SPOKANE ARTS GRANT AWARDS
ELIGIBILITY GUIDELINES

1 **ABOUT SAGA**

The Spokane Arts Grant Awards, known as SAGA, works to support a thriving arts economy. SAGA accepts requests for up to $10,000 per application. There are three granting rounds per year and multiple grants can be awarded each round. Grant funding financially supports arts and culture projects and programs, as well as individual artists and evaluates applications along three criteria:

Artistic Merit: Spokane Arts encourages innovative, creative, and unique programming in Spokane.

Effectiveness: SAGA looks for evidence of a history of well-planned and effectively managed projects, appropriate partnerships and skillsets, and a solid plan for the proposed work.

Community Impact: We encourage programs that reflect and include the diversity of the Spokane community.

2 **GENERAL ELIGIBLE ARTS DISCIPLINES**

All arts disciplines are encouraged to apply including but are not limited to, visual, performing, literary, audio (including music), media arts, humanities, crafts and folk/traditional arts. Arts service organizations may also apply.

3 **GENERAL INELIGIBLE REQUESTS**

SAGA will <u>not</u> fund the following:

- Projects that do not directly impact Spokane
- Reimbursements for past projects or art works
- Tuition assistance for college, university or other formal course of study that generates course credit
- Capital campaigns or endowment funds
- Pass through grants
- SAGA will not fund program fees for artist residencies outside of Spokane (cost of the residency, travel expenses, etc.) One exception will be residency fees related to the material cost or exhibition/performance expenses for projects/performances that will take place in Spokane.
- Groups or Individuals who have been funded two consecutive years (regardless of round). Such applicants are asked to not apply to SAGA for three consecutive rounds before reapplying.
- Applications where significantly contributing artists are both not representing themselves AND are not directly and appropriately compensated with requested funding

4 | ELIGIBLE INDIVIDUALS, GROUPS, AND ORGANIZATIONS

SAGA provides grant funding to artists, arts service organizations, large and small organizations and collectives, community-based arts programs and organizations, and culture and heritage groups. All grant proposals from individuals and organizations must have artistic merit, solid management and a financial plan, and have an impact on the Spokane community.

Individuals

Application from individuals must be submitted by an individual working artist:

A "working artist" is defined as a person who has received training in an artistic discipline or tradition, and/or self-identifies as professional artist, meaning that they attempt to derive income from work in which they use their expert artistic practices and skills. While serious artistic activity performed as a hobby or as part of volunteer community service may be considered eligible, the most successful grant applicants will have demonstrated a history of artistic accomplishment and a sustained commitment to deepening and expanding their artistic work.

Must maintain permanent residency in the Spokane region during the grant award period.

Only one application total may be submitted per individual during each funding round.

Collectives

For the purposes of the SAGA process, a collective is defined a group of two or more artists who are working together, usually under their own management, towards shared aims.

Collectives do not have to possess a nonprofit status or have a fiscal sponsor.

Collectives can be small for-profit organizations.

Organizations

Arts organizations whose budgets are larger than $500K per fiscal year must be a 501(c)3 organization.

Mid-sized organizations whose budgets are smaller than $500K per fiscal year are not required to have a 501(c)3 status.

The following organizations are not eligible to apply for funding:

- Organizations that exclusively raise funds
- Organizations that require participation in religious services and/or education as a condition of receiving services
- Organizations that have discriminatory policies and/or practices on the basis of race, color, national origin, age, disability, sex/gender, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs.
- For profit organizations with an annual operating budget larger than $500k, and without 501(c)3 status.

5 | HOW TO APPLY

1. Go to the online portals found at https://spokanearts.org/apply-to-saga/
2. Choose your application. There are three categories of applications available online.
   - **Category 1** is for individuals
   - **Category 2** is for small to mid-sized organizations, collectives or groups with an annual budget of less than $500K per year (no 501(c)3 requirement).
   - **Category 3** is for large 501(c)3 organizations with a budget more than $500K per fiscal year.
3. Create a unique username and password through our SmarterSelect software.
4. Fill out the grant application form.
   a. Prepare a narrative description of your request and include information regarding how your proposal has artistic merit, solid management and financial plan, and will impact the Spokane community.
   b. Prepare your budget which includes details about income and expenses for your request. Organizations are required to submit an annual operating budget.
   c. Upload your artistic work samples. All samples should be clear, legible, and/or audible. Do not send reviews, catalogs, etc. as work samples. See more about Artistic Samples below.
5. Review your materials and application narrative, sign the agreement and submit.

6 | SAGA FUNDING PRIORITIES

SAGA will fund projects, arts education programs, exhibitions, artistic innovation, collaborations, events, production and venues, artist supplies, technical assistance, and operational support.

General categories SAGA may support:
Grant proposals may align with one or more of these categories, but applicants are not required to limit themselves to this list.
- **Arts participation:** Supports performances, exhibitions and/or lifelong learning programs
- **Accessibility:** Increases the availability of the arts, especially among underserved populations
- **Educational success:** Increases arts education opportunities for students.
- **Innovation:** Supports individual artists and/or the development of new creative works.
- **Artistic heritage:** Supports the preservation of cultural traditions such as projects in folk and traditional arts.
- **Cultural infrastructure:** Invests in cultural organizations, both established and emerging, via stabilization funding and networking support.
- **General operating support:** Strengthens an organization's ability to achieve their mission.

7 | ABOUT THE TYPES OF GRANT SUPPORT

SAGA accepts applications that ask for project support or general operating support.

Program/Project Support
These grants are restricted to a specific program or project that provides a direct benefit to the constituents to achieve measured results. Examples: Exhibits, concerts, performances, festivals, workshops, and readings are examples of projects eligible for funding through Project Support grants. Projects may also include, as a component of the project, consultant assistance related to improving the quality or management of arts programs, such as planning, marketing, and design of the project.

