OPEN FOR ARTS
GRANT APPLICATION GUIDELINES

Funding Application Due: TWO (2) MONTHS PRIOR TO THE START OF THE EVENT OR PROJECT DATE

PURPOSE

The City of Burien Arts Commission's ***Open for Arts*** program offers small grants to individuals, organizations, and community groups for arts and culture projects and events that serve the general public in Burien.

Open for Arts grants are intended to support projects and events that create arts and cultural impact within the city of Burien, including the development, production, and presentation of art by Burien artists and public arts and cultural activities.

These grants may also be used to fund unforeseen opportunities that fall outside of the traditional Burien Arts and Culture Grant timeline, support arts programming that is new to Burien, or support arts programming by ethnically diverse or underserved communities.

LEVEL OF FUNDING

- Burien Arts Commission will offer ***Open for Arts*** grants as funds are available and budgeted for the calendar year.
- In 2026, the total funds available are **$5,000**.
- **$1,200 maximum per award**

APPLICATION DEADLINE

- Applications for ***Open for Arts*** grants are first-come, first-served and will be reviewed as they are received, year-round until the annual funds are distributed.
- Applications must be received at least two (2) months prior to the start of the project or event date.

ELIGIBLE APPLICANTS

- Individuals, groups, and neighborhood or business organizations seeking funding for an art project or cultural event*
- Independent artists working in all mediums*
- Arts and cultural organizations, including professional and community-based group*
- IRS 501(c)(3) not-for-profit status is ***not*** required.

* *Artists, groups, and organizations that are currently funded by a Burien Arts & Culture Grant are eligible to apply.*

APPLICANT REQUIREMENTS

- Proposed projects must take place in Burien within the calendar year of the application.
- Proposed projects must serve and be accessible to residents of Burien.
- Independent artists must present works to the public.
- Applicants may NOT submit more than one ***Open for Arts*** application to a City of Burien Arts Commission funding program in one calendar year.
- If you are awarded an ***Open for Arts*** grant, you may apply again twelve (12) months from the submission date of your previous application.
- Funding is given to projects that involve Burien-based artists and organizations, or programs that benefit Burien residents.
- Applications by organizations and individuals not yet funded by the City of Burien will be given priority in consideration, however all interested parties are encouraged to apply.

FUNDS MAY BE USED TO:

- Produce performances, exhibits, special events, or programs that bring arts or cultural experiences to Burien residents.
- Provide opportunities for independent artists to develop and present work in all media.
- Improve access to arts and cultural opportunities for artists and audiences from diverse communities including participatory and educational opportunities for youth, seniors, multicultural communities, and special populations.
- Increase access to arts and cultural events by providing discount tickets and/or free educational programs.

FUNDING RESTRICTIONS

Due to city, state, and federal regulations and established Burien Arts Commission policy, the following are **NOT** eligible for funding:

- Purchase of equipment or real property
- Purchase of food or beverages
- Scholarships or tuition assistance
- Projects that have already been completed
- General operating support
- Religious services
- Political events
- Events in which fundraising is a primary purpose
- For-profit projects
- Capital construction projects
- Projects exclusively or primarily benefiting the membership of the organization or those which preclude reasonable access by the general public
- Projects permanently located within privately owned facilities

REVIEW CRITERIA

Project Impact/Public Benefit

- Arts and culture access for new or diverse audiences

- Unique or innovative ideas
- Artistic development
- Number of people the proposed project will serve

Feasibility

- Ability of the applicant to accomplish the project
- Well-developed plan
- Realistic budget and timeline

Need for Services/Urgency

- Evidence of public interest or demand for the service
- Availability of comparable services locally
- One-time opportunities
- Projects that need start-up funding or final investment

PROJECT FUNDING DETAILS

If your project is funded:

- You will be asked to contract with the City of Burien and to complete your project by the end of the calendar year.
- You will need a Social Security number or Federal Tax Identification number issued by the Internal Revenue Service.
- Liability insurance may be required, depending on your project.
- You must credit the City of Burien for support on promotional and archival materials.
- You will need to submit an invoice and a brief final report to receive payment.
- **Grant award payments will be made after projects are complete, not in advance.**

TIPS AND HOW TO APPLY

- Start the application process as far in advance as possible.
- Review the guidelines and application requirements to prepare your materials in advance.
- Speak with a project manager to discuss your idea. This initial consultation will answer your questions and help you write a competitive application. After you have read the guidelines and application, contact **Caroline Bobanick** at **Carolineb@burienwa.gov** or (206) 391-6605.
- Optional but encouraged: include samples of up to three completed projects and/or supporting materials (artist resume, press clippings, letters of support).
- **Submit your application at least (2) two months prior to your project start or event date via our online application portal:**

https://form.jotform.com/240596624536059

QUESTIONS ABOUT YOUR APPLICATION?

Contact Caroline Bobanick, Recreation Supervisor
Carolineb@burienwa.gov