# Art Project Grant (FY25)

### Application for 501(c)(3) nonprofits, local arts agencies, and tribal governments. Use this form to draft your application. When you are ready, [submit your application here.](https://artswagto.submittable.com/submit/dca1a43f-8ccc-45e1-90cb-542bcbea1a04/emerging-organizations-grant-fy25)

## Eligibility Form

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

501(c)(3) Nonprofit Organization

Fiscally Sponsored

Tribal Government

Local Arts Agency

For-profit business

I am an individual

None of the above

*To be eligible for ArtsWA grants, your organization must be a nonprofit with 501(c)(3) status, fiscally sponsored by a nonprofit with 501(c)(3) status, a local arts agency, or a tribal government.*

**Organization Type – Additional information:**

**501(c)(3) Nonprofits** are organizations with a specific tax category recognized by the Internal Revenue Service (IRS.) If you have a different 501 designation, reach out to us prior to completing this application.

**Fiscally Sponsored Group** - Fiscal sponsorship is the practice by which a federally registered nonprofit extends its tax- exempt status to groups engaged in activities that advance the sponsoring nonprofit’s mission.

**Local Arts Agency** refers to a unit of government (arts commission, etc.) or an independent nonprofit that is officially designated to support arts and cultural activity in the service area of the designating government entity. Local arts agencies provide financial support, services, and other programming to a variety of arts organizations working in a variety of disciplines, individual artists, and the community. A LAA must have an official designation letter from the government agency designating them as a LAA.

**Tribal Government** refers to the government of a federally recognized tribe of Native American people in the United States. Tribal governments usually have a tribal constitution that organizes its structure.

**Organization EIN\***

*XX-XXXXXXX*

*Enter your organization's employer identification number (EIN)*

**Is art a primary part of your proposed project?\***

Yes

No

**Has your group produced at least one project or program in the past?\***

Yes

No

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

Yes

No

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**Pre-Application: Organization Information**

**Organization legal status\***

501(c)(3) Nonprofit

Fiscally Sponsored Group

Local Arts Agency

Tribal Government

All of these organization types are eligible to apply for this grant. Your selection determines some of the questions that appear in the grant administration sections of this application. Project definition questions remain the same for all applicants.

**Organization 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.

**Organization Website\***

**Organization Phone Number\***

**Organization Physical Address\***

*If your group does not have a physical address, enter the address of your organization's Director or the address of where your organization does the majority of its planning. You will have an option to enter your mailing address in the next question.*

**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, within the funded group, will manage the grant contract requirements if your application is successful. If you are Fiscally Sponsored, we will use both your groups Grant Contact Information and the Fiscal Sponsor's Authorizing Official or Fiscal Sponsor's designated staff person, as primary contacts.*

**Grant Contact Name\***

**First Name**

**Last 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 your application is successful.*

**Authorizing Official Name\***

**First Name**

**Last Name**

**Authorizing Official Title\***

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

**Authorizing Official Phone\***

**Authorizing Official Email\***

**Organization Identifiers**

**Organization Employer Identification Number (EIN)**

*XX-XXXXXXX*

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

Yes

No

I'm not sure

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

Yes

No

I don't know

Check if your organization has a SWV number here: [Statewide vendor number lookup | Office of Financial Management (wa.gov)](https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup?name=&addrLineOne=&city=&state=&zip=)

**Conflict of Interest**

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

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

Yes

No

**ADA Compliance**

The Washington State Arts Commission (ArtsWA) supports universal access to the arts and abides by state and federal laws that prohibit public support to organizations (people or entities) that discriminate against people with disabilities. Therefore, each grantee is required to assure that they are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

* **Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990** states that no otherwise qualified person shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization’s compliance efforts (“ADA Coordinator”).

