



CULTURE

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Arts Sustained Support 2011 Guidelines and Process

Who Can Apply

King County non-profit organizations and local arts agencies

Eligible applicants must have a record of artistic or cultural accomplishment and must have been in operation for at least three years.

- **Not-for-profit arts organizations with a proven history of** presenting or producing arts programs for King County residents: organizations whose primary mission contains regular arts programs or services, which may include performances, exhibitions, media presentations, festivals, readings, or literary publications.
- **Not-for-profit arts service organizations** providing arts education, training, and/or professional services like administrative support, technical assistance or services to arts professionals, disciplines or special populations
- **Local arts agencies** providing arts services for King County residents. Local arts agencies are organizations or public agencies based in suburban or rural King County dedicated to providing arts services through planning, financial support, programs and technical assistance for community based arts organizations, artists and the public during a major portion of the year.**Local arts agencies should contact staff before applying, to discuss the Local Arts Agency Sustained Support Program*
- An organization that does not have 501(c)(3) non-profit status may apply under the sponsorship of another 501(c)(3) "umbrella" organization. Payment for services is issued to the umbrella organization. An umbrella organization may sponsor more than one group applying

What Gets Funded

Program Operations

Applicants apply based on the organization's overall mission and accomplishments, not a single project or program. Once funding is awarded, organizations will negotiate a contract with 4Culture for the public presentation of one or more artistic services in calendar year of 2010.

Sustained Support funding may be used for:

- **Annual operating expenses** relating to arts programs and services which are accessible to King County residents and visitors, and which provide public benefit (see definition of public benefit under Obligations of Award Recipients).
- Staff, utilities, supplies, fees or services

When

Late 2012

How

Competitive selection process and review criteria

Applications are reviewed by the 4Culture Arts Advisory Committee and a peer review panel, and awards are made based on a combination of application competitiveness, program quality, budget size, history of Sustained Support funding and the results of On-site Reviews (see box below). Within the overall program goals of artistic, organizational, ethnic, and geographic diversity, the following criteria are considered in the review of applications:

Review Criteria

Artistic Quality

- Clarity of mission and goals
- Achievement of mission and goals
- Contribution and impact to the community
- Primary role of artists in the organizational mission and activities

Organizational Quality

- Continuity of artistic, management and board personnel
- Financial accountability
- Community support and participation; board, audience, contributed income
- Consistent level of program activity
- Accessibility for audiences

On-Site Review Program

In addition to the application completed by your organization, 4Culture staff administer an On-Site Review program, in order to acquire detailed, qualitative assessments regarding the quality and community impact of programming offered by organizations applying for Sustained Support.

A group of reviewers composed of outside professionals from the field and community representatives attend events and programs offered by the applicant organizations, and provide written reports based on the program's review criteria.

Participation in the On-Site Review program provides valuable additional information to panelists in the Sustained Support peer review panel. **New applicants should [contact 4Culture staff](#) right away, in order to set up an on-site visit if possible.**

The Panel Process

Recommendations for grant awards will be made by a peer review panel composed of outside professionals from the field, community representatives and members of the 4Culture Arts Advisory Committee. The panel's recommendations will be forwarded to the 4Culture Board for final approval.

Requirements and appeals

Learn about the legal requirements of award recipients, and about the process for appeal of a 4Culture award [here](#).

Public Benefit Requirement

Arts Sustained Support Program funding provides general operating support for organizations providing arts programs and services which are accessible to King County residents and visitors. In order to qualify for these funds, the organization must demonstrate that it provides public benefit and will be asked to specify how they will meet this requirement. The following are examples of services that meet the public benefit:

- **Free or discounted admissions to public programs**
- **Free or discounted rental or use of facilities** by public agencies or nonprofit cultural organizations conducting public benefit activities
- **Educational services** for public schools, students, teachers or the public
- **Services to governmental agencies** including city councils, parks or planning departments
- **Free distribution of resources** including publications, audio and video recordings, electronic files and documents provided to libraries, museums, web sites, tourist agencies and the general public
- **Creation of publicly accessible research information or files** including documents, oral and video recordings and electronic files
- **Augmentation of existing public service grant projects** including those funded by 4Culture or other public agencies
- **Development of professional practices and adoption of standards** that improve public access to resources, provide technical assistance or training opportunities in best practices or that enhance management and protection of resources held in the public trust.
- **Audience development, diversification of services and enhancement of public accessibility** through ADA improvements, services to underserved populations, community outreach efforts or new exhibits, publications or programs
- **Management of art collections** or protection of cultural resources relating to King County artists, art work or arts organizations.

Questions about uses of funds or public benefit? Contact [Charlie Rathbun](#) at 206 296.8675.

FAQ

- **How much funding should I ask for?** You do not request a specific amount. Organizations are awarded a comparable level of funding based on their operational budget, their history of Sustained Support funding, available 4Culture resources, and artistic merit or community impact.
- **Once awarded, how do I receive the funds?** As a government entity 4Culture must contract with you for a specific service or 'public benefit'. After you receive notification of the award, you will be asked to complete a brief Contract Information Request Form identifying the service you would like to contract for, usually a public event or activity you are producing in 2010. This could be one event or your entire season.
- **What is the time frame for receiving the funds?** 4Culture operates on the calendar year. Sustained Support funding needs to be expended within the calendar year of the grant; the 2010 award must be expended in 2010. We encourage organizations to contract for the soonest production possible in order to receive the funds sooner rather than later in the year.
- **May I receive the funds in advance of the project?** Funding is provided as a reimbursement after the project has been presented. It is possible to receive up to half of the award upon request before the project opens in cases of urgent or unusual need.
- **When can I expect to be notified of my award?** Our review process usually takes several months. We hope to complete the review and notification process by the end of January 2011 once the 4Culture board has approved the award recommendations.

Ready to Apply

How to submit your application

STEP 1 - Read all of the above sections

STEP 2 - Prepare your information

You will be asked to submit your information using an online form. Here's an annotated preview of what you will be asked so you can prepare your information:

[2010 Annotated Application Preview](#)

Download [Adobe Acrobat](#)

Here is the Supplementary Information Form you will be asked to submit:

[Supplementary Information for Arts Organizations](#)

[Supplementary Information for Local Arts Agencies](#)

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 [Charlie Rathbun](#) by email or at 206.296.8675.

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

SAMPLE
GUIDELINES