Impact Funding
2024-25 Application Guidelines
Application Deadline: Friday, March 15, 2024

Inspire Olympia is a voter-approved initiative that dedicates a portion of Olympia's sales tax to local nonprofit organizations offering arts, sciences, heritage, and cultural programs and experiences for the public in Olympia and the Olympia School District.

This multi-year public investment seeks to strengthen and leverage our community's cultural sector to expand access to quality arts and cultural experiences in Olympia, especially for youth and traditionally underserved populations. Funding is based on a competitive application process and is distributed through contracts for services with the City of Olympia. Contracts will go to those organizations that best demonstrate how their arts, culture, heritage, and/or science programs benefit people and communities in Olympia based on the goals and evaluation criteria described in this document.

The 2024-25 funding cycle supports public programming between July 1, 2024, and June 30, 2025.

Organizations interested in applying should read these Application Guidelines fully before applying. Applications must be submitted online through Submittable; application forms can be found on the City of Olympia's [Submittable] page.

For more information about Inspire Olympia, visit [City of Olympia/inspire]

APPLICATION TIMELINE

- **Guidelines Released:** October 2023
- **Application Open:** January 15, 2024
- **Application Workshops and Support:** January -March 1, 2024 (see Appendix A for more information)
- **Application deadline for Impact Funding:** March 15, 2024, 5:00 pm
- **Notification of Funding Decision:** No later than June 1, 2024
- **Contracting Process with Funded organizations:** May – June 2024
- **Contract Funding Period:** July 1, 2024 – June 30, 2026

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STAFF CONTACT INFORMATION

You are welcome to contact Inspire Olympia Staff at any time:

Marygrace Goddu, Inspire Olympia Program Manager:
mgoddu@ci.olympia.wa.us or 360-480-0923

Amelia Layton, Inspire Olympia Program Specialist:
alayton@ci.olympia.wa.us or 360-507-6035

PRIMARY FUNDING GOALS

- Support public programs in arts, culture, heritage and/or science.
- Increase access to these programs and reduce barriers to participation, especially for historically underserved populations.
- Support programming by and for culturally or ethnically specific communities and/or underrepresented groups.
- Expand access to youth education programs in arts, cultures, heritage, and science.
- Support the sustainability of and collaboration among cultural sector organizations.

DEFINITIONS

Inspire Olympia funding supports organizations, as defined below, whose primary purpose is to advance and/or preserve arts, culture, heritage, or science:

- **"Arts Organization"** means an organization that provides programming across one or more of the following artistic fields: design, folk and traditional arts, creative place-making, dance, literary arts, multi-disciplinary arts, music, media arts, theater, and visual arts.

- **"Culture Organization"** means an organization that provides public programming that focuses on extending or sustaining the traditions, customs, language, knowledge, skills, cuisine, trades, and/or celebrates the achievements of a particular nation, people, or other social identity group.

- **"Heritage Organization**" means an organization that provides programming that focuses on the identification, documentation, exhibition, interpretation, and/or preservation of the past, including the people, places, events, and physical spaces of any community of people.

- **"Science Organization"** means an organization that provides programming across one or more of the following scientific fields: physical sciences, life sciences, natural sciences, earth and space sciences, engineering, technology, and work that applies scientific methods or engineering design cycles.

"Cultural sector" or **"Cultural Organizations"** is used to collectively mean organizations whose primary purpose meets these definitions and who provide public programs in these areas.

ABOUT IMPACT FUNDING

The Impact Funding opportunity is open to eligible organizations demonstrating a commitment to Inspire Olympia's mission of a healthy, visible, welcoming, and inclusive cultural and science sector, making creative cultural experiences accessible for everyone in Olympia.

Applicants in this category may offer programs for the general public (open to adults of all ages), youth education programs (classes or workshops for youth under 18), or both. Applicants may propose single or multiple programs throughout the year. Organizations must meet the eligibility criteria listed in the section below to apply.

Funding range: Applicants for Impact Funds may request a minimum of $3,000 and up to $30,000 per funding cycle. A 1:1 funding match is required: this means that the funding request may be a maximum of 50% of the total cost of the proposed programming. The other resources to support the proposed work can include volunteer time, donated materials and space, and cash resources including other grant funding.

Funding is determined through a competitive application process.

A second funding category, **Comprehensive Funding**, may be a better fit for some organizations based on the size of your budget, and/or the scope of your programming. Please see the separate guidelines available here to learn more about Comprehensive Funding. If you need help evaluating which category best supports your organization, please contact Inspire Olympia staff.

ELIGIBILITY FOR IMPACT FUNDING

Inspire Olympia's eligibility requirements are based on Washington State and City of Olympia regulations. You can read more about them in OMC 3.04.200. Your organization must meet the four primary eligibility requirements below to apply for Impact Funding.

- **Primary Purpose**
  Your organization's primary purpose - meaning your overall mission and the majority of your activities- must be to advance and or preserve arts, culture, heritage, and/or science, using the definitions listed on page 3.

