



# 2021 REDMOND ART SEASON GRANTS

## Request for Proposals

**CULTURAL GRANTS:** 2021 Redmond Art Season Grants

**DEADLINE:** **Friday, December 4, 2020 at Midnight PST**

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

**WEBSITE:** [redmond.gov/arts](http://redmond.gov/arts)

**CONTACT:** Lorna Velasco, Cultural Arts Coordinator (**phone**) 425-556-2352 (**email**) [lvelasco@redmond.gov](mailto: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 9, 2020     | Open Call                    |
| • Friday, December 4, 2020    | Applications due             |
| • Week of December 7-10, 2020 | Selection Panel              |
| • Friday, December 11, 2020   | Decisions made and announced |
| • By Monday, January 4, 2021  | Offer public program(s)      |

**CALL:** The City of Redmond seeks proposals for quality arts and/or cultural projects and programs for the 2021 Redmond Art Season Grants, which runs January 2021 through December 2021. 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 **January 4, 2021 and December 9, 2021**. 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). You must not have an open Redmond Art Season grant contract, for example, if your project was postponed for 2021, this is considered to be an open extension of your contract.

### 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. Due to Covid-19 restrictions, we understand that in-person gathering is limited and need to adhere to safety guidelines from Washington State's

phased approach. Please include in your project a modified version that will take into consideration safe community gatherings and engagement during time.

- (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 point) 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) Supporting Materials
- 5) Budget
- 6) 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

# 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.**

**Project:** What are you offering? How is your project addressing community need or building community through arts and culture? (2-4 sentences)

**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)? (2-4 sentences)

**Promotion:** How will you promote this opportunity within the community? (1-3 sentences)

**Date & Time:** When and where will this occur?

**Goals:** What are the goals of the project and how were they set? (2-4 sentences)

**Project team:** Please describe the key players working on this project, their roles, and details around expertise within this field. (2-4 sentences)

**Is this project something your organization was already producing?**

Yes No Please explain:

## 4.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**

## 5. BUDGET

### 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. (2-4 sentences)

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:

**6. 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	
<b>Application Received By:</b>	
<b>On this date</b>	<b>at this time</b>
<b>This Application is:</b> <input type="checkbox"/> COMPLETE <input type="checkbox"/> NOT COMPLETE	

