

## Application Guide

### ArtsWA FY23 ReVive Washington Grant

ArtsWA ReVive 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](#). Make sure you download this form **before** you start filling it out!

Contact: Linnea Ingalls, Grants to Organizations Program Coordinator, [linnea.ingalls@arts.wa.gov](mailto:linnea.ingalls@arts.wa.gov)

## Description

ArtsWA is pleased to offer project support to nonprofit organizations and fiscally sponsored groups that seek to provide arts programming to their community as members emerge from the social isolation of the pandemic. Projects produced as one-time, occasional, or annual events are eligible for funding. Organizations that produce multiple public programs can request support for a specific arts public program including professional development.

### Funding Amounts

- Organizations may request up to \$5,000
- No funding match required

### Important Dates

- Application Deadline: Applications are accepted until March 24, 2022, 5:00pm.
- Notification of Grant Award: by May 10, 2022

## Before You Apply

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

- Your or your fiscal sponsor's:
  - Unique Entity Identifier (UEI) number
    - *If you are already registered with SAM.gov, [click here to view your UEI number](#).*
    - *If you are not registered with SAM.gov [click here to register](#) and receive your UEI number.*
  - Statewide Vendor (SWV) number
    - *[Click here to apply for an SWV number](#) if you do not already have one.*
  - IRS Determination Letter
    - *Does not apply to Local or Tribal Governments*
- Your organization's last completed-year, board-approved, operating budget
  - *If you are applying with a fiscal sponsor, you will also need your fiscal sponsor's last completed-year, board approved, operating budget showing annual cash income.*
- Your project's budget
- Work Sample: Minimum of 1 work sample to a maximum of 10 samples to support your project proposal.
  - *You may upload images, video, audio or other documents in any combination - but no more than 10 work samples will be reviewed by panelists. Your video and audio samples should be no longer than 3 minutes.*



## Full Application PDF

The application is broken up into six (6) tabs:

1. Application Summary
2. Organization Information
3. Project Information
4. Budget
5. Your Events: History & Proposal
6. Upload Additional Materials

## Tab 1. Application Summary

### Project Name

### Amount Requested

*Enter up to \$5,000*

### 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*

## Authorizing Official

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

First Name

Last Name

Title

Email

## Tab 2. Organization 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. What type of group is applying?

*If you are applying with a fiscal sponsor, complete the fiscal sponsor information below.*

Nonprofit with current state and federal nonprofit incorporation status

Group applying with a Fiscal Sponsor

Tribal Government

Local Arts Agency officially designated by your local government

### 3. Select the REGION in which you are based.

Northwest Region - (Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom)

Southwest Region - (Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum)

Central Region - (Chelan, Douglas, Ferry, Grant, Kittitas, Klickitat, Okanogan, Yakima)

Eastern Region - (Adams, Asotin, Benton, Columbia, Franklin, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman)

### 4. 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

## 5. What is your organization's or your fiscal sponsor's Unique Entity ID (UEI)?

*The UEI is a new 12-digit alphanumeric identification that is part of a federal government-wide initiative to transition from using DUNS to UEI (SAM) records. Refer to information in the "Instructions" section at the top for the page.*

### **UNIQUE ENTITY ID INFORMATION**

*The federal government is currently transitioning from using DUNS numbers (the Data Universal Number System) to identify organizations, to using a Unique Entity Identifier (UEI) available through SAM.gov. The UEI is a 12-digit alphanumeric identifier that will replace the use of DUNS numbers after April 4, 2022.*

***If you have an active or inactive registration in SAM.gov, you've recently been assigned a Unique Entity ID (SAM).*** To view your UEI registration record in [SAM.gov](#), log in to your registration and follow the steps outlined in [this guide](#). After April 4th, your DUNS number will no longer be recognized, so please give yourself lots of time to complete this!

***If you are not currently registered at SAM.gov, it's time to register for a Unique Entity ID (SAM).*** To register for a UEI (SAM), you will first need to set up a [SAM.gov](#) account for your organization. Create an account or look up an existing account [here](#). To complete the UEI (SAM) record registration follow the steps outlined in the Guide to Getting a Unique Entity ID linked [here](#).

***UEI registration is always FREE; do not pay for any registration services that appear to be associated with UEI (SAM.gov).***

## 6. What is your organization's or your fiscal sponsor's Statewide Vendor (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".*

### **SWV NUMBER INFORMATION**

*Washington Statewide Vendor (SWV) number allows the state of Washington to pay you—whether you are a business or individual contractor or grant recipient. To help you receive your funds quickly (should you get a grant) apply for an SWV number ahead of time. [More information on getting your SWV number](#). If you have received payment from the State in the past – you likely already have a SWV number. You can check on the status of your SWV number by using the [vendor number lookup](#) or contacting: [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov). **An SWV number is not required to apply but is needed to receive funds should you get an grant.***

7. **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

This information is only required if you are using a Fiscal Sponsor. Otherwise, please enter 'N/A'. See the [Fiscal Sponsorship Guidelines](#).

