

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 last completed **pre-pandemic** operating budget showing income of \$50,000 or less. We do not need your expense 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 either \$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. Before the pandemic, was your annual operating budget \$50,000 or under?



- a. To be eligible, nonprofit arts and cultural organizations must have had an annual operating budget \$50,000 or under as their 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.
 - a. Make sure your response is succinct.
 - b. 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.
 - c. Max characters 5000
- 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 3000
- 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.

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, 509-555-555)
- 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: Your last-completed pre-pandemic year's operating budget. We do not need your actuals. We are asking for your budget simply to make sure you are applying to the right category of grant for small, mid-sized, or large organizations. We understand that 2020 brought dramatic changes to income and expenses as the year played out, and we want to get a picture of where you were financially before the pandemic. To be eligible for the Small Organizations grant, your pre-pandemic budgeted income must be \$50,000 or under. 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

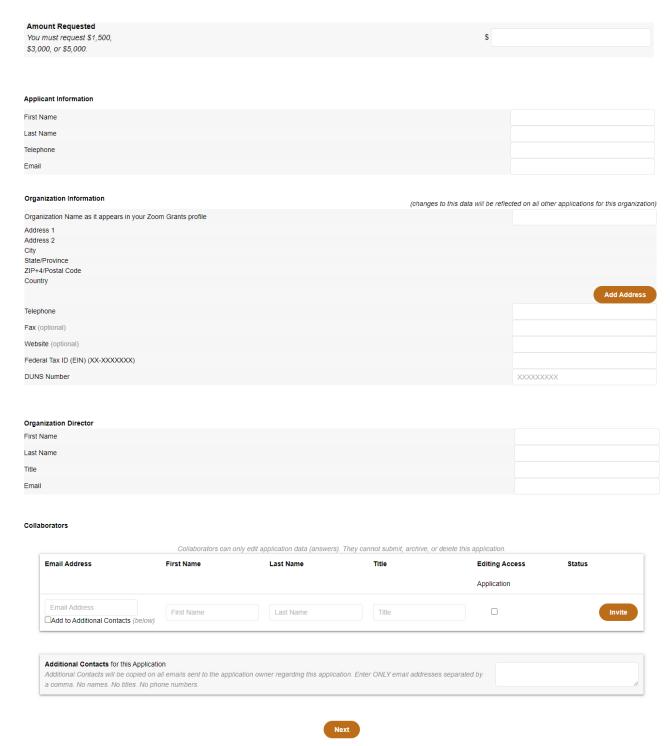
TAB 5: UPLOAD YOUR DOCUMENTS

See the following pages for images of what the application will look like.

TAB 1: ORGANIZATION NAME AND REQUEST AMOUNT:

FY22 Pandemic Relief Gran		Deadline 6/15/2021					
SHOW DESCRIPTION SHOW REQUIREM							
Applicant View		Application Status: Not Submitt					
Organization Name and Request Amount	About Your Organization	Funding, Planning, Strategy, Community	Programs and Services	Upload Additional Materials	Activity Log		
Financial							
Organization Name and Requ	est Amount			(answers are saved	automatically when you move to another field)		
Instructions Show/Hide							
		III Organizations. Read the complete guide	elines available in the "Libra	ary" tab of this application befor	re proceeding.		
On this page, tell us the amount of your grant request. You must request \$1,500, \$3,000, or \$5,000. Next complete Applicant and Organization Information . Information may pre-populate depending on your history using the ZoomGrants system. Update information as needed. Updates are global across the ZoomGrants system. You must enter your Federal Employer Identification Number (EIN) and your DUNS number. Both are required. Your DUNS number is nine digits listed in this format: 000000000 (no dashes). Getting a DUNS number.							
Applying through a Fiscal Sponsor:							
	in your ZoomGrants profi unless you need to make a	r Organization Name. (Example: Shunplike/ le: This is just YOUR organization name (no an update. List YOUR website.			mGrants profile. Address and phone are for		
Collaborators are people, other than you this is separate from identifying a specific			e cc'd on emails about this	application (emails produced ti	hrough ZoomGrants system only). Note that		
TIPS							
Text: If you are cutting and pasting from a	a Word document, hidden fo	rmatting can add to the character count. If y	ou are encountering word	count problems, try typing direc	ctly 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 right-hand area of the ZoomGrants page. Do not use your browser reload/refresh button.							
ZoomGrants works best in Safari, Firefox,	, and Chrome. Internet Expl	orer 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.				\$			





