



How to Submit Your Application

Use the space provided. This application should not exceed 3 pages total. Submit *one signed copy*.

E-mail: Kristi.Woo@seattle.gov **IMPORTANT: If e-mailing, you must scan or fax signed page 3.**

Mail to: Office of Arts & Culture, smART ventures, P.O. Box 94748, Seattle, WA 98124-4748

Contact & Project Information (please be as complete and specific as possible)

Applicant Name (individual or organization):

Are you applying with a fiscal sponsor? If Yes, NAME:

Project Contact Person:

Position/Title:

Mailing Address:

City:

State:

Zip:

Phone (work or daytime): ()

E-mail:

Applicant neighborhood:

Neighborhood of Project:

Person who will sign contract and invoice ("Authorized Representative") if different from Applicant or Contact person:

For organizations, Tax Identification # (Individuals will be asked for a Social Security # if funded):

Are you now being funded by another program of the Office of Arts & Culture? Yes No

If Yes, what program?

Have you had a phone consultation with a project manager? Yes No

Project Manager Name:

Does this project require insurance? Yes No

Project Title:

Amount Requested: \$

Does this project represent any underserved group(s) or communities of interest? Yes No

If Yes, please name:

Project Start Date:
(The first date your project is accessible to the public)

Project End Date:

Location:

Event Date(s):

Ticket Price(s):

Description of Project Tell us about your project, opportunity or event. List key activities and goals.

Individual/Organization Name:	
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Project Impact – What will be accomplished? Who will be served?

- 1) Talk *specifically* about how your project will fulfill one or more of the following smART Venture goals:
 - **Audience Expansion:** Reach underserved artists and/or audiences.
 - **Artistic Innovation:** Use arts in a distinct way.
 - **Community Impact:** Use arts or culture to address a community need or build community.
- 2) Describe exactly how you will reach your intended audience.

Project Feasibility

Tell us why you believe you can complete this project. (May include qualifications, past success, strong partnerships or supporters, taking advantage of an existing event, etc.) List key participants or partners.

Need for smART Ventures funds

What will the requested funds be used for? (Cannot be used for equipment purchases, food/drink or fundraising.)

****Supporting Material:** Attach *no more than two* pieces of supporting material – a sample of artistic work, brochure, newsletter, past review, support letters – to your completed application or paste a link to your supporting material below.

Optional website link:

Optional YouTube/audio link:

Individual/Organization Name:	
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[Click here to view a Sample Budget](#)

Budget – EXPENSES *Non-Cash = expenses you would normally pay cash for, but which are being donated.

ITEM (PLEASE GIVE DETAILS – e.g. 3 artists x \$25 per hour)	Cash	Non-Cash*
1. Project Staff/Personnel (Non-Cash includes volunteers contributing time)		
2. Materials/Supplies/Rentals		
3. Publicity/Marketing		
4. Other (such as transportation; business license fees; insurance, if needed)		
Subtotals, Cash + Non-Cash		
TOTAL EXPENSES (Cash + Non-Cash = Total Expenses. Total Expenses must equal Total Income)	\$	

Budget – INCOME * Non-Cash: any donated portion of your budget that you're not having to use cash for.

Non-Cash Income should equal the amounts shown above under Non-Cash Expenses.

Income Source (list applicable sources)	Cash	Non-Cash*	Confirmed (Yes/No)
Ticket Sales (State how many tickets you expect to sell to raise the income shown - e.g. 200 tickets x \$15): Other (explain - concessions, ads, T-shirts, CDs)			
Donations from Individuals			
Donations from Businesses, Foundations, other Government sources. (list)			
Other (list)			
smART ventures funding request			
Subtotals, Cash + In-Kind			
TOTAL INCOME (Cash + Non-Cash = Total Income Total Income must equal Total Expenses)	\$		

By signing, I declare that the above information is true and accurate to the best of my knowledge.

Signature of Applicant or Authorized Representative

Date

If you are e-mailing your application, scan the signed page or fax to (206) 684-7172.