

**Snoqualmie Arts Commission (SAC)**  
**2020 Art Partners Program**  
**Request for Proposal**

(do not submit this page with the application)

**GENERAL INSTRUCTIONS**

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Please follow these guidelines when preparing and submitting RFP applications:

1. **Applications must be received by midnight on Sunday, March 8, 2020 at:** [Nsanders@snoqualmie.gov](mailto:Nsanders@snoqualmie.gov) .

**Email applications are preferred.**

Paper copies may be submitted in person at:  
Snoqualmie City Hall, 2<sup>nd</sup> Floor  
ATTN: Nicole Sanders  
38624 SE River St.  
Snoqualmie, WA 98065

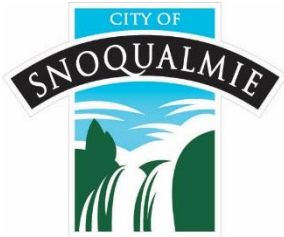
If mailed, applications must be *received* by the deadline.  
The City PO Box is 987, Snoqualmie, WA 98065

2. Use only the space provided on the application form – **DO NOT EXCEED THE SPACE PROVIDED.**
3. No type size smaller than 10 point.
4. Attachments are limited to three pages, and could include past works, photos or program examples the applicant considers significant.

**GENERAL CONDITIONS**

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1. Applications must be for art programming to occur with the City of Snoqualmie.
2. Applicants may submit applications for more than one art program in the 2020 year.
3. Matching funds and in-kind contributions are not required of program applications, but may be listed if pertinent.
4. Only applicants selected for the program will move forward for funding in the 2020 year. **Applicants will be notified if they are selected** by the end of the business day on Friday, March 13, 2020.
5. Funding will not be provided until after successful program completion, whereupon applicants will have to submit an invoice to the City of Snoqualmie.
6. Applicants will be required to have a current Business License and completed W-9 on file with the City of Snoqualmie prior to receiving funding.
7. Applicants will be asked to submit a report on art program activity after successful program completion prior to receiving funding
8. **SAC project funds must be expended within 2020.** Project funds will not be continued into 2020 for single-year projects, unless the applicant demonstrates a compelling reason for continuance of SAC funding.
9. Multi-year programs through 2021 are now accepted. Please complete the same application sections as single-year programs.



Date Received \_\_\_\_\_

For City Staff to Complete.

**Snoqualmie Arts Commission (SAC)  
2020 Art Program  
Request for Proposal Application**

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Proposed Program/Project Name: \_\_\_\_\_

Applicant Organization Name: \_\_\_\_\_

SAC Application Amount: \$ \_\_\_\_\_

*(Dollar amount requested from SAC to complete this program)*

Proposed Art(s) supported:  Visual  Musical  Performing  Other: \_\_\_\_\_

*(Check all that apply)*

Organization Type:  Non-profit\*  For-Profit Arts Organization  Individual \_\_\_\_\_

Other: \_\_\_\_\_

*\*Preference will be given to nonprofits with an arts-focus, and/or with experience in providing public arts programming.*

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT SUMMARY**

*In the space below, briefly describe the project including the type of art program proposed and expected program outcomes.*

### 1. EXPERIENCE

*Please describe applicant experience with providing arts programs, such as organizing and/or teaching classes, organizing dance recitals, hosting art walks in a neighborhood or merchant center, or experience in producing a theatrical production. Please only list experience relevant to the arts program for which you are applying.*

### 2. COMMUNITY BENEFIT

*The Snoqualmie Arts Commission is interested in supporting art programs that will benefit the community, and be accessible to its residents and visitors. How does the proposed program provide a community benefit? Examples of program services providing public benefit include free or discounted program admissions; free or discounted rental of facilities; educational services at public schools; and free distribution of resources such as art supplies following an arts class. Other services may also meet this requirement.*

### 3. SAC ASSISTANCE

*The Snoqualmie Arts Commission is interested in programs with a strong vision, and good grasp on logistics – proposals score better that consider program details, such as potential program location, the steps to secure a facility rental, program marketing, and who will manage the event. However, not all program details must be determined in advance. SAC has resources that may benefit art events to potentially improve success. Please note areas where you may wish program assistance in the space below; check all boxes which may apply.*

- |                                                                        |                                                                         |
|------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> A. Printing of supplies/promotional materials | <input type="checkbox"/> E. Ticketing assistance                        |
| <input type="checkbox"/> B. Design of promotional materials            | <input type="checkbox"/> F. Securing artists, musicians and/or teachers |
| <input type="checkbox"/> C. Volunteer staffing assistance              | <input type="checkbox"/> G. Providing refreshments                      |
| <input type="checkbox"/> D. Use of SAC tents and/or a-board signs      | <input type="checkbox"/> H. Securing facility space                     |

**Or -**  N/A. No SAC assistance is being requested for this program

Details for request:

**4. TIMING**

Is this for a single event or a series?  Single Event  Series  **Multi-Year Series\***

Proposed Date(s):  
*(Estimated date ranges, seasons and/or quarters acceptable)*

\*Multi-year programs through 2021 are now accepted. Please complete the same application sections as single-year programs.

**5. PROJECT BUDGET**

Add rows as needed

<b>ITEM</b> <i>Ie. facility rental, staffing, instruction fees, supplies, refreshments, etc.</i>	<b>How was this cost calculated?</b> <i>(Quote, estimate, past experience, etc.)</i>	<b>SAC Fund Request</b> <i>Expenses to be paid by this application</i>
<b>TOTAL REQUEST*</b>		<b>\$</b>

\* Total requested funds should match the request amount on page 1 of this application.

**-- Remaining sections are optional. Applicants may leave the following sections blank. --**

Matching funds are not required. However, if funding is not solely originating from SAC, please note other sources here.

<b>MATCHING FUNDS: Existing Sources</b>	<b>DATE</b> (Committed)	<b>DOLLAR AMOUNT</b> (Committed)

**6. IN-KIND CONTRIBUTIONS FROM PARTNERSHIPS (non-monetary contributions)**

In-kind contributions are not required. However, if the program will benefit from volunteers, donated facility space, donated supplies, or donated services (ie. design or marketing), applicants may note and estimate the value of contributions here.

<b>Brief Activity Description</b>	<b>Dollar Value of In-kind Contribution</b>	<b>Status</b> (Secured or Proposed)
<b>TOTAL</b>		

**7. ATTACHMENTS, Limit Three pages. Not required.** Applicants have the option of attaching past work or program examples deemed significant to the proposal, such as flyers, news articles, photographs or testimonials.