This document is for drafting purposes only. When you are ready to submit your application, go to <https://artswagto.submittable.com/submit/807cc2f5-50d1-4930-b1af-63025b263c04/fiscal-year-2024-2025-grants-to-organizations-application-general-operating-supp/eligibility>

**FY24-25 Application: General Operating Support for Large Organizations**

# ****Eligibility Form****

***Not sure if you fit the eligibility requirements?*** Reach out to us before beginning your application! Contact Linnea Ingalls at [*linnea.ingalls@arts.wa.gov*](mailto:linnea.ingalls@arts.wa.gov) or 360.252.9969.

**Select your organization's legal status.\***

501(c)(3) organization with current state corporate nonprofit status AND current federal tax-exempt determination under Section 501(c)(3) of the Internal Revenue Code.

Local Arts Agency officially designated by a local government to provide art services to the public on behalf of the local government.

Tribal Government

Fiscally Sponsored

Unincorporated (no legal status and not fiscally sponsored)

Nonprofit business without 501(c)(3) status

For-profit business

I am an individual

None of the above

*To be eligible for this grant, your organization must be a nonprofit with 501(c)(3) status, local arts agency, or tribal government.*

**Do you have at least 1 year of programming history?\***

Yes

No

*The National Endowment for the Arts requires grant recipients to have at least one year of providing program(s) to the public.*

**Does your organization's published mission include art and creativity as a primary focus?\***

Yes

No

*General Operating Support is only available to arts-focused organizations. Your organization's* ***published*** *mission statement and core programming should include art and creativity as a primary focus.*

**Is your annual operating budget $350,000 or more?\***

Yes

No

*This application is for organizations with an annual budget of $350,000 or more. Applications for smaller organizations will open next calendar year.*

**Is your organization located in Washington State?\***

Yes

No

*To be eligible, organizations must be in Washington State.*

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**Organization Information**

**Organization Legal Name\***

Enter your organization's legal name as shown on your IRS Letter of Determination.

**Your Organization's DBA (if applicable)**

Enter your “Doing Business As” tradename if different from your organization's legal name.

You can leave this question blank if your tradename is the same as your organization's legal name.

**What is your organization's legal status?\***

501(c)(3) Nonprofit

Local Arts Agency

Tribal Government

Your answer will determine some of the questions that appear for you in rest of this application.

**IRS Letter of Determination\***

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Upload a copy of your organization's IRS Letter of Determination. This is the document from the IRS that approves your 501(c)(3) status.

This document is required by Washington State to ensure that public funds are being used correctly.

**Organization Physical Address\***

*If your group does not have a physical address, enter the location where most of your programs take place. You will have an option to enter your mailing address later.*

**Is your organization's mailing address the same as your organization's physical address?\***

Yes, our mailing address is the same as our physical address.

No, our mailing address is different than our physical address.

**Grant Contact Information**

*Enter the contact information of the person who will manage your grant contract if awarded funds.*

**Grant Contact Name\***

**Grant Contact Title\***

*For example: Director, Grantwriter, etc.*

**Grant Contact Phone\***

**Grant Contact Email\***

**Authorizing Official**

*Enter the contact information of the person who has authority to sign your grant contract if awarded funds.*

**Authorizing Official Name\***

**Authorizing Official Title\***

*For example: Executive Director, Fiscal Manager, etc.*

**Authorizing Official Phone\***

**Authorizing Official Email\***

**Organization Identifiers**

**Organization Employer Identification Number (EIN)**

**Does your organization have a Unique Entity Identifier (UEI) from SAM.gov?\***

Yes

No

I'm not sure

**Organization Unique Entity Identifier (UEI - SAM)\***

Limit: 12 characters

Please enter 12 characters without dashes.

UEI Example: 1A3Z567E9123

**Does your organization have a Statewide Vendor (SWV) number?\***

Yes

No

I don't know

*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*](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fofm.wa.gov%2Fit-systems%2Faccounting-systems%2Fstatewide-vendorpayee-services%2Fstatewide-vendor-number-lookup&data=04%7C01%7Cmiguel.guillen%40arts.wa.gov%7C3fd69230bcde4efc1c4508d8c16b83c7%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637472014804358171%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=t3zVW2dB4J%2B5Qck5aEADcYgW30%2BnqJl0DbhrYygORx0%3D&reserved=0) *or contacting:* [*PayeeRegistration@ofm.wa.gov.*](mailto:PayeeRegistration@ofm.wa.gov)

**Organization Statewide Vendor (SWV) Number\***

Format should be: 0000000-00

**Conflict of Interest**

List any individuals involved with your organization that have an affiliation with ArtsWA. Affiliations do not preclude applications from consideration or funding.

**Does your organization have any conflicts of interest with ArtsWA?\***

Yes

No

**Application Questions**

**Amount you are requesting\***

You can request up to $12,000 from ArtsWA, which will be split over two years. Panelists may choose to award smaller grants to fund more organizations, so you may receive a percentage of your requested amount.

**Programs and Public Benefit**

**Organization's Mission Statement\***

Limit: 50 words

*This should be the* ***public*** *version of your mission statement.*

**Give a brief description of your organization's programs. \***

Limit: 350 words

Things to consider:

* What programs are you most excited to provide in the next two years?
* What past programs do you consider your most successful? How did you know they were successful?

**How does your organization engage people and encourage belonging?\***

Limit: 350 words

Things to consider:

* Who is your community? How do they access and experience your programs?
* How are your programs culturally relevant and responsive to the people you serve?
* Does your organization explicitly serve people negatively impacted by structural inequity\*, and if so, how is your organization suited to serve your intended audience?

