

Application Guide

ArtsWA FY22 ReStart Washington Grant

ArtsWA ReStart Washington grant applications are accepted through ArtsWA's online grants platform, ZoomGrants. This PDF is for drafting purposes only. You may choose to convert this PDF into a Word document or request this document in Word format. Allow sufficient time to develop your application content outside of ZoomGrants, and then transfer your materials to the online system. Access the ZoomGrants application [here](#).

Contact: Linnea Ingalls, Grants to Organizations Program Coordinator, linnea.ingalls@arts.wa.gov

Description

ArtsWA is pleased to offer operating support for arts nonprofits (501c3) and fiscally sponsored arts organizations as they recover from economic harm resulting from the COVID-19 pandemic. Recipients may use funds for expenses incurred March 3, 2021 to the present, not previously covered by CARES or ARPA relief and recovery funding except for ongoing expenses (rent, utilities, etc.)

Funding Amounts

- Organizations may request up to \$7,000
- Requests may not exceed more than 80% of income loss between 2019 & 2020

Important Dates

- Application Deadline: Applications are accepted until November 15, 2021, 5:00pm.
- Notification of Grant Award: by December 16, 2021

Before You Apply

Be sure to read the full ReStart Guidelines. You will also need the following documents and information:

For 501c3 Organizations:

- 2019 990
- 2020 990
- IRS Determination Letter
- Your SWV registration number with the State of Washington ([learn more and register for one here](#))
- Your DUNS number ([learn more and apply for one here](#))

For Fiscally Sponsored Organizations:

- 2019 Operating Budget (as approved by your board)
- 2020 Operating Budget (as approved by your board)
- Your fiscal sponsor's IRS Determination Letter
- Your fiscal sponsor's most recent 990
- Your fiscal sponsor's SWV registration number with the State of Washington
- Your fiscal sponsor's DUNS number



Full Application PDF

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

1. Application Summary
2. Applicant Information
3. Mission & Budget
4. Arts, Creativity, & Cultural Programming
5. Supporting Document Uploads

Tab 1. Application Summary

Enter your Organization Name

(Fiscally Sponsored Applicants
format as “Fiscal Sponsor/Your Organization”)

Amount Requested

*Tell us the amount of your grant request up to \$7,000.
Your request cannot exceed 80% of your losses between 2019 and 2020.*

Applicant Information

Information may pre-populate depending on your history using the ZoomGrants system. Update information as needed. This should be the contact information for the person filling out the application. We will use this contact information if there are any issues with the application.

First Name

Last Name

Telephone

Email

Organization Information

Changes to this data will be reflected on all other ZoomGrants applications for this organization.

Organization Legal Name

Address

City

State/Province

ZIP+4/Postal Code

Telephone

Website (optional)

Federal Tax ID (EIN) (XX-XXXXXXX)

You must enter your Federal Employer Identification Number (EIN) and your DUNS number (below). Both are required.

DUNS Number

Your DUNS number is nine digits listed in this format: 000000000 (no dashes). You can look up or register for a DUNS number by visiting the [Dun & Bradstreet website](https://fedgov.dnb.com/webform/) (<https://fedgov.dnb.com/webform/>).

Authorizing Official

This should be the person with the authority to sign your grant contract if you are awarded a grant.

First Name

Last Name

Title

Email

Tab 2. Applicant Information

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

Provide contact information for the person managing your grant contract should your application be successful: (Example: Jaime Garcia, Director, jaime@organization.com, 509-666-6666).

2. Are you a nonprofit organization with current state and federal nonprofit incorporation status or are you applying with a fiscal sponsor?

If you are applying with a fiscal sponsor, complete the fiscal sponsor information below. If you do not have a fiscal sponsor, the fiscal sponsor section of this page will not appear.

We are a nonprofit

We are applying with a Fiscal Sponsor

3. Which of the categories below best represents your organization's annual operating budget BEFORE the pandemic?

Select the appropriate operating budget category for your organization.

Small – under \$50,000

Medium – \$50,000 to \$350,000

Large – Over \$350,000

4. Have you been in operation as a nonprofit or fiscally sponsored arts and cultural organization or group for three or more years?

All applicants must have a minimum three-year-history providing arts, creativity, and culture programs for the public.

Yes

No

5. What is your organization's or your fiscal sponsor's SWV number?

Applicants must have an SWV number to receive grant funding. If you have applied for and are waiting to receive an SWV, enter "Applied". Additional SWV information is listed in the "Instructions" section at the top of this page.

6. Are you a Local Arts Agency (LAA)?

LAAs 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.

Yes

No

7. Legislative & Congressional District – please enter the 1 or 2 digit number of your organizations legislative and congressional district. [Find your district number here.](http://app.leg.wa.gov/DistrictFinder) (<http://app.leg.wa.gov/DistrictFinder>)

When looking up your district information, be sure to use your organization's physical address. Use the "District Type" option above the map to toggle between "Legislative" and "Congressional".

Legislative District

Congressional District

8. 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.

Fiscal Sponsor Information

If you are not a fiscally sponsored group, this section will not appear for you.

