

# WASHINGTON STATE ARTS COMMISSION

## PROJECT SUPPORT GRANTS

### FISCAL YEAR 2020 - APPLICATION GUIDELINES

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#### About Project Support Grants

The Washington State Arts Commission (ArtsWA) is accepting applications for the Project Support Program. This program provides grants to groups and organizations to help pay arts project expenses. From hiring artists to renting venues and just about everything in-between, Project Support grants help organizations reach their arts project goals.

#### Who can apply, how much can be requested, and when is the deadline?

The Project Support program is broken up into three categories by organization size and type:

##### **LEVEL A**

###### **Eligible organizations**

- Nonprofit arts organizations with annual operating budgets up to \$200,000
- Nonprofit organizations that are not arts-specific but seek funding for an arts project
- Fiscally sponsored arts groups
- Local or Tribal Government
- Community service organizations, cultural associations, civic organizations, and libraries

###### **Overview and Deadline**

- Grant requests of \$1,000 - \$2,500
- Projects must take place between July 1, 2019 and June 30, 2020
- Application deadline is **March 11, 2019, 5:00 PM**

##### **LEVEL B**

###### **Eligible organizations**

- Nonprofit arts organizations with annual operating budgets from \$200,000 to \$1 million
- Local Arts Agencies (officially designated by a local government)

###### **Overview and deadline**

- Grant requests of \$2,500 - \$5,000
- Projects must take place between August 15, 2019 and June 30, 2020
- Application deadline is **April 22, 2019, 5:00 PM**

##### **LEVEL C**

###### **Eligible organizations**

- Nonprofit arts organizations with annual operating budgets from \$1 million and up

###### **Overview and deadline**

- Grant requests of \$5,000 - \$8,000
- Projects must take place between August 15, 2019 and June 30, 2020
- Application deadline is **May 20, 2019, 5:00 PM**

#### How do we select grant recipients?

A panel of arts professionals and ArtsWA commissioners review your application alongside other applications in the same level. Using criteria to score your application, the panel recommends high scoring applications for funding. Along with the review criteria, panelists also consider ArtsWA's Strategic Plan Crosscutting Objective when rating applications.

The ArtsWA Board of Commissioners ratifies funding recommendations.

For more information about ArtsWA's Crosscutting Objective [click here](#).

#### What are the Review Criteria?

Review Criteria are standards that panelists use to score applications. Strong applications demonstrate strengths in all five areas.

**1) Public Benefit that strengthens community through arts participation (20 pts)**

- Creative, cultural, professional, and/or economic development
- Strategic collaboration with community partners and stakeholders
- Increased access, expansion and/or diversification of audience

**2) Inclusion of underserved\* populations (20 pts)**

- As project leads, presenters, participants, or audience
- Calculated geographic scope and demographic reach of project
- Outreach that results in real-world interaction and participation
- Use of statistical data to increase participation
- Outreach to veterans, active service members, and their families
- Outreach to youth
- Access for persons with disabilities (as defined by the Americans with Disabilities Act)
- Identifies community need, seeks community input, creates community partnerships

**\*Definition of Underserved**

**3) Artistic excellence (20 pts)**

- Mastery of skills, techniques and/or diverse approaches
- Professional approach to process and presentation
- Communication of a unique vision or perspective
- Contributes to a vibrant arts and cultural community
- Contributes to the development of artists, art form, or arts field

**4) Evaluation of sustainability, planning and growth of the applicant, project or community (20 pts)**

- Measures impact on local or target community
- Measures impact on the applicant's strategic goals, objectives and planning
- Measures successes and shortcomings of project participation and outcomes
- Measures the program or project sustainability and/or replication (if applicable)

**5) Management of project (20 pts)**

- Budget is feasible and leverages state funds with a diverse funding strategy
- Budget includes the required 1:1 match
- Event-list documents a one-year history of producing arts or relevant programming
- Articulates capacity to plan and produce project including names of key personnel

For more information about the Review Criteria, [click here](#).

**Requirements**

To be an eligible nonprofit you must:

- have a **current** Washington Nonprofit Annual Report filing on record

To determine funding level eligibility, a FY19 board-approved one-year budget showing annual cash income (excluding in-kind support) is required.

1:1 matching funds are required. This means that you must commit cash from other sources including your own organization's money in an amount equal to the project grant request. Level A applicants can use in-kind administrative expense as part of matching funds (not to exceed 70% of match). This applies to Level A only.

Applicants must demonstrate a minimum one-year history of arts and/or relevant programming produced as an organization or group.

Your project must be accessible by the public.

Local Arts Agencies applying in Level B must provide documentation of official designation as an LAA established by ordinance or legislation to confirm eligibility. For more information on Local Arts Agencies [click here](#).

All applicants must provide a DUNS (Data Universal Numbering System) number to meet federal and state statistical reporting requirements.

## **Policies**

Grants will not exceed fifty percent of the total expenses of a project.

Cancellation of project will cancel the contract.

Funding requests for general operating support are not accepted.

Organizations may not receive more than one grant from the Grants to Organizations program in the same fiscal year.

For transparency, you must let us know if individuals involved with the implementation or oversight of your project also have an affiliation with the Washington State Arts Commission. Individuals that are ArtsWA staff, commissioners, consultants, contractors, current grant panelists, or the immediate family members, etc. are included. This is for transparency only; the panel will review your application without bias. [Read our full Conflict of Interest policy.](#)

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.](#)

For a comprehensive list of what we will and will not fund with Project Support grants [click here.](#)

## **Procedures**

Significant changes to your project need ArtsWA approval. Significant changes include changes to performance dates, venues, participants, overall project goals, etc. Contact us as soon as possible so we can discuss.

Your grant is payable when your project is complete.

You are obligated to submit a Final Report by the date in your contract. If you do not submit a Final Report or submit late, you will receive a ten percent reduction in funding on your next ArtsWA grant. [More on Final Reports.](#)

Applications are accepted through **ZoomGrants** until 5:00 p.m. on the deadline date. Visit the Grants to Organizations page on our [website](#) to access the application links. Login to the ZoomGrants using your existing account if you have applied to ANY ArtsWA programs using the ZoomGrants system. Create a new account if you have never applied to us before using the ZoomGrants system. If you have technical questions using the system, contact [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com) or 866-323-5404 x2.

## **ABOUT ARTSWA**

ArtsWA is the **Washington State Arts Commission**, a state government agency charged with the conservation and development of the state's arts resources. Read more about the Washington State Arts Commission on our [website](#).

The **Washington State Legislature** and the **National Endowment for the Arts** fund ArtsWA's Project Support Program. Project Support grants are contingent on available state and federal funding.

A board of commissioners that consists of nineteen governor-appointed citizens and four legislative members governs ArtsWA. For a list of current commissioners and their biographical information, [click here.](#)

## **Contact Staff**

For questions about your specific project, eligibility, or funding level, please contact:

Miguel Guillén, Grants to Organizations Program Manager at 360-586-0424 or [miguel.guillen@arts.wa.gov](mailto:miguel.guillen@arts.wa.gov)

For general questions about the application/award cycle, ZoomGrants, or technical questions, please contact:

Hannah Dahlke, Program Assistant at 360-586-0026 or [hannah.dahlke@arts.wa.gov](mailto:hannah.dahlke@arts.wa.gov)