

Pierce County Art Grant 2025 Application & Guidelines

Application opens: December 2, 2024

Application deadline: January 21, 2025 at 2 p.m. PST

ABOUT US

The Pierce County Art Grant program began in 1986 to increase access to the arts, develop educational programs, provide support for unincorporated and underserved areas of Pierce County and to celebrate cultural diversity.

The Pierce County Arts Commission serves the community with a mission to provide cultural enrichment for all Pierce County residents. We are committed to supporting the entirety of our community. We invite applicants to consider how their programs can help build a stronger more empathetic community with projects that are equitable and inclusive, offer opportunities for connection and relationship building, and contribute to the social, emotional, and physical well-being of our community members.

In 2023, Pierce County awarded \$26,870 in grants, which funded seven projects, served 9,100 youth, and provided 17,000 hours of art programming.

THE COMMISSIONERS

District 1 – Lindsey Dodge

District 2 – Shanna Styron Sherrell

District 3 - Kate Cendejas Thun

District 4 - Catherine Satava

District 5 - Mizu Sugimura

District 6 - Christopher Michael Escobedo Sr

District 7 – Anna Jensen

At Large – Madeline Hunter

At Large - Faaluaina Pritchard

CONTACT US

Office/Mailing Address:

Pierce County Arts Commission

c/o Pierce County Economic Development Department

1501 Market Street

Tacoma, WA 98402

Kari Rinn, Specialist– Arts

Mon-Thr | P: 253.798.7365

Valerie Coty, Administrative Program Manager

P: 253.798.6150

To submit applications via email, send to: arts@piercecounitywa.gov

Visit our website at www.PierceCountyWA.gov/Arts



ELIGIBILITY

APPLICATION DEADLINE: JANUARY 21, 2025, AT 2 P.M. PST

Applications are available **December 2, 2024**, and due no later than **2:00 pm on January 21, 2025**. Applications may be submitted online, mailed or delivered to the Economic Development office. Late applications will not be accepted.

- Applicant must be a tax-exempt organization incorporated as a Washington State non-profit corporation under Internal Revenue Service 501(c)(3) determination.
- Organization must be physically located in Pierce County.
- The funded project must occur in unincorporated or underserved areas of Pierce County, outside the city limits of Tacoma or focus service on residents of unincorporated/underserved areas outside the city limits of Tacoma.
- **Project must occur between January 1 and December 31, 2025.**
- Projects should provide arts education, art programming, or art experiences to lower-income youth or underserved individuals who reside in Pierce County outside the City limits of Tacoma.
- Funding is on a reimbursable basis; therefore, organizations must have a source of cash-flow to support their projects during the reimbursement period.
- Funding in a given fiscal year does not guarantee funding in subsequent years.
- Applications may be awarded only a portion of the funding requested.
- Pierce County Arts Commission's funding must be acknowledged in all appropriate publications and media with the supplied logo materials.
- Grant recipients must provide documentation of insurance coverage required by Pierce County for program duration.

PIERCE COUNTY ART GRANTS CANNOT SUPPORT:

- Capital improvements, purchase real property, or support administrative costs not directly associated with the project.
- Costs incurred prior to the effective date of the contract.
- Events intended as fundraisers for any organization or person(s); events not commonly recognized as general public event; events expressing or advocating an opinion, position or viewpoint on matters of political or religious issues.
- Programs for which an admission fee is charged.
- Services before they occur. Funds will be disbursed when the project is completed, and the required final reports have been submitted and accepted.
- Food, alcohol, ticket subsidies, or transportation. Paying students for artistic services.
- Funding scholarships.
- Discrimination of any kind. Pierce County is committed to a policy of equal opportunity regardless of race, creed, religion, color, national origins, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.



SELECTION PROCESS

Applications will be evaluated by the Arts Commission using a variety of criteria, including but not limited to the following:

- Artistic merit of proposed project.
- Reach, breadth and impact of the project.
- Provision of art programs/services to lower income youth or underserved areas of Pierce County where such services are limited or unavailable.
- Proposed project is equitable and inclusive, offers opportunity for connection and relationship building, and contributes to the well-being of community members.
- Demonstrated managerial capability of the organization.
- Contributed and earned revenues beyond funding requested from Pierce County Arts Commission.
- Demonstrated community support for the project and/or organization.

Awards range from \$500 to \$5,000.

Applicants will be notified of award decisions on or around March 3, 2025.

HOW TO SUBMIT YOUR APPLICATION

Review the application starting on page 5 to prepare your answers.

