

# City of Vancouver

## CULTURAL PLAN GRANT PROGRAM 2005

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Dear Members of the Arts and Heritage Communities,

The inception of the City of Vancouver **Cultural Plan Grant Program** in 1999 represented a momentous step forward in support for arts, heritage and cultural programs, and projects that contribute so significantly to the vibrancy of Vancouver.

The grant program is intended as a vital incubator of arts, heritage and cultural endeavors that reflect a community in which creativity and aesthetics are valued. It is an important contribution to cultivating the imagination and innovation that characterize high quality artistic expression.

The **Cultural Plan Grant Program** is key to achieving the mission of the City of Vancouver and its Cultural Division to nurture partnerships and to be responsive to community needs. As a major element of the Cultural Plan, it reflects the city's dedication to the preservation, promotion and enhancement of arts, heritage and culture.

Proposals for grants should reflect these missions and be in line with the goals and criteria specified in the guidelines accompanying the application materials. It is strongly encouraged that the proposal address coordination, cooperation and sharing among other art, heritage and cultural organizations and members of the community.

We look forward to working with members of the arts, cultural and heritage communities to fund many exciting new and ongoing programs and projects. We are committed to support our community's artists, and we hope to be able to provide expanded funding opportunities in the future.

Together we can continue to build a lively, diverse community through support of arts, cultural and heritage efforts.

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### **City of Vancouver Mission**

To foster leadership, stewardship, responsive service and community partnerships.

### **The Vancouver Cultural Commission**

The City of Vancouver Cultural Commission is committed to taking a leadership role in advocating for *arts, heritage and culture* and elevating the importance of *arts, heritage and culture* in our community's civic and business agenda.

## **Purpose of Grant Program**

The purpose of the **Cultural Plan Grant Program** is to implement the City of Vancouver Cultural Plan by allocating city funds to encourage the development and success of community arts and heritage programs and projects as reflected in the application cover letter. If you would like a copy of the Cultural Plan, call (360) 696-8143; or you may view it by choosing the Arts & Heritage link on the city's Web site at <http://www.ci.vancouver.wa.us/>.

### **I. Grant Amount**

Grant request amounts may range from a minimum of \$1,000 up to a maximum of \$10,000.

### **II. Review Criteria**

#### **A) Public Benefit**

Promote arts, heritage and cultural activities by specifically addressing at least one goal of the City of Vancouver Cultural Plan and as many of the following criteria as possible:

- Community access
- Education
- Diverse populations served
- Long range benefit
- Innovation
- Partnerships/Cooperation

#### **B) Financial Responsibility**

- Provide legible, current financial statements of the applicant organization
- Provide 501(c)(3) documentation if applicable
- Accurately complete necessary budget form, noting all sources of revenue and amounts as required
- Demonstrate a 50 percent financial or in-kind match (priority may be given to projects with greater financial match)

#### **C) Ability to succeed/complete project**

- Possess volunteers or staff that demonstrate artistic or historical knowledge necessary to achieve artistic or historical quality.
- Possess volunteers or staff that demonstrate ability to manage project.

#### **D) Have met all Specific Proposal Requirements listed on pages 3 and 4 of these guidelines.**

### **III. Evaluation**

Before a grant is awarded Cultural Services staff and the Cultural Commission will assess how well you have demonstrated that your program or project meets the above criteria and the Specific Proposal Requirements listed on the next page. **Please pay close attention to the review criteria, the Specific Proposal Requirements, and provide all documentation requested in the application in a legible manner.**

After a grant is awarded, Cultural Services staff will evaluate the benefit provided to the community. This evaluation may include attendance at events/programs, on-site visits and interviews. The Cultural Commission will use evaluations to monitor program or project success. Evaluations will be considered when reviewing subsequent grant applications.

### **IV. Who Can Apply**

Tax-exempt nonprofit organizations, public and tax-supported organizations, private organizations and individuals may apply. Grants are available to all arts and heritage efforts that are open to all and show a direct benefit to the community. This includes capital improvements to increase the quality and accessibility of services.

### **V. We Do Not Fund**

1. Programs or projects that receive other city grant funds, funds from the City's general fund or City program funds. The servicing of an organization's and/or an individual's debt.
2. Proposals judged by commission members to be unsuitable. In the absence of acceptable proposals, funding may be reserved for the next funding cycle.
3. Projects that have been completed. Only projects with a start date at least two weeks later than the date of City Council approval will be accepted.
4. Projects previously funded that have not submitted a final report from a previous cycle.

