadline is May 19, 2016**. **Level C Projects must take place between August 15, 2016, and June 30, 2017.**

ALL LEVELS INFORMATIONAL TELECONFERENCE

For new applicants, and all those interested in reviewing the guidelines, review criteria, and application process, please plan to participate in our teleconference on March 14, 2016, 12 – 1pm. Sign up for the teleconference via our website: <http://www.arts.wa.gov/>.

INTRODUCTION

The Washington State Arts Commission (ArtsWA) seeks to expand arts participation in communities across Washington, as detailed in our Strategic Plan. To accomplish this, ArtsWA directs funding and services to strengthen communities and to provide arts opportunities for the public, with a particular interest in reaching diverse populations. ArtsWA's Arts Participation Leadership Initiative (2009 – 2014) explored new approaches to building arts participation. Our FY17 Project Support grants offer an extra incentive for innovations in arts participation, as described in the Innovations Incentive sections of these guidelines.

PURPOSE OF THE PROJECT SUPPORT GRANTS PROGRAM

The conservation and development of the state's artistic resources are essential to the social, educational and economic growth of Washington. Artists, works of art and artistic institutions contribute to the quality of life and the general welfare of the people of Washington, and are an appropriate matter of concern to the state's government.

Project Support Grants provide funding for arts organizations, community service groups and local or tribal governments that provide arts events targeted to public audiences in Washington. This funding supports a diverse array of performances, exhibitions, workshops and services to expand arts engagement and arts participation.

GOALS OF THE PROJECT SUPPORT GRANTS PROGRAM

The goals of all the grants offered through the Project Support Grants Program are to fulfill the following:

- Support artistic excellence, defined as demonstrated mastery of skills and techniques, professional approaches to process and presentation, and/or communication of unique vision or perspective of an artistic effort, event, program or service.
- Support artistic and cultural development of a community or group of individuals.
- Broaden access to the arts and expand and diversify the audiences.
- Evaluate and document arts programs by measuring results and using this information for future planning.
- Encourage good management strategies for planning, budgeting, collaborating with community partners and fundraising for the project.

PROJECT SUPPORT GRANT INFORMATION

ELIGIBILITY

Applicants must be able to document the following:

- A minimum one-year history of arts programming.
- For nonprofit organizations, a state nonprofit incorporation status with a current state nonprofit annual report filing; OR
- For governmental agencies, a minimum of one year, as established by ordinance or legislation, as an agency, department or unit of city, county, tribal or state government.
- For nonprofit organizations that are first time applicants, a nonprofit, tax-exempt determination letter under Section 501(c)(3) of the Internal Revenue Code of 1954 (as amended).

Nonprofit arts organizations are eligible for a Project Support grant category determined by the organization's budget, as stated in the organization's board-approved, **most recently completed one-year budget showing annual cash (not in-kind) income.**

- Level A: under \$200,000 (with or without a fiscal sponsor – see Fiscal Sponsor section – page 5)
- Level B: between \$200,000 and \$1 million (or Local Arts Agency of any size)
- Level C: over \$1 million

Non-Arts-Specific Organizations

Nonprofit organizations and government agencies that do not have artistic missions, but seek funding for arts projects that serve public audiences, are eligible to apply in Project Support Level A. These can include community service organizations, ethnic associations, civic organizations, libraries and tribal governments or local governments (regardless of their budget size).

Local Arts Agencies

An officially designated Local Arts Agency may apply for Project Support Level B regardless of its budget size. A Local Arts Agency is an organization officially designated by a local government that promotes the arts and increases access for the public through services, programs, and/or funding within a specific geographic area e.g., a city or county. This is either a department of the government, or officially designated by the government.

GENERAL CONDITIONS

Grant contracts will specify that the grant will support the specific project proposed in the Project Support application and will not be used for general organizational support. Things to remember when writing your application:

- The project event must be accessible to the public and the proposal must have specific dates and confirmed venues.

GENERAL CONDITIONS, *continued*

- Significant changes in the scope of the project may result in cancellation of the grant. Contact the Program Manager immediately if changes are necessary.
- If the original project for which funds were awarded is cancelled, the grant will be cancelled.