*\*Structural inequity refers to the widespread and long-standing negative impacts of historically exclusive or discriminatory institutional policies and practices. 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*](https://ncdj.org/style-guide/)*,* [*cis/*](https://www.transhub.org.au/101/cis)*straight groups, often in urban settings, for example.*[*Learn more about the National Endowment for the Arts' Equity Plan here.*](https://www.arts.gov/equity) *For a FAQ on Civil Rights for applicants and to ensure your organization complies,* [*click here*](https://www.arts.gov/about/civil-rights-office/applicants-recipients-of-federal-financial-assistance/what-we-do/FAQs)*.*

**Select the WA State County where your organization's main physical address is located.\***

**Select all creative practices that your organization provides programs for.\***

Craft Arts (include woodworking, metal work, glass, neon, ceramic, etc.)

Curation (assembling, managing, presenting artwork)

Dance/Movement (include circus, puppetry)

Design (include graphic, interior, architecture, etc.)

Fashion (include clothing, nail art, hair art, cosplay, etc.)

Film or Photography

Folk & Traditional Arts

Foodways (connections between food and cultural community)

Interdisciplinary Arts

Literary Arts and Writing

Media and Technical Arts (include podcasts, animation, or videogame design)

Music (include live and recorded)

Performing Arts or Live Storytelling

Sculpture or Mixed Media (include organic material art such as bouquet arrangement or sand painting)

Textile Arts (include weaving, beading, quilting, etc.)

Theater (include performance, design, playwriting)

Visual Art or Illustration (include murals, street art, etc.)

Other

*Feel free to check any boxes that apply. This list is not exhaustive; please use the "other" checkbox at the end of the list to expand upon your selection(s) or identify other art forms involved in your programs.*

**Select all communities your programs will serve:**

**Please read:**Select communities that your organization **centers** in decision making about programming. Grant recipients of state funds are required to be open to the public, so all communities listed should be able to access your programming. Please only select communities that your organization is making **focused** efforts to include and develop programming based on their needs. More is not necessarily better!

*This list is not exhaustive; please use the "other" checkbox at the end of the list to expand upon your selection(s) or identify other communities your programs will be serving.*

**Communities served:\***

Children/Youth (0-18 years)

Young Adults (19-24 years)

Adults (25-64 years)

Older Adults (65+ years)

Intergenerational Families / Communities

Military Veterans / Active-Duty Personnel

LGBTQIA2S+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual and Two-Spirit)

Individuals or communities living in hospitals, nursing homes, hospices, or assisted care facilities

Individuals with Disabilities

Neurodivergent Individuals

Youth impacted by trauma

Communities or individuals impacted by incarceration

Communities or individuals impacted by homelessness

Families and/or Individuals impacted by poverty

Systems-impacted communities (communities impacted by systemic racism such as red-lining or historic discriminating immigration policy for example)

Refugee Communities

Rural Communities

Immigrant Communities

Pacific Islander or Native Hawaiian

East Asian, Southeast Asian, or South Asian

Black, African American, or African Diaspora (West, Central, East, or South)

Persian, Central Asian, Arab, North African, or Middle Eastern

Latiné/x/a/o

Indigenous North American, Native American, or Alaska Native

European/European American

Other

*This list is not exhaustive; please use the "other" checkbox at the end of the list to expand upon your selection(s) or identify other communities your programs will be serving.*

**Operations and Budget**

**Briefly describe your organization's plans to sustain itself financially and operationally from 2023-2025.\***

Limit: 350 words

Things to consider:

* What are your organization's goals for the next two years? Who is involved in creating those goals?
* How does your organization plan for sufficient funding through 2025?
* How does your organization ensure staff or volunteer capacity to carry out programs through 2025?

**Upload your last annual operating budget from your last completed fiscal year.\***

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload a copy of your organization’s last completed-year operating budget.

[You may use this template here if you need.](https://www.arts.wa.gov/wp-content/uploads/2022/02/OPERATING_BUDGET_FORM_SAMPLE.xlsx)

**Work Samples**

Submit 3-5 work samples of your organization's past work. You may upload images, video, audio, or other documents in any combination. Website links to work samples are permitted. Video and audio work samples should not exceed 5 minutes combined.

**No more than 5 work samples will be reviewed by panelists. Panelists will not spend more than 5 minutes reviewing work samples.**

[View Work Sample Guidelines.](https://www.arts.wa.gov/wp-content/uploads/2023/01/WorkSample-Guidelines_GTO_FY24.pdf)

**How would you like to share your Work Samples?\***

File Upload

Website Link

**File Upload: Work Sample\***

Select up to 5 files to attach.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

**Link: Work Sample 1\***

Link: Work Sample 2

Link: Work Sample 3

Link: Work Sample 4

Link: Work Sample 5

**Description of linked media:\***

Limit: 200 words

Include the title(s), date(s) and location(s), and brief description of the linked media.

You're done!

All that's left is pressing "submit" below. You can also save your draft and come back later.

After you hit submit, **make sure you receive a confirmation email from**[notifications@email.submittable.com](mailto:notifications@email.submittable.com)**.**We recommend putting this email on your "safe sender" list. If you aren't sure whether your application was successfully submitted, you can email Ashley Marshall at [ashley.marshall@arts.wa.gov](mailto:ashley.marshall@arts.wa.gov).

Thank you for your application!

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