- **Non-Profit Status**
  Your organization is a 501(c)(3) non-profit corporation, incorporated under the laws of Washington State and recognized by the Internal Revenue Service (IRS).
  - **OR**: Your organization has a fiscal sponsor with an aligned mission who is a 501(c)(3) non-profit corporation incorporated under the laws of Washington State and recognized by the Internal Revenue Service (IRS). Learn about fiscal sponsorship in this document.

- **Location**
  Your organization's official business address is within Olympia City Limits. This is confirmed by the address registered with the IRS and on your City of Olympia business license.

o **OR** your organization is outside of Olympia City Limits, but the majority of your services are provided within the City limits or for the Olympia School District.

- **Program Delivery**
  Your organization directly provides at least one cultural program or experience to the general public and/or youth education program(s) within Olympia City limits or the Olympia School District.

EXCLUSIONS FROM ELIGIBILITY

Certain kinds of organizations are not eligible for any category of Inspire Olympia funding based on Washington State legislation (RCW 36.160). Excluded from eligibility is any agency of the state or any of its political subdivisions; any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine.

WHAT INSPIRE OLYMPIA FUNDING CAN SUPPORT

Inspire Olympia funds can support a wide variety of public programs that advance arts, culture, heritage, and science as well as general operating expenses to support this public programming.

Examples include:

- Presentations
- Workshops
- Exhibitions
- Events and Performances
- Festivals
- Educational programs for all ages

- Staffing
- Facility improvements
- Capital expenses and acquisitions
- Technology, equipment and supplies
- Training
- Lower tuition or entry fees

Inspire Olympia-funded Programs must be open to the public, except those for Olympia Public School students and teachers, or for court-connected youth.

WHAT INSPIRE OLYMPIA FUNDING CANNOT SUPPORT

- Programming that occurs outside of Olympia City Limits
- Work that is commercial in nature
- Charitable fundraisers or galas, even those which include or benefit the cultural sector
- Debt service or endowment building
- Events or activities that promote a specific political agenda or religious practice
- Education programs **exclusively** for students at any public school outside of Olympia Public Schools, at any private pre-K – 12 school, or at any college, university, or technical school
- Payment to the current member of the Cultural Access Advisory Board or a City of Olympia employee
- Radio or television broadcasting network or station operations, cable communications system, internet-based communications venture or service, newspaper, or magazine

APPLICATION SUPPORT

Inspire Olympia staff are available to help all applicants understand the process. Applicants are encouraged to connect with staff in advance of submitting their application. There are also several opportunities provided for application support, including:

- Application Workshops – Group sessions are scheduled in-person and on Zoom and are viewable by posted recording.
- One on One support with Staff- schedule a meeting to review questions or drafts.
- Email Staff- Questions are accepted by email at any time prior to the application closing date.

Read more about the Application Workshop schedule and staff support in **Appendix A.**

CONTRACTS FOR SERVICES, REPORTING, AND PAYMENT PHASES

Successful applicants will enter into a contract for services with the City of Olympia. The contract is an agreement in which your organization agrees to provide key programs or cultural services – called "deliverables," and the City agrees to pay for those services once they are delivered. In the online application you will be asked for a draft of the deliverables your organization will produce for the benefit of people in Olympia using Inspire Olympia funding.

Impact Funding recipients may invoice for an initial payment once their contract is signed with the other initial deliverables and may invoice for 1-4 additional payments throughout the funding cycle, depending on their work.

In all cases, full and final payments will not be made until the cultural services have been provided. Funded organizations should be prepared to cover their programming costs in the meantime. Read more about Reporting Requirements in **Appendix B**.

REQUIREMENTS FOR FUNDED ORGANIZATIONS

INSURANCE

Organizations must show proof of insurance as part of the contracting process. Different types of insurance will be required depending on the type of programs and/or services provided using Inspire Olympia funds. Proof of insurance is not required at the time of application; however, we strongly encourage applicants to reach out to their insurance company to get a quote on any insurance that may be required for their organization and the scope of work they are proposing. Insurance costs are an acceptable use of Inspire Olympia funding.

- **Commercial General Liability Insurance:** Limits not less than $2,000,000 each occurrence and $2,000,000 annual aggregate. Must include these three endorsements: Additional Insured, Waiver of Subrogation, Primary, and Non-Contributory.
  - **Required for *all* Inspire Olympia funding contracts.**

- **Abuse and Molestation Insurance (also known as Sexual Misconduct Liability)**
  Required if the funded organization will be working directly with youth under the age of 17, seniors, or people with disabilities as part of their Inspire Olympia contracted work. This includes programming *exclusively* for youth, seniors, or people with disabilities, such as classes, workshops, camps, live virtual programming, and one-on-one programming. This does *not* include all-ages or general audience programming, youth programs where guardians are present, or virtual programming that is completely pre-recorded where there will be no live virtual interaction with youth, seniors, or people with disabilities.

- **Commercial Automobile Liability Insurance**
  Required if the funded organization will require the use of owned, rented, or leased automobiles to transport youth under the age of 17, seniors, and/or people with disabilities as part of their Inspire Olympia contracted work.

- **Marine Liability Insurance**
  Required if the funded organization will be performing work on or around water, including the ownership, maintenance, and/or use of watercraft as part of their Inspire Olympia contracted work.

