



2018 Grants to Arts Organizations – Application

1. Applicant (Arts Organization):
2. Project Name:
3. Summarize Project in Approximately 100 Words
4. Total Amount of City Match Requested (<i>in Dollars</i>):
5. Total Amount of Arts Organization Match Proposed (<i>in Dollars</i>):

6. Name of Arts Organizations’s Main Point of Contact for Matching Grant Project:
7. Arts Organization’s Email Address:
8. Arts Organization’s Phone Number:
9. Arts Organization’s Mailing Address:

10. Eligibility – Does your Arts Organization possess:

Yes No

 a mission and programs centered on arts in Olympia;

Describe: _____

 a minimum two-year history of continuous operation serving Olympia residents.

Describe: _____

 a not-for-profit business structure 501(c)3; and

Describe: _____

 at least one ongoing arts program open to the public in Olympia.

Describe: _____

11. Please describe your Arts Organization’s relationship to the greater community.

12. Please describe how this project plays to the strengths of your Arts Organization.

13. How does your Arts Organization’s prior experience inform successful community engagement with your proposed project?

14. Please describe the location of your project in the area, and the reasoning behind that choice.

15. What art form(s) does your project utilize? Who is your audience? What do you intend to communicate?

16. How does this project expand or build upon the arts in our community?

17. Where does this project fit in to the range of art experiences in our community?

18. Please share in what ways this project will reach underserved communities.

19. Please summarize the public benefit of your proposed project.

19. Project Inclusiveness:

a. Will the project participation/utilization be open to everyone without discrimination based on age, sex, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental, or sensory disability? Yes No

b. Will the project comply with American with Disabilities Act standards which provide for access to persons with disabilities? Yes No

20. Describe any other funding you have pursued for this project in addition to the Arts Organization's contributions and the City's matching grant. Please indicate whether the funding has been secured.

21. PROPOSED VOLUNTEER HOURS – *Estimate of Volunteer Hours Per Project Task*

Project Activity	Est. # Volunteers	Est. Duration of Task	Est. # Volunteer Hours by Task
<i>Example:</i> Arts Organization's Project Flyer distribution	5	5 hours	25
1)			
2)			
3)			
4)			
5)			
6)			

Please attach – Verification of Arts Organization's 501c3 status and Olympia Business License.

CALCULATING VALUE - Estimated In-Kind Volunteer Hours		
Total Estimated Number of Volunteer Hours		TOTAL IN-KIND DOLLAR VALUE
	X \$26.72 per Hour	

22. PROPOSED PROJECT BUDGET – All Amounts Reported in Dollars
(EXAMPLES: Contracted Services; Rentals; Materials; Printing; Other)

PROJECT ACTIVITY	Arts Organization Contribution (Cash)	Arts Organization Contribution (In-Kind)*	Requested City Matching Grant	TOTAL DOLLAR VALUE
1)				
2)				
3)				
4)				
5)				
6)				
7)				
TOTAL DOLLAR VALUE				

*Totals from previous page “VOLUNTEER HOURS – ESTIMATE TIME PER PROJECT TASK”

If this project is approved, the City of Olympia will enter into an agreement with the Arts Organization receiving the grant to ensure completion of the project as described in this application. The agreement will require that the grantee hold the City harmless from any and all claims emerging from the project and related activities.

The information in this application is true and complete to the best of my knowledge and has been provided for the purpose of obtaining financial assistance from the City for the project described.

Date: _____

Signature: _____

Printed Name: _____

RNA Name: _____

Instructions for Filling out the Form

1. **APPLICATION FORMATS** The City supplies the form in PDF and Word format. You can fill it out by hand or, if using the Word format, by typing your responses into the spaces provided.
2. **PROPOSED VOLUNTEER HOURS** This worksheet (Question 20) should present all the volunteer time listed by task that the Arts Organization will provide for the project. The details requested are intended to help the Arts Organization determine its work plan.
3. **PROPOSED PROJECT BUDGET** The Proposed Project Budget (Question 21) should provide the most accurate estimate of project costs listed by the intended sources – i.e. City matching funds; Arts Organization funds; Arts Organization volunteers. Once approved, the grant amount cannot be increased

PLEASE NOTE: Arts Organization contributions can be in the form of cash or in-kind value (volunteer time) that can be calculated the value of volunteer time, a worksheet has been provided at the end of Question 21. In line with the City of Olympia Parks, Arts & Recreation’s volunteer programs, the suggested in-kind value for matching grant program is the Washington State Volunteer Value reported by the Corporation for National & Community Service (http://www.volunteeringinamerica.gov/pressroom/value_states.cfm): \$26.72 per hour.

4. **ATTACHMENT FORMAT:** Please remember to include all attachments that are relevant to your project. Digital formats (such as PDF or JPEG files) are preferred when possible. If you submit your application in printed format, hard copy versions of photos, maps, and materials are fine. You can also submit your materials on a CD/DVD or flash drive; flash drives will be returned to the relevant RNA after application processing.
5. **QUESTIONS:** If you have any questions about the application form or the Grants to Arts Organizations program in general, please contact **Stephanie Johnson**, Arts Program Manager, at: sjohnso1@ci.olympia.wa.us or 360.709.2678.

Please submit your application by **5:00 p.m., Friday, _____** to Stephanie Johnson, Arts Program Manager using one of these methods:

By Email:	By Mail:	In Person:
sjohnso1@ci.olympia.wa.us	Parks, Arts & Recreation City of Olympia PO Box 1967 Olympia, WA 98507	Parks, Arts & Recreation The Olympia Center 222 Columbia St NW Olympia, WA 98501