## **Specific Proposal Requirements**

**Location** – Programs and projects must take place, be shown, or located within the City of Vancouver Urban Growth Boundary. See attached map.

**Access** - To receive funding, programs and projects must be open to the public.

**Support** – Priority is given to proposals with at least 50 percent support from sources other than the city of Vancouver such as matching grants, in-kind donations of materials or labor, etc. Priority may be given to proposals with financial match versus in-kind.

**Acknowledgement** – Applicants awarded grants must acknowledge support from the city in appropriate promotional material; requirements are detailed in grant award materials.

**Legality** - Proposals must comply with all applicable federal, state and local law.

**Limitations** - Applicants are limited to applying for one grant in each funding cycle.

**Timeframe** – Projects are expected to be completed within 12 months of contract issue. Additional time may be approved if it is in the public interest, requested in writing to the Cultural Services and authorized by the Cultural Services Manager.

<i>Application and Review Cycle 2005</i>	
Grant applications and pre-application information workshops announced	March 7
<b>Grant applications due</b>	<b>April 29</b>
Grants approved	July 11-15

**Pre-Application Work Shops**

Applicants and anyone interested are encouraged to attend one of two pre-application work shops scheduled in March. The purpose of the work shops is to answer questions applicants have about the program. Applicants are strongly encouraged to attend.

**Work shops are scheduled for the following times and dates:**

<b>Tuesday</b>	<b>March 15</b>	<b>6 p.m.-8 p.m.</b>	<b>City Hall</b>	<b>210 E 13<sup>th</sup> St.</b>
<b>Thursday</b>	<b>March 17</b>	<b>2 p.m.-4 p.m.</b>	<b>City Hall</b>	<b>210 E 13<sup>th</sup> St.</b>

<p><b>Please submit your materials in the following format:</b></p>	<ol style="list-style-type: none"> <li>1. Use 8 ½” X 11” letter size paper with one-inch margins on all sides.</li> <li>2. Type or word-process response to questions in black 12-point type.</li> <li>3. Submit the original signed application packet in the order shown below and eleven complete copies stapled in the top left corner. No other presentation will be accepted. Cover letters are not required and will not be included in reviewers’ materials. Be sure to keep a copy for your records.</li> <li>4. Work samples: Send <u>copies</u> of tapes, slides, manuscripts or other work samples. Do not send originals. Video and audiotapes should be cued to the portion you wish to be viewed or heard. Tapes incorrectly cued cannot be accepted. <b>Materials may be returned after review if applicants provide postage and necessary mailing or shipping supplies. Materials may also be picked up in person.</b></li> </ol>
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<u>Required materials for organizations:</u>		<u>Required materials for individuals:</u>	
<p><b>Use this application checklist:</b></p>	<p>The application form                      The application questions                      Complete budget form                      Resumes or bios of artistic/professional staff                      Most recent fiscal year financial statement or current annual budget                      Copy of applicable 501(c)(3) or other tax exempt determination                      List of current board of directors</p>	<p>The application form                      The application questions                      Complete budget form                      Personal resume</p>	
<p><b>These materials are <u>optional</u> but encouraged:</b></p>	<p>Up to five separate pieces of printed materials such as brochures, reviews, etc.                      Work samples such as slides, video/audio tapes, manuscripts, etc.                      Up to 3 letters of recommendation or support</p>	<p>Visual artists: up to 10 slides of relevant current work                      Performing artists: 1 cued video/audio tape                      Literary artists: up to 3 samples of written work                      Appropriate work samples for projects in other mediums                      Up to 3 letters of recommendation or support</p>	