8. **Fiscal Sponsor – Organization Name and Address**

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

9. **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)*

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

*ArtsWA grants are actually state contracts for services. Should a grant be issued, provide the name and contact information of the person responsible for managing this contract.*

11. **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.*

*Max characters: 250*

## Tab 3. Project Information

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

*Provide information on the primary contact person for managing this project: (Example: Karen Nguyen, Artistic Director, karen@organization.com, 509-555-5555)*

### 2. Is this an Arts, Culture, or Heritage project?

*Consider what your main project activity falls under according to your understanding of these categories. While projects may straddle categories, you can select only one. Your response is informational only and does not affect your score.*

Arts

Culture

Heritage

### 3. Short Description

*Provide a summary of your project in one or two descriptive sentences.*

*This information provides panelists with a quick introduction. Remember that panelists read many applications in one sitting. This short overview helps orient them in preparation for the full description of your project.*

*(Example: Yakima Dance will present our annual fall performance "Dance Steppes" at the Yakima Performance Hall, Yakima, on September 25, 26, and 27, 2020.)*

*Max characters: 250*

#### 4. Full Description

*Give full details of your project based on the short description above. Please include any COVID-19 safety protocols you plan to have in place for this event. Primary review criteria relevant to this response are: Value and Management.*

*(Example: Yakima Dance is Eastern Washington's premier contemporary dance organization. "Dance Steppes" is our annual public presentation of new choreography we have been working on during the year. This new work is the result of the exploration of innovative concepts in movement by our teachers and students. Our work seeks to explore, through dance, our human relationship to our local environment. We present our work to local audiences to stimulate dialogue and to sustain local appreciation of dance. Talk back sessions and networking events after performances bring our local community together in the name of dance. The performance venue will have reduced capacity to allow for social distancing, and require vaccination cards or proof of recent negative COVID test for entry. Masks will be required. Our team is Mary Lopez, Artistic Director, with credentials from... etc. (Describe the full team with an abbreviated description of credentials.)*

*Max characters: 3,000*

## 5. Public Benefit

*Our grants are funded by public dollars. Tell us how the public will benefit from your project. Include information on outreach and accessibility plans you may have. Primary review criterion for this response is: Public Benefit*

*(Example: We selected Yakima Performance Hall because of its central location and easy accessibility by public transportation and by car....the building and facilities are ADA compliant...Yakima Dance has closely examined our local census data to understand where to focus our communications...currently we are working to increase participation by the Latinx and Native communities through targeted outreach that consists of... Yakima Dance provides the local dance community and local public with a premier contemporary dance experience that would otherwise only be available in Seattle or Spokane...our performances are advertised on local radio and...)*

*Max characters: 3,000*

## 6. Evaluation:

*Tell us how you will determine if your project was successful. Primary review criteria relevant to this response are: Management, Public Benefit, and Value.*

*(Example: Ticket sales consistent with our prior years or better; survey our audience; etc...)*

*Max characters: 3,000*



## 7. Your Organization's Published Mission Statement

*Provide your organization's published mission statement. This is the statement you post on your website, etc. Your mission statement helps us understand what you do out there in the world and how your mission relates to your project.*

*Max characters: 250*

## 8. Did you read and understand the "Allowable Expenses" document in the Show Application Support Documents tab?

*This document gives examples of what ArtsWA funds -may- be used for and what ArtsWA funds -cannot- be used for (for example we cannot cover food and drink). Please make sure to read this document! Contact the program manager if you have questions.*

Yes

No

## Tab 4. Budget

Describe the full budget for your project, not just the portion of the project for which you are requesting ArtsWA funding. Include all income and expense for a **complete** financial picture of your project.

To be competitive, the budget will demonstrate an appropriate funding strategy for the scope of your project. The tables below ask for details about your cash income (both confirmed and anticipated) and your project's expenses. A balanced project budget will have Income and Expense totals that match. In some cases the income may exceed expenses - but expenses should not exceed income, in other words, how much it costs to produce your project (Expense) should be covered by your project's confirmed and anticipated income. **In-kind** support (non-cash donations of labor\*, supplies, materials, rent, etc.) can be included in the project budget (Expense) to display the total resources for your project.

\*We highly encourage you to list donated hours by administration staff and arts staff as part of your project expenses.

You may have more types of expenses or income than there are lines on the form. If this is the case, please consolidate line items as much as possible. **Use the budget narrative at the end of this page to provide information or additional description as needed.** We highly recommend that you provide explanation/description of amounts listed as "Other" in the budget narrative box.



## Income

### Column Instructions:

- **Income - Confirmed:** List sources of income for your project that are confirmed at time of application. This includes cash on hand that you are contributing to this project, grants you have been awarded, and donations or fees you have received.

- **Income - Anticipated:** List sources of income for your project that are anticipated but not confirmed at time of application. This includes your ArtsWA grant request, other grants you have applied for but have not heard back on, donations you anticipate, and anticipated earned income from admission tickets or other fees.

- The combined total of your “Income – Confirmed” and “Income – Anticipated” columns should be equal to or be greater than the total of your “Project Expenses” column in the table below.