By clicking the YES button below and by submitting an ArtsWA grant application, applicants/grantees are acknowledging that their programs, services, and facilities are accessible, or a plan to make them accessible is in place and being followed.  Funds may not be granted unless applicants are able, if requested, to provide documentation of their efforts to be in compliance.

**Applicant assures that all arts programs, services, and activities made possible with funding from the Washington State Arts Commission, and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant), will be accessible to people with special needs in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Otherwise, organization will provide readily achievable reasonable accommodation as warranted.\***

**Supporting Documents**

The following documents are required by Washington State to ensure that public funds are being used correctly.

**IRS Letter of Determination**

Acceptable file types: .csv, .doc, .docx, .pdf, .txt, .gif, .jpg, .jpeg, .png

Please 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.

**\*Does not apply to Local or Tribal Governments**

**Organization annual operating expenses\***

Less than $50,000 annually (small)

Between $50,000 - $350,000 (midsized)

Over $350,000 (large)

Select the option that reflects your **last completed fiscal year.**

**Organization annual operating budget\***

Acceptable file types: .csv, .doc, .docx, .pdf, .txt, .gif, .jpg, .jpeg, .png

Please upload a copy of your organization’s board-approved operating budget from your **last completed fiscal year.**

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

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# ****Application: Art Project Grant****

### ****Section A: Project Overview****

**1. Name of Project\***

**2. Project Snapshot\***

*In 1-2 sentences, briefly describe your project.*

**3. Select the primary WA State County where your project will take place.\***

(3a) Select other counties where your project will take place.

**4. Organization's Mission Statement\***

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

**5. Project Details\***

|  | A | B | C | D | E | F |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Event, Program, or Service Title** | **Date(s)** | **Ticket/Participation Fee** | **Location** | **# of audience or participants served** | **# of artists or teaching artists involved** |
| 2 | *Example: Tidepools in Film* | *April 4, May 6, June 8* | *Sliding scale $10-$60. Transportation free.* | *Salt Creek, Titlow Beach, Deception Pass* | *10 per workshop* | *2 per workshop* |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |

Enter the details for the project you are proposing. Use multiple lines if you project involves different kind of events or programs. Use one line with multiple dates and locations if your project involves a series of similar events.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important:**The next two questions help panelists understand your organization’s focus when you are developing and delivering programming. Selecting many options is not necessarily better!

Question 6: If the nature of your group includes many art forms, select "Interdisciplinary or Multidisciplinary Arts."

Question 7: State funded programming must be open to the public. We assume your programming will be “open to all.” For this question, select communities that your organization is making a focused effort to include or to develop programming for. The boxes checked should be reflected in your narrative responses.

**6. Select art practices that will be involved in your project.\***

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 or Multidisciplinary 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

*This list is not exhaustive; use the "other" checkbox at the end of the list to expand upon your selection(s) or identify other art forms involved in your project.*

**7. Select communities your project will serve:\***

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; use the "other" checkbox at the end of the list to expand upon your selection(s) or identify other communities your project will be serving.*

### ****8. Project Goals****

Relevant evaluation criteria:**Art Programming** (25 points)

Well scoring applications will have a project that:

* Reflects strong artistic merit by uplifting and encouraging robust participation in creativity and art.
* Centers art in the services provided.
* Includes art programs that are responsive to the communities served.

**I want to...\***

Write a response (350 words maximum)

Upload a video or audio response (2 minutes maximum) Acceptable file types: .m4a, .mp3, .wav, .avi, .m4v, .mkv, .mov, .mp4

*TIP: Your goals are personal. Ask yourself what success means to your group. Include goals that are both tangible (such as registration numbers) and intangible (such as increased community bonds.)*

## ****9. Work Samples****

Submit up to 3 work samples to support your project proposal. This can be past work that demonstrates your ability to carry out your project. 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 2 minutes each. Make sure that if your video or audio sample is cued to the proper starting place for panelists to review. **No more than 3 work samples will be reviewed by panelists.**