9. Fiscal Sponsor – Organization Name and Address

Provide the name and address of the nonprofit organization that will be serving as your fiscal sponsor.

Fiscal Sponsor Organization Name

Fiscal Sponsor Address

Fiscal Sponsor City

Fiscal Sponsor State

Fiscal Sponsor Zip

10. Fiscal Sponsor Mission Statement

Provide your fiscal sponsor's organizational mission statement. Fiscally sponsored arts and cultural groups and organizations must be sponsored by nonprofit organizations that have arts, culture, and/or heritage in their mission statement.

11. Fiscal Sponsor – Authorizing Official: First Name, Last Name, Title, Email, Phone Number.

This is the person at the fiscal sponsor's organization that is responsible for managing grant contracts and will receive official grant communications. (Example: Omar Sharif, Executive Director, omar@organization.com, 509-555-5555).

12. Fiscal Sponsor – Contract Manager: First Name, Last Name, Title, Email, and Phone Number

This is the person at the fiscal sponsor's organization that is responsible for managing grant contracts and will receive official grant communications. (Example: Omar Sharif, Executive Director, omar@organization.com, 509-555-5555).



Tab 3. Mission & Budget

1. What is your organization's published and public mission statement?

Maximum characters: 1,000

2. In what Washington State COUNTY is your group or organization based?

List only one county. If more are listed we will use the first you list. We understand that services may be provided in other counties. List the county associated with your organization's physical address.

3. Enter your 2019 & 2020 Gross (Total) Revenue. For organizations with 501c3 nonprofit status, enter your revenue as reported to the IRS on your Form 990 (this is usually line 12.) Fiscally sponsored groups and groups that file Form 990N, enter YOUR board approved gross budget income (NOT your fiscal sponsor's.)

2019 Gross (Total) Revenue

2020 Gross (Total) Revenue

4. What is your difference in revenue between 2019 and 2020?

5. What is 80% of the figure listed on question 4?

6. If you receive funding, how many full time and part time staff salaries will be supported?

Salaries can be either fully or partially supported. If none, enter a zero (0). This is for tracking purposes only and will NOT be considered in the evaluation of your application.

Number of Full Time Staff Salaries

Number of Part Time Staff Salaries

7. If you are currently seeking other pandemic relief and recovery funds outside of ArtsWA, list them here. If no other funds are being requested, enter N/A.

Format: Funding Organization, Funding Program, Requested or Amount Awarded, List if funds were awarded or not yet. Ex: 4Culture, Sustained Support and Recovery Fund, Request (Amount Rec'd) \$5,000, Not yet Awarded (or Awarded if you've been notified)

8. Have you received other pandemic relief funds from ArtsWA? If yes, please indicate which programs.

Pandemic Relief - Summer CARES 2020 Program

Pandemic Relief - Fall CARES 2020 Program (October/December)

FY21 Pandemic Relief - Small Organizations

FY22 Pandemic Relief - Small Organizations

FY22 Pandemic Relief - Midsize Organizations

FY22 Pandemic Relief - Large Organizations

We have not yet received pandemic relief funds from ArtsWA

9. What is the total funding you have received in pandemic relief from ArtsWA?

Continue to next page



Tab 4. Arts, Creativity, & Cultural Programming

Programs and Services:

List the services and programs you are providing or were providing before the pandemic. Below is a description of the columns.

Title of Program or service: Example: Grant Writing Workshop

Short Description: Give us a general description of the service or program (example: Provide best practices in grant writing)

Frequency: How many times a year, etc.

Annual Attendance: Estimates are fine.

Communities Served: Describe the communities that you engage in your services. Be specific about who you reach and how, especially those communities that have been disproportionately impacted by COVID-19. Services should be culturally relevant to the population you serve.

Years Providing Service: How many years you have provided this specific program or service.

County(ies) where service is provided: List all the counties where this program or service is provided.

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.

See next page

Programs and Services

<i>Title of Program</i>	<i>Short Description</i>	<i>Frequency</i>	<i>Attendance</i>	<i>Communities Served</i>	<i>Years Providing Service</i>	<i>Count(ies) where service is provided</i>	<i>Status of Program</i>



Tab 5. Supporting Document Uploads

Additional Required Materials

501c3 Nonprofits applying without a fiscal sponsor, please upload your organization's:

1. 2019 Form 990 or Form 990N
2. 2020 Form 990 or Form 990N
3. IRS Determination Letter

Fiscally sponsored applicants, please upload:

1. Your organization's 2019 Operating Budget (as approved by your board)
2. Your organization's 2020 Operating Budget (as approved by your board)
3. Your fiscal sponsor's IRS Determination Letter
4. Your fiscal sponsor's most recent 990

And that's it! You are done.

Once you submit your application in the Zoom Grants platform, you will get a confirmation email from Zoom Grants verifying your application has been submitted.

If you have any questions, please reach out to Miguel Guillen, Grants to Organizations Program Manager, at miguel.guillen@arts.wa.gov or Linnea Ingalls, Grants to Organizations Program Coordinator at linnea.ingalls@arts.wa.gov.