INNOVATIONS INCENTIVE

ArtsWA is offering an optional Innovations Incentive for innovative ideas in arts participation. These small additional grants will support projects that focus on culturally diverse participants, youth and young adults, and projects that implement innovative social media methods. If funding is available, we will offer a small number of Innovations Incentive grants. Please note that Local Arts Agencies are not eligible for Innovations Incentive grants.

“Innovations” are defined as “the introduction of something new, or a new idea, method or device” to build arts participation (from the Arts Participation Leadership Initiative (APLI) Innovations Summary Report). This can be an innovation for your arts organization, not necessarily for the entire arts field.

The proposal for the Innovations Incentive should be tied to your Project Support grant proposal. The applicant will detail the Innovations Incentive proposal in a narrative response in addition to other Project Support application questions. For details and examples of arts participation practices, visit the APLI portal at <http://www.arts.wa.gov/apli/takeaways.phpw>. Applying for an Innovations Incentive is optional. If your project does not include an Innovations Incentive proposal, it will not detract from consideration of your application for a Project Support grant.

PROJECT FUNDING RANGE

Grant awards may vary from the ranges listed below, depending on available funds.

- **LEVEL A** - For small arts organizations (under \$200,000 annual budget OR not arts specific).
 - ***Grant awards of \$1,000-\$2,500***
 - ***Innovations Incentive of \$1,000***
- **LEVEL B** - For mid-sized arts organizations (from \$200,000 to \$1 million annual budget OR Local Arts Agencies).
 - ***Grant awards of \$2,500-\$5,000***
 - ***Innovations Incentive of \$2,000***
(Local Arts Agencies are not eligible for Innovation Incentive grants)
- **LEVEL C** - For large arts institutions (over \$1 million annual budget).
 - ***Grant awards of \$5,000-\$8,000***
 - ***Innovations Incentive of \$3,000***

PROJECT SUPPORT FUNDING EXAMPLES

Funded project events/opportunities **must be open to the public** and may include the following:

- Music, dance, or theater performances that are part of a season of events OR a stand-alone event
- Professionally juried visual art exhibitions
- Poetry and literary readings
- Literary publications or anthologies
- Traditional or folk arts performances/festivals
- Fees for professional guest artists, composers, costume designers, choreographers, etc.
- In-state tours by professional ensembles
- Royalties or rentals of equipment

PROJECT SUPPORT FUNDING EXAMPLES, *continued*

- Broadcasts of the arts, for example via radio or webcasts
- Art films or videos, digital arts, web-based arts projects
- Arts events/projects that increase access for persons with disabilities, as defined by the Americans with Disabilities Act
- Arts management training events
- Community artist residencies that result in presentations to the public
- Youth arts programs that occur outside of school and are not offered for school credit

INNOVATIONS INCENTIVE FUNDING EXAMPLES

- Combine arts content with social activities
- Engage new audiences through responsive programming techniques
- Experiment with setting of arts events
- Integrate social media and digital technology with programming and strategy
- Work with community partners to increase impact
- Provide tools to help audiences share their experience with others
- Build relations with community organizations to attract diverse audiences
- Remove barriers to younger audience attendance

WHAT WE CAN'T FUND

Project Support Grants cannot be used to fund the following:

CERTAIN TYPES OF ACTIVITIES AT SCHOOLS, COLLEGES, UNIVERSITIES

- Events, activities, projects, or performances that are part of , or involve, academic or course credit
- Tuition assistance for college, university or other formal course of study that generates course credit

ACTIVITIES CONDUCTED BY AMATEURS, NON-PROFESSIONALS AND INDIVIDUALS

- Grants to individuals
- Expenses for an individual to attend contests, conferences, seminars or workshops
- Grants to students, student scholarships, or student or amateur work
- Amateur groups not under the direction or guidance of recognized professionals
- Touring of non-professional arts programs
- Payments to individuals with less than one year of independent professional experience
- Payments to board members of the applicant, unless made in compliance with Internal Revenue Service 501(c)(3) regulations that limit such payments to only professional services

CERTAIN TYPES OF PROJECTS OR PROGRAMS CONDUCTED BY OTHER STATE AGENCIES

Project Support Grants cannot be used to fund state agency programs or projects that receive state appropriations for the same project.