- **Workers Compensation Insurance**
  Required if the funded organization has W-2 employees.

- **Employer's Liability Insurance (also known as Stop Gap Insurance)**
  Required if the funded organization has more than five W-2 employees.

LEGAL COMPLIANCE
Funded organizations must comply with the Federal Government, Washington State, and the City of Olympia laws, including ADA accessibility, non-discrimination, and Equal Employment opportunities.

BUSINESS LICENSE
Funded organizations must have a [City of Olympia business license](#).

FUNDING ACKNOWLEDGEMENT
Funded organizations must acknowledge Inspire Olympia in all relevant public announcements, programs, advertising, and other forms of notice relating to the funded programming, as outlined in the funding contract.

A communications Guideline and toolkit will be provided.

EQUITY AND ACCESS

Making cultural programs and experiences readily available to people and populations traditionally excluded due to barriers like cost, transportation, prejudice, accessibility, and systemic inequalities are core public benefits of Inspire Olympia. Equity and access are also advanced by making programs available in our public schools,

ensuring that everyone can participate in high-quality supplemental learning such as musical instruction, dance lessons, or robotics.

The framing of equity and access below suggests various opportunities and approaches organizations can develop and demonstrate in their work. Promoting and advancing equity and access will look different for different organizations depending on their mission, leadership, the communities in which they work, and the audiences they serve.

This application uses the term BIPOC (Black, Indigenous, and People of Color). We recognize that language is fluid and terminology changes regularly; we intend this term to be broadly inclusive of all racially or ethnically marginalized communities.

EQUITY

Equity means to acknowledge and strive to eliminate historical, systemic, and institutional disparities and maximize opportunities for those that have suffered from those injustices. Equity considers context: history, current realities, and future outcomes. Equity advances social justice, which distributes social and economic resources and opportunities to create a more just society.

Equity in Inspire Olympia programming aims to foster greater inclusiveness, increase diversity, and broaden participation in arts, culture, heritage, and science experiences.

ACCESS

Access is an essential part of equity and important for building community participation and engagement. Please consider how your organization demonstrates the different types of access listed below, where you have opportunities to expand, and how you can make it easier for a variety of community members to participate in your Inspire Olympia funded programming.

These examples are not the only ways to support access to public programs. We do not expect every organization to address all points. We encourage you to consider what makes sense for your programs and how to support the community members you serve, and what you can do to you can reach beyond to engage and include others.

Acceptance-based access is about how your organization nurtures a sense of **welcoming and belonging**, especially for those who are new to your organization's programs. Thinking through your organization's programming, you may consider:

- How you can demonstrate acceptance through interpersonal interactions, use of space, language, signage, etc., to make people feel welcome and comfortable;
- How you can respect the needs and perspectives of different potential participants in your programs, such as Black, Indigenous, and People of Color (BIPOC), people who identify as LGBTQIA+, people who speak different languages, people with different levels of education or experience, people with different levels of income, people of different ages, etc.;
- How people from different backgrounds see themselves represented in the presenters, staff or volunteers they encounter at your programs.

Communications Access is about **how your organization promotes its programs**, how your organization is getting the word out about opportunities to engage, and whether it is shared in a way that diverse community members can readily receive it. You may want to think about:

- The formats, methods, and languages you use;
- The communities and networks you engage to extend your reach;
- The ease with which community members can communicate with and get information from your organization.

Disability Access considers how you **can best serve people with disabilities**. There are various ways your organization might be able to improve experiences for people with physical disabilities, developmental and unseen disabilities, and people who are neurodivergent. You may want to consider:

- Offer technology and services that can help people with disabilities – such as people who are Deaf or hard of hearing, or blind or vision-impaired – navigate your facility and/or programs;
- Review the guidance provided by the Americans with Disabilities Act (ADA);
- Provide programs specifically for people with physical or cognitive disabilities;
- Connect with people with disabilities to learn more about how they can be included in your work.

Financial Access addresses the **cost of participation in your programs**. Costs for admission, tuition, or participation fees can discourage participation or put it out of reach for many. Take a look at how your organization decides on admission or registration fees for different programs and consider whether you can lower or eliminate them. Some ways you can address financial access include:

- Offer free and reduced-price options;
- Offer scholarships or sliding scale options for education programs;
- Communicate clearly about financial access options and make them easy to find, simple to get, and confidential.

Geographic Access considers **where programs happen and how participants can get to them**. Consider the challenges people may face in getting to your programs and how your organization can reduce those barriers. Strategies to increase geographic access can include:

- Present programs at multiple locations and different neighborhoods, including collaborations with Olympia Public Schools, Olympia Public Library, Olympia Parks, Arts & Recreation, and Olympia Neighborhood Associations;
- Communicate about transportation options – including bus routes, stops, and schedules, safe bicycle parking, and accessible and affordable vehicle parking – as you invite people from all Olympia to attend programs and events.

Interest-based Access considers **how your intended participants relate to your program's content or subject matter.** This type of access seeks to align planners and participants through a thoughtful and engaged process of selecting what to offer, and how.

