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# Arts Facilities Equipment 2011 Guidelines and Process

## Who Can Apply

King County non-profit arts organizations and public agencies

### *Eligible applicants include King County-based:*

- Not-for-profit arts organizations
- Public agencies other than K-12 schools or school districts
- In 2011, all recipients are eligible to apply since there is only one cycle of this program being offered

### *Requirements for Applicant Organizations:*

- A legally-constituted and working board of directors
- The ability to demonstrate a record of artistic or cultural accomplishments
- At least a **two-year operating history** as a legally constituted entity.
- **Tax exempt status**, preferably 501(c)(3). No contract will be negotiated until after non-profit status has been confirmed. Contact staff if your organization is not a 501(c)(3)
- **Ability to maintain net current liabilities at less than thirty percent of general operating expenses**
- **A safe storage place** for any equipment funded with public dollars that is not located in a private residence
- **The ability to enter into a contract** that requires your organization to provide proof of non-profit status and a W-9 form, complete an ADA status review, have liability insurance that names 4Culture as additional insured, and provide other information as required by King County statutes.

## What Gets Funded

Purchase and installation of equipment that can be considered as fixed assets, including computer hardware. (Need funding for purchase or remodeling? Check out our Facilities funding program.)

### *Projects Eligible for Funding:*

- Acquisition of equipment

- Installation necessary

### *Cultural Facility Equipment funding may not be used:*

- For design, engineering, purchase or remodeling of a facility
- For general equipment maintenance or repairs
- For software
- To purchase consumable items (i.e. light bulbs, small tools)
- To cover maintenance agreements
- To pay for items that are purchased before the award of funds

## When

2011 Program Deadline: April 20, 2011

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The Equipment Project funding program will have ONE cycle in 2011. The next online application period opens Friday, February 25, 2011. Deadline for submitting an application will be 5:00 p.m. PST on Wednesday, April 20, 2011. Projects funded through this program may begin no earlier than July 15, 2011.

## How Awards are Made

Review criteria and competitive selection process

Every award starts with a competitive selection process that involves peer panel review and results in a contract with 4Culture that calls for you to provide services and public benefit to the people of King County.

The process takes about 3 months from the time you submit a proposal to the time we're ready to create a contract that reimburses you for your expenses.

### *Review Criteria*

#### Quality

- Quality of existing and proposed programming, and the relationship of the programming to the mission and goals of the organization
- Quality of the proposed project and relationship of its intended use to the organization's mission

#### Feasibility

- Overall feasibility of the proposed project
- Timeliness of the request - immediacy of need for the proposed equipment
- Financial stability of the applicant as evidenced by the operating budget and financial statements
- Qualifications of those who will be involved in executing the project

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- Organization's ability to leverage 4Culture's funds into private or other public support for the project
- Extent of community support, which may include, but is not limited to, community involvement, endorsements, and in-kind or cash donations from individuals, foundations, corporations, or other government sources.

### Impact

- Impact of the purchase of this specific equipment on the organization and its community (community includes but is not limited to a geographic, cultural, ethnic or artistic community)
- Geographic location and audience
- Possibility of shared use by multiple organizations - maximizing the use of the equipment year round

## *The Panel Process*

- Your application will be reviewed by 4Culture staff and a peer review panel. The panel is made up of arts administrators and community representatives from all over King County who have been through the equipment program, know the local community, and have expertise in one or more aspects of this program.
- Each panelist receives applications in advance for review. The panel then convenes to evaluate every application and make funding recommendations to the 4Culture Arts Advisory Committee.
- Because of their different areas of focus and geographic diversity, it is not likely that every panelist will be familiar with every organization's work. Keep that in mind as you draft your narrative responses.
- A lead panelist is appointed for every application. That person and the staff are the only people who will see any support materials you mail in. Your lead panelist will be prepared with questions and will initiate discussion about your proposal with the panel.

## *Requirements and appeals*

Learn about the legal requirements of award recipients, and about the process for appeal of a 4Culture award here.

