

# **Before You Apply**

## You will need:

- 1. Your or your fiscal sponsor's Federal Employer Identification Number (EIN)
- 2. Your or your fiscal sponsor's DUNS number (what's this?)
- 3. SWV (Statewide Vendor) registration with the State of Washington (what's this?)
- 4. A copy of your organization's operating budget for the most recent completed fiscal year end showing income between \$50,000 and \$350,000, and your expenses actuals. We want your last completed year of full operations affected by pandemic or not. *Find a sample budget in the library.*
- 5. You or your fiscal sponsor's most recently filed Form 990.
- 6. You or your fiscal sponsor's IRS determination letter.

# **Complete list of questions in application**

## TAB 1: ORGANIZATION NAME AND REQUEST AMOUNT

- 1. Enter your Organization Name
  - a. **Fiscally Sponsored Applicants:** Enter your Organization Name as: Fiscal Sponsor Name/Your Organization Name. (Example: Shunpike/Washington Dance Group)
- 2. Amount Requested
  - a. Note: You must request \$1,500, \$3,000, or \$5,000.
- 3. Applicant Information
  - a. First Name, Last Name, Telephone, Email
- 4. Organization Information
  - a. Organization Name
  - b. Address
  - c. Telephone
  - d. Fax (optional)
  - e. Website (optional)
  - f. Federal Tax ID (EIN)
  - q. DUNS Number
- 5. Organization Director
  - a. First Name, Last Name, Title, & Email

## TAB 2: ABOUT YOUR ORGANIZATION

- 1. Are you a nonprofit organization with current state and federal nonprofit incorporation status or are you applying with a fiscal sponsor?
  - a. If you are applying with a fiscal sponsor, complete the fiscal sponsor information in the next tab.
- 2. Is your annual operating budget between \$50,000 and \$350,000?



- a. To be eligible to apply, nonprofit arts and cultural organizations must have an annual operating budget over \$50,000 and under \$350,001. This is your normal pre-pandemic operating budget.
- 3. Are you a Local Arts Agency?
  - a. Local Arts Agencies that are officially designated by local governments but have independent budgets (are not a line item in the designating government's budget) and have independent oversight (independent board, advisory committee, etc.) may apply.
- 4. Has your organization been providing arts programs or services for one or more years?
  - a. Programs and services must be, and have been, accessible by the public.
- 5. In which Washington State County is your group or organization based?
- 6. In which ArtsWA Region is your group or organization based?
  - a. ArtsWA has developed regions to help us distribute funds equitably. Select the region where your organization is physically based:
    - i. Northwest Region (Includes: Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom counties)
    - ii. Central Region (Includes: Chelan, Douglas, Ferry, Grant, Kittitas, Klickitat, Okanogan, Yakima counties)
    - Eastern Region (Includes: Adams, Asotin, Benton, Columbia, Franklin, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman counties)
    - iv. Southwest Region (Includes: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum counties)
- 7. Legislative District please enter the 1- or 2-digit number of your organization's legislative district.
  - a. Find your district number here.
- 8. Congressional District please enter the 1- or 2-digit number of your organization's legislative district.
  - a. Find your district number here.
- 9. Conflict of interest and Transparency
  - a. List individuals involved with the implementation or oversight of your proposal that have an affiliation with ArtsWA. If none, list "None."
- 10. What is your organization's SWV (Statewide Vendor) number?
  - a. If you have applied for and waiting to receive an SWV number, enter "Applied."
  - b. Apply for an SWV number here!

## TAB 3: FUNDING, PLANNING, STRATEGY, COMMUNITY

- 1. Grant Contact First Name, Last Name, Title, Email, and Phone Number
  - a. Provide contact information for the person that will manage your contract should your application be successful: (Example: Jaime Garcia, Director, jaime@organization.com, 509-666-6666).



- 2. Mission Statement
  - a. Provide your organization's published mission statement. (Max characters 1000)
- 3. Describe how the pandemic has impacted your organization's operations and services. (Make sure your response is succinct.)
  - a. It is highly important that you be clear in your narrative. Remember, things hard to describe are probably hard to read and understand. The scoring panel will have LOTS of applications to review. Make it easy for them to understand your situation.
  - b. Max characters 2000
- 4. Describe your strategy for using grant funds to move you forward.
  - a. How will funds be used to get you to "the next place" during the pandemic.

