

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