

## **FISCAL YEAR 2027 – ARTS COMMISSION GRANT APPLICATION GUIDELINES**

### **INTRODUCTION**

Established in 1991, the City of Federal Way Arts Commission is a volunteer commission made up of residents living in Federal Way. There are nine members and two alternates on the Commission. The Arts Commission advises and recommends to the Federal Way City Council activities related to all aspects of the arts — visual, performing, literary, and cultural.

### **PURPOSE**

The purpose of the Arts Commission Grant program is to provide funds for the promotion of the arts, events and cultural heritage activities for the citizens of Federal Way.

### **ELIGIBILITY**

Applicants for the next year's Federal Way Arts Commission Grant must demonstrate that their projects meet the following criteria:

- Services must be provided from JANUARY 1, 2027, to DECEMBER 31, 2027, located in the City of Federal Way.
- Agencies/individuals must have an IRS Code, Section 501(c)3 non-profit tax-exempt status. Applicants will be required to present evidence of such status.
- Services must provide a program or activity that directly benefits the diverse citizenry of Federal Way.
- Project must have arts, heritage, and/or culture as a primary component.
- The Federal Way Arts Commission logo must be included on any grant-supported promotional materials for your event or performance.

### **RESTRICTIONS**

Arts Commission Grants are NOT available for:

- Events that are not open or available to the public
- Tuition for course or school credit
- Per diem travel expenses, attending related workshops, seminars or conferences
- School activities that might be considered a part of regular or extra-curricular school programs
- Administrative expenses, utilities or staff salaries

### **HOW TO APPLY**

Complete a Federal Way Arts Commission Grant Application [Link needed]. Applications shall reflect services delivered between January 1 and December 31, 2027. Applications must also include all requested supplementary forms as attachments to the online application:

- Proof of 501(c)3 status
- A financial statement of your past year's budget vs. actual expenses
- List of participating board members and staff with names and titles
- Samples of past / upcoming marketing materials that relate to your request

## **QUESTIONS?**

For questions regarding the application process, please contact:  
Cassie Swan, Recreation Coordinator, at (253) 835-6928  
between 8:00 a.m. and 4:00 p.m. Monday through Friday  
or by email at [cassie.swan@federalwaywa.gov](mailto:cassie.swan@federalwaywa.gov).

## **DEADLINE TO SUBMIT**

*APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON FRIDAY AUGUST 27, 2026.*  
*Applications submitted after the deadline are ineligible.*

## **RELEVANT DATES**

JULY 17, 2026: Grant Submissions Open  
AUGUST 27, 2026: Last Day to Submit Grant Applications  
SEPTEMBER 2026: Applicant Interviews  
OCTOBER 2026: Submissions Reviewed, Applicants Notified  
NOVEMBER 2026: Submitted for City Council Review  
END OF 2026: Applicants Notified, Grants Awarded

## **REVIEW PROCESS**

The Arts Commission will review the applications, rated by a grants proposal score in the following areas: annual budget, total number of performances, audience size for each performance, multicultural community reach for audiences and performers. Applicants will then be notified in writing if they've advanced to interviews for the purpose of presenting their proposal to the commission and answering any questions they may have about proposed services. Applicants **MUST HAVE** two (2) people present at the time of the interview, one of which must have signing authority for the requesting organization. All meetings are open to the public. After the review is completed, the Arts Commission will recommend recipients for grant funding to the Federal Way City Council. Contract recipients will receive notification of funding and contracts by the end of 2026.

## **FUNDING + PAYMENT**

The City of Federal Way Arts Commission provides **REIMBURSEMENT** for costs incurred in connection with such performances/services following their completion. Partial payment may be requested. For example, if an organization applies for a series of concerts, partial payment may be requested following each concert. If partial payments are requested, please fill out each request accordingly. Upon being awarded an amount, the panel will make clear how partial payments will be dispersed in the contract. Before payment can be processed, an event report must be completed and reviewed. After review, processing will take four to six weeks to fund. Final reports and invoices for the year with samples of event marketing materials must be received no later than **DECEMBER 20, 2027** for processing.

## **BEFORE YOU BEGIN – QUESTIONS IN JOTFORM OUTLINED BELOW**

Please note that the JotForm application **does not allow you to save your progress and return later**. To avoid losing your work, we strongly recommend drafting your responses in a Microsoft Word document (or another word processing program) using the questions below as your guide. Once you have completed your responses and gathered any required supporting information, you can return to the JotForm application and submit your entire application in one session. Taking this extra step will help ensure a smooth and successful application process.

### **Organizational Information**

Organization Name

Date of Incorporation

IRS Number

Non-Profit Organization

Mailing Address

Mission Statement

Please upload Proof of 501c3 Status

### **Contact Information**

Grant Applicant Name

Grant Applicant Title

Grant Applicant Phone

Grant Applicant Email

Grant Applicant Address

Authorizing Official Name

Authorizing Official Title

Authorizing Official Phone

Authorizing Official Email

Authorizing Official Address

Alternate Contact/Member Name

Alternate Contact/Member Title

Alternate Contact/Member Phone

Alternate Contact/Member Email

Alternate Contact/Member Address

Please upload a list of participating board members and staff with names and titles

### **Organizational Budget**

#### **Revenue**

Admissions

Private Donations

Corporate Donations

Government Funds

Other Revenue

TOTAL Revenue

## Expenses

Personnel, Administration  
Personnel, Artistic  
Personnel, Technical/Production  
Outside Artistic Fees  
Other Outside Fees  
Space Rental  
Equipment Rental  
Marketing  
Other Project Expenses  
TOTAL Expenses  
Funding Amount  
Funding Requested

Please upload a financial statement of your past year's budget vs actual expenses.

## Describe your organization's plan, programs, and/or event plans for 2027.

For each event or program please include:

Event Name  
Event Date  
Total Expenses  
Audience Size  
Number of Performers  
Number of Performances  
Number of Volunteers

## Open Ended Questions

How would Arts Commission funds be used?

How will the proposed events and services attract an audience that includes multi-generational and multicultural populations of Federal Way?

How will your event(s) be marketed or promoted?

Please include samples of marketing materials that relate to your request.

## If Your Organization Is Selected for Funding

Organizations awarded funding through the Federal Way Arts Commission Grant Program will be responsible for completing the following requirements before and after their funded program(s):

- **Grant Agreement:** Read, sign, and have **notarized** the grant agreement between the City of Federal Way and your organization before funds can be distributed.
- **Certificate of Insurance:** Provide a current **Certificate of Insurance** listing the **City of Federal Way** as the certificate holder. Additional insurance requirements or endorsements may be requested depending on the nature of the funded program or event.
- **Final Report:** Complete and submit the required **Final Report** using the form provided by the City following the completion of each funded program or project. This report helps document program outcomes and the impact of grant funding.
- **Invoice for Reimbursement:** Complete and submit the attached **Invoice for Reimbursement** after each funded program or project. Reimbursement will be processed upon receipt of the completed invoice and any required supporting documentation.