

## FY24 Creative Project Grant

### For Small and Midsized Groups

Creative Project Grants offer funding to groups so they can provide communal arts and cultural experiences with and for the people of Washington State. Organizations do not need to have an arts-focused mission to apply.

**Funding amounts:** Applicants can request between \$2,000-\$8,000 for their project. If awarded, grant amounts can vary depending on panel recommendations and available funds.

#### Important Dates

- Application open: February 1, 2023 – March 15, 2023 at 5pm
- Notification of application results: May 10<sup>th</sup>, 2023
- Grant funded activities: July 1, 2023 – June 30, 2024
- This is a **reimbursement grant**, meaning that payments will be made after the grant recipient's approved project has been completed.
- Final report due: July 31, 2024

### Are you and your project eligible?

Projects that are eligible will:

- Be open to the public.
- Happen between July 1, 2023 – June 30, 2024.
- Have arts and creativity as a main component.
- Take place in Washington State.

Eligible applicant groups:

- Must have an annual operating budget between \$0-\$350,000.
- Must be one of the following types of organizations:
  - 501(c)(3) nonprofit
    - *501(c)(3)s must have current state corporate nonprofit status and current federal tax-exempt determination under Section 501(c)(3) of the Internal Revenue Code.*
  - Local Arts Agencies
    - *Local Arts Agencies are officially designated by a local government to provide art services to the public on behalf of the local government.*
  - Tribal Governments
  - Group fiscally sponsored by a 501(c)(3) nonprofit
    - [Learn more about fiscal sponsorship here.](#)

Who Is Not Eligible?

- Individuals
- For-profit organizations
- Government agencies, universities, colleges, academic departments, and K-12 schools
- [Full list of what ArtsWA can and cannot fund](#) as a state agency.

## Get ready to apply

### Gather your documents

- IRS Letter of Determination. For fiscally sponsored groups, we will need your fiscal sponsor's IRS Letter of Determination.
- Your project budget.
- Work samples of your past projects or programs. [Work Sample Guidelines](#)

### Gather your identification numbers

- Unique Entity Identifier (UEI) from SAM.gov. [Learn more about getting your UEI \(SAM\) here.](#)  
For fiscally sponsored groups, we will need your fiscal sponsor's UEI.
  - *IMPORTANT: As of April 2022, recipients of grants using federal funds are required to have an UEI number. The UEI replaces the DUNS Number. If you don't have one yet, you should apply now. You may apply for this grant without one but cannot receive funds until you have a UEI.*
- Your organization's Federal Tax ID (EIN). For fiscally sponsored groups, we will need your fiscal sponsor's EIN.
- Statewide Vendor (SWV) number. If you receive a grant, you will need to have an SWV number to receive payment from the state. [Learn more about the SWV number here.](#) For fiscally sponsored groups, we will need your fiscal sponsor's SWV number.
  - *If you have received payment from Washington 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).*

### Apply in Submittable

- Submittable is the online platform where you will submit your application. [Log in or create an account here.](#)
- If you need assistance with Submittable, take a look at our [Submittable FAQs](#).

## What's in the application?

### **Organization Information:**

- Organization and relevant staff contact information
- Legal status: 501(c)(3), Fiscally Sponsored, Local Arts Agency, or Tribal Government
- Your organization's or your fiscal sponsor's Employer Identification Number (EIN), Unique Entity Identifier (UEI), and Statewide Vendor (SWV) number.
- Disclose if your organization or project has a conflict of interest with ArtsWA. This is for transparency only. You can [read our full Conflict of Interest Policy here.](#)

### **Project overview:**

- Project snapshot: In 1-2 sentences, briefly describe your project.
- Project Details: What will happen in your project? Who are the key partners, stakeholders, and collaborators of your project? Who is this project for? What is the cost for participants? When will your project happen? Where will your project happen?
- Select the creative practices and the communities your project will serve.

