



Impact Funding

2026-27 Application Guidelines

Application Deadline: 5 pm, Friday, March 20, 2026

Inspire Olympia is a voter-approved initiative to increase access to quality arts, sciences, heritage, and cultural experiences across Olympia by expanding offerings and lowering barriers to participation, especially for youth and underserved populations. This multi-year public investment seeks to strengthen our community's nonprofit cultural organizations so they can extend inspiring, creative cultural programs to everyone.

Funding is distributed to local cultural organizations through contracts for services with the City of Olympia. Following the application process described in this document, contracts are awarded to those who best demonstrate how their arts, culture, heritage, and/or science programs benefit people and communities in Olympia. These Guidelines explain how the program works, how to apply, and the evaluation criteria that guide the award process.

The 2026-27 funding cycle supports public programming offered between July 1, 2026, and June 30, 2027.

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/Cultural Access](#)

APPLICATION TIMELINE

- **Guidelines Published:** November 2025
- **Application Open:** Tuesday, January 20, 2026
- **Application Workshops and Support:** January through March (see Appendix A for details)
- **Application Close:** Friday, March 20, 2026, 5:00 pm
- **Notification of Funding Decision:** No later than June 1, 2026
- **Contract Development:** June 2026
- **Contract Funding Period:** July 1, 2026 – June 30, 2027

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PRIMARY FUNDING GOALS

All applicants for Inspire Olympia funding are encouraged to focus on the way their work supports Inspire Olympia’s funding goals:

- Support public programs in arts, culture, heritage, 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 underrepresented groups.
- Expand access to youth education programs in arts, culture, heritage, and science.
- Support the sustainability of and collaboration among cultural sector organizations.

DEFINITIONS

Inspire Olympia funding supports cultural 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 focused on the traditions, customs, language, knowledge, skills, cuisine, trades, and achievements of a particular nation, people, or group that shares a common and immutable personal identity trait.
- **“Heritage Organization”** means an organization that provides programming that focuses on the identification, documentation, exhibition, interpretation, 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.

“Public Benefit” refers to activity or programming that benefits a large subset of the public, as opposed to private interests or a small group not otherwise in need.

The term **BIPOC** (Black, Indigenous, and People of Color) is used in this Guideline and Inspire Olympia applications. We recognize that language is fluid and terminology changes regularly; we intend this term to be broadly inclusive.

ABOUT IMPACT FUNDING

Impact Funding is available to eligible organizations that demonstrate a commitment to Inspire Olympia's mission of a healthy, visible, welcoming, and inclusive cultural sector, making creative experiences accessible for everyone in Olympia.

Applicants may offer programs to the general public (open to all ages), or youth programs (for youth under 18). Applicants may propose single events, a series of events, or programming throughout the year. Organizations must meet the eligibility criteria listed in the section below to apply.

Funding Amount: Impact Applicants request a minimum of \$5,000 and up to \$50,000 per one-year funding cycle.

Match Requirement: A one-to-one match is required, meaning for every dollar you request from Inspire Olympia, your organization must commit to bring resources of equal value to fund your work. In other words, you cannot request Inspire Olympia funding for more than 50% of your proposed program budget. Your match requirement can be met using cash or donated time and materials, or a combination. Furthermore, the cash portion of your match can include projected income from other grants, fundraising, and earned income anticipated from things like ticketing or tuition fees. See "Proposal Budget" on page 18 for more details.

Funding is determined through a competitive application process.

There is a second Inspire Olympia funding category, called **Comprehensive Funding**, which may be a better fit for some organizations based on the organizational eligibility criteria, the size of their budget, and/or the scope of their programming. Please see the separate guidelines available [here](#) to learn more about Comprehensive Funding. Organizations with questions about which category best fits them are encouraged to contact staff.

ELIGIBILITY FOR IMPACT FUNDING

Your organization must meet four primary eligibility requirements to apply for Impact Funding:

- **Mission:** Your organization's primary purpose - meaning your stated mission and the majority of your activities - must be to advance and preserve arts, culture, heritage, or science, following the definitions 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.
 - **OR** Eligible organizations located outside the city boundaries who do the majority of their programming within the City, or primarily for City of Olympia residents or Olympia School District students, may qualify.
- **Program Delivery:** Your organization directly provides at least one cultural event or program for the general public or for youth in the funding year.