PRIVATE PURPOSE AND RESTRICTED EVENTS

Project Support Grants cannot be used to fund the following:

- Events that are not open to the public
- Activities primarily benefiting the organization membership or financed by artist entry fees, particularly those involving cash prizes
- Exhibitions not juried by professionals
- Events not commonly recognized as a general public event, that are an integral part of a specific religion, or promote a religious observance
- Conferences benefiting a small group of people
- Hospitality expenses such as food, flowers, receptions and similar items
- Fund-raisers or benefit concerts

WHAT WE CAN'T FUND, continued

CERTAIN TYPES OF CAPITAL EXPENSES

Project Support Grants cannot be used to fund the following capital expenses:

- Renovation, remodeling, restoration, or new construction of buildings
- Purchase of permanent equipment or real property, including public art installations

CERTAIN TYPES OF GENERAL EXPENSES AND DEFICITS

Project Support Grants cannot be used to fund the following types of general expenses and deficits:

- Activities or expenses outside the grant period for these guidelines
- General operating support for the organization
- Activities that have occurred prior to the project period designated by the contract
- Requests to cover previous losses incurred by the organization

OUT-OF-STATE TRAVEL

Project Support Grants cannot be used to fund travel outside Washington. Travel expenses for artists to travel to perform in Washington State are allowable.

LEVEL A APPLICANTS MAY USE A FISCAL SPONSOR

If a LEVEL A small arts group does not have nonprofit status, it may submit an application through an organization that does. The arts group filing an application using a Fiscal Sponsor must have and be able to document the following at the time of application:

- The arts group is an organization composed of three or more persons who have worked together for more than one year (include this documentation in the narrative portion of the application); and
- At least one year of on-going arts programming that includes the conception, production, performance and/or exhibition of works of art, or the provision of arts related services to state residents, communities, artists or arts organizations (include this documentation in the Events List portion of the application).

FISCAL SPONSOR RESPONSIBILITIES

An applicant organization that uses a Fiscal Sponsor must:

- Attach a copy of the Fiscal Sponsor's current state Nonprofit Annual Report and 501(c)(3) determination from the IRS.
- Attach a list of the Fiscal Sponsor's board of directors.

The Fiscal Sponsor is not expected to provide financial or administrative support to the group other than the grant administration. By agreeing to support the arts group's application, the Fiscal Sponsor assures that it:

- Assumes all financial, accounting, and reporting responsibilities associated with an ArtsWA grant award contract.
- Understands that if a grant is awarded, ArtsWA will send the grant contract and all grant payments to the Fiscal Sponsor.
- Will not deduct administrative fees or indirect costs from any grant funds awarded by ArtsWA.
- Does not sponsor or present the arts event.
- Fiscal Sponsor must also assure that it does not support the group as an affiliate or sub-committee.

MATCHING REQUIREMENTS

Project Support 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.

MATCHING REQUIREMENTS, continued

- 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, but should be declared in the Project Budget line titled “Other ArtsWA Grants” if they are part of the overall project income.

APPLICATION EVALUATION AND REVIEW CRITERIA

ArtsWA staff will prescreen applications to determine if eligibility requirements have been met (see “Eligibility,” page 2). Each funding level of eligible Project Support Grant applications will be reviewed by a separate panel and scored in the context of other applications in the same category.

Panelists will rate each eligible application based on the following criteria identified for each section of the application, focusing on these key considerations:

- **Artistic excellence (10 points)** as indicated by the following:
 - Demonstration of a mastery of skills and techniques
 - Professional approaches to artistic process and presentation
 - Communication of unique vision or perspective of artistic effort, event, program or service proposed
- **Public benefit (10 points)** as indicated by the following:
 - The artistic and/or cultural development of a community or group of individuals
 - Evidence of collaboration with community partners
 - The potential to broaden access to, expand and diversify the audiences
 - Evidence that the project will strengthen communities through the arts
- **Evaluation and sustainability (10 points)** as indicated by the following:
 - Strategies to measure results and evaluate the program or event’s impact on public benefit
 - Plans to use the evaluation results for future planning, to sustain the project or the organization
- **Management (10 points)** as indicated by the following:
 - Project budget, event list and proposal details show evidence of the organization’s capacity to implement the project as proposed
 - Clear strategies for planning the proposed project, evidence of staff’s experience
 - Fund-raising for the project, diversity of support
- **Innovations Incentive (Optional 10 points)** as indicated by the following:
 - Proposed innovation is an “introduction of something new, or a new idea, method or device” to build arts participation
 - Realistic plans for implementing the innovation, including staffing, budget and engagement of partners and/or stakeholders
 - Clearly identified goals for the innovation, with plans for assessing the results

