



## **EDMONDS DIVERSITY COMMISSION & EDMONDS ARTS COMMISSION SMALL GRANTS PROGRAM**

### **Purpose of Grants Program**

To harness the power and enthusiasm of the local community and partner with local groups, agencies, organizations or individuals by providing funding to help make possible community programs, events and/or activities that engage, educate or involve the Edmonds community in ways that promote diversity, equity and inclusion. Projects that engage people through literary, performing, visual or media arts are encouraged.

### **Grant Monies Available**

Individual grant awards may not exceed \$500. Funding for these grants is through both the City of Edmonds Diversity Commission and the Arts Commission.

### **Grants Program Timeline**

Awards are for programs from July through December 2021. Applications are due by 4:30 pm, June 22, 2021.

### **Eligible Projects**

Programs, events or activities that engage the greater Edmonds community and promote diversity, equity and inclusion; priority will be given this year to support the needs of the community during COVID and in response to the heightened levels of community concern and engagement over racial justice and equity issues. Examples of such projects are:

- Speakers
- Films
- Discussion groups
- Readings
- Storytelling
- Educational opportunities
- Performance
- Community gatherings
- Installations

- Visual art
- Other types of community support during these times

Funds may be used for the promotion and/or production of the project, but may not be used for salaries; permanent capital acquisitions; or food, drink, prizes or other give-aways.

### **Eligibility Criteria**

- Projects must fulfill one of the stated “Purposes of the Grants Program”
- Projects must be located or take place within the City of Edmonds or directly engage the Edmonds community (if located beyond the City limits)
- Projects must not duplicate or supplant existing programs, events or activities
- While official nonprofit status is not required, grant recipients may not be for-profit entities
- Applicants must demonstrate how any grant monies will leverage other cash or in-kind contributions
- Projects must be completed within six months or by December 31, 2021 upon approval of grant award
- Recipients must include acknowledgement of funding from the Edmonds Diversity Commission, and / or the Edmonds Arts Commission including use of their logo, on all printed or e-materials

### **Diversity Commission Mission**

- Promote and embrace diversity, equity and inclusion through action, education, and guidance; foster an understanding that includes, accepts, respects and appreciates each individual member of our community by:
  - providing information, education, and communication that facilitates understanding of diversity, equity and inclusion and celebrates and respects individual differences;
  - recommending to the Mayor and City Council opportunities to promote programs related to diversity, equity and inclusion, and providing guidance to ensure an accessible, safe, welcoming and inclusive government and community; and
  - supporting, challenging, and guiding government and the community to eliminate and prevent all forms of discrimination.

### **Arts Commission Mission**

- The Edmonds Arts Commission exists to ensure Arts are integral to our community’s quality of life, economic vitality, and central identity:
  - supporting on-going and innovative programs, and access for all to the arts, the Edmonds Arts Commission promotes partnerships among the arts, business, government, educational institutions, and community residents;
  - collaborating enhances Edmonds’ reputation as an arts destination, and promotes tourism which strengthens our local base of artists and arts organizations.

### **Application Submittal**

Submit a PDF of the application form and any supporting materials to Megan Luttrell by email to [megan.luttrell@edmondswa.gov](mailto:megan.luttrell@edmondswa.gov). Questions regarding the process may also be sent to [Patrick.doherty@edmondswa.gov](mailto:Patrick.doherty@edmondswa.gov) or to [Frances.chapin@edmondswa.gov](mailto:Frances.chapin@edmondswa.gov) .

Second Round submission due by 4:30 pm, April 21, 2021

### **Application Review Process**

Grant applications will be reviewed by a subcommittee of each Commission working jointly to provide recommendations at the June Commission meetings, when grant award decisions will be made. City staff will review each request for compliance with applicable state and local codes or requirements. Award recipients will be contacted as soon as possible after Commission's decision in order to allow the recipients to proceed with the planning and production of their projects.

### **Disbursement of Grant Funds**

Grant funds will be disbursed on a reimbursement basis after delivery to the City of corresponding itemized invoices for eligible expenses, together with supporting receipts or other materials.

### **Post Project Reporting**

One month after completion of the Project, a final report will be sent to the City Diversity or Arts Commission. The report will include: description of the project's execution; outcomes; fulfillment of stated goals; estimated attendance, participation or reach; community benefits; financial statement of expenses and revenues, including use of grant monies.



**EDMONDS DIVERSITY & ARTS COMMISSION GRANTS PROGRAM APPLICATION FORM**

**Name of Project:** \_\_\_\_\_

**Date(s) of Project:** \_\_\_\_\_

- 1. Description of Project, including goals, expected attendance or reach (use additional sheets if necessary):**

- 2. Target audience (relevant to Edmonds):**

- 3. Project budget, including other sources of cash and/or in-kind funding, as well as requested grant funding (fill in below or use other sheets if necessary):**

**Revenue:**

**Expenses:**

**4. Past experience of organizers with this type of project:**

**5. Describe what would constitute a successful project:**

**6. Contact name(s) and information:**

**Signature of applicant Date**

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**Include letter(s) of support if applicable.**

**Anything else you would like to share regarding this application:**

Submit a hard copy or PDF of the application form and any supporting materials to Megan Luttrell, 121 5<sup>th</sup> Avenue North, Edmonds, WA 98020 or by email to [megan.luttrell@edmondswa.gov](mailto:megan.luttrell@edmondswa.gov). Questions regarding the process may also be sent to that email address.