- Complete all sections in the application:
 - Application Form
 - Project Budget
 - Required Documentation
 - Project Narrative Response
- Please do not leave any area blank. If a particular question is not applicable to your organization, please indicate N/A for “Not Applicable”.
- Answer the “Project Narrative Response” section as succinctly as possible on a maximum of four sheets of paper or 3000 characters per question. Provide the information requested in the order listed. Please include the question as part of your response.
- All application materials must be presented in legible form in a minimum 10-pointfont.
- Pierce County Arts Commission reserves the right to refuse applications not in compliance with instructions or eligibility guidelines.
- Applicants must submit one original signed application per project request.
- **Applications must be RECEIVED via mail, email or in-person no later 2:00 p.m., January 21, 2025.**

HOW TO SUBMIT YOUR APPLICATION CONTINUED

To submit applications via email, send to: arts@piercecounitywa.gov

To submit applications via mail or in person*:

Pierce County Arts Commission
c/o Pierce County Economic Development Department
1501 Market Street
Tacoma, WA 98402

**Please schedule an appointment for in person drop off.*

Questions? Email us arts@piercecounitywa.gov

IMPORTANT DATES

- **Virtual Application Workshop (recommended):** December 10, 2024, 3:00 p.m.
- **Preliminary Application Feedback Deadline (optional):** January 10, 2025
- **Application Deadline:** January 21, 2025, 2:00 p.m.
- **Notification of Funding Decision:** On or around March 3, 2025
- **Contracting Process with Funded Artists:** March-May 2025
- Grant reports and invoicing submitted **within 30 days after project completion.** If project runs full length of year, invoice and reporting due no later than December 15, 2024.
- **Project Must be Completed:** December 31, 2025

2025 ART GRANT APPLICATION FORM

Organization Information:

Organization Name _____
Chief Administrator _____ Title _____
Address _____
City _____ State _____ Zip _____
Organization Phone _____ E-mail _____
EIN: _____ Fiscal Year End Date _____ Date of Incorporation _____
Application Contact Person _____ Phone _____
E-mail _____

Project Information:

Project Title _____ Amount of Grant Request \$ _____
Brief Project Description _____

Project Coordinator _____
Phone _____ E-mail _____
Date(s)/Time(s) for Project _____

Location(s) for Project _____

Number of individuals who will benefit/participate in the project _____
Hours of Instruction provided (*Example: 5 days x 4 hours/day x 20 students= 400 hrs of instruction*) _____
Student or participant demographics. Who does this project serve? _____

PROJECT BUDGET: Please estimate income & expenses **for this project only**, not your entire organization.

PROJECT REVENUES:

Earned Income

Admission		\$ _____
Fees Charged to Participants		\$ _____
Other Earned Income (identify): _____		\$ _____

Contributed Income (Please indicate with a circle whether Confirmed or Requested)

Corporations	Confirmed	Requested	\$ _
Foundations	Confirmed	Requested	\$ _
Other Government	Confirmed	Requested	\$ _
Individuals	Confirmed	Requested	\$ _
Your City's Art Commission	Confirmed	Requested	\$ _
Benefits/Fundraising Events	Confirmed	Requested	\$ _
Other Contributing Income	Confirmed	Requested	\$ _
2025 Pierce County Art Grant Request	---	Requested	\$ _

Total Revenues (A) \$ _____

Total Revenues (A) and Total Project Expenses (B) must balance.

PROJECT EXPENSES:

Artist Fee:		
Performing		\$ _
Teaching		\$ _
Supplies/Materials		\$ _
Marketing/Promotion		\$ _
Other Expenses (identify): _____		\$ _
Other Expenses (identify): _____		\$ _
Other Expenses (identify): _____		\$ _

Total Project Expenses (B) \$ _____

REQUIRED DOCUMENTATION

Applicants must submit one copy each of the following documents with the completed application (only one set is needed if submitting multiple requests):

- Internal Revenue Service letter documenting the organization’s 501(c)(3) status.
- P&L with budget and actuals for most recently completed fiscal year.
- Organization 990 for most recently completed year.
- Organization budget for 2025.

PROJECT NARRATIVE RESPONSE

Please provide responses to the following in four pages or less, single spaced in a minimum 10-point font or 3000 characters per question. Please include the questions in your response and answer in the following order. All questions must be completed for grant consideration.

1. Describe the project for which support is requested & how it reaches unincorporated or underserved residents.
2. Please share how this project is equitable and inclusive, offers opportunity for connection and relationship building, and contributes to the well-being of community members.
3. Provide the mission of your organization. How is your mission supported by this project?
4. Describe the credentials of key individuals involved with this project. (You may attach one copy of resume for each.)
5. Describe your marketing/promotion plans for this project. How do you plan to reach your target audience?
6. How will you measure the success of this project? Detail the specific evaluation tools used to determine the success of the project.
7. Do you have community partners for this project? Do you have community support for this program? *Partners might be the library or school system. Support could be demonstrated by the number of funders that support your organization, individual, corporate and otherwise. Support could also be demonstrated by the number of volunteers that donate their time to support your efforts.*
8. How did you learn of this grant opportunity?

Signature:

The signatory declares that they are an authorized official of the applicant not-for-profit organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

Primary Signature:

Signature

Date

Please type out name

- Optional:** If submitted by January 10th, 2025, check box if you would you like to discuss your application with a Pierce County Economic Development Staff.