[View Work Sample Guidelines.](https://www.arts.wa.gov/wp-content/uploads/2023/12/WorkSampleGuidelinesFY25.pdf)

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

File Upload. Acceptable file types: .m4a, .mp3, .wav, .avi, .m4v, .mkv, .mov, .mp4

Website Link

**Description of linked media\***

## ****Section B: People****

### ****11. How is your community included in your project?****

Relevant evaluation criteria: **Community Access and Responsiveness (25 points)**

Well scoring applications:

* Describe engaging, accessible, and culturally relevant ways for the community to participate in and experience the project.
* Describe direct actions that increase access to the project for communities negatively impacted by structural inequity (i.e. rural communities, BIPOC community members, mental or physical disability, LGBTQIA2S+, immigrant or refugee communities)
* Solicit, consider, and include community input in project planning.

**I want to...\***

Write a response (250 words maximum)

Upload a video or audio response (1 minute maximum) Acceptable file types: .m4a, .mp3, .wav, .avi, .m4v, .mkv, .mov, .mp4

### ****12. Describe how your staff, contractors, or volunteers are suited to meet the needs of the community your project will serve.****

Relevant evaluation criteria: **Personnel (25 points)**

Well scoring projects:

* Have staff, contractors, or volunteers that are qualified (whether through lived experience, training, etc.) to work with the community the project serves especially if serving vulnerable communities (disabled, youth, etc.)
* Have staff, contractors, or volunteers that are qualified (whether through lived experience, training, etc.) to provide the arts services your project offers.

**I want to...\***

Write a response (250 words maximum)

Upload a video or audio response (1 minute maximum) Acceptable file types: .m4a, .mp3, .wav, .avi, .m4v, .mkv, .mov, .mp4

## ****Section C: Project Budget****

Relevant evaluation criteria: **Budget (25 points)**

Well scoring project budgets:

* Reflect financial support for applicant organization’s personnel/staff and contracted professionals.
* If the applicant organization is currently operating as a volunteer organization, tracking volunteer hours in the in-kind section of the budget ensures that the applicant organization is fully aware of what it costs to do what you do. This is important for panelists reviewing your application.
* Have a clear, feasible, funding strategy for the project.

There are restrictions on what ArtsWA can fund. Before you begin this section, read [What We Can and Cannot Fund](https://www.arts.wa.gov/wp-content/uploads/2023/01/GTO_What-We-Can-and-Cannot-Fund_FY24.pdf) to ensure your project expenses are eligible for this grant.

**I confirm that I have read ArtsWA's "What We Can and Cannot Fund" document.\***

**Requested Amount\***

You can request between $2,000 - $5,000 from ArtsWA for your project. Panelists may choose to award smaller grants to fund more projects, so you may receive a percentage of your requested amount.

### ****13. Project Expenses, Income, and In-Kind****

Include all planned income and expense for your project. Estimates are acceptable!

In-Kind support is donated resources. Example: getting part of your printing costs donated by a local print shop, receiving meal donations for workshop attendees, or utilizing volunteers to help run your project. For volunteer labor compensation, start at the state minimum wage ($16.28/hr as of 2024). For specialized volunteer work we encourage you to research the [U.S. Bureau of Labor Statistics](https://www.bls.gov/oes/current/oes_nat.htm#27-0000)for standard wages.

TIPS:

* Income and expenses totals should match.
* Enter only numbers into the tables. Don't use $ dollar signs, or the numbers will not automatically add up.
* When possible, descriptions that have a breakdown of hourly rates (example: Ticketing volunteers: 4 x 20hrs x $16.28 = $1,302.40 ) are preferred. Approximations are fine.
* Use blank rows at the end of the tables to enter any other types of budget items.

