



# Washington State Arts Commission

## Creative Districts Capital Project Pilot Program Grant Guidelines

Washington State Arts Commission (ArtsWA) administers several grant programs providing support for arts and culture organizations and arts education. The information below is specifically for the Creative Districts Capital Project Pilot (CDCPP) program.

All grant proposals must be submitted electronically, through ArtsWA's online form. You must create a user name and password before entering your application if you have not used the system before. Applications will be accepted between July 15, 2020 and September 15, 2020.

[Follow this link to get to the grant application.](#)

### Program Background

#### Program purpose

The purpose of the Creative Districts Capital Project Pilot Program is to enable Washington State's eight (8) certified "Creative District" communities to make small-scale capital investments within the boundaries of their Districts. These projects will better enable those Districts to add community visibility, draw tourists, and bring in new activity and revenues.

The Creative Districts communities represent an impressive blend of Eastern and Western Washington, urban and rural, and medium- to small-sized cities and towns.

Projects include, but are not limited to, ready-to-go investments in wayfinding, lighting, signage, frontage improvements, electronic reader-board renovations, pathway connections, and more, all of which can be completed within the remainder of this biennium.

#### Steps in the grant process

**STEP 1: Decide whether your project is feasible and you can meet all the grant criteria**  
Before submitting your grant application, we strongly encourage you do your homework. Take a look at our timeline for awarding funds to make sure that it fits with your cash-flow needs. Also, make sure you can certify that you have matching funds available before you submit your application.

**STEP 2: Complete your application online**

The CDCPP Grant Application is available online! To apply, please follow the link here: [Creative Districts Capital Project Pilot Program Grant Application](#)

**STEP 3: Application review**

Grant applications will be reviewed by ArtsWA staff as they are received. All applications must be submitted electronically by September 14, 2020.

#### STEP 4: Execute a contract

If your project is recommended for funding, ArtsWA will draft a contract with your organization before your project can begin and funds are disbursed.

#### STEP 5: Begin project

Your project can begin after your grant contract is signed with ArtsWA.

#### STEP 6: Submit reimbursement materials

This is a reimbursement-style grant. That means no advance payments, but we've worked hard to make the paperwork straightforward. Funds will likely become available by Fall of 2020. Reimbursements can be submitted to ArtsWA on a quarterly basis.

#### STEP 7: Submit final report

When your project is complete by or before June 30, 2021, submit your project report to ArtsWA.

### Eligible organizations

Creative District administering organizations are eligible for the grant. The following types of organizations are eligible for this grant:

- Local governments (cities, towns, and counties)
- Nonprofits
- Special districts such as port, public utility, park and recreation, conservation, and school districts
- Tribal governments

The applicant must be the Creative District administering authority. This authority must certify that the final project will produce public benefit for at least five (5) years.

If the Creative District administering authority is not the owner of the property on which the project will be located, they must provide a binding partnership agreement with the property owner in order for the project to proceed. Applicants must demonstrate that their project will primarily benefit the community at large rather than the participating property owner's clients. *All* partnerships must provide a copy of an executed joint-operating agreement at the time of application that:

- Demonstrates that the final project will produce public benefit for at least 5 years
- establishes which party has authority to oversee execution of the project
- contains a contingency plan to address the possibility of dissolution or other change of ownership, with the objective being to protect public funds.

### Project length

Projects in the CDCPP must be finished by June 30, 2021. Final reports for projects are due to ArtsWA no later than June 30, 2021.

### Grant funding is reimbursed

For most grant programs, grant recipients must pay the bills and then request reimbursement for those costs. Grant funding is not awarded upfront, with rare exceptions.

## Prevailing wages

Creative District Capital Project Pilot projects are subject to Washington State prevailing wage laws. See [Washington State Department of Labor & Industries' website](#) for more information.

## Archeological surveys may be required

To protect archeological and cultural resources that may be damaged by construction, grant recipients must fill out a cultural resources form if they are disturbing land or buying land for later construction.

