



WASHINGTON STATE ARTS COMMISSION

COOPERATIVE PARTNERSHIP PROGRAM

GRANT APPLICATION GUIDELINES

FISCAL YEAR 2019 (FY19)

**The Washington State Arts Commission is accepting applications for its
Cooperative Partnership Program for Fiscal Year 2019.
Please read the full application guidelines before beginning your application.**

COOPERATIVE PARTNERSHIP PROGRAM
For projects between July 1, 2018 and June 30, 2019
Application deadline: 5:00 pm April 2, 2018
Applications must be submitted online through [ZoomGrants](#)

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 the Cooperative Partnership Program 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.

COOPERATIVE PARTNERSHIP PROGRAM FUNDING

The Cooperative Partnership Program offers funding through **project grants**. Applicants must propose and describe specific projects, programs or services that provide support and are available to artists and arts professionals working in diverse regions of the state. Of primary interest are project, programs or services that reach diverse and under-served populations and reach constituents in under-resourced areas of the state.

ELIGIBILITY

Applicants must be able to document the following:

- A minimum two-year history of **statewide**, ongoing, professional arts services, programs or projects provided in Washington State
- Minimum of one full-time paid staff member
- 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

- 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**

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. For a complete list of what fund and don't fund [click here](#).

Cooperative Partnership Program grant requests should not exceed fifty percent of the total expenses for a project and in most cases will constitute only a small portion of the cash requirements for the project.

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 equal (at minimum) to the project grant request (this is a 1:1 match).

Factors to consider regarding matching funds:

- Unconfirmed matching funds make for a weak proposal
- In-kind support (non-cash donations of labor, supplies, materials, etc.) can be included in the project budget to display the total resources for the project, but may not be considered as part of the cash match
- Funds from other Washington State Arts Commission programs are not eligible matching funds

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 and the signed invoice submitted. Expenses must correspond to the "Allowable Expenses" section of your contract should a grant be awarded. Grantees are encouraged to track expenses carefully and keep accurate records.

Final Report: 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 ten 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.

APPLICATION FORM AND SUPPORT MATERIALS

Cooperative Partnership Grant program applications must be submitted electronically via the ArtsWA grants online system. To access the online application, go to [ZoomGrants](#).

APPLICATION REVIEW

Washington State Arts Commission staff determines the eligibility of applications received. 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.

ArtsWA seeks to distribute funds across Washington State. Grant allocation decisions in the Cooperative Partnership Program are therefore made with consideration of organizations that help us achieve broad statewide geographic representation. Additionally, in 2016, the ArtsWA board of commissioners approved ArtsWA's 2017-2021 Strategic Plan. The updated plan includes a crosscutting objective that helps guide equitable distribution of ArtsWA's limited resources. When rating applications panelists are asked to consider, along with the Review Criteria, how applications are helping ArtsWA meet its Strategic Plan Crosscutting Objective.

ArtsWA Strategic Plan – Crosscutting Objective

“Increase our specific and intentional efforts around social justice by ensuring that ArtsWA-funded activities and work are reflective of Washington’s diverse populations including cultural diversity, artistic disciplines, geographic locations, and underserved populations.”

The Review Criteria

Eligible applications are forwarded to a review panel that then rates each application based on the following criteria. The strongest applications will demonstrate strengths in all of these four areas based on the definitions provided. 0-10 points will be awarded per criterion for a maximum of 40 points per application.

Program Plans (10 points): Alignment with Introduction, Program Purpose and Cooperative Partnership Program Funding intentions as stated in the beginning of these guidelines. 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, economic or professional arts skills and capacity of a community or individuals. Potential to broaden access for underserved communities, expand and diversify the participants; or strengthen communities through the arts. Potential to extend resources into under-resourced communities.

Management (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 and artists in multiple parts of the state, especially under-resourced areas outside King County.

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. The system saves your work as you go along so you can complete your application in stages. 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 5:00 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, [click here](#).

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, [click here](#).

The Washington State Arts Commission’s Cooperative Partnership 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, January 2018. Every effort has been made to publish accurate and timely information.

NEED HELP?

Program Manager, Miguel Guillén at 360-586-0424 or miguel.guillen@arts.wa.gov
For additional staff listings, [click here](#).