

FY24-FY25 Art Service Organization Support

Strengthening Washington's Creative Economy

ArtsWA offers operating support to **regional** and **statewide** non-profit arts service organizations that provide programming to support, increase, diversify, and raise the proficiency of arts professionals in the field.

What is an Arts Service Organization?

An Arts Service Organization (ASO) provides training, workshops, convenings, conferences, networking, technical assistance, and other professional development services to established and emerging arts professionals.

Regional art service organizations

- Provide professional development services for arts professionals from a minimum of three counties in **one** ArtsWA defined region.
- Are based in the region where services are provided.
- Have a minimum of 10% of the total public programming budget committed to professional development services for arts professionals in the region.
- Region definitions:
 - 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

Statewide art service organizations

- Primarily provide professional development opportunities, support, services, and resources to arts professionals.
- Provide services **in** ten or more counties and/or an annual convening of arts professionals from across the state. Annual convening should include structured professional development components.
- Do not perform, produce, preserve, present, or teach art.
- Statewide ASOs are encouraged to collaborate with regional arts organizations to help meet statewide distribution of services obligation.

Funding amounts

Applicants can request up to \$20,000 split across two years for general operating expenses. If awarded, grant amounts may vary depending on panel recommendations.

Important Dates

- Application open: April 11, 2023 – May 23, 2023, at 5pm
- Notification of application results: August 11, 2023

- Funds distributed after expenses are incurred.
 - This is a **reimbursement grant**, meaning that payments will be made after funds are spent, and after expense documentation and invoice forms have been submitted to and approved by ArtsWA.
- Half of the award must be distributed in Fiscal Year 2024 (between July 1, 2023 – June 30, 2024) and half must be distributed in Fiscal Year 2025 (July 1, 2024 – June 30, 2025)
- Two final reports due:
 - Fiscal Year 2024 Final Report due July 31, 2024
 - Fiscal Year 2025 Final Report due July 31, 2025

Is your organization eligible?

All applicants must have:

- 501(c)(3) nonprofit status
 - 501(c)(3)s should have current state corporate nonprofit status and current federal tax-exempt determination under Section 501(c)(3) of the Internal Revenue Code.
- At least two years of continuous operation as a non-profit arts organization
- At least two years of ongoing arts services
- At least one paid staff that works 20 paid hours per week or more
- A board of directors
- A board-approved annual year-end operating budget that reflects actuals that include program expenses

What kind of costs can these funds cover?

This program can cover day-to-day general operating costs, but there are a few expenses that are ineligible, such as capital expenses (built environment costs) and food or drink. View a [full list of what ArtsWA can and cannot fund](#) as a state agency.

Get ready to apply

Gather your documents

- IRS Letter of Determination.
- Your organization's annual operating budget for your last fiscal year and your next fiscal year. You can use this [operating budget template](#) if you need.
- Work samples of your past projects or programs. [Work Sample Guidelines](#)
- List of your organization's board of directors and active staff. Include position titles and number of hours worked per week per position.
- Your organization's most recent board approved strategic plan.

Gather your identification numbers

1. Unique Entity Identifier (UEI) from SAM.gov. [Learn more about getting your UEI \(SAM\) here.](#)
 - **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.

2. Federal Tax ID (EIN).
3. 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.](#)
 - *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.*

Draft your application

- Review “What’s in the application?” below to prepare your answers. We recommend drafting answers to the narrative questions in a Word document before applying in Submittable.

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
- Your organization’s Employer Identification Number (EIN), Unique Entity Identifier (UEI), and Statewide Vendor (SWV) number.
- Disclose if your organization has a conflict of interest with ArtsWA. This is for transparency only. You can [read our full Conflict of Interest Policy here.](#)

Narrative Questions

- **Mission Statement and Strategic Plan:** Provide your organization’s published mission statement and list the goal(s) from your organization’s strategic plan that reflect commitment to professional development of arts professionals in your region or across the state. (500 words maximum)
- **Management:** How do you ensure the production and delivery of quality programs and services? Include financial planning, program planning, and collaborations. (500 words maximum)
- **Impact:** How do you evaluate the impact your programs and services have on arts professionals you serve? Provide specific methodology for assessment and actions. Regional Arts Service Organizations are encouraged to describe regional need and impact. (500 words maximum)
- **Inclusion:** Describe your philosophy/strategy/plan to include historically excluded* communities in your professional development programs. Be specific about who you reach and include.
- **Goals:** With regards to your professional development programs, and related to your strategic plan, list three organizational goals for the next two years that can be measured and reported on in your final report should you get a grant.

Financial

- Share a copy of your last completed annual operating budget.
- Share a copy of your next fiscal year’s budget.

Programs and Services

- List the professional development programs and services you provide currently. Include program name, short description, frequency (annual, monthly, etc.) location, estimated attendance, participation fee, and number of years providing the service.

Work Samples

- Share 3-5 Work Samples of your organization's past programs. You may upload images, video, audio, or other documents in any combination. [Work Sample Guidelines](#)

Additional uploads

- Your organization's IRS Letter of Determination. This is the document that confirms you have 501(c)(3) status.
- List of your organization's board of directors and active staff. Include position titles and number of hours worked per week per position.
- Your organization's most recent board approved strategic plan.

How will the panel evaluate applications?

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

Programming and Services (40 pts)

- Description of programs and/or services is clear and align with ArtsWA's goal of strengthening the creative economy.
- Effective articulation of impact on capacity of arts professionals.
- Focused efforts to diversify the field by broadening access for individuals from communities historically excluded* from the field.

Management (20 pts)

- Evidence of sound management of programs and finances; reasonable budget in relation to programming scope; mix of income sources.
- Evidence of sound program planning and evaluation method of programs and/or services.

Distribution of Services (40 pts)

- Regional ASO - Significant impact on, and service to, arts professionals from three or more counties in an ArtsWA designated region.
- Statewide ASO - Significant impact on, and service to, arts professionals in ten or more counties statewide and/or provides an annual convening.

**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](#).*

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 help 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 geographic locations, 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 August 2, 2023.

Notification: Notification of award or decline will go out the week of August 11, 2023. Awarded applicants can expect their contract and instructions on how to receive funds in the next 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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