



ARTS BUILDING PROJECTS

2008 Arts Cultural Facilities Program Application

4Culture, the Cultural Development Authority of King County
101 Prefontaine Place South, Seattle, WA 98104

206 296.7580
www.4culture.org

Deadline: **Deliver or postmark by January 22, 2008. PLEASE CONTACT STAFF TO ALERT US OF YOUR INTENT TO APPLY BEFORE January 7, 2008**
Note change to Jan 22!

INSTRUCTIONS

- Read the *Cultural Facilities Program Guidelines* before filling out this form.
- Talk with 4Culture staff before submitting this application!
- Answer all questions **in the space provided**. Do not reduce type or use smaller than 10 point type.
- Signatures of director and board president required.
- Submit **one original plus 8 copies** of the application. DO NOT STAPLE. PLEASE 3 HOLE PUNCH.
- Submit **two sets** of required support materials.

1. Applicant

Organization Name:	
Director: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Title:
First Name:	Last Name:
Name of Primary Project Contact:	First/Last Name:

County Council District Number:

THIS IS REQUIRED INFORMATION

Call King Co. Records and Elections at 206 296.1581 to verify your Council District or visit <http://www.metrokc.gov/mkcc/distmap.htm>

Address:		City:	Zip:
Area Code:	Phone:	e-mail:	
Area Code:	Fax:	http://	
Date of Incorporation: / /	Previous Fiscal Year's Operating Expenditures	\$	
Federal Tax ID#:	Previous Fiscal Year's Revenues	\$	
State Legislative District:	Fiscal Year End Date: / /		

3. Project Information

Project Title:
Short summary:

HOW MUCH FUNDING ARE YOU REQUESTING? \$

ENTIRE PROJECT BUDGET: \$
(all sources of funds)

Project Location:

How will 4Culture's funds be used?

<input type="checkbox"/> HAVE YOU COMMUNICATED WITH US ABOUT THIS PROPOSAL? (MANDATORY!)
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1. Threshold Requirements

Describe how your organization meets the eligibility requirements

A. Two Year Operating History

Organizations must have at least a **two-year operating history** as a legally constituted entity.

Please provide your date of incorporation:

B. Site Control

Organizations must have **site control** through ownership or a long-term (5 year plus 5 year extension) lease.

Answer whichever of the following questions applies to your request:

If you are applying for funds to renovate a leased facility:

- Address of Property:
- Name and address of facility owner:
- What is the term of your lease? *Example: 5 yrs starting 2001 w/5 yr extension*

Attach a copy of the agreement governing your use of the facility as (label as Attachment F)

If you are applying for funds to purchase, construct, or renovate a facility you own:

Address of the building or property:

Are there outstanding mortgages or loans secured by the property?

C. Financial Statements: Organizations with operating budgets larger than \$2 million are required to submit an audit. Organizations with budgets less than \$2 million may submit an audit, compilation OR the organization's 990 Federal Tax Return.

Financial documents MUST PERTAIN TO THE ORGANIZATION'S MOST RECENTLY COMPLETED FISCAL YEAR. Any documents for earlier fiscal years will not be accepted without special permission.

Indicate which document is being submitted and include it as **Attachment D**

- Audit* *Review/Compilation* *Form 990*

Cities and other public agencies may submit a copy of their "Independent Auditor's Report on Financial Statements and Additional Information" in lieu of the complete audit document.

D. Planning A long range or strategic plan is required for all building project applications.

For the purposes of this program, a strategic plan is defined as: the programmatic, administrative, and fiscal goals an organization expects to achieve in the next three to five years and the specific actions that will be taken to achieve them. *Please attach a copy as Attachment E.*

When was your strategic plan last updated and approved by the governing body?

