Application Guide

ArtsWA FY23 ReNew Washington Grant in Partnership with Shunpike

ArtsWA ReNew 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

Diverse arts and culture organizations make a stronger and more resilient arts economy. In partnership with Shunpike, ArtsWA is offering **ReNew Washington grants**. These grants fund groups wishing to start new organizations or to strengthen organizations created in the last three years.

Grants support small projects that increase capacity-building for the organization. Of special interest are new organizations that focus on the work of communities not fully or authentically represented in their region. We encourage new organizations that focus on communities impacted by historic and structural inequity to apply.

FY23 ReNew Washington grants support project dates between July 1, 2022 and June 30, 2023. Groups must have produced a minimum of one project in the past three years.

Partnership with Shunpike:

ArtsWA is pleased to partner with [Shunpike](#) for the ReNew WA grant. Groups that are not yet fiscally sponsored can apply for fiscal sponsorship with Shunpike within the ReNew WA application.

Groups that apply for fiscal sponsorship within the ReNew WA grant application must attend a one-hour info session on April 20th at 5pm. Groups that are awarded a ReNew grant and gain fiscal sponsorship under Shunpike must attend a 90-minute on-boarding session on June 22 at 5pm.

Please read Shunpike's *Applying for Fiscal Sponsorship* **document if you are seeking fiscal sponsorship.** This document includes important information about fiscal sponsorship, including how you will get paid. As a reminder, you must have either 501c3 status or fiscal sponsorship to be eligible for the ReNew grant; we are not able to grant funds to unincorporated groups.

Funding Amounts

- Organizations may request up to $5,000

Important Dates

- Application Opens: March 22nd, 2022
- *Required Info Session for Shunpike Applicants: April 20th at 5pm*
- Application Deadline: Submissions will be accepted until May 3rd, 2022 at 5pm
- Notification of Grant Award: June 9th, 2022
- *Required on-boarding for grantees who gain fiscal sponsorship with Shunpike: June 22nd at 5pm*
- Funds will be Distributed: Starting July 1st, 2022
- Final Report Due: July 31st, 2023

Before You Apply

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

- To apply, you will need your or your fiscal sponsor's Federal Tax ID (EIN)
  - *You may enter 00-0000000 if you do not yet have a fiscal sponsor.*
- Your organization's last completed-year, board-approved, operating budget
  - *If you already have 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 – a minimum of 1 and 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.*
  - *Please note that these work samples do not need to be professionally produced or polished. A simple snapshot of a past event works great!*
- **Optional:** Video introducing your project
  - *You can add an introductory video to your application if you want to. We suggest making a short video (no longer than two minutes) specifically for this application that features the leadership of your group speaking directly to the review panel about your project.*
- **Optional:** Support Letters – if you have any community members, collaborators, or others that support your work and would like to provide a short letter of support (no more than one page).
- **Optional:** Support documentation— newspaper articles, promotional materials (such as brochures, posters, or programs), etc.

Full Application Guide PDF continued on next page.

Full Application PDF

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

1. Applicant Information
2. About Your Group
3. About Your Project
4. Project Budget
5. Your Events: History & Proposal
6. Upload Additional Materials

Tab 1. Application Summary

Project Name

This is a project support grant. If your project has a name, enter it here. If it does not, please give your project a name. (example: Yakima Quilters Group Exhibition)

Amount Requested

Enter up to $5,000

Applicant Information

This will automatically fill with the name of the person that created your account.

First Name

Last Name

Telephone

Email

Organization Information

- *If you have a name for your group please enter it here with the contact information requested. If your group does not have a name, this is the time to choose one.*
- *If you do not have an address for your group, you may use your Director or Principal's address and provide that as your contact information.*
- *Employer Identification Number (EIN):*
  - *If you are an organization registered with the IRS as a 501c3 nonprofit, please provide your EIN.*
  - *If you already have a fiscal sponsor, please provide your fiscal sponsor's EIN.*
  - *If you don't have an EIN, and are in the process of securing fiscal sponorship, enter zeros until sponsorship is secured. You will not receive your grant money until we have an EIN from your fiscal sponsor.*

Organization Legal Name

Address

City

State/Province

ZIP+4/Postal Code

Telephone

Website or Social Media Profile

Federal Tax ID (EIN) (XX-XXXXXXX)
If you do not yet have fiscal sponsorship, you can enter 00-0000000 for your Federal Tax ID (EIN)

Group Director or Principal

If you have a formal structure, enter the name of the person that serves as your Director, Executive Director, or Principal, or, if you do not have a formal structure, enter the name of your group member that is in the primary leadership role. You must select one person to fill this role for this application.