End of TAB 1: ORGANIZATION NAME AND REQUEST AMOUNT





Deadline 6/15/2021

Washington State Arts Commission

FY22 Pandemic Relief Grants for Small Organizations

	DESCRIPTION SHOW REQUIRE					
SHOW	SHOW REQUIRE	SHOW RESTRICTION	0210			
Applic	cant View		Application Status: Not Submi			
Organia	zation Name and Request Amount	About Your Organization	Funding, Planning, Strategy, Community	Programs and Services	Upload Additional Materials	Activity Log
Financi	al					
Abou	t Your Organization				(answers are saved	automatically when you move to another field)
Instruc	etions Show/Hide					
ALL Q	UESTIONS IN THIS TAB MUST	BE ANSWERED!				
CHEC	K FOR UNANSWERED QUEST	IONS BEFORE PROCEED!	NG.			
Additio	onal notes for Question 4 - Co	unty: if you list more than or	ne county, we will use the first county liste	d.		
Washir you ge can che An SW	t a grant) apply for an SWV num eck on the status of your SWV n V number is not required to a	number allows the state of W ber ahead of time. More info umber by using the vendor r pply but is to recieve funds efresh a page, use the Refre	rmation on getting your SWV number. If number lookup or contacting: <u>PayeeRegis</u> s should you get an grant.	you have received paymen tration@ofm.wa.gov.	it from the State in the past –	elp you receive your funds quickly (should you likely already have a SWV number. You likely already have a SWV number. You eload/refresh button. If you add new data,
			al nonprofit incorporation status or are	you applying with a fisca	al sponsor?	
If you ar	re applying with a fiscal sponsor, We are a nonprofit	complete the fiscal sponsor	information in the next tab.			
0	We are applying with a fiscal s	ponsor				
			. 000 or under? d an annual operating budget \$50,000 or u	inder as their normal pre-pa	ndemic operating budget. This	should be YOUR budget, not your fiscal
LAAs th	ou a Local Arts Agency? at are officially designated by love, etc.) may apply.	cal governments but have in	dependent budgets (are not a line item in	the designating governmen	nt's budget) and have indeper	ndent oversight (independent board, advisory
0	Yes, we are an LAA with an inc No, we are not an LAA.	dependent budget and overs	ight.			
	your organization been provid ns and services must be, and ha					
0	Yes No					
5 In wh	nich WASHINGTON STATE CO	INTY is your group or org	anization based?			
	d with your physical location.	otter is your group or org				
Maximum o	characters: 255. You have 255 ch	aracters left.				
	Northwest Region (Includes: Is Central Region (Includes: Che Eastern Region (Includes: Ada	is distribute funds equitably. Sland, King, Kitsap, San Juai Ian, Douglas, Ferry, Grant, k Ims, Asotin, Benton, Columb	d? Select the region where your organization, Skagit, Snohomish, Whatcom countles (tiltlas, Klickitat, Okanogan, Yakima count ia, Franklin, Garfield, Lincoln, Pend Oreills Harbor, Jefferson, Lewis, Mason, Pacifik) ties) le, Spokane, Stevens, Walla		
When Id			your organization's legislative district. address, and note the "District Type" option			/DistrictFinder tive" and Congressional." Your response will
			l.			
Maximum o	characters: 2. You have 2 chara	acters 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.
maximum ulabada 2, 2, 100 mare 2
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.
See information in the instituctions for this page. If you have applied for and waiting to receive all SVVV, effect Applied so we know it's in progress.
Maximum characters: 255. You have 255 characters left.
vial swall vial swall 2 400 Total feet 200 vial swall 2 feet.
Previous Next