- Include representation among your board, staff and volunteers from groups you hope to have participate in or receive your programs;
- Consult with members of target audience or group and pay them for their time.
- Collaborate with other groups that have been formed by or already work with a cultural or identity group to develop understanding and build working relationships.

Public Access addresses who **can attend your organization's programs**. In general, programs should be open to anyone interested in participating. However, programs may be designed to support specific audiences who are traditionally underserved or have been underserved by your organization. You may want to consider:

- How you ensure your programming is open and accessible to the public.

YOUTH EDUCATION PROGRAMS

Youth Education Programs Open to ALL youth under 18 - These are classes, workshops, or other active learning experiences specifically for youth that organizations offer and present at their facility or another community location in Olympia. This may include before- or after-school, weekend, or summer classes. These programs must be open to all young people that fit within the age and experience guidelines for the class. Organizations may charge tuition for general youth education programs but should consider how Inspire Olympia funds can support free or low-cost options wherever possible.

Cultural Access in Public Schools (CAPS) - These programs are offered in collaboration with the Olympia School District (OSD). They are exclusively for OSD students and teachers. Inspire Olympia dedicates a percentage of funding specifically for CAPS to increase access to cultural learning opportunities for all OSD students, with a priority focus on schools with the highest levels of need. CAPS may include a wide variety of opportunities, such as presentations or residencies that happen as part of the school day, partnering with teachers on learning activities that connect with classroom curriculum, field trips for students to attend programming at a local cultural facility, and professional learning opportunities for OSD educators. Organizations that offer programs in collaboration with OSD should align with classroom teachers' learning goals for their students and the [Washington State Learning Standards](#).

SCHOOL DAY FIELD TRIPS FOR OLYMPIA PUBLIC SCHOOL STUDENTS

Inspire Olympia funds will cover round-trip transportation costs for school-day field trips for OSD classrooms to attend Inspire Olympia-supported programming. This funding will serve all grade levels, pre-K through high school, at any Olympia School District school, with a priority given to Title I Schools. Schools interested in field trips can request a bus through the OSD district office. Inspire Olympia will reimburse the district for these transportation costs.

Inspire Olympia may also reimburse your organization for field trips provided to Olympia School District groups. Funding levels available will be determined in the contracting process.

If you are not currently providing field trips or CAPS programming – we encourage you to develop programs for OSD students and teachers in anticipation of future Inspire Olympia funding cycles.

APPLICATION REVIEW PROCESS

Each application is reviewed by a panel of 5-7 community members. Panelists will apply the application review criteria below and will score each criteria category using a 10-point scale.

The Review Panel will offer a recommendation to the Cultural Access Advisory Board on which applications to fund and the amount to award to each. The Board will not revisit the scoring of applications but may adjust funding awards to meet program primary funding goals and budgetary parameters for the Inspire Olympia fund. The Board will then present a funding recommendation to City Council for approval.

Inspire Olympia staff members do not score applications or vote on funding recommendations. **Full funding at the requested amount is not guaranteed.**

APPLICATION REVIEW CRITERIA

Your application should tell a clear story about your planned programming, how you propose to use Inspire Olympia funds to support it, and what discernible public benefit will result from the activity. Funds may support new or existing programs as long as there is demonstrated public benefit.

Panelists will evaluate each application using the criteria below. Organizations are not expected to meet every criterion – the list includes a range of ways to demonstrate public benefit and alignment with Inspire Olympia funding goals.

CATEGORY: PROGRAMMING MERIT AND VALUE
At a minimum, all applications should demonstrate:
- How the organization's mission, goals, and programming align with Inspire Olympia's primary funding goals on page 3.
- A proposal for one or more public event(s) or education program(s) that advance arts, culture, heritage, and/or science.

The most successful applications will also demonstrate some or all of the following:
- How and why the organization's programming is relevant and meaningful for the intended participants and audiences.
- How the programming deepens, broadens, and/or diversifies cultural programs and services within Olympia.
- How the programming benefits or supports people and communities in Olympia.
- How the organization sustains existing programming and expands or improves them.

YOUTH EDUCATION PROGRAMS, if applicable
At a minimum, all applications should demonstrate:

- How their classes, camps, or other educational programs for youth support active learning in arts, culture, heritage, and/or science and connect with broader youth development goals.
- Their experience, purpose, and values in developing and delivering youth education programs.

The most successful applications will also demonstrate some or all of the following:
- An understanding of best practices in youth education (such as including youth voice, articulating, and evaluating specific learning goals, etc.).
- Individuals overseeing education programming and/or teaching classes have relevant experience and/or training in their cultural field and in working with youth.
- If the organization is proposing programs as part of the regular school day for Olympia School District Students or professional development OSD-certified teachers, how they demonstrate support for and alignment with basic education goals, clear instructional plans aligned with Washington State student learning goals, and collaboration/commitment from OSD teachers/administrators.

CATEGORY: COMMUNITY ENGAGEMENT AND IMPACT

At a minimum, all applications should demonstrate:
- Who they serve and how they engage with participants and audience members.
- How they build and develop community trust through approaches such as partnerships, collaboration, communications, and culturally relevant programming.

