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

Washington State Arts Commission  
 FY21 Pandemic Relief Grants for Small Organizations

Deadline 4/30/2021

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 [About Your Organization](#) | 
 **Funding, Planning, Strategy, Community** | 
 [Programs and Services](#) | 
 [Upload Additional Materials](#) | 
 [Activity Log](#)

### Funding, Planning, Strategy, Community

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

In this section you will:

- Tell us who will be responsible for managing your contract should you receive a grant.
- Provide your published mission statement. This is your public-facing mission statement – that is, what you list on your website and printed materials.
- Tell us how the pandemic has affected your group or organization's finances and programming.
- Tell us how you plan to use these grant dollars to move you forward. Be clear how grant funds will be used get to "a next place."
- Tell us how you reach under-served and under-represented populations (see definitions below). Responses should describe inclusive practices in the areas of your organization or group's daily operations, participant demographics, and how your organization's work is reflective of Washington's diverse populations including cultural diversity, artistic disciplines, geographic locations, and underserved populations. Include any efforts to increase community access to the services your organization provides.
- Complete the fiscal sponsor section if you are using a fiscal sponsor. If you are not using a fiscal sponsor, enter N/A in all those boxes. This section must be completed by all.

**Definitions:**

"Underserved" means populations whose opportunities to experience the arts are limited by geography, historical exclusion and marginalization due to race, ethnicity, sexual orientation, gender identity, economics, disability, or other social or institutionally imposed barriers. For this program we include veterans and active service members and their families; youth; people with low incomes; populations representative of cultures experiencing the most significant social inequities.

"Underrepresented" means any group or member(s) of a group that is not commonly represented as audience, artist, lead, presenter, contracted professional, or other type of participant in the work you do.

Participation of underserved populations in your narrative can include: leads, presenters, participants, and audiences. Include people of color, LGBTQ+ people, people who live in rural areas, people with disabilities, people who identify as immigrants or refugees, people whose first (or only) language is not English, and people most impacted by social/economic inequities.

**1. Grant Contact - First Name, Last Name, Title, Email, and Phone Number**

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).

Maximum characters: 255. You have 255 characters 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 impacted your organization's operations and services (make sure your response is succinct).**

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.

Maximum characters: 5000. You have 5000 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 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  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  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: 255. You have  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  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  characters left.

**9. Fiscal Sponsor - Federal Employer Identification Number (EIN)**

*Format: 00-0000000*

Maximum characters: 255. You have  characters left.

**10. Fiscal Sponsor - Washington State Unified Business Identifier (UBI)**

*Format: 000000000*

Maximum characters: 255. You have  characters left.

**11. Fiscal Sponsor - Dun & Bradstreet Number (DUNS) number**

Format: 000000000

Maximum characters: 255. You have 255 characters left.

**12. Fiscal Sponsor - Mission Statement**

Provide your fiscal sponsor's organizational mission statement.

Maximum characters: 255. You have 255 characters left.

Previous

Next

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

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## TAB 5: UPLOAD ADDITIONAL MATERIALS

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[Organization Name and Request Amount](#) | 
 [About Your Organization](#) | 
 [Funding, Planning, Strategy, Community](#) | 
 [Programs and Services](#) | 
 **Upload Additional Materials** | 
 [Activity Log](#)

### 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:** Copy of your organization's operating budget for the most recent completed fiscal year end showing income of \$50,000 or less 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.*

**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-	<a href="#">Upload</a>
REQUIRED: Your or your fiscal sponsor's most recently filed Form 990.	Required	-none-	<a href="#">Upload</a>
REQUIRED: Your or your fiscal sponsor's IRS determination letter.	Required	-none-	<a href="#">Upload</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

[Previous](#)

### End of Application