Exclusions From Eligibility

Certain kinds of organizations are not eligible for Inspire Olympia funding based on Washington State legislation ([RCW 36.160](#)). They include 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. If you are unsure whether these exclusions apply to you, please contact us.

Eligibility Appeal Process

If an applicant is deemed ineligible because the information provided in their application does not sufficiently meet the four eligibility requirements, they may appeal by providing additional information that addresses **only** the reason they were deemed ineligible.

- Applicants will be notified of ineligibility within the first week following the application closure.
- Applicants are then given up to one week to provide additional information that may change their eligibility status.
- The Appeal will be reviewed by staff and Cultural Access Advisory Board Chair and Co-Chair and an eligibility determination will be made.
 - **If determined eligible**, application will then follow the standard review process and reviewed along with other eligible applicants.
 - **If determined ineligible**, the applicant will be notified the application will not be considered.

HOW INSPIRE OLYMPIA FUNDS CAN BE USED

Inspire Olympia awards unrestricted funds that can be used for expenses directly related to producing public programs that advance arts, culture, heritage, and science in Olympia. Funded programs must be open to the public, except those for Olympia Public School students and teachers, or for court-connected youth.

Examples Include:

- Reduce registration or ticket costs
- Capital improvements and acquisitions
- Technology, equipment, and supplies
- Training
- Staffing or payments for contracted services
- Insurance and legal fees
- Marketing and advertising

In Support of:

- Presentations, Workshops, or Exhibitions
- Festivals
- Educational and youth programs
- Scholarships and internships
- ADA accommodations, closed-captioning, ASL interpretation, or translation services
- Extended hours or added services

WHAT INSPIRE OLYMPIA FUNDS CANNOT SUPPORT

- 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 outside of Olympia Public Schools, at any private pre-K – 12 school, or at any college, university, or technical school
- Payment to a 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 these Guidelines and the application process. Applicants are encouraged to connect with staff in advance of submitting their application. Application support is available in a variety of ways including:

- Application Workshops – Instructional group sessions are scheduled via Zoom. These will be recorded and can be viewed on the Inspire Olympia webpage.
- [One on One support with Staff](#) -- schedule a meeting to review questions or drafts.
- Email – Staff will respond to questions via 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

The Impact Funding application will ask each organization to identify key programs and services that they will produce using Inspire Olympia funding. While Inspire dollars may go to pay for staffing or other essential operational expenses, *the public programs or services and the resulting public benefit is the critical outcome*.

Successful applicants will enter into a contract with the City of Olympia listing your organization’s key programs or cultural services as “contract deliverables,” and the organization will invoice the City as these are completed. Deliverables are not required or expected to be funded 100% by Inspire Olympia funds, but should reflect the work of your organization that best aligns with Inspire Olympia funding priorities.

Organizations invoice quarterly throughout the funding cycle. To receive payment, invoices must be submitted along with periodic reporting about the contract deliverables completed to date. Rather than show receipts documenting how funds were spent, funded organizations are asked to report on the key service deliverables and related public benefit outcomes listed in the contract.

In all cases, full and final payments will not be made until the cultural services have been provided and outcomes reported. 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.

The types of insurance required will depend on the 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 explore what level and type of insurance coverage is needed for the proposed activity.

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. This requirement will be outlined in the funding contract, and a Communications Guideline and Toolkit will be provided.

Opportunities for Funded Organizations

Funded organizations have access to a series of learning and networking opportunities throughout the year. More information about these opportunities will be available in your Inspire Funded Organization packet and information sessions.

EQUITY AND ACCESS

Making cultural programs and experiences readily available, especially to those most often excluded due to barriers like cost, transportation challenges, prejudice, accessibility, and systemic inequalities, is a core public benefit of Inspire Olympia.