The most successful applications will also demonstrate some or all of the following:
- A history of and/or specific plans for continuing community engagement and programming to strengthen community connections and interactions.
- How they maintain and/or expand relationships with participants and partners.
- How community members are engaged in envisioning, planning, delivery of, and evaluation of programming.
- Strategies for understanding community-specific needs and programming that is responsive to those needs.
- Meaningful collaborations with other local organizations – either inside or outside of the cultural sector – that improve or expand the impact of the work.

CATEGORY: EQUITY AND ACCESS

At a minimum, all applications should demonstrate:
- How the proposed programming aligns with Inspire Olympia's vision for equitable, inclusive, and welcoming cultural programming.
- Clear, specific, and achievable plans and practices for supporting and/or increasing public access to their cultural programs.

The most successful applications will also demonstrate some or all of the following:
- An existing commitment to equity and access through current and past programming and internal practices.

- Strategies for identifying and minimizing systemic barriers to participation in their programs.
- Approaches that directly address specific types of access, such as financial access, location access, and improving experiences for people with disabilities.
- Approaches that center communities impacted by structural racism and/or systemic oppression, which include the LGBTQIA+ community, people with disabilities, older adults, etc.
- Awareness of the organization's current capacity, challenges, and opportunities related to equity and access.

CATEGORY: CAPACITY AND FEASIBILITY

At a minimum, all applications must include:

- Capacity for success based on the relevant lived or professional experience of the individuals leading the proposed programs, or success with at least one similar program in the past.
- Resources to make their plans happen, including human resources (staff and volunteer commitment) and a realistic mix of cash income and donated goods and services to match or exceed the funding request.

The most successful applications will also demonstrate some or all of the following:

- Program plans that are well thought out, with an achievable implementation approach.
- Plans for communications/marketing to engage audiences/participants.
- Plans to measure and evaluate program success and outcomes.
- A practical and complete budget that is aligned with the proposal narrative.
- Appropriate compensation for individuals providing professional cultural programming and administrative support.

THE APPLICATION

HOW TO APPLY

Applications must be submitted through our online application form.
Go to City of Olympia Submittable and select 2024-25 Impact Funding.

If your organization has applied for other funding through the City of Olympia's Submittable platform, you should use the same organizational account rather than starting a new one.

We encourage applicants to read through all the information in this document before starting the online application form. Developing your responses to the Narrative Questions in a Word document may be helpful, before copying and pasting them into the online application form. You can download a Word copy of the full application here.

APPLICATION DEADLINE

Impact Funding applications must be submitted by March 15, 2024, at 5:00 pm. The online form will close automatically at that time; it will not be possible to edit or submit an application after the deadline. There will be no exceptions. Note that staff will not be available to answer questions or offer technical support after 5 pm on March 15, 2024.

APPLICATION COMPONENTS

The sections below explain the narrative and budget questions in the online application form. We suggest that you refer to this section and to the Application Review Criteria on pages 11-13 as you develop your application.

The application questions allow you to tell your organization's story and demonstrate how your work aligns with Inspire Olympia's funding goals and evaluation review criteria. You should assume that the panelists reviewing your application are unfamiliar with your work, so be as clear and specific as possible. Note that each question has a word count limit; some sections offer a suggested word count range to encourage concise responses where possible.

ORGANIZATIONAL BACKGROUND

This section asks for your organization's history and mission, work samples, organizational budget, and attendance summary. This information provides context about your organization's recent work.

Published Mission Statement (50 Words)
- *What is your organization's published mission statement?*

About your organization (200-300 words)
- *Tell us a little about what your organization does and why.*
- *Who are your primary participants, audiences, or collaborative partners?*
- *What are your organization's key strategic goals, and how do they align with Inspire Olympia's goals?*

Organizational leadership

Upload a document that contains:

- *A list of your board members with a brief statement of the valued lived, community, or professional experience the individual brings to the organization; and*
- *Your key staff members with job roles or titles, and a brief statement of professional experience.*

Work Samples

- *Share 1-3 brief examples of past work that shows the value of your organizational programming.*
- *Work samples may include photos, video or audio clips, an event program, a newspaper article, or anything else you think will help the review panel better understand your work and impact.*
- *Videos can be beneficial; if you share videos longer than a few minutes, provide specific guidance about the minute marker where panelists should start their review.*
- *Please limit your materials to a combined total of no more than four pages of written materials, eight images, or four minutes of video or audio.*

You may also provide additional context about your work samples, such as how the work impacted the community, or which communities were served. (Narrative – 150 words, optional)

Attendance summary

- *In the online application, there is a chart to enter your attendance history for the past two completed fiscal years.*
- *The chart will ask for attendance numbers for general public programs open to any/all ages, as well as for youth education programs, and for in-person programming as well as remote/online programming.*

PROPOSAL INFORMATION

Proposal Summary (35 words max)

Tell us in a single sentence how you are proposing to spend Inspire Olympia funding during the 2024-25 program year and why. This summary statement should describe the public benefit you plan to produce for the community. This is not a general or philosophical statement about your organization's work. It could be a statement about how you plan to strengthen or grow your organization's internal capacity. Proposal summaries may be shared in the Inspire Olympia annual report.