Item Description	Income- Confirmed	Income - Anticipated
Earned Income (tickets, workshop fees, etc)		
Government or Private Foundation Grants		
Corporate or Local Business Support		
Individual Donors		
Other		
Applicant Cash		
AMOUNT REQUESTED FROM ArtsWA (Enter in “Anticipated” Column)		

## Expense

The Expense table has three columns:

**Project Expenses** is the main column where full project expenses are itemized.

**Value of Donated Goods/Services** is a break out column (for notation purposes only) to detail donated resources to your project.

**Amount to be Covered by ArtsWA Grant** is a break out column to identify where you will would like to apply grant funds.

-

### Columns Instructions:

-

**Project Expenses:** - Primary Column - In this column you will tell us how much it will cost to produce your project. List the full value of each line item that includes the value of donated goods, services, and labor to make sure the total of this column reflects your full project expenses.

-

**Value of Donated Goods/Services (in-kind):** - Break out Column 1 - Donated resources let panelists know that you have been out there pounding the pavement, building alliances, and contributing sweat equity. List the dollar value of donated goods and/or services in this break out column. Example: if you are getting part of your printing costs donated, reflect the full amount of the printing costs (including donated value) in the Project Expenses column and list the donated portion of this amount in this break out column. If the full cost of printing is being donated, list the full amount in both columns. This break out column serves to capture the total value of donated resources to your project (if any) for documentation purposes only.

-

**Amount to be covered by ArtsWA Grant:** - Break out Column 2 - List the portion of the line item that you would like to support with ArtsWA funds. The total of this column should match the "AMOUNT REQUESTED FROM ArtsWA" line on the Income side of your budget (table above). Make sure you have read the "Allowable Expenses" document found in the Show Application Support Documents tab.

*See next page for expenses table*



Item Description	Project Expenses	Value of Donated Goods / Services (in-kind)	Amount to be Covered by ArtsWA Grant
Staff / Administrative			
Staff / Arts (art directors, teaching staff, etc)			
Staff / Production, Technical, etc			
Staff / Other			
Artists Fees (contracted)			
Rent (space/venue)			
Rent (equipped)			
Insurance			
License Fees			
Publicity / Marketing			
Printing			
Materials / Supplies			
Other			
Other			
Other			

## Budget Narrative

*(Discuss the items and amounts you entered above.)*

*Provide additional information for the panelists here. We encourage you to define any line items marked "Other."*

*Max characters: 3,000*

## Tab 5. Your Events: History & Proposal

In the two tables below, list the events you have successfully completed and information on the event(s) you are proposing. Information on past events will help us gauge your capacity to deliver the project you are proposing. Information on your current event will help us understand how your project will reach the community.

### History of Events

Please provide a history of your events spanning a minimum of one year to up to three years. Provide information on arts, culture, or heritage events, or events or activities that are similar or relate to the event or project you are proposing.

-

List project name, short description, date, location/venue, and estimated attendance.

-

There is a 25 character limit (including spaces) on all answers except Short Description.

-

*Example: Big Performance!, Lots of dancers and musicians performed, 11/11-15/2019, Community Hall, 800 estimated attendees*



## Project Proposal Event Details

List the dates, times, ticket prices, locations/venues, and estimated attendance for the project you are proposing. If free/discounted tickets are being offered, create separate entry for those categories.

-

There is a 25 character limit (including spaces) on all answers except Short Description.

*Example: Big Event, An exhibition and performance, 11/11/2022, 6-10pm, \$25/regular price, Community Hall, 200 estimated attendees*

*Example: Big Event, An exhibition and performance, 11/11/2022, 6-10pm, \$10/discounted price, Community Hall, 50 estimated attendees*

*Example: Big Event, An exhibition and performance, 11/11/2022, 6-10pm, \$0/free, Community Hall, 50 estimated attendees*

*See table on next page*





## Tab 6. Upload Additional Materials

In addition to completing the online form, you will need to upload additional 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.)

[View Video - Upload Additional Materials](#)

**1. REQUIRED:** A copy of your organization's last completed-year, board-approved, operating budget. You may use the template [here](#) if you wish.

**2. REQUIRED** if you are using a Fiscal Sponsor: A copy of your fiscal sponsor's last completed-year, board-approved, operating budget showing annual cash income.

**3. REQUIRED:** A copy of your or your fiscal sponsor's IRS Letter of Determination.

*\*Does not apply for Local or Tribal Governments.*

**4. REQUIRED** for ALL applicants: Work Sample

You must submit a minimum of 1 work sample to a maximum of 10 samples to support your project proposal. You may upload images, video, audio or other documents in any combination - but no more than 10 work samples will be reviewed by panelists. Your video and audio samples should be no longer than 3 minutes. To upload links simply give your file an easily recognizable name > select "Link to File" > paste link into the "Link to File" box and upload.

**5. REQUIRED** for ALL applicants: Completed Media Information Form

*Use the downloadable excel template from the application.*

---

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](mailto:miguel.guillen@arts.wa.gov) or Linnea Ingalls, Grants to Organizations Program Coordinator at [linnea.ingalls@arts.wa.gov](mailto:linnea.ingalls@arts.wa.gov).