    Descriptive planning, objectives, and a timeline are helpful to review panelists however there is no specific or required outcome during this stage of funding.
  - b. Max characters 2000
- 5. Describe the communities your organization serves.
  - a. Having a broad base of supporters is good strategy. Describe your philosophy/strategy/plan to include under-served and underrepresented populations in your services. Be specific about who you reach and how.
  - b. Max characters 2000

### FISCAL SPONSOR INFORMATION

If you are not fiscally sponsored, please enter N/A for all questions below

- 6. Fiscal Sponsor Organization Name and Physical Address
  - a. Provide the name and address (not mailing address) of the nonprofit organization that will be serving as your fiscal sponsor.
- 7. Fiscal Sponsor Authorizing Official First Name, Last Name, Title, Email, Phone Number
  - a. Name of and information of person authorized to grant fiscal sponsorship.
  - b. (Example: Fred Elliott, Executive Director, fred@organization.com, 509-555-5555)
- 8. Fiscal Sponsor Contract Manager First Name, Last Name, Title, Email, and Phone Number
  - a. Should a grant be issued, provide the name and contact information of the person at the fiscal sponsor's organization that is responsible for managing this contract.
  - b. (Example: Omar Sharif, Executive Director, omar@organization.com, 509-555-5555)
- 9. Fiscal Sponsor Federal Employer Identification Number (EIN)
  - a. Format: 00-0000000
- 10. Fiscal Sponsor Washington State Unified Business Identifier (UBI)
  - a. Format: 000000000
- 11. Fiscal Sponsor Dun & Bradstreet Number (DUNS) number
  - a. Format: 000000000
- 12. Fiscal Sponsor Mission Statement
  - a. Provide your fiscal sponsor's organizational mission statement.



#### TAB 4: PROGRAMS AND SERVICES

List *all* the services you are providing or were providing before the pandemic. There is a 25-character limit on all answers except Short Description and Counties where service is provided.

- a. Program name
- b. Short description
- c. Frequency (annual, monthly, etc.)
- d. Estimated attendance
- e. Number of years providing this service.
- f. Status of Program: tell us if the program *Continues* as before the pandemic, was *Modified* (went online, adjusted to meet safety guidelines, etc.), was *Suspended* due to the pandemic, or if the program is permanently *Eliminated* due to the pandemic.

## Example:

- a. Grant writing Workshop,
- b. Provide best practices in grant writing,
- c. four times a year,
- d. Community Hall,
- e. 60 estimated attendees per workshop,
- f. 10 years,
- g. Modified,
- h. Klickitat

### TAB 5: UPLOAD ADDITIONAL MATERIALS

In addition to completing the online application form, you will need to upload support materials to your application. <u>View this video</u> for complete instructions on uploading files (NOTE: the video refers to "Document" tab which is our "Upload Additional Materials" tab; ALSO: the video refers to "linking a file" WE ONLY ACCEPT DOCUMENT UPLOADS. DO NOT USE THE 'LINK TO A FILE' FEATURE!).

- 1. REQUIRED: Copy of your organization's operating budget for the most recent completed fiscal year end showing income and expenses actuals. We want your last completed year of full operations affected by pandemic or not. If you are using a fiscal sponsor, note that we want YOUR operating budget and not your fiscal sponsor's.
- 2. REQUIRED: Your OR your fiscal sponsor's most recently filed Form 990.
- 3. REQUIRED: Your OR your fiscal sponsor's IRS determination letter.



