

WASHINGTON STATE ARTS COMMISSION

GRANTS TO ORGANIZATIONS

ARTS SERVICE ORGANIZATION SUPPORT

FY21 GUIDELINES

APPLICATION DEADLINE: FEBRUARY 24, 2020

**The Washington State Arts Commission (ArtsWA) is accepting applications for funding.
Eligible nonprofit arts organizations may apply.**

Program Goals and Eligibility

ArtsWA offers operating support to **regional** and **statewide** non-profit arts service organizations. An Arts Service Organization (ASO) provides training, workshops, convenings, conferences, networking, technical assistance and other professional development services to established and emerging **arts professionals**. Through this program, ArtsWA supports organizations that strengthen and grow Washington's creative economy by providing programming and services that support, increase, diversify, and raise the proficiency of, arts professionals in the field.

- **Regional Arts Service Organizations** provide professional development services for arts professionals from a minimum of three counties in **one ArtsWA defined region**. Applicant must be based in the region where services are provided. A minimum of 10% of the applicant organization's total public programming budget must be committed to professional development services in the region. A regional ASO may be eligible for up to \$8,000.
- **Statewide Arts Service Organization's** primary programming is providing professional development opportunities, support, services and resources to arts professionals. To be eligible, statewide ASO's must provide services **in** ten or more counties and/or an annual convening of arts professionals from across the state that includes structured professional development components. Statewide ASOs **do not** perform, produce, preserve, present, or teach art. Statewide ASOs are encouraged to collaborate with regional arts organizations to help meet statewide distribution of services obligation. A statewide ASO with an annual operating budget of \$150,000 or more may request up to \$25,000.

What are the Review Criteria?

Review Criteria are standards panelists use to score applications. Strong applications demonstrate strengths in:

1. Programming and Services (10 pts)
 - a. Description of programs and/or services is clear and align with ArtsWA's Program Goals (above).
 - b. Effective articulation of impact on capacity of arts professionals.
 - c. Potential to diversify arts professionals in the field by broadening access for underserved individuals.
2. Management (10 pts)
 - a. Evidence of sound management of programs and finances; reasonable budget in relation to programming scope; mix of income sources.
 - b. Evidence of sound program planning and evaluation method of programs and/or services.
3. Distribution of Services (30 pts)
 - Regional ASO - Significant impact on, and service to, arts professionals **from** three or more counties in an ArtsWA designated region.
 - Statewide ASO - Significant impact on, and service to, arts professionals **in** ten or more counties statewide and/or provides an annual convening.

How do we select grant recipients?

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

Crosscutting Objective:

"Increase our specific and intentional efforts around social justice to ensure that ArtsWA-funded activities and work are reflective of Washington's diverse populations including cultural diversity, artistic disciplines, geographic locations, and underserved populations."

Requirements, Policies, and Procedures

Regional and Statewide ASOs must have:

- current state nonprofit incorporation status
- current federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
- a minimum two years in continuous operation as a non-profit arts organization
- a minimum two-year history of ongoing arts services
- a minimum of one paid staff that works 20 paid hours per week or more
- a board of directors
- a board-approved annual year-end operating budget that reflects actuals that include program expenses

ArtsWA grants require 1:1 matching funds. This means your most current operating budget must show income from other sources or your own reserves, at minimum, equal to your funding request.

Funding requests cannot exceed 25% of the average of your last two board-approved, year-end budget, fiscal revenues. Your previous two years' budgets, showing **actuals** for both revenues and program expenses, are required.

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

[What we fund and don't fund.](#)

Let us know as soon as possible of significant changes to programs, services, or outreach (changes to dates, venues, participants, goals, etc.) to assure that contract requirements are being met.

Your grant is payable when your services have been delivered. In most cases this will be at the end of your fiscal year.

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

Applications accepted through [ZoomGrants](#) until 5:00 p.m. on the deadline date. Visit the Grants to Organizations page on our [website to](#) access application links. Login to 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 through ZoomGrants. If you have technical questions using the system, contact Questions@ZoomGrants.com or [866-323-5404 x2](tel:866-323-5404).

Transparency

Let us know if individuals involved with your organization 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.](#)

About ArtsWA

ArtsWA is the [Washington State Arts Commission](#). The Washington State Legislature and the National Endowment for the Arts fund our programs. Grants are contingent on available state and federal funding.

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](#).

Contact Us

Miguel Guillén, Grants to Organizations Program Manager, at 360-586-0424 or miguel.guillen@arts.wa.gov
Hannah Dahlke, Program Assistant, at 360-586-0026 or hannah.dahlke@arts.wa.gov