



Cultural Fund Application Guidelines

The City of Spokane is pleased to announce the opportunity for non-profit organizations to apply for grant funding to support programs and events that honor and celebrate the rich diversity of the City's cultural communities.

The City has allocated \$50,000 and will consider proposals in every cultural discipline and from every area of the City of Spokane for services that take place within the City limits that are scheduled to be held **between August 1, 2018 and July 31, 2019.**

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) and representatives of the City's elected officials.

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is free and accessible to the general public. Funded services can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation.

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is free and accessible to the general public. 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;
- Lecture-demonstrations and workshops with a cultural focus.

If funded, your organization is expected to carry out all of the projects for which you requested support, regardless of the award amount received from the City of Spokane.

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 the time frame of August 1, 2018– July 31, 2019;
- Fundraising events and receptions;
- Construction or renovation of facilities, including the purchase of equipment;
- For-Profit events or programs.

PROGRAM QUALIFICATIONS

Each proposed project must include as a principal goal a demonstrable cultural activity of recognized quality that is accessible to the general public;

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 project. 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 for one year with no guarantee of renewal.**

Project budgets must include significant other financial resources. City of Spokane support is limited to **matching funds no greater than \$10,000.** 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 the week of July 16, 2018. Notices of grant awarded will be provided by Monday, July 23, 2018. All organizations will be evaluated based on the organizational and programmatic qualifications stated earlier in these Guidelines.

FUNDING PRIORITIES

First and foremost, the City of Spokane requires that all funded projects 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.

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 Director of Multi-Cultural Affairs 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 30 days after the event or program was held. 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, July 6, 2018 by e-mail to: Gloria Ochoa-Bruck, Director of Multi-Cultural Affairs at gochoabruck@spokanecity.org or **received** by mail or hand delivered to:

Spokane City Hall
Office of the Mayor
808 W. Spokane Falls Blvd.,
Spokane, WA 99201

FURTHER QUESTIONS

Further inquiries can be made by contacting Gloria Ochoa-Bruck, Director of Multi-Cultural Affairs at (509) 625-6326 or via e-mail at gochoabruck@outlook.com