



## 2020-2021 Cultural Funding At-A-Glance: *Key highlights of the Cultural Funding RFP Process*

The City of Bainbridge Island is seeking proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors during 2020-2021. Special consideration will be given to organizations and projects that will use City funds to advance the community objectives identified within the [Cultural Element](#) and/or [Economic Element](#) of the [City's Comprehensive Plan](#). Special consideration will also be given to organizations and projects that involve significant community participation; create access to cultural activities for underserved or underrepresented communities or include underrepresented art forms; strengthen organizational capacity; and foster opportunities for collaboration within the cultural sector.

A total of \$300,000 will be available for distribution through a two-year funding cycle. The City hopes to consider support for a wide range of projects and activities of varying sizes that provide public benefit to Bainbridge Island residents and visitors.

The Cultural Funding Advisory Committee—a seven-member review committee—will review proposals and make funding recommendations, which will be considered and approved by City Council.

<b>Award Type</b>	<b>Award Size</b>	<b>Reporting Requirements</b>
<ul style="list-style-type: none"><li>• General operating support</li><li>• Project support</li></ul>	Projected to range from roughly \$5,000 - \$30,000 for a two-year funding period	Two reports: 1) Annual Report due January 2021 2) Final Report due January 2022

### Eligibility

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Organizations with:

- Tax-exempt 501(c)(3) status (Entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status.)
- The majority of services provided on Bainbridge Island or for its residents
- At least one ongoing cultural program open to the public or that provide services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island
- A minimum two-year history of continuous operation

### Criteria

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- **Proposal Statement of Purpose:** clearly explains key goals, objectives and milestones; people involved; and what City funding will allow organization to accomplish
- **Advance Community Objectives of the Cultural and/or Economic Elements:** supports one or more of the community objectives identified within the Cultural Element and/or Economic Element of the City's Comprehensive Plan
- **Community Impact:** identifies public benefit(s), including opportunities for significant community participation and/or improved access, especially for large and/or new/underserved/underrepresented segments of the community or include underrepresented art forms

- **Organizational Strength:** demonstrates ability to complete proposed work, including clear planning; skilled leadership; effective relationships with intended audiences; and strong fundraising and management skills
- **Budget:** demonstrates feasible budget, including evidence of public benefit and efficient use of City resources and diverse revenue sources for project or operating budget
- **Achievable Outputs, Outcomes and Assessment:** lays out a two-year plan for outputs (such as # served), outcomes (longer-term impact in the community) and plan for self-assessment

## Review and Selection Process

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- 1) Potential applicants attend informational workshop
- 2) Applicants submit proposals
- 3) City staff review applications for completeness
- 4) Applicants present proposal highlights to Cultural Funding Advisory Committee (CFAC) – the review panel – and address reviewer questions
- 5) CFAC reviews applications and develops funding recommendation
- 6) City Council considers CFAC funding recommendation and approves awards
- 7) City staff notify applicants of award results
- 8) City executes funding agreements with recipient organizations

## Important Dates

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<b><i>Pre-Application Workshop for Potential Applicants:</i></b> <i>Applicants have opportunity to learn more about process and ask questions about the RFP</i>	<b>Monday, September 9, 2019, 3:00pm at City Hall</b>
<b><i>Application Deadline:</i></b> <i>Applications will not be accepted after this time</i>	<b>no later than 4:00pm on Monday, September 30, 2019</b>
<b><i>Proposal Presentations:</i></b> <i>Applicants will present proposals to and answer questions from Cultural Funding Advisory Committee</i>	<b>Monday, October 28, 2019, 6:00pm at City Hall</b>
<b><i>CFAC Funding Recommendation:</i></b>	<b>Monday, November 4 and Wednesday, November 5, 2019 (if needed)</b>
<b><i>City Council Approval of 2020-21 Cultural Funding Awards:</i></b>	<b>December 10, 2019</b>
<b><i>Notification by:</i></b>	<b>by December 31, 2019</b>

## Contact

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