



## **Multi-Cultural Center Funds Application Guidelines** (Updated August 17, 2018)

The City of Spokane is pleased to announce the opportunity for non-profit organizations to apply for grant funding for Capital expense in the development, or redevelopment of Multi-Cultural Centers. These Centers will support programs and events that honor and celebrate the rich diversity of the City's cultural communities.

In 2017 the City Council approved strategic investments for a wide variety of uses. Included in these investments is \$500,000.00 for Culture and \$500,000.00 for Arts. This grant fund will be supported from the Culture line item. (Updated August 17, 2018)

The City has allocated \$300,000.00, with a maximum grant amount of \$100,000.00 per award, and will consider proposals in every cultural discipline and from every area of the City of Spokane for projects planned to be completed within the City limits, with fund expenditure completion by September 30, 2020(Updated August 17, 2018).

Funds will be awarded based on a competitive review by a panel of members of the Mayor's Advisory Council on Multi-Cultural Affairs (MACMA), representatives of the City's elected officials, and other key leaders from across multiple cultural groups in Spokane.

The fundamental requirement for all proposals is that they will use the funds to create a space to be used to conduct cultural activities of recognized quality that are free and accessible to the general public. Services can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation. To meet this requirement it is essential that applicants plan and propose quarterly cultural activities of recognized quality that are free and accessible to the general public, and shall be conducted within the space provided by the granted money.

Multi-Cultural Centers shall be available for use by Communities of underrepresented cultures for expression of their culture and practices at no cost. The following are examples only of the kinds of services that will be considered for funding however this list by no means represent the entire range of possible services:

- Cultural festivals and celebrations;
- Arts fairs;

- Programs for culturally underrepresented populations;
- Native language services/resources;
- Lecture-demonstrations and workshops with a cultural focus.

If funded, your organization is expected to carry out quarterly programmed Cultural activities, for a period of two years (a total of eight (8) activities) following completion of capital purchase improvements regardless of the award amount received from the City of Spokane. Multicultural Centers must be projected to be open by January 1, 2021, with quarterly activities being executed, at the latest, from January, 2021 through December 31, 2022(Updated August 17, 2018).

### **ELIGIBILITY REQUIREMENTS**

Applicants must be:

- Nonprofit organizations located and/or operating in the City of Spokane
- Incorporated as a nonprofit in Washington State and in possession of a Federal Employee Identification Number (EIN) unique to the organization;
- Groups can apply in partnership with a qualified nonprofit organization with a pass through funding agreement.

Proposed services cannot include:

- Activities taking place outside the City of Spokane
- Activities taking place outside two years following completion of capital purchase/improvements;
- Capital purchases/improvements completed after January 1, 2021(Updated August 17, 2018);
- Fundraising events and receptions;
- For-Profit events or programs.

### **PROGRAM QUALIFICATIONS**

Funds shall be used for the purchase, renovation, or expansion of a Multi-Cultural center. Funds shall not be used for any non-capital purchase.

The City defines a capital purchase as a financial expenditure toward construction of or improvement to a facility owned by the grant applicant that will be used as a multi-cultural center to provide cultural activities pursuant to this grant program.

Each proposed quarterly project/event must include, as a principal goal, a demonstrable cultural activity of recognized quality that is accessible to the general public. These events may be run by other organizations inside the funded cultural center, but must be provided the space free of cost;

The proposal must be clearly stated and contain measurable goals that can be evaluated during and at the end of the award term;

Proposals must be within the organization's artistic/cultural, administrative and fiscal capabilities;

### **FUNDING LEVELS**

Each applicant should request what it believes is an appropriate level of support for each capital expense. Factors such as the total cost of the project exclusive of in-kind support, the organization's total operating budget and other sources of support anticipated for the project are considered. **All funding is to be expended by September 30, 2020 with no guarantee of renewal** (Updated August 17, 2018).

Project budgets must include significant other financial resources. City of Spokane support is limited to **matching funds no greater than \$100,000**. A funding mix that includes foundation and corporate support, private contributions, cash, and earned income (where appropriate) is desirable.

### **PANEL REVIEW PROCESS**

Funds will be awarded through a competitive panel review from September 4 through September 14. Notices of grant awarded will be provided by Monday, September 17, 2018. All organizations will be evaluated based on the organizational and programmatic qualifications stated earlier in these Guidelines. If the selection committee wishes to interview applicants, an invitation to participate will be extended for September 14, 2018. After which, apparently successful proposers will be selected. The selection committee will only extend invitations for an interview if the committee deems it necessary for clarification on the submitted application (Updated August 17, 2018).

### **FUNDING PRIORITIES**

First and foremost, the City of Spokane requires that all funded projects create a space that will be accessible to the general public. The participants or audiences you serve must be able to access your program or event at no cost. Projects that are designed to be inclusive to the general public will be given priority. Priority will be given to projects that propose to create a permanent physical location that will serve as a Community Cultural Center as their main function. The selection committee will consider innovative and unique approaches to establishing a Multicultural Center, however, the decision to award grant funds will be left to the selection committee's discretion by evaluating which proposals will be of greatest benefit to the citizens of Spokane.

Recommendation of funding is based in part on the level of detail and clarity provided in the application, as well as an evaluation of the organization's track record in presenting similar projects.

### **GRANT ADMINISTRATION AND LEGAL GUIDELINES**

When an organization is allocated funds, the City of Spokane will prepare a grant Agreement with the organization based on the proposal for public service submitted by the organization. A person from the organization who has signatory authority will then sign the grant Agreement. All groups receiving City support must comply with all pertinent City, State and Federal legal requirements. Every funded organization is expected to comply with the Americans with Disabilities Act (ADA).

### **CREDIT**

All programs, brochures, flyers, posters, announcements or similar matter relating to services funded by the City of Spokane are also required to include, in a legible manner, in appropriate type size and without abbreviation, the following statement: "This (program or event) is supported, in part, by public funds from the City of Spokane." All funded organizations are required to use the City of Spokane logo; upon notification of an award, groups will be informed about how to obtain the logo.

### **FINAL REPORT AND PERFORMANCE EVALUATION**

Because the funds awarded are public funds, the expenditure of those funds is required by law to be monitored to assure they are being spent in accordance with the terms of the grant Agreement.

Every organization must report on its use of public funds provided by the City of Spokane. A final report must be submitted to the Neighborhood and Business Services outlining the activities the organization completed and how they meet the grant proposal and the grant Agreement entered into with the City.

The report shall include the number of estimated attendees with attached copies of marketing materials associated with the event/program. The final report must be received no later than December, 2022(Updated August 17, 2018). Failure to do so will result in the organization not being eligible for future funding in the event it becomes available.

### **APPLICATION DEADLINE**

**Completed applications must be submitted by 5:00pm on Friday, August 31, 2018**(Updated August 17, 2018) by e-mail to: Alex Reynolds, Community Programs Coordinator at areynolds@spokanecity.org or **received** by mail or hand delivered to:

Spokane City Hall  
Neighborhood and Business Services  
3<sup>rd</sup> Floor  
808 W. Spokane Falls Blvd.,  
Spokane, WA 99201

### **FURTHER QUESTIONS**

Further inquiries can be made by contacting Alex Reynolds, Community Programs Coordinator at (509) 625-6147 or via e-mail at [areynolds@spokanecity.org](mailto:areynolds@spokanecity.org)