First Name

Last Name

Title

Email

Collaborators

List the primary contact email for core members of your group except the person listed above under "Applicant Information." Please be aware that the members you list will have access to this application and be able to edit the application. Collaborators cannot start a new application. Moving forward please know that only the person that created this account, listed under "Applicant Information," can create applications.

Additional Contacts

Please list at least two additional contact emails for members of your group responsible for management of this application and subsequent contract should you be awarded funds. They can be duplicates of those you list as collaborators.

Tab 2. About Your Group

In this tab, you will answer a few questions about your group.

If you do not have a fiscal sponsor yet, we can help get you started with fiscal sponsorship! To start the application process for fiscal sponsorship with Shunpike, please answer questions 9-14. Shunpike is a 501c3 that supports artist groups through fiscal sponsorship across Washington state.

If you are already fiscally sponsored or you are a 501c3, you do not need to answer questions 9-14.

Reminder: ArtsWA is not able to fund groups without a fiscal sponsor or without 501c3 status. You must apply for fiscal sponsorship if you don't fit either of those categories!

You will also let us know what legislative and congressional district you are based in. You can find your district here. Make sure to toggle between the legislative map and the congressional map to get both of the numbers you need for this application.

1. **Tell us about the history of your group.**
   Begin with your mission or purpose statement if you have one. Describe your arts group and your work. Tell us how long you've been working together and what you've been working on recently. Include some of your best achievements, etc. 3000 characters max.

2. **How long has your group been in operation?**
   To be eligible, your group must have formed at least one year ago.

   Less than 1 year

   Between 1-3 years

   Longer than 3 years

3. **Is your annual operating budget $50,000 or less?**

   Yes

   No

   Not sure

4. **In which Washington State County is your group based?**

5. **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

6. **Did you read and understand the Policies and Restrictions for ReNew Grants?**
    Click on the "Show Policies and Restrictions" button above to read Policies and Restrictions for the ReNew Grants program. If you have questions, contact miguel.guillen@arts.wa.gov.

    Yes

    No

7. **What is your group's current legal structure?**
    If your group has been operating as a casual community group with some or no structure, select Unincorporated.

    Federal 501c3 status

    Fiscally Sponsored Group

    Incorporated WA state nonprofit through the WA Secretary of State

    Limited Liability Company (LLC)

    Sole Proprietor

    Unincorporated

8. **Are you seeking Fiscal Sponsorship?**
    Groups that don't have 501c3 status must use an arts/culture organization with 501c3 status as their fiscal sponsor. By selecting option (a) we can start the process for you to gain fiscal sponsorship through Shunpike in questions 9-14 below.

    Yes, please start the process for me with Shunpike

    Yes, but we will find our own fiscal sponsor

    No, we already have a fiscal sponsor

    No, we have federal 501c3 status

If you are seeking fiscal sponsorship through Shunpike, please complete these questions.

If you already have a fiscal sponsor, or you are a 501c3, you do not need to complete this section. Make sure you read Shunpike - Applying for Fiscal Sponsorship document available in the "Show Library" tab.

9. **Tell us about your leadership**
Please provide a general and short bio of each member that is in a leadership or otherwise key role in your group. 1000 characters max.

10. Shunpike is committed to this statement of equity and work to ensure that all staff and clients apply this lens to the work that they do: "Inclusion means my voice is heard. Diversity means I am reflected and represented in the organization at every level. Equity means I am supported by systems and policies that ensure I succeed, despite historic patterns of hindered success." Will your group be working through a Racial Equity Lens?

> Yes
>
> No

11. **What is the primary discipline for your group?**
Please select the discipline that best describes your work.

> Community Arts
>
> Culture and Heritage Arts
>
> Dance
>
> Digital Arts
>
> Film
>
> Literature
>
> Multidisciplinary Arts
>
> Music
>
> Theater
>
> Visual Arts
>
> Other

12. What is the secondary discipline for your group?

Select N/A if your group has no secondary discipline.

Community Arts

Culture and Heritage Arts

Dance

Digital Arts

Film

Literature

Multidisciplinary Arts

Music

Theater

Visual Arts

Other

N/A

13. Please share any future fundraising plans for your group.

If you have plans for fundraisers, other grant applications, etc, please share them here. 3000 characters max

14. Please describe what type of service and support you hope for in working with Shunpike.

15. Did you read and understand Shunpike's Applying for Fiscal Sponsorship document?

Click on the "Show Library" button above to read Shunpike - Applying for Fiscal Sponsorship. This document includes vital information, including how you'll get paid if you receive this grant. If you have questions, contact casey@shunpike.org.

Yes

No

Tab 3. Project Information

In this tab, you will answer questions about the project you are proposing for this grant. You will tell us about the project, who it will serve, and the public benefit of the project.