<p><b>Applications must be received at this address by the April 29th:</b></p>	<p><b>City of Vancouver Cultural Services</b>  <b>210 E 13<sup>th</sup> Street, City Hall</b>  <b>P.O. Box 1995</b>  <b>Vancouver, WA 98668-1995</b>  <b><i>Faxed or e-mailed applications will <u>not</u> be accepted</i></b></p>
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<b>What happens next?</b>	<ol style="list-style-type: none"> <li>1. Applications are reviewed by staff. You may be asked to make corrections, provide clarification, supply missing information or materials, etc. You will be notified of the time frame for additions and corrections.</li> <li>2. Applications are reviewed by the Cultural Commission or its designee. Commission members may wish to discuss the proposal with the signer of the application in person before a final decision.</li> <li>3. Cultural Commission recommendations are passed on to the City Council for final review.</li> <li>4. Applicants are then notified of the final outcome.</li> </ol>
<b>If you are awarded a grant:</b>	<ol style="list-style-type: none"> <li>1. A contract will be drawn up and presented for signing.</li> <li>2. Grantees will be asked to fill out an IRS W-9 form.</li> <li>3. Proof of business licenses and other legal requirements will be necessary for projects needing them.</li> <li>4. Grantees are required to submit a report at completion of the funded program or project.</li> <li>5. All grant proposals are available for public review. All financial information considered by the applicant to be confidential should be labeled as such.</li> </ol>
<b>If you need help:</b>	<p>Cultural Services staff is available to assist you with general information, clarification and in reviewing draft proposals for contracts for Cultural Services; call (360) 696-8143 for an appointment. Plan ahead. Appointments requested close to deadline dates may not be available. If you are new to the program we encourage you to attend one of the orientation meetings held annually.</p>
<b>The best advice:</b>	<ol style="list-style-type: none"> <li>1. Start early, allow plenty of time and follow directions to the letter.</li> <li>2. Make a copy of the application to use as a work sheet. Reserve the original for your final application submission.</li> <li>3. Have someone else look over your work.</li> <li>4. Call Cultural Services staff at (360) 696-8143 with other questions.</li> </ol>

**APPLICATION**  
**(Please word-process, type or print)**

Applicant Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_  
(All correspondence concerning this application will be mailed to this address.)  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Amount Requested \_\_\_\_\_ Total Project Cost \_\_\_\_\_  
When is funding needed? \_\_\_\_\_

***Individuals Only:***

Individuals receiving a Cultural Grant will be asked to supply a Social Security number.

***Organizations Only:***

Are you a 501 (c) (3): \_\_\_\_\_ Yes \_\_\_\_\_ No

IRS Identifying Number—TIN/EIN \_\_\_\_\_  
Taxpayer Identification Number or Employer Identification Number  
Unified Business Identifier Number \_\_\_\_\_  
Most recently completed fiscal year's actual expenses \_\_\_\_\_  
Most recently completed fiscal year's actual income \_\_\_\_\_  
Current fiscal year operating budget \_\_\_\_\_

***Contact Person:***

(The person who wrote or has the most knowledge about this proposal)

Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

***Person (applicant) with the legal authority to sign a contract with the city:***

Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

**Matching Funds or Other Support:**

This program or project

Will Will not have matching funds. Will Will not have matching in-kind contributions.

Confirmed Not confirmed Confirmed Not confirmed.

Partner Name(s) \_\_\_\_\_

**Program or project:**

\_\_\_\_\_ Will accept partial Funding \_\_\_\_\_ Will not accept partial funding





6. Who (individual or multiple people) will manage the program or project and what are their artistic, historical, and managerial qualifications?

**Please provide all that apply below:**

Completed Application Form **(required)**

Application Questions—do not exceed four (4) pages **(required)**

Accurately complete budget form, noting all sources of revenue and amounts as required on the form **(required)**

Resumes or bios of artistic or historical staff/volunteer and managerial staff/volunteer **(required)**

Current financial statements or budget of the applicant organization **(required of organizations)**

501(c)(3) documentation or other tax determination

List of Board of Directors

## PROJECT BUDGET

Total Project Budget \$ \_\_\_\_\_ Grant Request \$ \_\_\_\_\_

Please illustrate how you propose to use Cultural Grant funds. Be as specific as possible and include all expenses and income **related to the project**. Use a separate sheet if necessary.

### INCOME

<b>SOURCE</b>	<b>PROJECTED AMOUNT</b>
Beginning cash on hand	\$
Grants	
1) City Cultural Grant	
2)	
Donations	
Ticket Sales	
Product Sales	
Program fees	
In-kind donations	
Other	
Total income	\$

### **EXPENSE**

*how will you spend:*

*how will you spend:*

<b>EXPENSE CATEGORY</b>	<b>CULTURAL GRANT FUNDS</b>	<b>OTHER FUNDS</b>	<b>TOTAL EXPENSE</b>
Administrative expense	\$	\$	\$
Materials & supplies			
Space rentals/fees			
Artistic/technical fees			
Equipment/costume rentals			
Travel/meals			
Food/decorations			
Marketing			
▪ Printing			
▪ Advertising			
▪ Postage			
Other purchased services			
Insurance			
Licenses			
Other expense			
▪			
▪			
Total expense	\$	\$	\$

**Total projected revenue**    **expense:** \$ \_\_\_\_\_

