

# City of Olympia Arts Program Policy

## Grants to Arts Organizations

**BACKGROUND:** Development of a Grants to Arts Organizations (GAO) program was a task in the 2017 Arts Commission work plan.

**PURPOSE:** To provide equitable access to the arts for all Olympia residents and visitors. The program goal is to fund projects that expand citizen involvement; engage underserved populations; and, promote the interests of the broader Olympia community, as realized through the Olympia Comprehensive Plan (GR8, PR8.3, PR8.5, PR8.8, PE10.1, PE10.3).

**AUTHORITY:** Policy of the Olympia Arts Commission, Olympia Parks, Arts & Recreation, and the Olympia City Council.

### 1.0 Policy:

1.1 The Olympia Arts Commission is responsible for providing recommendations for proposed grants to arts organizations to the Olympia City Council. The Olympia Arts Commission, using an inclusive selection process, will evaluate the applicants according to stated criteria.

### 2.0 Application Criteria

2.1 To apply for GAO support, an organization must have its primary location in Olympia and also have:

- a mission and programs centered on arts in Olympia;
- a minimum two-year history of continuous operation serving Olympia residents.
- a not-for-profit business structure 501(c)3; and
- at least one ongoing arts program open to the public in Olympia.

2.2 Submissions require proof of 501(c)3 status, a synopsis of the organization's mission and history, a project proposal and budget.

2.3 Funding requests should not exceed 50% of total project expenses. Most projects must be completed by the end of the year (12 months from contract signature). Sculptural projects proposed to be placed in the public Right of Way may have a longer period for completion.

- 2.4 GAO funds must be used to support a project which is accessible to and provides public benefit to Olympia residents and visitors. This can be one of the organization's core programs and services; or a new program or project.

### 3.0 **Selection Process:**

- 3.1 A review committee composed of City staff, at least one Arts Commission member, and one Citizen at Large (could be a Councilmember) will review applications. The committee's recommendations will go to the Arts Commission for review and City Council for approval.
- 3.2 The committee recommends to the full Arts Commission a slate of projects up to \$20,000.
- 3.3 Grant recipients will submit a report on their project within 2 months of project completion. This allows staff to share success stories with the City Council, staff and other Olympia residents. Highlights should include: 1) Project description; 2) Process photos; 3) Number of participants; 4) Observations or stories of interest; and 5) Financial project summary.

4.0 **Selection Criteria:** The following is the committee criteria by which to make funding recommendations:

#### 4.1 **Minimum Requirements**

All applications will be reviewed to determine that they meet the minimum requirements of the program. These are:

1. Project has lasting and/or direct benefit to the Olympia residents and visitors; and
2. Project is accessible to the public.

#### 4.2 **Evaluation Criteria**

In addition to meeting the minimum project requirements, project proposals which demonstrate the following will be given first priority by the review committee:

Arts Organization:

- **Community Involvement.** Does the applicant demonstrate a history of involvement and activity within the community?
- **Organizational Strength.** Does the prior work of the Arts Organization exhibit the capacity to complete the proposed project?
- **Potential for Engagement.** Does the prior work of the Arts Organization demonstrate their ability to engage Olympia’s citizens in meaningful ways to expand involvement in the arts?

Does the Project Proposal:

- **Contribute to broad distribution of arts experiences throughout Olympia.** Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the community.** A wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.**
- **Contribute to a balanced offering of arts experiences within the Olympia community?**

5.0 Administration

- 5.1 Each selected Arts Organization will enter into an agreement with the City, as an independent contractor.
- 5.2 Arts staff are responsible for making payments based on delivery of services agreed to by the Arts Organizations.
- 5.3 The City reserves the right to cancel or discontinue the Grants to Arts Organizations, with or without cause and with or without notice to the Arts Organizations or public.