



# 2020 Grants to Arts Organizations – Application Guidelines

## Overview

In 2020, the City is offering up to \$20,000 for projects in the Grants to Arts Organizations (GAO) program.

## Purpose of the Program

The GAO Program funds projects that provide equitable access to the arts for all Olympians. The program goal is to expand citizen involvement with the arts, engage underserved populations, and promote the interests of the broader Olympia community.

The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.

The City requests project proposals from registered non-profit arts organizations with a minimum two-year history of serving Olympia to be funded on a 50/50 matching basis. The following information is provided to explain the program and to assist arts leaders in submitting applications.

Project review and approval is based on community involvement, organizational strength, and (project) potential for engagement.

## Funding Amounts

The GAO offers grants up to \$5,000. We expect to fund successful applicants for the full amount of the project on a 50/50 match basis. For example, a \$10,000 project would be considered for a \$5,000 grant.

Funding requests should not exceed 50% of total project expenses

## Eligibility

To apply for GAO support, an organization must have its primary location in Olympia and meet all of the following:

- 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,
- At least one ongoing arts program open to the public in Olympia ,and
- A City of Olympia Business License

**Previous grant recipients must wait one granting cycle before reapplying.**

## 2020 Program Timeline

Following are the key dates in the 2020 GAO Program:

**Release Request for Proposals:** September 27, 2019  
**Application Workshop:** Wednesday, October 9, City Hall (601 4<sup>th</sup> Ave E),  
Rm 112, 6-7pm

|   |                              |
|---|------------------------------|
| <b>Deadline for receipt of Application:</b> | <b>November 6, 2019, 5pm</b> |
|---|------------------------------|

**Arts Commission Review for Recommendation:** November 14, 2019, City Hall (601 4<sup>th</sup> Ave E), Council Chambers, 6pm  
**Council Review & Approval:** November 26, 2019, City Hall (601 4<sup>th</sup> Ave E), Council Chambers, 7pm  
**Contracts:** December 2019  
**Project Completion Date:** December 2020  
**Project Reports:** January 2021

## Types of Projects

This program seeks to fund projects that engage citizens through the arts. Most projects must be completed by the end of a 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.

GAO funds must be used to support a project that is accessible to and provides **public benefit** for Olympia residents and visitors. This can be one of your core programs and services, or a new program or project.

### Project Examples Include:

- Performance
- Exhibits
- Educational opportunities (presentations/lectures, workshops, walking tours, training, etc.)
- Collaborations
- Research, planning, and/or analysis that can help strengthen Olympia's arts and cultural base
- Innovative production that cultivates the cultural community

### Ineligible Projects Include:

- Events not accessible to the public
- School, college and university departments or programs that are part of regular or extra-curricular school programs
- Religious services, or events or presentations in which fundraising is the primary purpose
- Fundraisers
- Lobbying efforts
- Elections work
- Personal Travel
- Loans

## Project Review and Approval

Members of the Olympia Arts Commission will review applications at their November 14 meeting, which is open to the public. The Commission's recommendation will go to the City Council for review and approval.

## Minimum Requirements

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

1. Project benefits Olympia residents and visitors; and
2. Project is accessible to the public.

***The City reserves the right not to select any proposal at all, and reserves the right to change the process or schedule upon public notice.***

## Evaluation Criteria

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

1. 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?
2. 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**

## The Fine Print

1. **Total Combined Grants:** The City will accept grant proposals sponsored cooperatively by two or more registered non-profit arts organizations. Grant shall not exceed \$5000.
2. **Full or Partial Awards:** While the committee will strive to recommend the requested amount per project, they may also partially fund, at their discretion. The City reserves the right to award the total GAO funds of \$20,000 in full, in part or not at all.

3. **Payments:** Grants will be paid upon the submission of bona fide invoices & receipts for approved work. Receipts will be reimbursed to the organization or member who made the purchase; invoices can be paid directly to the provider of the goods/service or paid as a reimbursement to the organization or member. Grant Expense Forms must be submitted directly by the organization, not via a third party.
4. **Carryover:** A carryover of grant funds to the following year may conditionally be approved one time only, in advance, at the City's discretion. Carryovers for more than one additional year will not be considered.
5. **Limitations:** Projects that require exceptional public process or changes to existing ordinances (such as zone changes and public hearings) will not be considered.
6. **Insurance:** Selected Arts Organizations must carry insurance to the City's specifications during the time span of the project.

### **Project Final Reports**

Grant recipients will submit a report on their project within two 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. This information will be presented to the City Council in recognition of the work of your organization to strengthen the Olympia community.

### **Submission**

Applications may be submitted in the following ways:

|                      |  |
|----------------------|--|
| <b>Email:</b>        | <a href="mailto:sjohnson@ci.olympia.wa.us">sjohnson@ci.olympia.wa.us</a> (Stephanie Johnson, Arts Program Manager)                   |
| <b>US Mail:</b>      | Olympia Parks, Arts & Recreation; PO Box 1967; Olympia, WA 98507   |
| <b>Hand Deliver:</b> | Olympia City Hall; 601 4 <sup>th</sup> Ave E; Olympia, WA 98501  |
| <b>Questions?</b>    | Stephanie Johnson, Arts Program Manager<br><a href="mailto:sjohnson@ci.olympia.wa.us">sjohnson@ci.olympia.wa.us</a> or 360.709.2678. |



# 2020 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 (*in Dollars*):**

**5. Total Amount of Arts Organization Match Proposed (*in Dollars*):**

**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.**

**20. 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

**21. 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.**

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

| Project Activity   | Est. #<br>Volunteers | Est.<br>Duration<br>of Task | Est. #<br>Volunteer<br>Hours by<br>Task |
|--|----------------------|-----------------------------|---|
| <i>Example:</i><br><i>Arts Organization's Project Flyer distribution</i> | 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<br>Volunteer Hours |                       | TOTAL IN-KIND DOLLAR VALUE |
|--|-----------------------|----------------------------|
|  | X<br>\$31.72 per Hour |                            |



**23. 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: \_\_\_\_\_

Arts  
Organization: \_\_\_\_\_

## Instructions for Filling out the Form

### 1. APPLICATION FORMATS

The City supplies the form in a fillable PDF format. You can send as a hard copy or as a digital file.

### 2. PROPOSED VOLUNTEER HOURS

This worksheet (Question 21) 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 22) 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 22. In line with the City of Olympia Parks, Arts & Recreation's volunteer programs, the suggested in-kind value for matching grant program is \$31.72 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 applicant 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: [sjohnson@ci.olympia.wa.us](mailto:sjohnson@ci.olympia.wa.us) or 360.709.2678.

Please submit your application by **5:00 p.m., Friday, November 6, 2019** using one of these methods:

| By Email:  | By Mail:  | In Person:  |
|--|---|---|
| <a href="mailto:sjohnson@ci.olympia.wa.us">sjohnson@ci.olympia.wa.us</a> | Parks, Arts & Recreation<br>City of Olympia<br>PO Box 1967<br>Olympia, WA 98507 | Parks, Arts & Recreation<br>Olympia City Hall<br>601 4 <sup>th</sup> Ave E<br>Olympia, WA 98501 |