



2020 REDMOND ART SEASON GRANTS

Request for Proposals

CULTURAL GRANTS: 2020 Redmond Art Season Grants

DEADLINE: Friday, December 6, 2019 at 5PM PST

FUNDING: \$1,500, \$2,500, \$3,500 (Offered in fixed amounts)

WEBSITE: redmond.gov/arts

CONTACT: Lorna Velasco, Cultural Arts Coordinator (phone) 425-556-2352 (email) lvelasco@redmond.gov

Please contact Lorna Velasco prior to applying to discuss fit and feasibility, specifically for venues and dates. This will help answer your questions and help you write a competitive proposal.

SCHEDULE:

- | | |
|---|---|
| • Friday, October 11, 2019 | Open Call |
| • Tuesday, November 12, 2019 6:30pm-7:30pm | Grant Workshop at Centro Cultural Mexicano
7945 Gilman Street, Redmond 98052 |
| • Friday, December 6, 2019 | Applications due |
| • Week of December 9-13, 2019 | Selection Panel |
| • Thursday, December 19, 2019 | Decisions made and announced |
| • By Friday, December 18, 2020 | Offer public program(s) |

CALL: The City of Redmond seeks proposals for quality arts and/or cultural projects and programs for the 2020 Redmond Art Season Grants, which runs February 2020 through December 2020. The Redmond Art Season is a grant program that supports quality arts and cultural programs that are accessible to Redmond residents and visitors throughout the year in order to:

- **Provide inclusivity:** Create connections and partnerships across Redmond's diverse community
- **Cultivate a creative environment:** Provide an encouraging environment for artists and participants at all levels
- **Produce a thriving arts scene in Redmond:** Support local artists and arts and cultural organizations

SUPPORT: The City of Redmond provides support and resources to help connect Redmond's diverse community and develop our artists and cultural arts organizations. This includes any one or a combination of the following resources to meet these goals:

- Project support grants offered at fixed amounts of: \$1,500, \$2,500, and \$3,500
- Coordinated communications, marketing, and outreach activities by City of Redmond staff members

ELIGIBILITY: Any group or individual offering cultural arts programming in Redmond, WA, between **February 1, 2020 and December 18, 2020**. Individuals and groups are required to obtain a Redmond business license and may be required to obtain liability insurance, (if this is a hardship, please contact our staff to discuss ways we can support you). We highly recommend attending our Grant Workshop on November 12th at Centro Cultural Mexicano.

SELECTION CRITERIA:

- (1) **(3 points) Public Benefit:** Proposal describes meaningful efforts to create community participation and reach diverse and underserved audiences. Project aligns with City of Redmond Resolution No. 1465, a resolution of the City Council of the City of Redmond, Washington, affirming a commitment towards a culturally inclusive community.
- (2) **(3 points) Quality Project:** Provide a clear, well-conceived, compelling project where art is the primary component and promotes arts participation and community relations. This grant will go towards project-based support to individual artists and small to mid-sized arts groups working in the fields of dance, music, film, theatre, visual arts, literary arts, and festivals.
- (3) **(3 points) Feasibility & Quality of Past Work:** The organization/individual has a proven track record of presenting in their field and/or other programs and/or demonstrated ability to produce the program (or

programs similar) in and around the City of Redmond; evidence of community involvement and support; and clear realistic budget for the event.

- (4) **(1 points) Match:** Strong applications identify matching funds, outside organizational support, in-kind donations or volunteer hours as part of the budget.

APPLICATION DELIVERY

Electronic applications via email are preferred. Hardcopies will be accepted by hand, fax or mail.

Email: lvelasco@redmond.gov

Fax: (425) 556-2700

Mail: Lorna Velasco
City of Redmond
MS: 4NPK
PO Box 97010
Redmond WA 98073-9710

Hand Deliver: Redmond City Hall, 4NPK
15670 NE 85th Street, Redmond 9802
Open Monday-Friday: 9 a.m. - 5 p.m.

Please contact Lorna Velasco prior to applying to discuss fit and feasibility, specifically for venues and dates. This will help answer your questions and help you write a competitive proposal.

You can use this page as a checklist to ensure your application is complete.

Application Overview

- 1) Contact Information & Organization Profile
- 2) Project Summary
- 3) Project Proposal
- 4) Project Implementation
- 5) Supporting Materials
- 6) Budget
- 7) Completed Signature

Note: If you are e-mailing your application, please scan the signed signature page and include as an **email attachment**.