The sections below describe what we mean by “equity” and “access” and offer various approaches that organizations can use to advance these objectives in their work. Effective approaches will look different for different organizations depending on their mission, leadership, the communities in which they work, and the audiences they serve.

Equity

Inspire Olympia aims to promote equity through cultural programs that actively work to broaden public participation of under-represented groups, foster greater inclusiveness, and welcome diversity.

To promote 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, and seeks to distribute social and economic resources and opportunities to create a more just society.

Access

Expanding access means finding ways to make it easier for people to participate in your Inspire Olympia funded programming. This can be related to time, place, language, cost, or physical barriers; and it is also social and emotional -- fostering a true sense of welcome is essential to building community participation and engagement, and advances equity as well.

Your Inspire Olympia application should include strategies to address equity concerns and expand access to your cultural programs. Several approaches and strategies to support equity and access are listed below for you to consider.

Suggested Approaches

Acceptance-based access nurtures a sense of **welcoming and belonging**, especially for those who are new to your organization's programs.

- Demonstrate acceptance through interpersonal interactions, use of space, language, signage, etc., to make people feel welcome and comfortable.
- Seek out and incorporate 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., and address their unique needs.
- Include people from different backgrounds and race among presenters, staff and volunteers.

Communications Access is about **how your organization promotes its programs**, how your organization is getting the word out about opportunities to participate, and whether it is shared in ways that diverse community members can readily receive it.

- Re-examine the formats, methods, and language(s) you use,
- Expand the communities and networks you engage, to extend your reach.
- Make sure it's easy for diverse community members to respond, communicate with, and get information from your organization.

Disability Access considers how you **can best serve people with disabilities**. There are various ways to improve experiences for people with physical disabilities, developmental and unseen disabilities, and people who are neurodivergent.

- Offer technology and services that can help people with disabilities navigate your facility and/or programs, such as people who are deaf or hard of hearing, blind or vision-impaired
- Plan your program to accommodate those with mobility challenges. Sitting, standing, or walking for extended periods may call for some accommodation.
- Review the guidance provided by the Americans with Disabilities Act (ADA).
- Provide programs specifically designed 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 seeks to reduce or remove costs as a barrier to participation. For many people the price of admission, tuition, or fees can discourage participation or put it out of reach. Look at how your organization sets admission costs and fees and consider whether you can lower or eliminate them.

- Offer free and reduced-price options.
- Offer scholarships or sliding scale options for education programs.
- Communicate clearly about pricing options and make discounts easy to find, simple to get, and confidential.
- Provide free supplies and materials.

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 you can reduce those barriers.

- 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.

Interest-based Access considers **how your intended participants relate to your program's content or subject matter**. Equity and access are enhanced when planners thoughtfully engage participants in conversations about what to offer and how, so that programs meet the needs and interests of the community served.

- Include representation among your board, staff and volunteers from groups you hope to have participate in your programs.
- Consult with members of the target audience and pay them for their time.
- Collaborate with a cultural identity group or others who work with them, to develop understanding and build relationships.
- Include those who are important to your target audience: engage family members along with participants, teachers along with students.

Public Access addresses **who can attend your organization's programs**. In general, programs should welcome anyone interested in participating. However, some may be designed for specific audiences who are traditionally underserved or have been underserved by your organization.

- Use multiple strategies from the examples above to lower possible barriers and ensure your programming is truly open and available to the public.
- Design programs with input from a variety of perspectives, including the intended audience, to understand their interests while also considering their challenges and availability – i.e., to encourage families to participate, programs might be best scheduled on weekends, avoid the dinner hour, be held in easily-accessed neighborhood locations, and offer childcare.

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

YOUTH EDUCATION PROGRAMS

A primary goal of Inspire Olympia is to expand access to cultural programs for youth. The application will ask about the following types of youth education programs, which each have certain requirements to be aware of.

Youth Education Programs Open to All Youth Under 18

These are classes, workshops, or other active learning experiences specifically for youth that organizations offer 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 program. Organizations may charge tuition for general youth education programs, but because the goal is to expand access and lower barriers to participation, organizations should consider how Inspire Olympia funds can support free or low-cost options.

