



Community Art Support Grant Program

The City of Wenatchee offers up to \$1,000 to community artists or organizations that offer visual, performance, children's and adult art education programs as well as events related to the arts. The goal of the fund is to provide small yet meaningful amounts of money to help promote art programming within the city limits of Wenatchee.

ELIGIBLE PROJECT EXAMPLES INCLUDE:

- Purchase of art materials or artist services for art programs or events.
- Promotion expenses of art events such as workshops and conferences.
- Support for fees for art-related speakers or teachers.
- Support for art-related public events such as concerts/performances in music, theater, dance or visual arts.

FUNDING CRITERIA & CONDITIONS

- The maximum request for grant funds is \$1,000. Grant monies for the program are allocated from the City's 1% for Art Fund.
- General operating expenses and expenses incurred prior to the award date are not eligible for inclusion in a grant request.
- **This is a reimbursable grant paid upon completion of the event.** Funds will be awarded to applicants upon submission of "Grant Completion Report" and an invoice for the award amount on applicant's letterhead. The Grant Completion Report and an example of an invoice will be provided to successful applicants.
- Awardees will receive a letter of award for their grant.
- Special conditions for early or one-half disbursement of grant funds will be considered upon request only.
- Events/programs/projects must be completed and completion reports and reimbursement request must be submitted by December 8th, 2025. If additional time is needed, grant awardees are required to request approval for an extension from the Arts, Recreation and Parks Commission in writing and provide a status report. If an extension is not approved, grant funds will be forfeited.
- All publications produced, press releases, flyers, and/or any references to your event/program/project must contain substantially the following acknowledgement: **"Funding assistance provided by the City of Wenatchee Community Art Support Grant"**.

ELIGIBLE APPLICANTS

- Incorporated non-profit organizations.
- Unincorporated citizens groups/advocacy groups.
- Arts organizations and individual artists.
- Public agencies/school districts/civic organizations/religious organizations.



EVENT/PROGRAM/PROJECT CRITERIA

- Funds must be used for art programs or projects within the limits of the City of Wenatchee.
- Proposed events/programs/project must be accessible to the public (no private events/programs/projects).

PROCESS FOR SUBMITTAL

- All application materials and attachments are to be submitted electronically via email preferably as a single PDF file.
- Do not change any questions or wording in this document. Incomplete or inappropriately altered applications will not be considered.
- The Arts, Recreation and Parks Commission will review the application and additional materials and make the decision on award.
- Applicants will be notified by letter, email or telephone of the status of their request.

PROCESS FOR GRANT AWARDEES

- Within ninety (90) days of event/program/project completion and before the December 8th, 2025 deadline, all grantees are required to submit a "Grant Completion Report" to report on the program along with an invoice for the grant award amount. Please provide attendance numbers to the event/program/project as well as any publication materials produced with the funds such as brochures, flyers, etc.
- The application, report and related publication materials are to be submitted electronically to:

choffmann@wenatcheewa.gov

An acknowledgement of receipt will be sent the same or next business day in most cases.



Community Art Support Grant Application

Program/Project Title: _____

Organization: _____

Type of Organization: (Visual Arts, Theater, Conference, etc.): _____

Contact Last Name: _____ First: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Telephone: () _____ Fax: _____

Email: _____

Please answer the following questions. This application is designed to help you explain your event/program/project. Please attach all supporting materials to this application. Additional pages may be used.

1. What is your event, program, or project? Explain the event/program/project in as much detail as you can.
2. What are the goals of the event/program/project?
3. Has this event/program/project occurred in past years? If so, for how long?
4. What amount are you seeking and how will these funds be used? (Maximum grant award is \$1,000.)
5. What other sources of funding or support do you have for the program/project? Are these sources confirmed or anticipated (may include both monetary and in-kind assistance).
6. How will support from the Community Art Support Grant assist your program or event?

Additional documentation to be attached:

- Program or event budget and timeline. Please use the attached form, being sure to itemize expenses and include committed and non-committed sources of funding.
- Letters of support from organizations or individuals endorsing the event/program/project (up to 4 maximum).
- Other materials that will assist the Arts, Recreation and Parks Commission understand your program or event. (limit 4 items)

I certify that I am authorized to submit this application on behalf of the above named organization:

Signature

Date



Community Art Support Grant Application

Program/Project/Event Budget and Timeline

Please itemize all expenses related to the program or event budget, indicating the estimated cost of each work element, proposed date for completion, and whether or not funds are committed for each. In addition, please include the total project cost, the amount of funding requested though this proposal and what the grant funds will be used for.

<i>Project Expense</i>	<i>Estimated Cost</i>	<i>Funding Source</i>	<i>Confirmed/Anticipated</i>
Total Project Cost:			
<i>Project Income –Funding Source</i>	<i>Estimated Amount</i>	<i>In-Kind or Cash</i>	<i>Confirmed/Anticipated</i>
Total requested from the City of Wenatchee:			