**Project Expenses\***

|  | A | B | C | D |
| --- | --- | --- | --- | --- |
| 1 | **Item Description** | **Description / Expense breakdown** | **Expense Amount** | **Amount paid for by ArtsWA Grant** |
| 2 | **Staff / Administrative** |  |  |  |
| 3 | **Staff / Arts (art directors, teaching staff, etc)** |  |  |  |
| 4 | **Staff / Production, Technical, etc** |  |  |  |
| 5 | **Staff / Other** |  |  |  |
| 6 | **Artist Fees (contracted)** |  |  |  |
| 7 | **Rent (space/venue)** |  |  |  |
| 8 | **Rent (equipment)** |  |  |  |
| 9 | **Insurance** |  |  |  |
| 10 | **License Fees** |  |  |  |
| 11 | **Publicity / Marketing** |  |  |  |
| 12 | **Printing** |  |  |  |
| 13 | **Materials / Supplies** |  |  |  |
| 14 | **Food & Drink** |  |  | **(food & drink not eligible for ArtsWA to pay for)** |
| 15 | **Transportation (ArtsWA can only pay for in-state travel)** |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 | **Total** |  | **0** | **0** |

**Left column – “Expense Amount”:** List the full dollar amount of each line item to ensure the total of this column reflects complete project expenses. Use the blank rows to describe any expense(s) not included on the table. **The total of this column should be equal to or less than your income total in the table below.**

**Right column “Amount paid for by ArtsWA Grant”:** List the portion of each line item that you would like ArtsWA funds to pay for. The total of this column should match the "Amount Requested from ArtsWA" line on the Income table below. It should not exceed $5,000.

**Project Income\***

|  | A | B | C |
| --- | --- | --- | --- |
| 1 | **Project Funds Description** | **Confirmed** | **Anticipated** |
| 2 | **ArtsWA Grant Request Amount** | **---** |  |
| 3 | **Earned Income (tickets, workshop fees, etc)** |  |  |
| 4 | **Government or Private Foundation Grants** |  |  |
| 5 | **Corporate or Local Business Support** |  |  |
| 6 | **Individual Donors** |  |  |
| 7 | **Other support (fundraising events, etc)** |  |  |
| 8 | **Applicant Cash** |  |  |
| 9 | **Totals** | **0** | **0** |
| 10 | **TOTAL PROJECT BUDGET** |  | **0** |

**Left Column – “Confirmed”:** Income for your project that is 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.

**Right column – “Anticipated”:** Income for your project that is anticipated but not confirmed at time of application. This includes your ArtsWA grant request, other grants you have applied for but have not received, donations you anticipate, and anticipated earned income from admission tickets or other fees.

**The combined total of this table should be equal to or greater than the total of your “Project Expenses” column in the table above.**

**In-Kind**

|  | A | B | C |
| --- | --- | --- | --- |
| 1 | **Type of Support** | **Description / Expense Breakdown** | **Approximate Dollar Value Donated** |
| 2 | **Volunteer Labor - Administrative** |  |  |
| 3 | **Volunteer Labor - Production/Technical** |  |  |
| 4 | **Volunteer Labor - Artists/Teaching Artists** |  |  |
| 5 | **Volunteer Labor - Other** |  |  |
| 6 | **Donated Space** |  |  |
| 7 | **Donated Equipment** |  |  |
| 8 | **Donated Materials/Supplies** |  |  |
| 9 | **Donated Food/Drink** |  |  |
| 10 | **Donated Transportation** |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 | **TOTAL** |  | **0** |

For volunteer labor compensation, start at minimum wage. For specialized volunteer work we encourage you to research the [U.S. Bureau of Labor Statistics](https://www.bls.gov/oes/current/oes_nat.htm#27-0000) for standard wages.

### ****14: What strategies are you using to secure funding for this project other than ArtsWA?****

**I want to...\***

Write a response (250 words maximum)

Upload a video or audio response (1 minute maximum) Acceptable file types: .m4a, .mp3, .wav, .avi, .m4v, .mkv, .mov, .mp4

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Save Draft

Submit Form