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 has set aside funding specifically to increase access to cultural learning opportunities for all OSD students, with priority for 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 programs at a local cultural facility or engage in a learning activity, and professional learning opportunities for OSD educators. Organizations that want to 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

Field Trips during the school day are a subset of the CAPS program. Inspire Olympia funds will cover round-trip transportation costs for school-day field trips for OSD classes to attend Inspire Olympia-supported programming. This funding will serve all grade levels, pre-K through high school, at any OSD school, with a priority given to Title I Schools. Teachers will request a bus through the district office and Inspire Olympia will reimburse OSD for these transportation costs.

Inspire Olympia can also reimburse your organization for the cost of field trips provided for Olympia School District groups, on top of your Inspire Olympia award amount. A not-to-exceed amount for these reimbursements will be determined in the contracting process, pending overall funding availability.

If you are not currently providing field trips or CAPS programming, we encourage you to design programs for and with OSD teachers in anticipation of future Inspire Olympia funding cycles. Please reach out to Inspire Olympia staff for information on OSD security requirements, educational goals, and to help make connections: Molly Wilmoth, Cultural Access in Public Schools Coordinator, mwilmoth@ci.olympia.wa.us

APPLICATION REVIEW PROCESS

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

The Review Panel will offer a recommendation to the Cultural Access Advisory Board regarding which applications to fund and the amount to award each, based on scores. The Board will not revisit the Review Panel's scoring of applications but may adjust funding awards to best support Inspire Olympia goals within the total available funding. The Board will present a funding recommendation to the Olympia City Council for approval by early June.

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

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 the primary funding goals on page 3.
- A proposal for one or more public events or programs to advance arts, culture, heritage, and/or science.

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

- How and why their programming is relevant and meaningful for intended participants and audiences.
- How the programming deepens, broadens, or diversifies cultural programs and services within Olympia.
- How programming benefits or supports people and communities in Olympia.
- How the organization sustains, expands, or improves existing programming.

If previously funded, an organization should also address:

- The public benefit outcomes of previous contract(s) with a focus on organizational sustainability and growth, and expanded equity and access.

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 or teaching classes have relevant experience or training in their cultural field and in working with youth.
- School day programs proposed for OSD students and professional development proposed for OSD-certified teachers 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, and evaluation of programming.
- Strategies for understanding community-specific needs and designing programs that respond to those needs.
- Meaningful collaboration 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 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 access and experiences for people with various kinds of disabilities.
- Approaches that center communities impacted by structural racism and/or systemic oppression, which include the LGBTQIA+, and BIPOC communities, people with disabilities, older adults, etc.
- Awareness of the organization’s current capacity, challenges, and opportunities related to equity and access, and demonstrated commitment to continuous improvement.

Category: Capacity and Feasibility

At a minimum, all applications must include:

- Capacity for success based on the relevant lived or professional experience of 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, 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 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, artists, culture-bearers, and subject matter experts providing 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 2026-27 Impact Funding.

NOTE: If your organization has previously applied for Inspire Olympia or 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 from the Inspire Olympia website.

Application Deadline

Impact Funding applications must be submitted by Friday March 20, 2026, 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. Staff will not be available to answer questions or offer technical support after 4 pm on March 20.

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.

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 to fulfill its mission.*
- *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 that includes a brief statement of the lived, community, or professional experience the individual brings to the organization; and*
- *A list of your key staff members or volunteers including job roles or titles, and a brief statement of related professional experience.*

Work Samples

- *Share 1-3 brief examples of past work showing the value of your programming.*
- *Work samples may include photos, video or audio clips, an event program, a newspaper article, or anything else that will help the review panel understand your work and its impact.*
- *Videos can be beneficial; if you share videos longer than a few minutes, provide the minute marker where panelists should start their review.*
- *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 provide information about your work samples, such as how the work impacted the community, or which communities were served. (Narrative – 150 words, optional)