If you need assistance answering any of these questions please contact Miguel Guillén, Program Manager, miguel.guillen@arts.wa.gov.

OPTIONAL: You can add an introductory video to your application if you want to. We suggest making a short video (no longer than two minutes) specifically for this application that features the leadership of your group speaking directly to the review panel about your project. But how you use your two minutes is up to you!

To include your video in this application:

- Create your video and upload it to YouTube.

- Once your video is uploaded to YouTube, right click on the video and copy the embed code.

- Paste the embed code into the YouTube Video Upload box (below).

- Refresh your page by using the Refresh Page button above. The embed code will remain visible and your video will be right below.

Note:

- Simple, low tech, cell phone or webcam videos are preferred. We won't be evaluating the quality of the video.

- Other video services will work as long as you're able to get the embed code. Check with the help section of other services for directions on retrieving the embed code.

- We cannot provide assistance with the video.

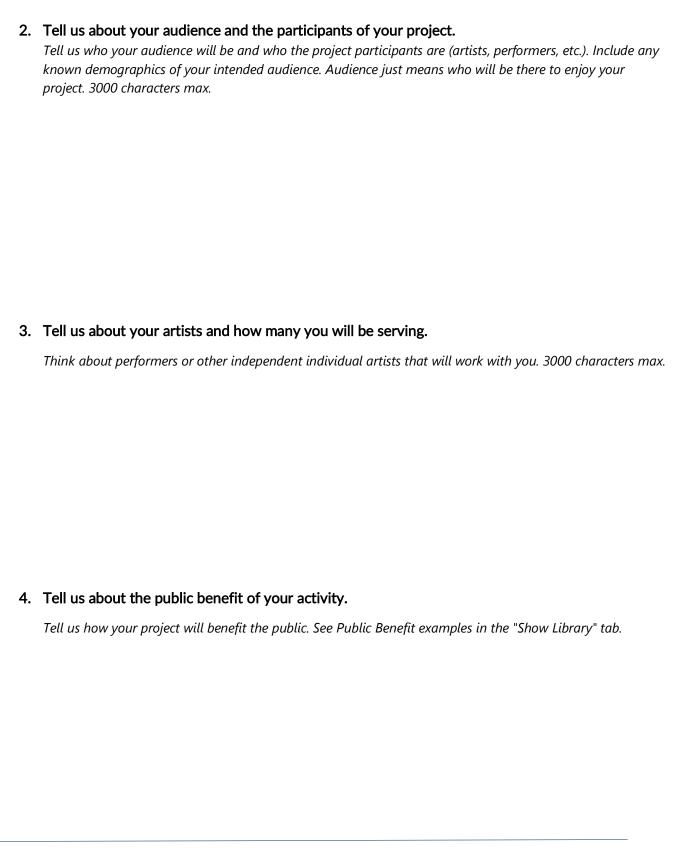### Optional: YouTube Video Upload

Enter your embed code here.

1. **Tell us about the project you would like to bring to your community.**
   Your proposal should include arts and culture as a primary or significant component. 3000 characters max.

2. **Tell us about your audience and the participants of your project.**

   Tell us who your audience will be and who the project participants are (artists, performers, etc.). Include any known demographics of your intended audience. Audience just means who will be there to enjoy your project. 3000 characters max.

3. **Tell us about your artists and how many you will be serving.**

   Think about performers or other independent individual artists that will work with you. 3000 characters max.

4. **Tell us about the public benefit of your activity.**

   Tell us how your project will benefit the public. See Public Benefit examples in the "Show Library" tab.

5. Tell us how you will use the funds you are requesting from ArtsWA.

    What will you be spending your ArtsWA funds on? Make sure to refer to the "What We Do and Don't Fund" document in the "Show Library" tab.

6. Conflict of Interest and Transparency - Do any individuals who are involved with the implementation or oversight of your proposal have an affiliation with the Washington State Arts Commission?

    Project managers, leadership, board, artistic collaborators. Arts Commission: staff, commissioners, consultants, contractors, current grant panelists, or their immediate family members. Affiliations do not prevent applications from consideration.

Tab 4. Project Budget

In this tab, you will tell us how much you expect your project to cost (Expenses) and how you will cover those costs (Income).

You don't need to use all the lines on this budget form, but it is helpful to give us as complete a picture as you can. Use the **Budget Narrative** box, to describe any details about your project income or expenses that might help the review panel better understand your numbers. You may also use the Budget Narrative box to further describe any line items listed as "other."

Income

Please list the sources of income you'll use to support your project. Use the line "Amount Requested From ArtsWA" to list the amount you are requesting from the ReNew grants program.

Use the Cash Income (Anticipated) for income you are seeking but have not confirmed at the time of completing this application.