Governor's Executive Order 05-05 requires ArtsWA to send the information to the state Department of Archaeology and Historic Preservation and to consult with Native American Tribes. If a project is determined to affect resources, grant recipients may be required to conduct a professional survey or perform mitigation actions.

Please visit the [Department of Archaeology and Historic Preservation's Web site](#) for more detailed information.

Survey and Inventory Standards: [Washington State Standards for Cultural Resources Reporting](#).

## Creative Districts Capital Pilot Project Match Requirements

Most grants require applicants to contribute to the project by providing either cash or other resources, such as staff labor or donations. The CDCPP grant requires a 100% percent match, meaning the applicant must contribute at least the same amount as the grant.

ArtsWA grants are intended to be the last source of funding for a project. In other words, before the commission awards the grant, the required match must be secured so the project can move forward.

All matching resources must meet the following criteria:

- Be an integral and necessary part of the approved project.
- Be part of the work identified in the application and grant agreement.
- Be for eligible work types or elements.
- Be committed to the project. ArtsWA rules governing projects apply to the grant applicant's match.

Matching resources must not be used as match in another board-funded project.

## Eligible Match

A sponsor's matching share may include one or more of the following:

- Appropriations and cash
- Bonds—council or voter
- Donations—the value of using cash, equipment, labor, land, materials, property rights, or services
- Force account—the value of using sponsor's equipment, labor, or materials
- Proceeds of a letter of credit or binding loan commitment

## Not Allowed as Match

- Existing sponsor assets such as real property or developments.

- Costs that are double counted. (A cost incurred by a sponsor in a project that already has been reimbursed or used as match in another ArtsWA project shall not be used as a match on another ArtsWA project.)
- Costs that are not eligible for grant assistance.
- Costs that are not necessary or an integral part of the project scope.
- Costs associated with meeting a mitigation requirement unrelated to the funded project.

### Eligible costs

Capital budget funds may generally be used to pay for the following construction-related expenses incurred by the grantee:

- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review;
- construction labor and materials;
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management (*from external sources only*);
- initial furnishings;
- landscaping, and
- real property when purchased specifically for the project, and associated costs.

### Ineligible costs

All of our grants are intended to fund bricks and mortar. This is why the following costs are not eligible for reimbursement and *cannot be used to match state funds*:

- internal administrative activities;
- project management (from any sources);
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- mortgage or property leases (including long-term); and
- the moving of equipment, furniture, etc., between facilities.

### Match Availability and Certification

To help ensure projects are ready for implementation upon approval, applicants must have matching funds available for expenditure before the Arts Commission approves funding. All applicants are required to sign and submit Certification of Match forms to ensure their projects are included in the funding recommendations. Applicants are advised to plan for projects whose match depends on citizen votes or passage of ballot measures. This certification is required with project application.



ArtsWA may declare projects ineligible if there is no guarantee that matching funds are available. Those projects may be passed over in favor of projects with the match in place. Such decisions are based on the Arts Commission's confidence in the applicants' ability to have the match in place when required.

### Are in kind donations allowed? How should they be handled?

You may apply in-kind donations toward your match requirement. Eligible donations include property, labor (except when donated by applicant's paid staff), materials or equipment as long as their value can be properly assessed and documented. For example, the value of donated real estate must be documented by an appraisal performed by a certified professional appraiser or county assessment.

Professional labor is calculated as the rate a volunteer would normally charge for their services (must be documented with invoices). Nonprofessional labor is calculated at \$15/hour. However, we reserve the right to make the final determination regarding the acceptability of in-kind contributions.

The amount of in-kind labor or donations you can receive credit for in is capped at 25% of project costs, or up to 50% of total match requirement, whichever is lower. However, you can accept more than that in in-kind donations if it will help you to complete your project.

### Match Reduction

Some local agencies may reduce their match in the CDDPP if they meet any of the match reduction criteria below. In order to determine eligibility, applicant must refer to the [United States Census Bureau's Quick Facts website](#) to find appropriate information about their community. Other sources of data will not be accepted.