Attendance summary

- *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.*
- *In the online application there is a chart to enter your attendance history for the past year.*
- *The chart has space to share attendance numbers for general public programs open to all ages, for youth education programs, and for field trip planning.*
- *The application asks what percent of proposed programming will take place within Olympia City Limits.*

If previously funded:

- **How did Inspire Olympia support your organization’s Sustainability or growth over the past funding cycle?** (400 words)
 - *Examples of investments in your staff, board, volunteers, or your organization’s infrastructure*
 - *Examples of expanded work related to marketing, communications, program evaluation, or other organizational efforts*
 - *Examples of new or expanded collaborations inside or outside the cultural sector*
 - *Examples of paid work for individual artists, creatives, cultural workers or subject matter experts*

- **How did you expand Equity and Access in both internal organizational work and public facing programming over the past funding cycle?** (400 words)
 - *Examples of expenses you supported with Inspire Olympia funds for equity work- share allocation amounts, as appropriate*
 - *Examples of how you increased access or reduced barriers for your programming*
 - *Examples of new audience participation*
 - *Examples of new or expanded equity work inside of your organization*
 - *Examples of how new or expanded partnerships supported your equity and access work*

Proposal Information

Proposal Sentence (50 words max)

Tell us in a single sentence how you are proposing to use Inspire Olympia funding during the 2025-26 program year and why. This is not a general or philosophical statement about your organization’s work but a short sentence about how the funding will support your work.

Contract Deliverables

Provide a brief, bullet-point summary of the key cultural programs you plan to provide each quarter with Inspire Olympia support. This summary will serve as your draft contract deliverables. After funding decisions are made, staff will work with organizations to adjust the contract deliverables if needed. Funded organizations must show completion of these key programs and services to invoice for that work during the funding year.

The online form asks for 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 public programs but may also include specific and demonstratable steps of longer-term projects, internal capacity-building work, or specific strategies to increase equity and access.
- The key program deliverables you include in the application will be considered a draft. After funding decisions are made, staff will work with you to adjust and finalize deliverables for the contract if needed.

Deliverables should be specific and offer target quantities to show the scope of services that will be provided, although ranges are appropriate to provide some flexibility. Examples 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 1 new educational curriculum/ employee handbook/ other internal capacity-building work*
- *Provide closed captioning for all workshops and presentations.*

Program Proposals

In this section you can more fully describe the programs you provide. There are sections for General Public Programs and for Youth Education Programs, so only complete the sections that apply to your proposal. All programming must be presented between July 1, 2025, and June 30, 2026.

The questions in these sections have multiple prompts (shown in italics below) to help you address the evaluation criteria and support the review panel’s understanding of your work. You are not required to address every prompt, but are encouraged to respond to as many as possible.

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? Specific dates and locations are helpful, and letters of commitment from outside organizations whose venues or partnership you will rely on are encouraged.*
- *Are there individuals or groups outside of your organization who are key to the success of these programs? If so, who are they, and what is their role?*
- *In addition to describing partnerships here, we encourage Letters of commitment from key partners to demonstrate their participation and confirm your work’s collaborative nature. These letters may be uploaded at the end of the program proposal section.*

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? Do you have goals to grow or diversify participation, and 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 individuals 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/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 partners outside your organization to co-produce or host 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 goals for equity, access, diversity, inclusion, and belonging?*
- *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 2025-26 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 (the chart can be downloaded from the Inspire website) 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, 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 consists of a form that allows you to share a financial plan for completing your proposed work, including non-cash resources and volunteer support that will ensure success. You **must** fill upload a completed budget form (this form can be downloaded from the Inspire website) as part of the online application. Please reach out to staff if you need assistance with completing the form.

The budget form asks you to list your expenses on left side and your sources of income on the right side. Each column is also divided horizontally. In the upper left, list expenses that will be paid for in cash, and in the upper right side, list your projected cash income. In the lower left, list expenses that will be covered by donated time, space, or materials; and on the lower right under income, provide details about the source of those donations. The total value of the lower left and lower right portions of the form may be equivalent.

