



City of Bainbridge Island
Bainbridge Island Arts and Humanities Council

Cultural Funding Policy

Purpose of City of Bainbridge Island Cultural Funding

The purpose of the City of Bainbridge Island (COBI) Cultural Funding is to use Bainbridge Island tax dollars to support and sustain the operations of cultural non-profit organizations on Bainbridge Island. A further goal of Cultural Funding is to increase inter-organizational planning and collaboration, in the spirit of the Cultural Element, which is part of the City's Comprehensive Plan.

General Policy

The Bainbridge Island Arts and Humanities Council (BIAHC) is designated as the official body of the City of Bainbridge Island (COBI) empowered to act on all matters pertaining to the development, enrichment, and support of the arts and humanities within the City. Requests for Cultural Funding dollars will be combined by BIAHC in a unified arts and humanities budget for consideration by the Mayor and City Council.

Allocation of Cultural Funding dollars will be made once per year to Bainbridge Island arts and humanities organizations that meet certain eligibility requirements (see below).

BIAHC has a fiduciary responsibility to the City and the community; all are responsible for ensuring the highest and best use of City funds for arts and humanities services that meet the needs of the community.

Eligibility

To be eligible to receive Cultural Funding, an applicant must satisfy the following criteria:

- as part of core mission, provide cultural services to Bainbridge Island residents in the **Arts** (education, participation, presentation, and/or performance opportunities in art, dance, music, theater) or **Humanities** (education, participation, presentation, and/or leadership opportunities in the study of the classics, history, language and literature, religion and philosophy, and cultural studies);
- be a non-profit organization with 501(c)3 tax-exempt status;
- have an organizational bank account; and
- have a record of providing these services on Bainbridge for at least two years.

Application and Review Process

The application and review process consists of six steps:

1. Each interested organization must complete an application which (a) requests funds for services and operations, and (b) must be submitted in accordance with published criteria and deadlines.
2. This application is then reviewed by BIAHC staff for completeness.
3. BIAHC forwards membership recommendations for a Cultural Funding Advisory Committee to the Mayor for approval.
4. The Cultural Funding Advisory Committee then evaluates all Cultural Funding requests by (a) scheduling interviews with representatives of each organization and reviewing all submitted applications so as to explore the organization's plans in detail, and (b) weighing the proposals, considering each proposal on its merits and drafting recommended allocations for review by the BIAHC Executive Committee.
5. The BIAHC Executive Committee reviews and combines the recommended allocations with the recommended allocation for BIAHC-administered COBI programs in order to create a single arts and humanities services budget.
6. This proposed budget request is then submitted to the full BIAHC board for review and adoption. The adopted budget request is then sent to the Mayor and City Council for approval and inclusion in the City's annual budget.

Criteria and Considerations

Many factors are considered in reviewing and acting on requests for Cultural Funding. The following objectives are primary criteria used to evaluate proposals:

- The applicant's capacity to achieve its mission and goals
- Whether the applicant organization's goals spring from and speak to the Cultural Element of the City's Comprehensive Plan.
- Whether the requested funding will improve the capacity of the organization and the effectiveness of services (capital improvements are not eligible).
- Whether the organization demonstrates cooperation and collaboration with other organizations to ensure maximum reach and avoid duplication.
- Whether the request details numbers to be served and numbers potentially impacted by the proposed services.
- Whether the request is in accordance with the organization's specific overall projects and needs.
- The organization's history of providing services to the community. While organizations not previously funded are encouraged to apply, evidence of sustainability will figure prominently in decision making. Management capability, financial management, and board support are taken into consideration.

The following additional criteria are also used to evaluate proposals:

- **Organizational Strength and Capacity** Funding is generally limited in the first year an organization receives COBI funding (between \$1,000 and \$10,000). This provides an opportunity to assess the organization's accountability, capability and sustainability. Management capability, financial management, as well as board make-up and involvement, are all taken into consideration. Once a positive track record of good management is established, funding levels may to increase.
- **Efficient Use of City Resources** Proposals must be realistic within available COBI resources. Efforts are made to balance organization requests within the current COBI financial situation. Value is placed on being efficient as well as effective with COBI funding.

What may be funded

General operations:

- wages not tied to a specific program or project
- rent/mortgage; utilities
- administrative expenses (i.e., copier leases)

Creating organizational capacity

- board and/or staff development

- long-range planning
- technology skills training
- technical assistance for arts management development
- purchase of permanent equipment

What will NOT be funded

Specific programs or projects (these are funded through the Arts and Humanities Fund, private donations, specific grants, or other funding sources)

- concerts or performances
- theater productions
- visual arts exhibitions
- poetry and literary readings
- literary publications or anthologies
- production costs, including artists fees for festivals or performances, professional composers, costume or set designers, choreographers, performers, curators, etc.
- art acquisitions
- royalties, rentals of music, equipment
- broadcasts on the arts, audio performance productions, art films, or art videos
- community artist residencies

Special events (i.e., fundraising events)

Capital projects, capital campaigns, renovation, remodeling, restoration, or new construction of buildings

Activities that have already occurred

Requests to cover previous losses incurred by the organization

Individuals, or individual scholarships, or academic tuition

Activities which are predominantly religious or sectarian

For-profit organizations

Matching Requirements

The expectation is that Cultural Funding will be leveraged with matching funds from other sources. Each organization must demonstrate other stable funding sources.

Final Report Requirement

Each funded organization will produce a final report, which is required for eligibility in future year allocations. This process will be administered and facilitated by BIAHC, with an annual outcome-based summary report to the City of Bainbridge Island.