### **Narrative questions:**

- **Why is it important for your group to carry out this creative project?** Things to consider include: how is the project relevant to your intended audience? Why does it need to happen now? Does your project fill a need that is missing in your community?
- **How will your project engage people?** Things to consider include: Is your project interactive or does it provide an educational experience? How will you ensure that your project is accessible? Does your project provide creative experiences for people or communities historically excluded\* from arts & culture funding in Washington State? If so, how is your organization suited to serve your intended audience?
  - *\*Historically excluded refers to any group of people that have historically been left out, not considered, or actively barred from opportunities and privileges by a society or organization. In the context of arts funding, governmental and private funders have historically designed grant programs for and uplifted European/European-American art for [able-bodied](#), [cis](#)/straight groups, often in urban settings, for example. [Learn more about the National Endowment for the Arts' Equity Plan here](#). For a FAQ on Civil Rights for applicants and to ensure your organization complies, [click here](#).*
- **How will you ensure your project is successful?** Things to consider include: How will you measure your success? What does a "successful" project mean to your group and community? Do you have artists, arts leaders, or teaching artists with relevant experiences –either within your group or contracted for this project – to facilitate this project? If your project involves a partner organization, how are duties and roles distributed? How will you ensure a successful collaboration?

### **Project Budget**

- Share your expected income and expenses for your project.
- Share how you plan to spend your ArtsWA funds if you are awarded funds.
- Describe any in-kind support for your project.

### **Work Samples**

- Submit 3-5 work samples to support your project proposal. You may upload images, video, audio, or other documents in any combination. [Work Sample Guidelines](#)

### **Additional Uploads**

- Your organization's board-approved operating budget from your last completed year. If you are fiscally sponsored, you will also upload your fiscal sponsor's annual operating budget.
- Your organization's or your fiscal sponsor's IRS Letter of Determination. This is the document that confirms you have 501(c)(3) status. *Does not apply to Local or Tribal Governments.*

### **How will the panel evaluate applications?**

The panel will be considering the criteria below as they review your application:

- **Creative Impact:** Your project centers arts and culture in a way that is robust and creative. It has a culturally responsive, meaningful impact to the people you will serve.
- **Public Benefit:** Your project is engaging and accessible to the public. Communities negatively impacted by historical exclusion and structural inequity are actively included. [Examples of Public Benefit](#).
- **Project Planning:** Your project is feasible. The budget, timeline, and project plan are within your group's capacity to be successful.

## What happens after you apply?

**Screening for Eligibility:** Staff will screen your application to make sure your application meets eligibility requirements.

**Panel:** All applications are reviewed and scored by a panel. Panelists ensure that people from across Washington State are an integral part of distributing public money. After the application window closes, panelists representing a variety of creative fields and backgrounds will review applications and make recommendations for funding to ArtsWA's [Board of Commissioners](#).

**Board Approval:** Recommendations will go to the ArtsWA Board for approval on May 2<sup>nd</sup>, 2023.

**Notification:** Notification of award or decline will go out the week of May 10<sup>th</sup>, 2023. Awarded applicants can expect their contract and instructions on how to receive funds in the weeks after notification. Learn more about [managing a grant here](#).

## Additional Information

### Accessibility

Federally funded projects must be accessible to people with disabilities. You can use [this accessibility checklist](#) when planning your programs. You do not need to check all boxes to be eligible for funding; this is simply a worksheet and resource for your organization.

### Civil Rights

All applicants for funding from the National Endowment for the Arts (NEA) are required to certify that they are following the civil rights statutes that govern nondiscrimination in Federally assisted programs. For a FAQ on Civil Rights for applicants and to ensure your organization complies, [click here](#).

### Appeals

Unsuccessful applicants can appeal in accordance with Washington Administrative Code (WAC) 30.12.036, found here: <http://app.leg.wa.gov/WAC/default.aspx?cite=30-12-036>.

### About ArtsWA

ArtsWA is the [Washington State Arts Commission](#). The Washington State Legislature and the National Endowment for the Arts fund our programs. Grants are contingent on available state and federal funding. ArtsWA complies with all local, state, and federal laws and regulations concerning civil and human rights. For more information regarding Washington State Arts Commission's policies on Accessibility, Diversity, and Nondiscrimination, [click here](#).

### Contact Us

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