Summary of proposed Cultural Programming / Contract deliverables

Provide a brief, bullet-point summary of your overall proposal, showing the key cultural programs you plan to provide each quarter with Inspire Olympia support. This summary will serve as your draft deliverables; after funding decisions are made, staff will work with organizations to adjust and finalize the deliverables for the contract if needed. Funded organizations must show completion of their planned cultural programming or "deliverables" to invoice for that work in quarterly and final reports,

In the online form, you will include 2-4 key programs/deliverables for each quarter. Keep in mind:

- Deliverables should align with your overall programming proposal.

- The majority of your deliverables should be about the completion of programming, but deliverables may also include specific and demonstrable development steps for major projects as well as internal capacity-building work.
- The deliverables you write in the application will be considered a draft; after funding decisions are made, staff will work with organizations to adjust and finalize deliverables for the contract.

Deliverables should be detailed and specific. Numbers should be used to show the scope of services that will be provided, although ranges are appropriate to provide some flexibility. Examples of deliverables include:

- *Completion of 2 full-day, week-long summer education camps for 15-25 youth each week*
- *Production of [name of event/program] with 4-6 public presentations, serving a total of 200-300 people*
- *Creation and public release of 4 short videos, each about 3-5 minutes long*
- *Host 2-3 [workshops/lectures/community meetings], serving 25 – 50 community members at each event*
- *Complete new educational curriculum/ employee handbook/ other internal capacity-building work*

PROGRAM PROPOSALS

In the Impact Funding category, you may propose General Public Programs, or Youth Education Programs, or both. In the online application form, you can skip the questions that do not apply to your proposal. All programming must be presented between July 1, 2024, and June 30, 2025.

Many of the questions in this section have multiple prompts- these prompts are designed to help you answer the questions in a way that addresses the review criteria and supports the panel's understanding of your work. Still, you are not required to address every prompt.

GENERAL PUBLIC PROGRAMS

General public programs include but are not limited to, events, presentations, workshops, and festivals open to adults/families/all ages and education programs for adults.

What general public program(s) will you create or present with Inspire Olympia funding during the next funding cycle? (400-600 words)
- *Elaborate on your proposal summary, and share details about the program(s) or event(s) your organization intends to produce with Inspire Olympia funding.*
- *Talk about how this work benefits people and communities in Olympia and why this work matters.*
- *Who are you planning to serve? Who are the primary audiences/participants you've served in the past?*
- *About how many people do you expect to serve with this programming?*
- *When and where will your programming happen? Be as specific about dates and locations as possible. (Letters of commitment from outside organizations whose venues you will be using are encouraged)*

Key individuals and Collaborators (100 words)
- *Who are the key individuals in your organization (staff or contracted) that will lead and carry out your programming?*
- *Are there individuals or organizations outside of your organization that are key to the success of these programs? If so, who are they, and what is their role? (Letters of commitment from key partners outside of your organization are encouraged.)*

Planning, Promotion, and Evaluation (400 words)

- *Tell us about your planning process. What are key points or milestones on your planning timeline, especially for one-time programs or major events?*
- *How will you get the word out about your programs? If you have goals to grow or diversify your participants, how will you do that?*
- *How will you evaluate your programs? Will you measure progress on any specific goals? What would success look like? How will you identify areas for growth or improvement?*

YOUTH EDUCATION PROGRAMS

Youth education programs are classes, camps, or other participatory education programs exclusively for youth under 18. Use this section to describe any programs your organization will produce and manage during the upcoming funding cycle.

What Youth Education Programs will you present with Inspire Olympia funding during the next funding cycle (July 1, 2024 – June 30, 2025)? (400-500 words)

- *Describe the youth education programs you will offer.*
- *When, where, and how often will they happen?*
- *What are some overall goals or intended outcomes for your education programs?*
- *Who are you planning to serve? What groups of youth have you served in the past, and how many people do you expect to serve with your youth education programs?*
- *If you propose programs as part of the regular school day for Olympia School District students, tell us how you collaborate with classroom teachers and support basic K-12 education goals.*

Key Individuals and Partners (150 words)
- *Who are the main individuals that will carry out your education programming?*
- *What teaching and/or youth development background, experience, and/or training do they have that makes them a good fit for this work?*
- *Are there any individual or organizational partners outside of your organization that are key to the success of your youth education programs? If so, who are they, and what are their roles?*

Communications and Evaluation (150 words)
- *How will you get the word out about your youth education programs?*
- *If you have goals to grow or diversify your youth participants, how will you do that?*
- *How will you evaluate your programs? How will you define and measure success for your organization and for the students in your program? How will you identify areas for growth or improvement?*

ADDITIONAL DOCUMENTS TO SUPPORT YOUR PROGRAM PROPOSAL
The application will ask you to upload these additional materials:
- **Programming Leads List/Resumes: Information about the people who will lead your programming**; Brief bios or resumes of 1-3 primary people who will develop or deliver your proposed programs. This helps the panel understand that there are people with the relevant skills and experience to support the success of your program plans.
- **Letters of Commitment (optional but encouraged)**: if you are collaborating with any partners outside your organization that are co-producing or hosting your programs, please share a letter or email from the partner confirming their commitment to support your programming.