ArtsWA seeks to distribute its grant funds to all parts of Washington. Grant allocation decisions will be made with consideration for achieving broad statewide geographic representation within each category of Project Support Grants, to the extent possible with the pool of applicants. Applications are reviewed in detail by each panelist individually and by the panel as a group. Level A panel recommendations are forwarded to the ArtsWA Executive Director for approval and are then ratified by the ArtsWA Board. Level B and Level C panel recommendations are forwarded to the ArtsWA Board for approval.

HOW TO COMPLETE THE APPLICATION FORM AND ATTACHMENTS FOR THE ONLINE APPLICATION PROCESS

Project Support grant applications must be submitted electronically via the ArtsWA Grants Online system. To access the online application, go to <http://wsac.culturegrants.org>.

Note: Please review the eligibility criteria for each grant category prior to accessing the online application form to ensure that you are applying to the correct level of Project Support.

New users will need to set up an individual account in addition to 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.

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.

Application Forms: Once you have created an individual and organizational account, you can access the application forms for the Project Support Grant. It may be helpful to page 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 instructional text in the various application sections. A **Help Tab** within the online application provides general information about the system. If you have questions or need help navigating the system, please contact us.

For Help: Please contact grants program staff with your questions about both the technical aspects of the online application as well as the content of your application:

Miguel Guillén, Program Manager, at 360-586-0424 or miguel.guillen@arts.wa.gov
or contact the Program Coordinator at 360-586-0026.

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

Deadline: We strongly encourage you to allow **plenty of time** to develop your application materials offline and transfer them to the online system. You will not need to complete the application in one sitting. When completing an application your work can be saved 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 consideration for funding, applications must include all required elements and must be submitted electronically by 11:59 p.m. on the stated deadline date.**

APPLICATION COMPONENTS

The information required in each section of the online application is detailed in the following section of these guidelines. Access the Project Support application form after registering as explained above.

APPLICATION COMPONENTS, continued

Applicant Information

This section collects contact information for the applicant organization and the individuals responsible for the management of the grant. The organization information will be pre-populated based on the information provided during the sign-up process. 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 both of these roles.

Nonprofit Status of Applicant (for Level A): Indicate if you are a nonprofit. You must select “Yes” to continue with the application.

Project Support Request: Indicate the amount you are requesting from ArtsWA for your project.

Project Narrative and Expenses

Fill in your organization’s published mission statement. Add a Project Title. Write a project summary overview (300 characters maximum). Next submit your project’s main Narrative including: artistic purpose, background, program plan, program partners, intended audiences and key artistic and management personnel and a brief listing of their credentials (2000 characters maximum).

The Project Expenses listing section is for you to identify expenses that will be paid out of the ArtsWA grant, if awarded. Project Expenses section:

- Description: Describe what the expense will cover.
- Amount: Dollar amount of the expense.
- Expense Date: When the expense will be incurred with relation to your proposed project timeline.

Final Date: Help us track when your project is completed by entering the FINAL date of your activity, project or event.

Public Benefit

This section includes narrative questions and a listing of event details.

Public Benefit: Describe how your project will:

- support the artistic and cultural development of a community and/or individuals in Washington State;
- increase, deepen and diversify arts participation;
- strengthen your community, strengthen your community and broaden access, expand and diversify audiences for the arts? (maximum characters: 2000)

Evaluation: How will you measure the quantitative and qualitative results of this project? (750 characters maximum)

The **Event Details** listing section is for you to state the project date/times, ticket prices and locations.

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. Read further for detailed information on completing the Project Budget Form.

Budget Match

Applicants must demonstrate budgetary support for their proposed program that matches or exceeds the amount of funding requested from ArtsWA. The cash match requirement is 1:1 and may be indicated as “confirmed” or “anticipated.” A diverse cash match listing (grants or donations of funds from sources other than ArtsWA) demonstrates a higher level of commitment and support and will make your application more

competitive. In-kind support may be indicated in the Expenses section, in addition to your cash match in the Income section.