## FAQ

- **What are the number and size of awards made each cycle?** Awards are capped at $20,000. Most awards have ranged from $1,500 to $12,500 over the past 5 years. Generally, around 40% of the projects applying receive some funds.
- **Do you make partial awards?** Yes. Less than 1/4 of our applicants receive full funding in each cycle; most receive a portion of the funds requested.
- **If my organization is collaborating with other organizations to share ownership of equipment, can we submit a joint application?**Yes, we encourage creative uses of every single piece of equipment to its fullest potential!
- **Will 4Culture staff help me with my application?** Yes! Give us a call, send an email, or attend a free workshop. We are happy to answer questions and give pointers. We want to help you

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submit the best-possible application. Debra Twersky is your primary contact for the Cultural Facilities program. You can contact Debra Twersky at (206) 205-8558.

- **If my equipment project has been funded once through the Arts Facilities program can I get a second award?** Generally, arts equipment projects are discreet purchases that can be accomplished in one year. If you do have a major equipment purchase (theater seats, multiple phases of lighting instruments, you may apply and get funds more than once, as long as you can demonstrate that your project is moving forward and meeting your goals and timeline.
- **If I don't currently have secure storage in a business/public location, or I need to apply under the umbrella of another organization could I still be eligible?** Call Deb Twersky to talk about your project if you have questions about our storage requirements or do not have your own 501(c)(3) status.
- **What if my equipment project is an emergency and cannot wait until the next regular cycle?** Because our funds are limited, we do not accept applications for emergency equipment needs. Call Deb Twersky if you have questions about your project.

## Ready to Apply

How to submit your ONLINE application

STEP 1 - Read all of the above sections
STEP 2 - Gather and prepare your information

**You are required to submit your application using the online form. In this section, you will find tools for preparing your information, and the support materials you are required to submit with your application.**

### *Application Preview with Help Notes:*

The online application will ask you for information that you should prepare before you login to apply. To prepare your information, we suggest you review the Application Preview, a screen capture of the actual online application with help text.

Annotated Application Preview
download Adobe Acrobat

### *Support Materials Guide*

Listed below are the required support materials that you will be asked to submit through the online application.

#### Project & Operating Budget Workbook

DOWNLOAD OUR FILE and UPLOAD YOUR COMPLETED VERSION
**Please note: this Excel workbook has three pages.** Project Budget (enter your project costs on the Expenses section; add in additional detail lines if desired. Enter your sources of income on the Income section.); 3-year view of your organization's operating revenue and expenses; and Budget Notes that help us understand any significant variances from year to year, or interfund transfers. If you have

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another similar Excel workbook that was used for Artsfund or for City of Seattle, feel free to copy and paste that into the organizational operating budget page.

Project & Operating Budget

### Board of Directors List

UPLOAD YOUR FILE

Please submit a one-page list in any format of your board members, and include their length of service and community affiliation - this MUST be a single page.

### Itemized list of equipment you wish to purchase

UPLOAD YOUR FILE

Please submit a one page list, in any format, of the equipment you intend to purchase. You will not be expected to purchase the exact number and models of equipment on the list, but it does serve as the basis for the panel's evaluation. This MUST be a single page.

***IN ADDITION: Materials that must be mailed:***

- A copy of your most recent audit or 990 form
- If you are applying for more than $10,000 for computer hardware, you must provide a technology plan that references this project in the larger context of your overall IT system priorities.
- If you are a new applicant to 4Culture funding programs, you must submit your IRS letter of determination - contact Debra Twersky if you do not have this document

### Mail/Deliver Instructions

All mailed supplemental materials must be postmarked by April 20, 2011

Deb Twersky
4Culture / Arts Equipment
101 Prefontaine Place S
Seattle, WA 98104

STEP 3 - Sign in to fill out your application

Note: Once you have started the process of applying online, you can hit "save" after completing the required fields in each section, log out, and your application will remain saved as a draft. You can then return to your application any time before the deadline to continue working or to make changes by logging in with the username and password you created. Once you hit "submit," you will still be able to see your application, but you will not be able to make any more changes. For technical questions about the online application system, contact staff member Paige Weinheimer by email or at 206 296.8605.

This funding opportunity is currently closed. We will reopen the application for this opportunity at least 6 weeks before the next deadline.

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