EQUITY & ACCESS

In this application section, tell us how you address equity and access in the programming you have described above and in your organization as a whole. Please consider the Equity and Access information on pages 7-10, and the different types of access listed there. Equity work will look different for different organizations; Inspire Olympia is looking for an ongoing commitment to developing, maintaining, and/or evolving this work.

How does your organization support or advance equity, access, diversity, and/or inclusion efforts? (500 words)
Consider the following prompts to tell us how this work is relevant to your proposal:
- *What are your organization's key equity, access, diversity, inclusion, and belonging goals?*
- *How do you consider and apply these goals in your programming?*
- *How is your work creating access for specific communities you serve?*
- *Do you plan to address any specific barriers to participation in your programs?*
- *Provide 1-2 specific examples of past efforts related to equity and access and specific plans for the 2024-25 funding cycle.*

Organizational Diversity
The application form will ask for the percentage of your organization's leadership who identify as BIPOC, along with an organizational diversity chart that provides an opportunity to share how your board, staff, and key contractors identify racially as well as by gender, age, and other aspects of identity.

Organizations should ask their staff, board, and key contractors how they identify so their information can be included in this chart. All information requested for this chart is optional and should be provided on a volunteer basis. If you don't have data for all individuals that are part of your organization, that is okay; please provide as much information as you are able to share. Be sure to include the total number of individuals for each category of personnel at the top of the form.

PROPOSAL BUDGET

The budget section allows you to share your financial plan for completing your proposed work, including the non-cash resources and community support that will ensure success. You must fill out and upload a completed budget form as part of the online application.

The budget form asks you to estimate your cash income and expenses, and separately, to estimate the value of non-cash, donated goods and services in terms of income and expenses. To achieve a 1:1 match, the total projected income must equal or exceed the total projected expenses.

Your requested funding amount may be up to 50% of the cost of your prosed program(s), with at least a 1:1 match of income from other sources to support the project. The match may include a combination of any of the following:

- Non-cash donations or "in-kind support," (donations of volunteer time, materials, professional services, facility space, etc.)
- Earned income (such as ticket revenues and fees for events or classes)
- Contributed cash income (cash donations from individuals or other funders)

You may include general organizational and capacity-building expenses in your budget, such as increasing paid staff time or purchasing needed supplies and materials to help your organization grow. We encourage organizations to consider the **total costs** of producing your programming – including planning time, supplies,

insurance coverage, and appropriate compensation for all cultural workers -- and include these expenses in your budget.

Projected Expenses
In the projected expenses column on the left, list all costs associated with your proposed programming, separated into the "Projected Cash Expenses" and "Projected Expenses Covered by Donations" sections, as appropriate. The "Projected Cash Expenses" section should include everything you must pay for, while the "Projected Expenses Covered by Donations" section should include the estimated or actual value of donations that support your program. Expenses may include, but are not limited to:
   o   Staff, contractors, consultants
   o   Materials, supplies, equipment
   o   Facility rentals to develop or present work
   o   Security, safety, or access services
   o   Promotion, marketing, outreach, and program evaluation
   o   Insurance or permits
   o   Capacity building support (professional development trainings, etc.)
   o   Related organizational expenses (general administrative expenses not to exceed 20% of the total budget)

Projected Income
In the projected Income column on the right, list all sources of support for your proposed programming, separated into the "Proposed Cash Income" and "Projected Donations of Goods & Services" sections, as appropriate. Resources may include, but are not limited to:
   o   Admission, registration, or tuition fees (organizations may charge admission/tuition fees, as long as their application shows efforts to support greater access)
   o   Concessions sales (such as t-shirts or food)
   o   Donations from corporations/businesses
   o   Grants from foundations
   o   Funding from city, county, state, or federal departments
   o   Individual donations
   o   Organization's own cash (the money you have in the bank that you will put towards this project)
   o   Volunteer time – volunteer hours may be calculated at $37.63hour
   o   Donations of supplies, materials, or space to develop or present work

Please be as specific as possible, listing quantities and rates in the descriptions where appropriate. For example, instead of listing "ticket sales" as an income source, listing "tickets: 50 @ $15" is preferable because it shows more detailed planning. List the specific sources of the income or donated resources, especially for confirmed donations from individuals or businesses. There are limited lines in the budget form, and grouping categories of income and expense together is okay.

In the far-right column, indicate whether the income or donated resources are confirmed or not. It is okay to have a mix of confirmed and unconfirmed sources; showing some confirmed resources demonstrates more capacity and/or community support.

Insurance
The application will ask you to indicate the types of insurance that will be required based on the type of work you will be doing.
                                   END OF APPLICATION

Appendix A: APPLICATION SUPPORT

APPLICATION WORKSHOPS

These free workshops will cover how the application process works and how to develop a strong application. All applicants are encouraged to send a representative to one of the three workshops. A recording of the workshops held via Zoom will be posted at olympiawa.gov/inspire.

You do not need to sign up in advance for the in-person workshops, but space is limited, and we encourage you to arrive a few minutes early. For the virtual workshop, you must register through the link below.

Please take time to read the complete guidelines before attending the workshop and come with questions. The presentation portion of the workshop will be about an hour, with time allotted at the end for questions and discussion.