Completing the Project Budget Form

“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. Include as much 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 including In-Kind Support) from your most recent completed budget year.

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 much as possible. The text boxes for the description of the line item are expandable, providing enough space to explain each line item.

Events List Page

Please provide a summarized list of your organization’s **last completed year** of events that were open to the public. You may group similar events together. **If you are a new applicant, this will serve as your evidence of one completed year of arts activities.** Include estimates of attendance figures. Group your large distribution items at the end, such as books, newsletters, radio or web-based arts presentations.

Innovations Incentive - optional

Please provide a narrative response if you are applying for the optional Innovations Incentive award (maximum 2000 characters). If your project does not include an Innovations Incentive proposal, it will not detract from consideration of your application for a Project Support grant.

- What is the innovation you propose as an additional effort to your Project Support application? (i.e., introduction of something new, or a new idea, method or device to build arts participation)
- Include a summary of your plans for implementing the innovation, including staffing, budget and engagement of partners and/or stakeholders.
- Include your goals for the innovation and how you will assess the results.

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 work samples you will submit. Documents should be uploaded in PDF or Word format (with PDF preferred to help maintain formatting); **you may include links to online electronic documents** (such as YouTube or your own website). Instructions on how to upload your materials are contained on the “Upload Additional Materials” section of the online application.

REQUIRED for all NEW applicants:

Proof of Tax-Exempt Status - If the lead applicant is a non-profit organization that is new to the system, you must submit a copy of the letter from the federal Internal Revenue Service indicating your organization’s tax-exempt status 501(c)(3) determination letter.

Upload Additional Materials, continued

REQUIRED if you are a Government Applicant:

Government agencies or divisions of a city, county, tribe or state, must attach one copy of the enabling legislation or local or tribal government ordinance that designates your organization as a Local Arts Agency.

REQUIRED if you are using a Fiscal Sponsor:

Attach a copy of your Fiscal Sponsor's current state Nonprofit Annual Report and 501(c)(3) determination from the IRS. Attach a list of your Fiscal Sponsor's board of directors.

REQUIRED for ALL applicants (not using a Fiscal Sponsor):

- **Organization's 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
- **Organization's Board List:** Please upload your list of board of directors with job or community affiliation. Do not include email, phone or address information.

REQUIRED for ALL applicants:

- **Artistic Work Sample:** You must submit one artistic work sample 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 for the work to be viewed.
 - The panel will generally review work samples for no more than three to five minutes per application; be sure to indicate clearly which segments of your sample the panel should review.
 - Arts organizations presenting the performing arts are strongly encouraged to submit a video clip rather than still photos.
 - Literary projects may submit written materials in electronic format (PDF preferred).
- **Organization's Completed Year Operating Budget (12-Month Statement of Income and Expenses):** All applicants must attach one copy of their **most recent** Completed Year Operating Budget. This statement will display the organization's income and expenses for a full 12 months, as reported for the **past completed year of operations**. Provide a detailed yet concise statement, one the organization board has adopted and staff used for the management of the yearly budget, and that can fit on one or two pages.

Review and Submit

The final section of the online application contains instructions on how to review and print your application prior to submitting. This will be your last chance to make edits to your application before submitting. 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**.

PROJECT SUPPORT 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.

PROJECT SUPPORT GRANT POLICIES, continued

- 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.

ARTSWA GENERAL INFORMATION AND CONTACT INFORMATION

PROJECT SUPPORT GRANTS STAFF

Miguel Guillén, Program Manager: miguel.guillen@arts.wa.gov, 360-586-0424
or contact the Program Coordinator at 360-586-0026.

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

COMMISSION BOARD

ArtsWA is governed by a board composed 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/who-we-are>.

ACCESSIBILITY, DIVERSITY AND NONDISCRIMINATION

ArtsWA complies with all local, state and federal laws and regulations concerning civil and human rights. For further information regarding Washington State Arts Commission's policies on Accessibility, Diversity, and Nondiscrimination, please see the accessibility page: <http://www.arts.wa.gov/about-us/policies/accessibility>.

IMPORTANT NOTE

These guidelines and the funding for Project Support grants are contingent on available state and federal funding. State and federal funding decisions usually are confirmed by June of each year.

The Washington State Arts Commission's Project Support 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 2016. Every effort has been made to publish accurate and timely information.