- **Communities in need;** A city, town, tribe, or eligible special purpose district with 20,000 residents or fewer and a median household income less than \$70,116 (the 2018 state median household income, according to the U.S. Census Bureau). See our policy below for complete details.
- **Underserved populations;** A city, town, tribe, or special purpose district with a median household income less than \$70,116 (the state median household income), and a project in a census block group where the median household income is less than \$49,081.20 (70 percent of the state median household income). See our policy below for complete details.

### Communities in Need

If the grant applicant administrator is in a city, town, tribe, or eligible special purpose district with 20,000 residents or fewer, and the median household income is less than the state median household income (\$70,116 as of 2018), the applicant's match is identified in Table 1.

Table 1. Minimum Match for Communities in Need Jurisdiction's Median Household Income as a Percent of State	
Median Household Income	Minimum Match Required
0-50%	50% (\$12,250 for 8-district grant pool)
50.01-60%	60% (\$14,700 for 8-district grant pool)
60.01-80%	75% (\$18,375 for 8-district grant pool)
80.01-99.99%	90% (\$22,050 for 8-district grant pool)

Additional requirements are as follows:

- At least 25% percent of total project cost must be provided in the form of a nonstate, non-federal contribution.

- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- If the jurisdiction is home to a college or university and 20 percent or more of the jurisdiction’s population is college-enrolled (as identified by the U.S. Census Bureau), the jurisdiction’s median family income, and state’s median family income shall apply in place of its median household income and the state median household income. Removing the college-enrolled population will result in a smaller population and therefore the jurisdiction may be eligible for a reduced match.

### Underserved Populations

If the grant applicant is a city, town, tribe, or special purpose district with a median household income less than the state median household income (\$70,116 as of 2018) , and the project is located in a census block group where the median household income is less than 70 percent of the state median household income, the following minimum match in Table 2 applies.

Table 2. Minimum Match for Underserved Populations Census Block Group’s Median Household Income as a Percent of State Median Household Income	
Percent of Income	Minimum Match Required
0-55%	50% (\$12,250 for 8-district grant pool)
55.01-60%	60% (\$14,700 for 8-district grant pool)
60.01-65%	75% (\$18,375 for 8-district grant pool)
65.01-69.99%	90% (\$22,050 for 8-district grant pool)

Additional requirements are as follows:

- At least 25% percent of total project cost must be provided in the form of a nonstate, non-federal contribution.
- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- If the jurisdiction is home to a college or university and 20 percent or more of its population is college enrolled (as identified by the U.S. Census Bureau), the jurisdiction’s median family income, and state’s median family income shall apply in place of its median household income, and state median household income. Removing the college-enrolled population also may qualify the jurisdiction for the community in need policy.

### Policy Intent

- Reduce the match required for smaller jurisdictions whose ability to raise match is constrained.
- For a low-income jurisdiction (city, town, tribal area, eligible special purpose district) of any population size, reduce the match required for projects in a census block where the income is less than the jurisdiction as a whole.
- Provide relief to agencies and organizations impacted by the COVID-19 pandemic so they can continue their investments in support of community development, and economic development goals.

### Application process

All grant proposals are reviewed by staff. The evaluation meetings and most of the application materials are open to the public.



### Page 1: Contact Information

This section includes basic information concerning your organization and proposal, including contact information and other pertinent data. This section must be completed in its entirety.

### Page 2: Project Description

Please answer thoroughly and to the best of your ability. Provide cross streets if there is no project address, the parcel number(s) of the project site, the name(s) of any organizations that will be doing the work, and their contact information.

### Page 3: Budget

When listing your project budget, *please use eligible costs only*. This will be different from your *total* project budget, and includes only capital costs that this grant can reimburse. For more information about what costs are eligible, please refer to above section.

### Page 4: Documents

The Documents section of the application is where you will upload the documents required or requested for the application. Please save forms or documents on your computer, complete and then upload to using the “Upload” button provided. All documents required for your project must be completed and submitted with the application. Failure to provide the requested documentation or providing inaccurate information may result in the proposal being disqualified.