Use the Cash Income (Confirmed) for income that you are sure you'll be receiving.

Use the In-kind Income for any work, goods, or services that will be donated. They can either be confirmed or anticipated.

In-kind is a budget item that is not paid for in cash. It is a donated service, such as volunteer work, or donated materials, such as art supplies.

See next page for income table

Item Description	Cash Income- Anticipated	Cash Income - Confirmed	In-Kind Income
Ticket Sales/Entrance Fees/Workshop or Class Tuition Fees			
Merchandise or other sales including art/craft			
Concessions (food and drink sales)			
Other Income (please define this "other" in the project narrative below)			
Membership Fees			
Donations from Individuals			
Donations from Foundations			
Donations from Businesses			
Grants (not ArtsWA)			
AMOUNT REQUESTED FROM ArtsWA (Enter in "Anticipated" Column)			

Expense

Use the Cash column for expenses you will be paying for with cash. (Example of cash expense: venue rental = $500)

Use the In-kind column for any work, goods, or services that will be donated.

- For donated staff work, list actual or approximate cost. For volunteers hours, an estimated total dollar amount per volunteer job is acceptable. (Example: Volunteer event check-in staff: 4volunteers x $15/hr x 2/hrs= $120)
- Estimating amounts for donated/in-kind is acceptable but if an actual cost of a service is known please use that figure. (Example of in-kind expense: venue rental = $500 and will be donated)
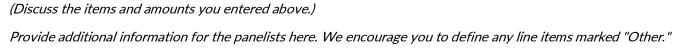
See next page for expenses table

Item Description	Project Expenses	Value of Donated Goods / Services (in-kind)
Staff / Administrative		
Staff / Arts (art directors, teaching staff, etc)		
Staff / Production, Technical, etc		
Staff / Volunteers (In-Kind)		
Artists Fees (contracted)		
Rent (space/venue)		
Rent (equipment)		
Insurance		
License Fees		
Publicity / Marketing		
Printing		
Materials / Supplies		
Other (please define this "other" in the project narrative below)		
Other (please define this "other" in the project narrative below)		
Other (please define this "other" in the project narrative below)		

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

Application guide continued on next page

Tab 5. Your Events: History & Proposal

In this tab, you will provide a list of projects you have successfully completed and information on the project you are proposing in the two table below.

Information on past projects will help us understand your ability to deliver the project you are proposing.

Information on your current project will help us understand how your project will reach the community.

History of Events

Please provide a history of your projects spanning a minimum of one year and up to three years. Provide information on arts projects, events, or activities that are similar/related 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 on all answers except Short Description.)

Example: Big Performance!, Lots of dancers and musicians performed, 11/11-15/2017, Community Hall, 800 estimated attendees

See table on next page.

Project Title	Short Description	Date(s)	Location or Venue	Attendance (Estimates are acceptable)

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 on all answers except Short Description.)

Example: Big Event, An exhibition and performance, 11/11/2019, 6-10pm, $25/regular price, Community Hall, 200 estimated attendees

Example: Big Event, An exhibition and performance, 11/11/2019, 6-10pm, $10/discounted price, Community Hall, 50 estimated attendees

Example: Big Event, An exhibition and performance, 11/11/2019, 6-10pm, $0/free, Community Hall, 50 estimated attendees

See table on next page

Event Name	Short Description	Date(s)	Time(s)	Ticket/Entry Participation Fee	Location or Venue	Attendance (Estimates are acceptable)

Tab 6. Upload Additional Materials

In this tab, you will upload support materials to help review panelists understand your work/project. Support materials must be in electronic file formats (jpg, doc, pdf, etc.)

1. Required: **Operating budget** - Your operating budget from the last full year of activities. Seeing an operating budget from your previous year can be very helpful to review panelists and required for fiscal sponsorship. For your convenience we've provided a template that you can download from the Library.

2. If you already have a Fiscal Sponsor: Your **Fiscal Sponsor's Operating Budget** and **Completed Information form.**

3. **Work Samples:** Images of your events or work, video and audio files or links to video/audio files. See "Work Sample Guidelines" document by clicking the "Library" tab above for specific information on file parameters. Please note that these work samples do not need to be professionally produced or polished. A simple snapshot of a past event works great!

OPTIONAL:

4. Support letters: if you have any community members, collaborators, or others that support your work and would like to provide a short letter of support (no more than one page).

5. Support documentation: newspaper articles, promotional materials (such as brochures, posters or programs), etc.

[View Video - Upload Additional Materials](#)

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 about ArtsWA and the application process, 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.

If you have any questions about Shunpike and what fiscal sponsorship would mean for your group, reach out to Casey Moser at casey@shunpike.org.