# What will the application look like?

The application is broken up into five (5) tabs:

**TAB 1: ORGANIZATION NAME AND REQUEST AMOUNT** 

**TAB 2: ABOUT YOUR ORGANIZATION** 

TAB 3: FUNDING, PLANNING, STRATEGY, COMMUNITY

**TAB 4: PROGRAMS AND SERVICES** 

**TAB 5: UPLOAD YOUR DOCUMENTS** 

## TAB 1: ORGANIZATION NAME AND REQUEST AMOUNT:

FY22 Pandemic Relief Grants for Mid-sized Organizations

SHOW DESCRIPTION SHOW REQUIREMENTS SHOW RES	STRICTIONS SHOW LIBRARY			
				Application Status: Not Submitted
\$ 0.00 requested				Submit Now Print/Preview  Archive this Application
	Funding Planning Starteny Community	Programs and Services	Upload Additional Materials	Activity Log
Organization Name and Request Amount About Your Organization	Funding, Planning, Strategy, Community	Programs and Services	Opioad Additional Materials	Activity Log
Organization Name and Request Amount		(	answers are saved automa	atically when you move to another field
Instructions Show/Hide				
Welcome to your application for Pandemic Relief Grants t	for Mid-sized Organizations. Read th	ie complete guidelines a	vailable in the "Library" tab	of this application before proceeding.
On this page, tell us the amount of your grant request. You	must request \$1,500, \$3,000 or \$5,00	0.		
Next complete Applicant and Organization Information. Info			e ZoomGrants system. Upg	date information as needed. Updates
are global across the ZoomGrants system. You must enter yo	ur Federal Employer Identification Nur			
listed in this format: 000000000 (no dashes). Getting a DUNS	number			
Applying through a Fiscal Sponsor:				
Enter your Organization Name as: Fiscal Sponsor Na			* *	data frame versa Zanan Canata masfila
<ul> <li>Organization name as it appears in your ZoomGran Address and phone are for YOUR organization. Do not</li> </ul>				nate from your ZoomGrants profile.
Use your fiscal sponsor's EIN and DUNS (not your own	1).			
Collaborators are people, other than you, that you would like ZoomGrants system only). Note that this is separate from ider				(emails produced through
TIPS	thrying a specific contact for this grant	Tod will be asked for the	is on the next tab.	
Text: If you are cutting and pasting from a Word document, hidden formatting can add to the character count. If you are encountering word count problems, try typing directly into the text box instead of copy/paste.				
Navigation and Saving: When you are ready to move to the next tab, you can use the "next" button at the bottom of the screen. You can also click directly on the tabs above to navigate				
between them in any order. This system will save your work as you go as long as you click outside the field where you are entering information. Watch for the flashing green "Saving" message.				
Important: When you want to update/refresh a page, use the	Refresh Page button in the upper righ	nt-hand area of the Zoon	nGrants page. Do not use y	our browser reload/refresh button.
ZoomGrants works best in Safari, Firefox, and Chrome. Internet Explorer is not recommended.				
· ·	·			
Enter your Organization Name. (Fiscally Sponsored				
Applicants follow				
instructions in Summary Instructions above)				
Amount Requested				
You must request \$1,500, \$3,000, or \$5,000			\$	



Applic	ant Information							
First N	ame							
Last N	ame							
Teleph	one							
Email								
Organ	ization Information			(changes to this data	will be reflecte	ed on all other app	olications for this organiza	atio
Organi	zation Name as it appears in your Zoon	n Grants profile						
Addres								
Addres	s 2							
City State/F	Province							
	Postal Code							
Countr								
							Add Addres	s
Teleph	one							
Fax (o	otional)							
Websit	e (optional)							
Federa	I Tax ID (EIN) (XX-XXXXXXX)							
DUNS	Number					XXXXXXXXXX		
Organ	zation Director							
First N	ame							
Last N	ame							
Title								
Email								
Collab	orators							
		Collaborators can only edit ap	oplication data (answers). They can	not submit, archive, or delete this a	pplication.			
	Email Address	First Name	Last Name	Title	Editing Acc	ess	Status	
					Application			
	Email Address							
	Add to Additional Contacts (below)	First Name	Last Name	Title			Invite	
	. /							

# **End of TAB 1: ORGANIZATION NAME AND REQUEST AMOUNT**

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Additional Contacts for this Application