End of TAB 2: ABOUT YOUR ORGANIZATION



TAB 3: FUNDING, PLANNING, STRATEGY, COMMUNITY

Washington State Arts Commission

Deadline 6/15/2021

FY22 Pandemic Relief Gran	ts for Small Organ	izations			Deaumile 0/13/2021
SHOW DESCRIPTION SHOW REQUIREM	SHOW RESTRICTION	DNS			
Applicant View		Application Status: Not Submitted Apply Now/Start Applicate			
Organization Name and Request Amount	About Your Organization	Funding, Planning, Strategy, Community	Programs and Services	Upload Additional Materials	Activity Log
Financial					
Funding, Planning, Strategy,	Community			(answers are saved aut	tomatically when you move to another field)
Instructions Show/Hide					
In this section you will:					
Tell us how the pandemic has affe Tell us how you plan to use these Tell us how you reach under-serve participant demographics, and how populations. Include any efforts to Complete the fiscal sponsor section Definitions: "Underserved" means populations whose economics, disability, or other social or in representative of cultures experiencing the "Underrepresented" means any group or Participation of underserved populations disabilities, people who identify as immig 1. Grant Contact - First Name, Last Nam Provide contact information for the person	atement. This is your public cted your group or organiza grant dollars to move you fixed and under-represented pt your organization's work increase community access in if you are using a fiscal see opportunities to experiencistitutionally imposed barriene most significant social in member(s) of a group that in your narrative can inclurants or refugees, people vene, Title, Email, and Phome.	c-facing mission statement – that is, what y attom's finances and programming. orward. Be clear how grant funds will be us oppulations (see definitions below). Responsis reflective of Washington's diverse populis to the services your organization provide opponsor. If you are not using a fiscal sponsible the arts are limited by geography, historiers. For this program we include veterans a requities. Is not commonly represented as audience de: leads, presenters, participants, and audynose first (or only) language is not English	sed get to get you to "a ne nses should describe inclu ations including cultural dries. or, enter N/A in all those brical exclusion and margina and active service member e, artist, lead, presenter, co diences. Include people of h, and people most impact	axt place." sive practices in the areas of you versity, artistic disciplines, geogra oxes. This section must be compilalization due to race, ethnicity, sers and their families; youth; people ontracted professional, or other ty color, LGBTQ+ people, people weed by social/economic inequities	aphic locations, and underserved soleted by all. Exual orientation, gender identity, lie with low incomes; populations type of participant in the work you do. who live in rural areas, people with
3. Describe how the pandemic has imp	aracters left. Dacted your organization's	s operations and services (make sure y things hard to describe are probably hard			of applications to review. Make it easy for
Maximum characters: 5000. You have 5000 chi.	aracters left.	e e			



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 a timeline are helpful to review panelists however there is no specific or required outcome during this stage of funding.
Maximum characters: 3000. You have 3000 characters left.
5. Describe the communities your organization serves. 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. *Find definitions in instruction
Maximum characters: 3000. You have 3000 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 mailling address) of the nonprofit organization that will be serving as your fiscal sponsor.
Maximum characters: 255. 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: 295. 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: 255. You have 255 characters left.
9. Fiscal Sponsor - Federal Employer Identification Number (EIN) Format: 00-0000000
Maximum characters: 255. 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

Washington State Arts Commission

Deadline 6/15/2021 FY22 Pandemic Relief Grants for Small Organizations SHOW DESCRIPTION SHOW REQUIREMENTS SHOW RESTRICTIONS Applicant View Application Status: Not Submitted Apply Now/Start Application About Your Organization Funding, Planning, Strategy, Community Programs and Services Upload Additional Materials **Activity Log** Financial **Programs and Services** (answers are saved automatically when you move to another field) Instructions Show/Hide 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

Programs and Services

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

data, you may have to refresh the page to see your updates.

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

Title of Program or Service	Short Description	Frequency (annual, monthly, etc.)	Annual Attendance (Estimates are acceptable)	Number of years providing this service	Status of Program? (Continues, Modified, Suspended, Eliminated)	County(ies) where service is provided
	- //					10
	1					6
						10
	/-					11
	,					1
Total						

End of TAB 4: PROGRAMS AND SERVICES



TAB 5: UPLOAD ADDITIONAL MATERIALS

Washington State Arts Commission							
FY22 Pandemic Relief Grants for Small Organizations				Dea	dline 6/15/2021		
SHOW DESCRIPTION SHOW REQUIREMENTS SHOW RESTRICTIONS							
	itus: Not Submitte						
Organization Name and Request Amount About Your Organization Funding, Planning, Strateg	y, Community	Programs and Services	Upload Additional Materials		Activity Log		
Financial							
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!). REQUIRED: Your last-completed pre-pandemic year's operating budget. We do not need your actuals. We are asking for your budget simply to make sure you are applying to the right category of grant for small, mid-sized, or large organizations. We understand that 2020 brought dramatic changes to income and expenses as the year played out, and we want to get a picture of where you were financially before the pandemic. To be eligible for the Small Organizations grant, your pre-pandemic budgeted income must be \$50,000 or under. 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 Document	s *				
REQUIRED: Copy of your organization's last-completed pre-pandemic year's operating budget.	Required				Upload		
REQUIRED: Your or your fiscal sponsor's most recently filed Form 990.	Required	-none-			Upload		
REQUIRED: Your or your fiscal sponsor's IRS determination letter.	Required	-none-			Upload		
* ZoomGrants™ is not responsible for the content of uploaded documents.	Previous						

End of Application