Your requested Inspire Olympia grant amount may equal up to 50% of your total budget and should be included in the list of cash income on the upper right section of the form.

You may include general organizational and capacity-building expenses in your budget, such as increasing paid staff time or purchasing 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 “Cash Expenses” and “Expenses Covered by Donations” sections, as appropriate. The “Cash Expenses” section should include everything you must pay for with cash, while the “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:

- Staff, contractors, consultants
- Materials, supplies, equipment
- Facility rentals to develop or present work
- Security, safety, or access services
- Promotion, marketing, outreach, and program evaluation
- Insurance or permits
- Capacity-building support (professional development trainings, for example)
- Related organizational expenses (general administrative expenses not to exceed 20% of the total budget)
- Legal support

Projected Income

In the Projected Income column on the right, list all sources of support for your proposed programming, separated into the “Cash Income” and “Donations of Goods & Services” sections, as appropriate. Resources may include, but are not limited to:

- Earned income from admission or tuition, sales of merchandise or food
- Grants from foundations, including those applied for but not yet confirmed
- Funding from city, county, state, or federal departments
- Cash from individual donations and fundraisers
- Organization’s own cash (money you may already have in the bank)
- Volunteer time, including your Board or advisors. **Volunteer hours may be calculated at \$41.70 hour.**
- Cash and in-kind donations from corporations/businesses
- Donations of supplies, materials, or space to support the proposed 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.

Your program’s 1:1 match may include a combination of any of the following:

- The market-rate value of non-cash donations or “in-kind” support
- Earned income (such as ticket revenues and fees for events or classes)
- Contributed cash income (cash donations from individuals or other funders)

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.

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.

Thursday, December 4, 12 PM

- Inspire Olympia basics, funding eligibility, and what funding pathway is best for your organization
- Virtual, register here: <https://us02web.zoom.us/meeting/register/i4U13RnwRdOZwraoiJNGIQ>

Thursday, January 8, 11 AM

- **Comprehensive Funding** Application Support: review of the application and opportunity to ask application-specific questions or get clarification on any application elements.
- Virtual, register here: <https://us02web.zoom.us/meeting/register/BIQHAgFxTS6d3-trXneVDw>

Thursday, January 22, 11 AM

- **Impact Funding** Application Support: review of the application and opportunity to ask application-specific questions or get clarification on any application elements.
- Virtual, register here: https://us02web.zoom.us/meeting/register/iP_maSguTP-u9j5ZEv9XA

One-On-One Support

Inspire Olympia staff 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 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 us 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, describe the community impact, and show examples of work through photos, videos, or documents.

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

Organizations offering one-time programs or events

Organizations proposing a one-time program, with all public elements occurring within a 2–3-month time frame, will sign a city contract that includes two payments, one at the beginning of the contract period and a second after program completion with the submission of a final report.

Organizations offering multiple programs or ongoing programming throughout the year

Organizations whose work happens throughout the funding cycle will sign 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, with 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 as follows:

- September (report for July – September)
- December (report for October – December)
- March (report for January - March)
- June (report for April – June)

The June report is the Year-End Report and includes additional prompts about programming and accomplishments throughout the full year of the funding cycle.

Quarterly Reporting:

Quarterly reports will have three sections described below, plus your invoice.

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.

1. Program Summary Chart:

This chart is used to list the Inspire Olympia-supported General Public Programs and Youth Education programs that your organization produced during the quarter, including location and participation numbers.

2. Narrative section describing your work over the past quarter: (100-500 words)

Tell us about your completed deliverables, and 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 survey participants, we would love to see examples of data and participant feedback 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.

3. Supporting Materials:

Support materials are an optional way to demonstrate your work - they can include materials such as photos or videos, 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 city communications, including social media, and reports to City Council and Community.

4. Your uploaded invoice should include:

- Your organization's name and contact information
- Summary of services rendered (from the contract deliverables listed in Exhibit A of your contract)
- Amount requested (find the amount you may invoice for each quarter listed in Exhibit A)
- If applicable: Summary of field trips offered to OSD students free of charge -- please attach any relevant invoices for these provided field trips.