# TAB 2: ABOUT YOUR ORGANIZATION

## FY22 Pandemic Relief Grants for Mid-sized Organizations

SHO	W DESCRIPTION SHOW REQUIREMENTS SHOW RESTRICTIONS SHOW LIBRARY		
\$ 0.00	requested	Api Submit	plication Status: Not Submitted t Now Print/Preview  Archive this Application
Organ	nization Name and Request Amount About Your Organization Funding, Planning, Strategy, Community Programs and Services	Upload Additional Materials	Activity Log
About	t Your Organization	(answers are saved automatically wh	nen you move to another field)
Instruc	ctions Show/Hide		
ALL Q	UESTIONS IN THIS TAB MUST BE ANSWERED!		
CHECK	K FOR UNANSWERED QUESTIONS BEFORE PROCEEDING.		
Additio	onal notes for Question 4 - County: if you list more than one county, we will use the first county listed.		
Washin you get can che	s an SWV number? Why is it necessary?  Ington Statewide Vendor (SWV) number allows the state of Washington to pay you—whether you are a business or individual contract t a grant) apply for an SWV number ahead of time. More information on getting your SWV number. If you have received payment fro eck on the status of your SWV number by using the vendor number lookup or contacting: PayeeRegistration@ofm.wa.gov.  W number is not required to apply but is to recieve funds should you get an grant.		
	tant: When you want to update/refresh a page, use the Refresh Page button in the upper right-hand area of the ZoomGrants page. Day have to refresh to see your updates.	o not use your browser reload/refresh but	ton. <b>If you add new data,</b>
	We are applying with a fiscal sponsor  our annual operating budget between \$50,000 and \$350,000?  eligible to apply, nonprofit arts and cultural organizations must have an annual operating budget over \$50,000 and under  Yes  No	r \$350,001.This is your normal pre-pa	indemic operating budget.
LAAs t	you a Local Arts Agency? that are officially designated by local governments but have independent budgets (are not a line item in the designating endent board, advisory committee, etc.) may apply.	government's budget) and have indep	endent oversight
	Yes, we are an LAA with an independent budget and oversight.  No, we are not an LAA.		
	s your organization been providing arts programs or services for one or more years?  ams and services must be, and have been, accessible by the public.		
0	Yes No		
Respo	which WASHINGTON STATE COUNTY is your group or organization based?  and with your physical location. We understand that programs may be delivered in other counties, but we want to know we first one you list.	where you are based. If you enter more	e than one county we will
Maximum	n characters: 255. You have 255 characters left.		
	which ArtsWA REGION is your group or organization based? A has developed regions to help us distribute funds equitably. Select the region where your organization is physically ba	sed.	
	Northwest Region (Includes: Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom counties) Central Region (Includes: Chelan, Douglas, Ferry, Grant, Kitittas, Klickitat, Okanogan, Yakima counties) Eastern Region (Includes: Adams, Asotin, Benton, Columbia, Franklin, Garfield, Lincoln, Pend Oreille, Spokane, Stev counties) Southwest Region (Includes: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamar		



7. Legislative District - please enter the 1- or 2-digit number of your organization's legislative district. Find your district number here: http://app.leg.wa.gov/DistrictFinder When looking up your district info, use your organization's physical address, and note the "District Type" option above the map. Here you can toggle between "Legislative" and Congressional." Your response will not be more than two characters.
Maximum characters: 2. You have 2 characters left.
8. Congressional District - please enter the 1- or 2-digit number of your organization's legislative district. Find your district number here: http://app.leg.wa.gov/DistrictFinder When looking up your district info, use your organization's physical address, and note the "District Type" option above the map. Here you can toggle between "Legislative" and
Congressional." Your response will not be more than two characters.
Maximum characters: 2. You have 2 characters left.
9. Conflict of Interest and Transparency - List individuals involved with the implementation or oversight of your proposal that have an affiliation with ArtsWA. If none, list "None." Project managers, leadership, board, artistic collaborators. Arts Commission: staff, commissioners, consultants, contractors, current grant panelists, or their immediate family members. Affiliations do not preclude applications from consideration.
Maximum characters: 500. You have 500 characters left.
10. What is your organization's or your fiscal sponsor's SWV number?  See information in the instructions for this page. If you have applied for and waiting to receive an SWV, enter "Applied" so we know it's in progress. SWV format: 0000000-00. Your SWV should not be longer than nine digits.
Maximum characters: 10. You have 10 characters left.
Submit About Your Organization
Previous Next