E. Other plans Fundraising or Project Feasibility plans and business plans for the completed project are desirable, especially for requests above \$25,000. *Please attach copies as Attachment I.*

2. Your Organization:

A. Mission, Goals, and Services. *Describe the mission and goals of your organization. Describe the principal cultural programs and services your organization provides, and your major recent accomplishments, including any previous building projects.*

B. Community Outreach. *Describe your organization's community outreach activities, including efforts to expand and/or diversify your visitors, membership, staff, and/or leadership. Is this community engaged in planning for your project?*

3. Your Project:

A. Description: *Describe the project for which you are seeking funds. Explain why it is a high priority for your organization, how you're planned for it, how it will impact your organization internally.*

B. Key Project Participants. *Include members of your staff, both paid and volunteer; outside consultants; design team; project manager; and their respective qualifications and responsibilities. Tell us why they are qualified/what role they will play in this project. Please include resumes for each as **Attachment B**.*

C. Community Need and Impact. *Describe the benefits this project will provide externally to the community. How will the project contribute to the cultural vitality of this region?*

D. Post-Project Maintenance and Operation. *How will the project affect your operations during and after construction/renovation or purchase? For example, will the project change the type or frequency of programmatic activities, raise or lower maintenance costs, reduce or increase staff levels, etc? Explain how additional needs such as staff or operating expenses will be met.*

4. Budget Development and Funding Strategy

A. Budget and Fundraising Plan. *How and when was the budget developed? Explain how the cost estimates were determined. Describe your organization's fundraising plan for this project including its goals, timeline, and progress to date. Be as specific as possible about the sources you will approach. Identify major in-kind donations you have received or anticipate receiving.*

B. Contingency Plan. *Explain how you will change the project scope of work if you are unable to raise the total amount required for completion of your project as planned.*

C. Project Update. *If this project has previously been awarded funding from this program, please answer the following questions: What additional funding or in-kind contributions have been secured since you last received funding? What work has been completed? Have there been changes in the project timeline, scope, or budget?*

D. Other King County Support. List any King County support (4Culture, its former agency, or County Council) received over the past three years. Please list funding program, year, amount, and project title. IF YOU HAVE OPEN CONTRACTS FOR OTHER PROJECTS. GIVE REASONS AND TIMELINE FOR COMPLETION.

5. Project Budget. Double-click embedded Excel file to complete Project Budget.

NOTE:

MAKE SURE YOU DOWNLOAD AND PRINT THIS EXCEL SHEET SEPARATELY TO INCLUDE IN YOUR PROPOSAL
THERE ARE 2 EXCEL WORKSHEETS IN THIS FILE (WORKBOOK). MAKE SURE TO FILL OUT BOTH THE EXPENSE SHEET AND THE INCOME SHEET (2 PAGES).



5. Project Budget

6. Operating Budget. Double-click embedded Excel file to complete Operating Budget.

DOWNLOAD AND PRINT THIS EXCEL SHEET SEPARATELY TO INCLUDE IN YOUR PROPOSAL



6. Operating Budget

7. Final Checklist

Application

One original and 8 double-sided copies. Please clip together rather than stapling. PLEASE 3-hole punch.

Illustrations

You may attach up to two 8 ½ x11 or two 11x17 pages **to each of the 8 copies of the application**. The purpose of these illustrations is to help reviewers better visualize your project. Suggested submittals include: site plans, floor plans and/or elevations for new construction, images of buildings proposed for restoration or purchase, and/or schematic plans for exhibits.

Budget Information

MAKE SURE YOU DOWNLOAD AND PRINT ALL APPROPRIATE EXCEL BUDGET SHEETS

- 1. Project EXPENSE for building projects
- 2. Project INCOME for building projects
- 4. Organizational 4 year operating budget
- 5. Notes to operating budget

Attachments

Include two sets of attachments unless otherwise noted.

Check the attachments you have included and label each attachment with the indicated letter.

Required for EVERY Application

- A. List of board of directors, including professional affiliations and length of service
- B. Resumes for key project participant identified in question 3.D.
- C. Copy of IRS determination letter
- D. Financial Statements for the most recently completed fiscal year w/Board Resolution accepting them
- E. Long Range/Strategic Plan document
- F. Copy of current lease (if renovating leased facility). If your application is to purchase real property contact staff to discuss what documents will be required as part of your application.

Optional

- G. Evidence of Community Support
- H. Illustrations / Plans / Schematic Drawings (in addition to any attached with the applications)
- I. Planning/Feasibility/Fundraising Studies

Signatures

Each signatory declares that s/he is an authorized official of the applicant organization or individual representative, is authorized to make this application, and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

A. President of the Board of Directors

B. Organization President, Executive Director or Managing Director*

**If the organization does not have a director on staff, a second member of the Board with fiscal authority should provide the second signature.*