



Navigation

- Step 1: Organization Name**
- Step 2: Profile**
- Step 3: Cover Sheet**
- Step 4: Narrative**
- Step 5: File Uploads**
- Step 6: Application Preview**

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Organization Name

Please select your organization from the list. If you have an update/correction regarding how your organization appears in our list, please contact the site administrator.

Organization Name

If your organization does not exist in the above list, enter it here





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- Step 1: Organization Name
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- Step 5: File Uploads
- Step 6: Application Preview

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Profile

Website

Main Phone Line ■ (Required)

Fax

Organization Email ■ (Required)

Description

A one-sentence description of your organization. Please limit to 25 words.

Mailing Address ■ (Required)

Mailing City ■ (Required)

Mailing State ■ (Required)

Washington

Mailing Zip ■ (Required)

Shipping and Mailing

Check here if your Shipping Address is the same as your Mailing Address

Shipping Address

Shipping City

Shipping State

Shipping Zip

King County Council District ■ (Required)

If applicable. To find your district [click here](#). Hold down the Control key on your keyboard to select more than one

- N/A
- 1
- 2
- 3
- 4
- 5

WA State Legislative District ■ (Required)

If applicable. To find your district [click here](#). Hold down the Control key on your keyboard to select more than one

- N/A
- 1
- 5
- 11

N/A
1
5
11
25
30

Date Incorporated ■ (Required)

Please use the format MM/DD/YYYY. For example 07/13/1973

Revenue last fiscal year

Please let us know your organization's Operating Revenue from the most recently completed fiscal year

Revenue 2nd to last fiscal year

Please let us know your organization's Operating Revenue from two fiscal years ago

Federal Tax ID

WA State UBI #

Image

Optional: upload a web-quality image for promotional use. Supported filetypes are .jpg, .gif, and .png. If you replace an existing image with a new one, you will need to force a refresh of your browser by holding either the Control or Shift key while clicking the refresh button.

Director Salutation

Director First Name ■ (Required)

Director Last Name ■ (Required)

Director Title ■ (Required)

Director Phone ■ (Required)

Director Email ■ (Required)

Mission ■ (Required)

 



Navigation

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- Step 3: Cover Sheet**
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Cover Sheet

Project Title ■ (Required)

Short Project Description ■ (Required)

Please limit to 25 words

Project Discipline ■ (Required)

Please select the discipline that you would prefer your lead application reviewer is most familiar with

- Music
- Dance
- Theater
- Visual
- Literary
- Media

Amount Requested ■ (Required)

Total Project Budget ■ (Required)

Project Venue Name

This is not necessary information for our Equipment program unless you are going to store and use the equipment in a County council district that is in a different area than your main facility.

Project Venue Street Address

City

State

Zip

King County Council District of Venue

If applicable. To find your district [click here](#). Hold down the Control key on your keyboard to select more than one

- N/A
- 1
- 2
- 3
- 4
- 5

WA State Legislative District of Venue

If applicable. To find your district [click here](#). Hold down the Control key on your keyboard to select more than one

- N/A
- 1
- 5
- 11
- 25
- 30

Project Venue Notes or Comments

Is the Director the primary contact person for this application? ■ (Required)

If Yes, leave the application contact fields blank and click "save and proceed". If No, please fill in the application contact information below.

Yes

No

Application Contact Salutation

Application Contact First Name

Application Contact Last Name

Application Contact Title

Application Contact Phone

Application Contact Email

 

**Navigation****Step 1:** Organization Name**Step 2:** Profile**Step 3:** Cover Sheet**Step 4:** Narrative**Step 5:** File Uploads**Step 6:** Application Preview

Changes saved.

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Narrative

Keep the following 3 evaluation criteria in mind as you tell us about your project: Quality of project: the request is well planned, and the acquisition of this equipment is appropriate for your organization Feasibility: your ability to successfully acquire, maintain, store and use the best possible equipment Community Impact: how this equipment will create a better experience for your audience, for your organization, how much use it will get and what kind of lasting benefit it can provide. Applications from underrepresented geographic areas, and as diverse a range of disciplines and organizational size will be prioritized if above criteria are met.

Project Description ■ (Required)

Establish a clear picture for the panelists of your vision of the project and why it is a priority for your organization this year. What is the equipment you need to purchase? Is it part of a larger facilities project? How, when and where will you get it? Will the acquisition of this equipment allow you to do something that you can't do now, and how frequently will it be used? It's great to be concise – this is the *who, what, when, where* and *why* of your project.

We suggest you use about 250 words.

Project Impact ■ (Required)

What effect will this project have on your audience? On your organization? How will the successful accomplishment of this project affect your organization? Will it save you money that you are spending on rentals, or prevent you from having to cancel a program, or impact your staff workload? How does it align with your mission? Remember that we need you to provide some kind of Public Benefit in exchange for this funding. Is there a way the equipment can help you increase your public benefit activities?

We suggest you use about 250 words.

Relevant Expertise / Experience / Accomplishments ■ (Required)

If you are requesting specialty equipment, who is selecting the equipment? What makes this staff or consultant

qualified? Summarize any relevant expertise of key participants. We do not need complete resumes. We suggest you use about 250 words.

Project Implementation ■ (Required)

What is your project timeline? Is the purchase of this equipment dependent upon other facilities projects or part of a larger plan in progress? Let panelists know your priorities if you are requesting multiple items, and how you would scale down the project if full funding is not received or other sources fall through.





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File Uploads

Remember to complete all three excel worksheets contained in the project&operating budget workbook. Please make sure that your board list and your equipment list are each a single page. Thanks! Note: If you decide to replace one of the documents you upload, you will not see the new version show up in your application until you do a "hard refresh" of your application.

Upload file: Project&OperatingBudget.xls

Please submit your completed Project & Operating Budget form. You can download this form, if you haven't already, by clicking [here](#).

no file selected

Upload file: BoardList.doc

Please submit a one page board list

no file selected

Upload file: EquipmentList.doc

Please submit a one page list of equipment you wish to purchase

no file selected

  





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- Step 1: Organization Name
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- Step 3: Cover Sheet
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 Changes saved.

Arts Equipment 2011

Example Recording Studio

Address

123 Main St
SeaTac
Washington
98188

Website

www.examplestudios.org

Email

example@examplestudios.org

Phone

(206) 555-1212

King County Council District #

5

WA State Legislative District #

33

Date Incorporated

02/14/1983

Federal Tax ID

911234567

WA State UBI #

600123555

Revenue last fiscal year

\$7,000

Revenue 2nd to last fiscal year

\$6,000

Organization Director

Manager, Pat Wu

Director Email

patw@examplestudios.org

Director Phone

(206) 555-1212

Organization Description

A recording studio

Mission

To be an example recording studio

Project Title

Example Project

Short Project Description

An example project

Project Discipline(s)

Music

Amount Requested

\$5,000

Total Project Budget

\$10,000

Project Description

Your text here

Project Impact

Your text here

Relevant Expertise / Experience / Accomplishments

Your text here

Project Implementation

Your text here

File Uploads



[2011_ArtsEquipmentProj&Opbudgets.xls](#)



[BoardList.docx](#)



[EquipmentList.docx](#)

Save Your Application as a Draft or Submit It Now

By selecting "Save as Draft" your application will be saved but not yet submitted. You can continue to access and edit your application through the "My Applications" tab until the deadline for submission. When you are ready to submit your application, click "Save and Submit." Once you have submitted your application, you will no longer be able to make any changes. **You must click "Save and Submit" in order for your application to be considered.** You will receive an email confirmation when we successfully receive your application.