## **End of TAB 2: ABOUT YOUR ORGANIZATION**



# TAB 3: FUNDING, PLANNING, STRATEGY, COMMUNITY

## FY22 Pandemic Relief Grants for Mid-sized Organizations

SHOW DESCRIPTION SHOW REQU	TREMENTS SHOW RES	TRICTIONS SHOW LIBRARY			
\$ 0.00 requested					Application Status: Not Submitted mit Now Print/Preview  Archive this Application
Organization Name and Request Amount	About Your Organization	Funding, Planning, Strategy, Community	Programs and Services	Upload Additional Materials	Activity Log
Funding, Planning, Strategy, (	Community			(answers are saved automatica	ally when you move to another fiel
Instructions Show/Hide					
In this section you will:					
Tell us how the pandemic has affected. Tell us how you plan to use these go tell us how you reach under-serve participant demographics, and how populations. Include any efforts to the service of the s	tement. This is your public- ted your group or organizat grant dollars to move you for d and under-represented por y your organization's work is increase community access	facing mission statement – that is, what yo	ed get to get you to "a next ses should describe inclusiv tions including cultural diver s.	place." re practices in the areas of your organ sity, artistic disciplines, geographic loo	cations, and underserved
Definitions:	,	,		,	
	stitutionally imposed barrier	the arts are limited by geography, historics. For this program we include veterans a quities.			
"Underrepresented" means any group or	member(s) of a group that i	s not commonly represented as audience	artist, lead, presenter, cont	racted professional, or other type of pa	articipant in the work you do.
	•	e: leads, presenters, participants, and aud nose first (or only) language is not English			in rural areas, people with
Grant Contact - First Name, Last Name Provide contact information for the person			(Example: Jaime Garcia, D	irector, jaime@organization.com, 509	-666-6666).
Maximum characters: 255. You have 255	cters left.				
2. Mission Statement Provide your organization's published	mission statement.				
Maximum characters: 1000. You have 1000	characters left.				
3. Describe how the pandemic has It is important to be clear in your narra for them to understand your situation.	tive. Remember, things I	-		•	ications to review. Make it eas
Maximum characters: 2000. You have 2000	characters left.	//			



4. Describe your strategy for using grant funds to move you forward.  How will funds be used to get you to "the next place" during the pandemic. Descriptive planning, objectives, and timeline are helpful to panelists however there is no specific or required outcome during this stage of funding. 2000 character limit.
Maximum characters: 2000. You have 2000 characters left.
5. Describe the communities your organization serves.  Serving a broad base of constituents is good strategy. Describe your philosophy/strategy/plan to include under-served and underrepresented* populations in your services. Be specific about who you reach and how. *Find definitions in instruction
Maximum characters: 2000. You have 2000 characters left.
Fiscal Sponsor Information
If you are not fiscally sponsored, please enter N/A for all questions below
6. Fiscal Sponsor - Organization Name and Physical Address Provide the name and address (not mailing address) of the nonprofit organization that will be serving as your fiscal sponsor.
Maximum characters: 295. You have 255 characters left.
7. Fiscal Sponsor - Authorizing Official - First Name, Last Name, Title, Email, Phone Number  Name of and information of person authorized to grant fiscal sponsorship. (Example: Fred Elliott, Executive Director, fred@organization.com, 509-555-5555)
Maximum characters: 255. You have 255 characters left.
8. Fiscal Sponsor - Contract Manager - First Name, Last Name, Title, Email, and Phone Number Should a grant be issued, provide the name and contact information of the person at the fiscal sponsor's organization that is responsible for managing this contract. (Example: Omar Sharif, Executive Director, omar@organization.com, 509-555-5555)
Maximum characters: 265. You have 255 characters left.
9. Fiscal Sponsor - Federal Employer Identification Number (EIN) Format: 00-0000000
Maximum characters: 265. You have 255 characters left.
10. Fiscal Sponsor - Washington State Unified Business Identifier (UBI)  Format: 000000000
Maximum characters: 255. You have 255 characters left.





