



GRANT GUIDELINES

SUPPORT FOR THE ARTS IN BOTHELL

Bothell strives to be a vibrant, inclusive, and thriving creative community. The Bothell Arts Commission advances this vision by connecting, supporting, and inspiring the community through arts and culture. Adopted by the Bothell City Council in 2020, the **Cultural Plan** guides the Commission's work and provides the framework for this grant program.

This program supports individual artists and cultural arts organizations whose primary focus is the arts and who are interested in developing innovative projects that honor cultural diversity, build community through the arts, and spark creativity. All projects must include a culminating event, presentation, or other public benefit that serves Bothell residents and visitors.

Cultural arts organizations are eligible to apply. However, individual artists and cultural arts organizations based in Snohomish County that are not eligible for Doors Open funding will receive three additional points in the scoring rubric. With funding available through the **Doors Open** initiative, cultural arts organizations based in King County are encouraged to explore additional funding opportunities by contacting **4Culture**.

Grant awards are between \$500 to \$10,000. All grant recipients will be required to produce a public benefit as a culminating event to their project and submit a final report in order to secure awarded funds. Grant recipients are paid on a reimbursement basis after the submission of their final report.

WORKSHOP

September 23, 2026

GRANT DEADLINE

October 16, 2026

CONTACT

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425.471.9303

PROGRAM OVERVIEW

The Bothell Arts Commission offers grants to individual artists and creative arts organizations to support the creation of new work, pursue artistic opportunities, purchase materials, activate public spaces with temporary public art, and more—all in service to Bothell residents and visitors. Funded through public funds, this grant program aims to foster innovative projects that deepen appreciation for Bothell's growing, vibrant, and culturally rich community.

Eligibility – Who May Apply

- Individual artists and cultural arts organizations seeking support for their art.
- You do not have to be a Bothell resident to apply; however, your public event must benefit Bothell residents and take place within **Bothell's Municipal Urban Growth Area.**
- A City of Bothell business license may be required.

Public Funding is Public Benefit

Projects must provide public benefit. The Bothell Arts Commission uses public funds to administer this project, and our goal is to put it back into the community.

Examples of public benefit include:

- Free or reduced-cost access to artistic and cultural performances, exhibitions, workshops, trainings, screenings, neighborhood activities, park events, or public readings.
- Digitally accessible materials, including literary publications and audio/video/film recordings, and other creative productions.

Grant Funds May be Used for

- Artistic performances such as theatre, music, original readings or dance.
- Improved arts and cultural opportunities for artists and audiences for and from diverse communities.
- Educational and participatory opportunities in the arts for youth, seniors, or underrepresented communities.

- Increased access to arts and cultural events and activities by providing free or discounted tickets.
- Temporary Public Art - Contact staff to request a list of potential sites for consideration.

Funding Restrictions Include

- Public activities occurring outside **Bothell's Municipal Urban Growth Area.**
- Projects devoid of public benefit for Bothell residents.
- Private events that are not open to Bothell residents.
- Content either supporting or in opposition to a political or religious viewpoint.
- Art and cultural arts activities that have already been presented to Bothell residents.
- Permanent Public Art or art projects tied to capital construction.
- Employees, elected officials, and boards/commissions/committees representing the City of Bothell.
- Cash awards or scholarships to individuals, or to individuals under the age of 18.

Application Review Process

The Bothell Arts Commission approves awards for projects that are reviewed by a panel of peers who assess your application. Each year a new panel is selected to mitigate bias. This panel is comprised of arts professionals who make recommendations based on the quality of each application. All applications are competitive, and the panel uses a rubric according to the criteria of the program.

TIMELINE

Applications must be submitted electronically by 11:59pm PST on the application due date or it will not be considered by the panel.

September 23, 2026	In-Person Workshop
October 16, 2026	Grant applications must be submitted electronically via the CAFE platform by 11:59pm PST.
October 16, 2026	Panel review
November 19, 2026	Panel recommendations to Bothell Arts Commission for final approval.
November 23, 2026	Applicants notified of final selections.
December 2026	Artist Contracting
Dec 1, 2027	Project completion and final reporting.



Workshop

An optional in-person workshop is scheduled for Wednesday, September 23 at Bothell City Hall in room 101 from 6:00 pm to 8:00 pm. If you're interested in participating but cannot attend in-person, please contact denae.mcgee@bothellwa.gov to request a virtual TEAMS meeting invite.

Funding

Grant recipients receive \$5000 on average; although, past awards have ranged from \$500 to \$10,000.

Timing of Project

Projects must be completed with final reporting no later than December 1, 2027.

Payment

Reimbursement will be issued upon project completion and submission of a final report. Exceptions may be made, particularly for artists who require supplies to complete their work. All invoice requests submitted prior to the final report must include receipts. Payments will not be made to individuals under the age of 18.

Other Requirements/Considerations

- ❑ Your public benefit may require an event permit. Click [here](#) to learn more.
- ❑ Award winners will be required to sign a contract with the City of Bothell and submit a W-9.
- ❑ Liability insurance listing the City of Bothell as additionally insured is required if your event occurs on city owned property.
- ❑ A business license may be required if your public benefit exceeds \$2,000 in revenue.
- ❑ Acknowledgement of this award on all marketing materials, signage, and digital media.

Evaluation Criteria

We fund these grants through a competitive process. The panel will evaluate your application using the following:



Artistic Innovation

- ▼ Quality and assurance the proposal can be executed within the time allowed.
- ▼ Innovative approach to foster creative and civic participation by Bothell's residents and visitors, including underserved or underrepresented communities.
- ▼ New art or cultural art offerings and opportunities not regularly available to residents or visitors.

Public Access and Benefit

- ▼ All projects must take place within **Bothell's Municipal Urban Growth Area** and be accessible to the public.
- ▼ Only new or existing projects with a new component will be considered. Projects that have already been seen by residents of Bothell will not be considered.
- ▼ Priority may be given to individual artists and cultural arts organizations residing in Bothell.

Project Feasibility

- ▼ Demonstrated experience to accomplish the scope and scale of the project.
- ▼ Evidence of thoughtful planning including a clear understanding of the goals and process for evaluation by the panel.
- ▼ Realistic budget and timeline.

GET HELP

For more information, or to discuss your project, call 425.471.9303. Staff is also available to review applications and budgets before the grant deadline. Please plan ahead and start early! While staff will do their best to accommodate review requests, we cannot guarantee availability, particularly within 24 hours of the deadline.

READY TO APPLY?

Complete the entire form and submit it along with all required supplemental materials by clicking [here](#) to access the application. Incomplete applications will not be considered for panel review. If your application is advanced to the panel review stage, additional information or clarification may be requested.