Please do not contact members of the Redmond Arts and Culture Commission about your application



2020 REDMOND ART SEASON GRANTS

DUE BY FRIDAY, DECEMBER 6, 2019 at 5 PM PST

1. CONTACT INFORMATION & ORGANIZATION PROFILE

Main contact name:

Title:

Organization name (if applicable):

Mailing Address:

City, State:

Zip:

E-mail Address:

Phone:

Website:

Person who will sign contract and invoice ("Authorized Representative"):

Organizational Type (please choose one):

- Government Agency
- Not-for-profit
- Incorporated Business
- Individual or Individuals

If a government agency, not-for-profit, or an incorporated business:

Incorporation Date:

City and State of Incorporation:

Mission:

Note: If awarded we will request a W9 from the individual applicant or organization.

2. PROJECT SUMMARY *(If applying for project-based funding)*

Project Title:

Project Description (1-2 sentences, 50 words or less):

Dates & Times of Public Showing:

Venue of Public Showing:

3. PROJECT PROPOSAL *(If applying for project-based funding)*

Describe in detail the arts and cultural opportunity and who it is for. (600 word limit total)

Project: What are you offering? How is your project addressing community need or building community through arts and culture?

Audience: For whom are you offering this project? Why are you serving this particular community? What are the public benefits that your organization provides and that this project will provide (if applicable)? (i.e. free to the public, reaches diverse and underserved audiences, etc.)

Promotion: How will you promote this opportunity within the community?

Date & Time: When and where will this occur?

Goals: What are the goals of the project and how were they set?

Success: What does success look like and how will you measure it?

Is this project something your organization was already producing?

Yes No Please explain:

4. PROJECT IMPLEMENTATION

Project Implementation

Explain how the project will be implemented, list major milestones and/or schedule. (200 word limit)

Project Team

Describe the key players working on this project and their role(s). Include an **organization bio or artist(s) bios** and/or **a select list of accomplishments** that details arts or cultural projects completed during the past two-three years, including dates, titles and locations, and information detailing the project relevancy and success. (300 word limit)

5. WORK SAMPLES

Attach no more than two work samples. These could include photo(s) (up to 5), video, document(s), website etc. Please describe your work samples below. These work samples should demonstrate a proven track record of presenting this proposed program and/or similar programs, and/or demonstrate the ability to produce the programs or program similar.

Work Sample #1 Title and Description (50 word limit)

Work Sample #2 Title and Description (50 word limit)

Attach samples to this application –**or**– paste a link to your support material below:

Optional Website Link

Optional YouTube/Audio Link

6. BUDGET

Complete the **Project Budget template below or attach a more detailed budget for your project.**

Please distinguish between cash values and in-kind values.

Projected Expenses	Amount	Projected Revenue	Amount
Staff/Artists		In-kind labor	
Materials/Supplies		In-kind material/supplies	
Rental		In-kind venue	
Marketing		Volunteer hours	
Travel		Sponsor	
Business License		In-house cash	
Insurance		Grant request	
Other		Other	
Total		Total	

Budget Quick Reference

Requested grant amount from the City, please check one: \$1,500
 \$2,500
 \$3,500

Project Budget Total:

Budget Narrative

Briefly describe how you will allocate funding received from the City for this project i.e. marketing, production, talent, other? Also describe how your organization will cover remaining costs related to the project that are not covered by City funding or City support. (200 word limit)

7. COMPLIANCE AGREEMENT & SIGNATURES

It is understood and agreed that any funds awarded as a result of this application are to be used for the purpose set forth herein.

Furthermore, it is understood that the organization receiving funds agrees to comply with the following:

- a. All state, federal and local legislation requiring nondiscrimination in employment and the provision of services to the public, including, but not limited to: Title VI of the Civil Rights Act of 1964; the Civil Rights Act of 1991, which prohibits discrimination on the basis of race, national origin or color; chapter 49.60 RCW (the Washington state law against discrimination); K.C.C. chapter 12.16 regarding discrimination and affirmative action in employment by contractors, subcontractors and vendors; K.C.C. chapter 12.18 requiring fair employment practices; K.C.C. chapter 12.22 prohibiting discrimination in places of public accommodation.
- b. Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs or activities
- c. The Americans with Disabilities Act of 1990, which requires that all persons be given equal opportunity to participate in programs or services

Responsibilities

Organization-sponsored programs must be accessible to the public. Facilities and programs must be accessible to people with disabilities. Organizations shall report the specific uses of grant funds, and the City of Redmond Arts and Culture Commission shall be given credit as a funding agency in all appropriate publicity.

Signatures

Project Manager: _____

Date:

Other Authorizing Official: _____

Date:

If you are e-mailing your application, please scan the signed page and include as an email attachment.

PLEASE LEAVE BLANK, For official use only

Application Received By:

On this date **at this time**

This Application is: COMPLETE NOT COMPLETE