



City of Kent Arts Commission

Give Me Culture

Grant Guidelines & Application Information

Purpose

- The City of Kent Arts Commission's **"Give Me Culture"** program offers small grants to individuals, organizations and community groups for arts and culture projects and events that serve the general public in Kent.
- "Give Me Culture" awards are intended to broaden participation in, and showcasing of, arts and culture activities, **especially by ethnically diverse or underserved communities.**
- These small and flexible grants are designed to create access for individuals and groups not served by our annual Community Arts Support Program.

Level of funding

- Kent Arts Commission will offer "Give Me Culture" grants as funds are available and budgeted for the year.
- There is a **\$1,000 award maximum** for projects and events that create arts and cultural impact within the city of Kent.

Deadline

- There is **no deadline** for "Give Me Culture" grants. Applications will be reviewed as they are received, year-round.
- Applications must be received at least three months before the start of the project or event date.
- Notification of awards will be made within 60 days of receipt of application.

Eligible Applicants Include:

- Individuals, groups of people (all ages), neighborhood or business organizations seeking funding for an art project or cultural event*
- Independent Artists*
- Arts and Cultural Organizations, including professional and community-based groups*
*Not currently funded through our Community Arts Support Program
- IRS not-for-profit status – 501 (c)(3) – is **not** required.

Requirements for applicants:

- Proposed projects must take place in Kent or Kent School District service area.
- Proposed projects must serve and be accessible to residents of Kent.
- Independent artists must present new works to the public.
- Applicants **MAY NOT** submit more than one application to a City of Kent Arts Commission funding program in one year. If you are awarded a "Give me Culture" grant, you may apply again twelve months from the submission date of your previous application.
- Priority will be given to projects that involve Kent-based artists and organizations. However, outside applicants will not be excluded when it is determined that their services are not available within Kent or that they will supplement existing programs.

How to apply:

- **You must first speak with a project manager to discuss your idea.** This initial consultation will answer your questions and help you write a competitive application. Read the guidelines and application, then call our office at **253-856-5050** or email rbillerbeck@kentwa.gov.
- After your conversation with a project manager, fill out and submit the application form, including completed budget section.
- Optional, but strongly encourage: submit up to three pieces of supporting materials (resumes, newsletters, press clippings, work samples, letters of support)
- Start the application process as far in advance as possible – at least three months before your project start or event date.

If your project is funded:

- You will be asked to sign a Letter of Agreement with the City of Kent to complete your project within one year.
- You will need a Social Security number or federal tax identification number issued by the Internal Revenue Service.
- Liability Insurance may be required, depending on your project.
- You must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act (ADA) of 1990, and other applicable federal, state, and local laws.
- You must give credit to the Kent Arts Commission for support.
- You will need to submit an invoice and a brief final report to receive payment. (Note: payment is made after projects are complete, not in advance.)

Funds May Be Used To:

- Produce one-time performances, exhibits, special events or programs that bring arts or cultural experiences to Kent residents.
- Provide opportunities for independent artists to develop and present new work in all mediums.
- Improve arts and cultural opportunities for artists and audiences from diverse communities – participatory and educational opportunities for youth, multicultural, seniors, and special populations.
- Increase access to arts and cultural events by providing discount tickets and/or free educational programs.

Funding Restrictions:

Due to certain City, State and Federal law regulations and established Kent Arts Commission policy, the following are **NOT** eligible for funding:

- Purchase of equipment or real property
- Purchase of food or beverage
- Scholarships or tuition assistance
- Projects that have already been completed
- General operating support
- Religious services
- Political events
- Events in which fundraising is a primary purpose
- For-profit projects
- Capital construction projects
- Cash awards to individuals
- Projects exclusively or primarily benefiting the membership of the organization or those which preclude reasonable access by the general public

Review Criteria:

Project Impact/public benefit

- Access for new or diverse audiences
- Unique or innovative ideas
- Matching funds
- Number of people the proposed project will serve

Need for Services/Urgency

- Evidence of public interest or demand for the service
- Availability of comparable services locally
- One-time opportunities
- Projects that need start-up funding or final investment

Feasibility

- Ability of the applicant to accomplish the project
- Well-developed plan
- Realistic budget and timeline

Questions:

(253) 856-5050

Rbillerbeck@kentwa.gov



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- **\$1,000 award maximum**
- **No deadline:** Applications will be reviewed as they are received, year-round (must be received at least three months before the start of the project or event date)

Who/what is eligible for a "Give Me Culture" grant:

- Individuals, groups of people (all ages), neighborhood or business organizations seeking funding for an art project or cultural event
- Independent Artists
- Arts and Cultural Organizations
- Not currently funded through the Kent Arts Commission's Community Arts Support Program
- Projects/events that take place and create arts/cultural impact within the city of Kent or Kent School District service area
- Projects/events that serve and are accessible to the residents of Kent

How to apply:

- Read the program Guidelines and Application Information
- Contact the Cultural Programs office to speak with a project manager about your idea.
(253-856-5050 or rbillerbeck@kentwa.gov)
- Complete and submit the application form

Questions:

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