General Operating Support
Grants made to support day-to-day operations a nonprofit's mission rather than specific projects or programs. Or, in the case of an individual, grants made to support the artist vision or artist statement, along with day-to-day operation. This is also known as unrestricted or core support as it allows the grantee to use the funds to strengthen their core work or to further their purpose as they see fit.

Capital Support (CURRENTLY NOT ALLOWED UNDER SAGA)*
Most Capital grants are in the highest amounts within the arts sector, because small amounts for these types of expenses do not make an impact. Capital grants support:
- Equipment, furnishing, and other major material purchases
- Renovations, refurbishment, remodeling, rehabilitation, etc. for outdated facilities
- Construction of new facilities
- Land purchases
- Capital campaigns (formal approaches to major construction projects)
- Matching/challenge grants for capital campaigns

*If a portion of a project support or operating support proposal includes the purchase of equipment, this is not necessarily a Capital Grant. Please contact the Grants Administrator for questions at grants@spokanearts.org.

8 | HOW SAGA FUNDS

Grant Applications
- Grant applications are available three times per year (rounds) through an online grant application.
- Applicants can only apply using one application per organization/individual, per round.
- Applicants can apply again if they are not funded. Once funded, they may not apply again until the following year/ grant cycle.
- Applicants must submit at least one artistic work sample, which can represent past work or represent the proposal for which the grant will fund. This is a required component of applications and may provide the Selection Panel with a deeper understanding of the work.
- Funds are available within 20 days after the award announcement, and a signed grant contract (not a reimbursement), and no matching funds are required. Grants projects must be completed within one year of the award, and grant reports are required.

When to apply: Grant Cycles
SAGA grant cycles are for one year and begin in January. Funds are dispersed in three rounds. The grant deadlines for each round are:
ROUND 1 - February 1
ROUND 2 - June 1
ROUND 3 - October 1

Grant Funding Period
Selecting which grant round you apply for is very important. We generally allow a grant funding period of up to one year. For example, if you choose to apply in Round 3 and are funded Sept 1, you must complete your project/work and provide a grant report by Sept. 1 of the following year.

SAGA grants are non-renewable.

The one-year grant period is intended to allow an applicant sufficient time to plan, execute, and report out its project. If you get close to the end of your grant period and think you need more time, you may request an extension, but approval is not guaranteed.

As long as it meets all other eligibility requirements, an organization or individual may apply for another project the following grant cycle (year) even if a SAGA-supported project is still underway. Restrictions may apply. Please contact the Grants Administrator.

Grant Awards
- Grantees are required to sign a grant agreement before receiving their funding.
- Significant changes in the scope of the project/ proposal may result in cancellation of the grant. Grantees are required to contact Spokane Arts immediately if changes are necessary. If the original project for which funds were awarded is cancelled, the grant will be canceled.

Reporting on Grant Funds and Other Requirements
- Grant reports on how funds are used are due after the project is complete, and within one year from the date of payment/ grant-funding.
- Grant reports are available online at https://spokanearts.org/saga-resources/
- Grantees agree to be photographed and interviewed, and have a profile created for the Spokane Arts public website either before, during, or after they complete their project. This does not replace the grant report.

Managing Your Award/ Unacceptable Expenses

- Reimbursements of any kind outside of the grant period
- Taxes related to receiving your grant award (Grants are taxable income)
- Re-granting or scholarships
- Fees for residencies outside of the Spokane region
- Tuition that generates credit
- Grant writing expenses

9 | ARTISTIC SAMPLES

Artistic excellence is a high priority for SAGA. At least one work sample is required for all applications. The work sample must be submitted electronically through the online grant application. Much of the decision to fund a grant is based on the quality of the work samples. A strong work sample supports creative vision or thematic content described in the grant application narrative. Please provide a detailed description that may include a title, date, artist materials, and referencing the author/creator of the work.

File Types for Artistic Samples
File are listed in the grant application. Accepted file types: .doc .pdf .jpg .docx .ppt .gif .xls .pptx .tiff .xlsx .zip .bmp .csv .txt .jpeg .tif

Tips for your artistic samples:
If your work sample is accessible via the internet, you may submit a separate document that lists the website address and the specific URL for the work to be viewed.

The grant selection panel will generally have a limited time to review work samples. If your sample is part of a longer or larger work, be sure to indicate clearly which segments you believe would be most crucial for the panel to review.

Arts organizations presenting the performing arts are strongly encouraged to submit a video clip rather than still photos.

Literary projects may submit written materials in electronic format (PDF preferred).

10 | SELECTION PANEL AND REVIEW CRITERIA

The selection panel is made up of Spokane-based individuals with diverse backgrounds and experience in the arts. They base their decisions on the following criteria:

Review Criteria #1 Artistic Merit
Evaluation is based on evidence that the organization or individual is providing programs/services of high artistic quality. "Artistic" is defined as demonstrated mastery of skills and techniques, professional approaches to process and presentation, and/or communication of unique vision or perspective.

Review Criteria #2 Effectiveness (Management & Financial)
Evaluation is based on evidence that the organization or the individual has and/or will successfully carry out the mission or the project plan. Will include the ability to develop and organize the operational means necessary to support the activities and may include prior records of success and the soundness of the plan of action.

Review Criteria #3 – Community Impact (Service to Community)
Evaluation is based on evidence that the organization or individual is committed to serving the Spokane community. Community is defined as the constituents served by the applicant, and can be based on artistic discipline, geography, or it can be culturally-based.

CONTACT:
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https://spokanearts.org/saga-grants/