**End of TAB 3: FUNDING, PLANNING, STRATEGY, COMMUNITY** 



## TAB 4: PROGRAMS AND SERVICES

## FY22 Pandemic Relief Grants for Mid-sized Organizations

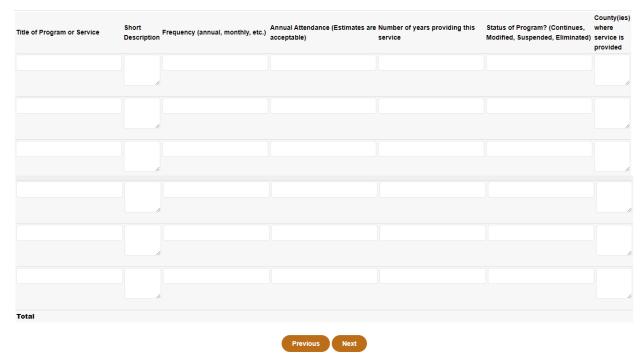
SHOW DESCRIPTION SHOW REQUIREMENTS SHOW RESTRICTIONS SHOW LIBRARY					
					Application Status: Not Submitted Submit Now Print/Preview
\$ 0.00 requested					Archive this Application
Organization Name and Request Amount	About Your Organization	Funding, Planning, Strategy, Community	Programs and Services	Upload Additional Materials	Activity Log
Programs and Services				(answers are saved au	tomatically when you move to another field)
In the table below:  Programs and Services: List all the services you are providing or were providing before the pandemic. Under "Status of Program" tell us if the program Continues as before the pandemic, was Modified (went online or combination online/in-person, adjusted to meet safety guidelines, etc.), was Suspended due to the pandemic, or if the program is permanently Eliminated due to the pandemic.					
You will not be scored on quantity of entries. We are looking to assess what is provided and what has been or could be lost.					
Disregard "Total" at the bottom of the columns.					
Important: When you want to update/refresh a page, use the Refresh Page button in the upper right-hand area of the ZoomGrants page. Do not use your browser reload/refresh button. If you have added new data, you may have to refresh the page to see your updates.					

#### **Programs and Services**

List all the services you are providing or were providing before the pandemic.

Program name, short description, frequency (annual, monthly, etc.), estimated attendance, and number of years providing this service. Under "Status of Program" tell us if the program Continues as before the pandemic, was Modified (went online, adjusted to meet safety guidelines, etc.), was Suspended due to the pandemic, or if the program is permanently Eliminated due to the pandemic. (There is a 25-character limit on all answers except Short Description and Counties where service is provided.)

Example: Grant writing Workshop, Provide best practices in grant writing, four times a year, Community Hall, 60 estimated attendees per workshop, 10 years, Modified, Klickitat



## **End of TAB 4: PROGRAMS AND SERVICES**



### TAB 5: UPLOAD ADDITIONAL MATERIALS

#### FY22 Pandemic Relief Grants for Mid-sized Organizations



#### **Upload Additional Materials**

#### Instructions Show/Hide

In addition to completing the online application form, you will need to upload support materials to your application. View this video for complete instructions on uploading files (NOTE: the video refers to "Document" tab which is our "Upload Additional Materials" tab; ALSO: the video refers to "linking a file" WE ONLY ACCEPT DOCUMENT UPLOADS. DO NOT USE THE 'LINK TO A FILE' FEATURE!). PDFs are preferred.

**REQUIRED:** Copy of your organization's operating budget for the most recent completed fiscal year end showing income between \$50,000 and \$350,000, and your expenses actuals. We want your last completed year of full operations affected by pandemic or not. If you are using a fiscal sponsor, note that we want **YOUR** operating budget and **not** your fiscal sponsor's. If you have not created an operating budget before, we have put a simple template in the "Library" tab for you.

REQUIRED: Your OR your fiscal sponsor's most recently filed Form 990.

REQUIRED: Your OR your fiscal sponsor's IRS determination letter.

Important: When you want to update/refresh a page, use the Refresh Page button in the upper right-hand area of the ZoomGrants page. Do not use your browser reload/refresh button. If you have added new data, you must refresh the page to see your updates.

Documents Requested *	Required?	Uploaded Documents *
REQUIRED: Copy of your organization's last completed-year operating budget.	Required	-none-
REQUIRED: Your or your fiscal sponsor's most recently filed Form 990.	Required	-none-
REQUIRED: Your or your fiscal sponsor's IRS determination letter.	Required	-none-

<sup>\*</sup> ZoomGrants™ is not responsible for the content of uploaded documents.

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## **End of Application**