Saturday, January 13, 10 am
- Virtual, register here:
- https://us02web.zoom.us/meeting/register/tZYkdOmrqzkpE90JF5f-qGUavr2TzcxNx6WR
- Focus: Eligibility and what funding path best supports your organization

Wednesday, January 17, 9 am
- City Hall, Room 207
- Virtual, register here:
- https://us02web.zoom.us/meeting/register/tZItf-6sqj8oHtJeDi_O-f3z9qoatgJT9pHq
- Comprehensive Funding Information Session

Wednesday, January 24, 2:30 pm
- City Hall, Room 207 and
- Virtual, register here:
  https://us02web.zoom.us/meeting/register/tZIucOCqqToiH9Nu8vuCtltttMtjpLRaca7t
- Impact Funding Information Session

ONE-ON-ONE SUPPORT

Inspire Olympia staff members are available to assist anyone who has questions about the application process. Staff can answer questions about guidelines, provide feedback about proposal ideas, and – with enough lead time – review drafts of proposal narratives, budget forms, or other application elements. Inspire Olympia staff will not revise content for applicants.

SCHEDULE A MEETING

You can use this link to look at pre-set meeting times and sign up for a time that works in your calendar. Each meeting is 20-30 minutes long and can be held virtually or by phone. If you have application materials you would like staff to review in advance; please email them to Inspire Olympia staff at least two days before your meeting.

Appendix B: REPORTING REQUIREMENTS AND PAYMENT PHASES

All funded organizations must submit periodic reports about their programming. Inspire Olympia funding is distributed through contracts for services; the reports are the opportunity to demonstrate that the services were delivered and to submit an invoice for payment. The reports will include sections to share data about public programs and participants served, to share stories about how programs went and describe the community impact, and to show examples of work through photos, videos, or documents.

Collecting this information is essential for showing that the planned work was completed and building an understanding of the collective and combined impact of Inspire Olympia funds. Information shared in the reports will be used to inform communications with the Olympia City Council and the public.

For organizations offering one-time programs or events

For organizations proposing a one-time program, with all public elements occurring within a 2–3-month time frame, we will issue a contract that includes one smaller payment (1/2 of the total funding amount) at the beginning of the contract period and one larger payment (1/2 of the total funding amount) after the programming has happened and the final report has been completed.

For organizations offering multiple programs and/or ongoing programming throughout the year

For organizations whose work happens throughout the funding cycle, we will issue a contract that includes the opportunity to invoice five times: once at the start of the contract period and then at the end of each quarter upon completion of quarterly reports. Each payment will be for up to 1/5 of the total funding amount.

The first payment is made when the initial deliverables have been completed.
Initial deliverables include:

- **Completed and Signed Contract**
- **Organization's W9**
- **Copy of City of Olympia Business License**
- **Completed and Signed City of Olympia Vendor Payee Registration**
- **Proof of Insurance**

Quarterly reporting forms will be made available to organizations via Submittable in September (covering the Summer Quarter: July – September), December (covering the Fall quarter: October – December); March (covering the Winter Quarter: January - March); and June (covering the Spring Quarter: April – June). The spring report is the final Report which includes additional prompts about programming and accomplishments through the first year of the funding cycle. Each report is due several weeks after the end of the reporting period; for example, Summer Quarter reports are due October 15th.

Example Quarterly Report:
Demonstrating Completion of Deliverables

The deliverables that you need to report on are listed in the "Exhibit A" section of your contract. For assistance understanding this section of your contract please contact staff for support.

Program Summary Chart:

A list of the Inspire Olympia-supported General Public Programs and/or Youth Education programs that your organization produced for this quarter, including location and participation numbers. This helps us tell the collective story of how Inspire Olympia funds are being used to engage the community.

Program Date	Program Name	Collaboration with other IO funded orgs?	Program Location (name of venue, street address)	Was this a General Public Program or a Youth Education Program?	Total number of participants	Is this program/event FREE for all participants?

Share briefly about your work over the past quarter: (optional narrative 100-500)

Tell us about how your deliverables were completed, and/or the success or challenges in implementing the work. We would love to hear how Inspire Olympia funds are helping your organization make a positive impact in the community and within your organization. If you do any program evaluation work or surveys of participants, we would love to see examples of data or quotes that show the positive impact of your work.

If you don't have anything notable to share this quarter, you may leave this section blank.

Upload Support Materials:

Support materials are an optional way to demonstrate your work - they can include materials such as photos or videos, or examples of communications or curriculum materials, etc.

If you share photos or videos with Inspire Olympia, we assume that you have permission from both the photographer and the subjects of the photo. By sharing photos, videos, and other documents you are giving permission to Inspire Olympia Staff to use these materials in their communications, including social media, and reports to City Council and Community.

Uploading Your Invoice
Your invoice should include:

- Your organization's name and contact information
- Invoice date
- Summary of services rendered (this can be your list of completed contract deliverables)
- Amount requested (You can find the amount you may invoice for each quarter listed in the Exhibit A section of your contract.)
- Summary of field trips offered to OSD students free of charge- please attach any relevant invoices for these provided field trips.