



2024 ARTS & CULTURE GRANT APPLICATION GUIDELINES

2024 Funding Application Due Date: Friday, August 11, 2023 at 5:00 PM

PURPOSE

The City of Burien Arts & Culture Grants program offers grants to individuals, organizations, and community groups for arts and culture projects and events that serve the diverse citizens of Burien. These grants are intended to support projects and events that create arts and cultural impact within the city of Burien, including the development, production, and presentation of art by Burien artists and public arts and cultural activities in Burien. We hope these projects will attract regional artists and audiences that can contribute to Burien's identity as city where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment.

FUNDING LEVEL AND PRIORITIES

Most awarded grants range from \$750 to \$7,500 and all applicants were funded for the 2023 cycle. The City of Burien Arts Commission is interested in applications that focus on:

1. Ongoing programs developed for or presented in the Burien community, and supportive funding to keep the organizations who run these programs healthy.
2. Innovative projects (new or ongoing) that bring cultural experiences to Burien.
3. Cultural education experiences for underserved populations.

WHAT WE FUND

- Applicants must be individuals or non-profit organizations. Evidence of non-profit status for organizations will be required.
- The proposed program and/or event must be held in Burien or serve a majority of Burien residents.
- The proposed program must take place in 2024.
- Only one application per individual/organization will be accepted per year.

FUNDS MAY BE USED TO

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

FUNDING RESTRICTIONS

Due to city, state, and federal regulations and established Burien Arts Commission policy, the following are **NOT** eligible for funding:

- Purchase of equipment or real property
- Purchase of food or beverages
- 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
- Projects permanently located within privately owned facilities

REVIEW CRITERIA

There is no priority between each of the elements listed, nor is there a requirement to meet all criteria:

- Artistic and heritage merit and excellence
- Administrative capability and fiscal stability of the applicant's organization
- Recruitment of underserved populations through special outreach and/or specialized promotional strategies
- Documented evaluation and measurement of previous year's program grant objectives
- Diversity of applicant's additional funding sources
- Burien-based artists, heritage professionals, and cultural organizations
- All application materials provided as requested

PROJECT FUNDING DETAILS

If your project is funded:

- You will be asked to contract with the City of Burien and to complete your project by the end of the calendar 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 credit the City of Burien for support on promotional and archival materials.
- You will need to submit an invoice and a brief final report to receive payment.
- **Grant award payments will be made after projects are complete, not in advance.**

TIPS AND HOW TO APPLY

- Start the application process as far in advance as possible.
- Review the guidelines and application requirements to prepare your materials in advance.

Submit your application and send a pdf with attachments by August 11, 2023 via email to:
artscommission@burienwa.gov.

The Burien Arts Commission will review applications and make recommendations to the Burien City Council for final approval by the end of 2023.

QUESTIONS ABOUT YOUR APPLICATION?

**Contact Caroline Bobanick,
Recreation Supervisor
carolineb@burienwa.gov**