



CULTURE

KING COUNTY LODGING TAX

2008 Arts Cultural Facilities Program Guidelines

SAMPLE

Note Change in Date
Due to MLK Holiday!

DEADLINE JANUARY 22, 2008

Debra Twersky, Program Manager

debra.twersky@4Culture.org

206 205.8558

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Bill Whipple

Public Art 4Culture

101 Prefontaine Place South
Seattle WA 98104
Phone 206.296.7580
Fax 206.296.8629

4Culture Offices

firstname.lastname@4culture.org

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4Culture is a unique integration of the arts, heritage, preservation and public art; committed to advancing community through culture. Public exhibitions and performances, public art, preservation of significant sites and interpretation of local history deepen our connections to the places in which we live and work. 4Culture stimulates cultural activity and enhances the assets that distinguish a community as vibrant, unique and authentic.

Meetings of the 4Culture Board and Advisory committees are open to the public. For more information visit www.4culture.org or call 206.296-7580.

MESSAGE FROM THE DIRECTOR

4Culture is pleased to offer the guidelines and application for the Arts Cultural Facilities Program, our first funding opportunity of 2008. The funds we provide come from a portion of the lodging taxes collected in King County, and the use of those taxes for culture is scheduled to stop after 2012.

Bringing back Lodging Taxes for cultural use is a high priority for this organization, since this dedicated revenue supports our build community throughout the county. 4Culture supports Arts, Heritage, Historic Preservation and Public Art projects - all key elements to developing and defining suburban and regional identities.

The Arts and Heritage Cultural Facility programs support critical spaces in every community that allow the arts to flourish and provide places for us to learn about and enjoy our past. 4Culture also operates a public visual arts gallery; sponsors the King County Performance Network; publishes artist rosters; installs poetry and art on Metro buses.

We work with Local Arts Agencies in 19 communities and we engage artists, arts administrators and elected officials in civic dialogue to make sure that the arts are at the table when policy decisions are made in King County.

We are privileged to have dedicated volunteers who serve as peer review panels, Advisory Committees and Directors, who will work diligently to evaluate each and every proposal for Construction and Equipment this year. On behalf of them and our staff, I thank you for the work you do to make the arts flourish.

Jim Kelly
Executive Director

OVERVIEW OF THE ARTS CULTURAL FACILITIES FUNDING PROGRAM

The 4Culture Arts Cultural Facilities Program enhances the cultural life of King County citizens by funding the purchase, design, construction, and remodeling of buildings used for performing arts, visual arts, and cultural activities, and the purchase of equipment intended to be used by the recipient cultural organization for at least 10 years.

THIS PROGRAM ROUND WILL EVALUATE PROPOSALS FOR BOTH CONSTRUCTION PROJECTS AND EQUIPMENT PROJECTS. The next facilities program for equipment only will be in summer 2008. **ORGANIZATIONS WHO RECEIVED FUNDING DURING THE SUMMER 2007 EQUIPMENT ONLY PROGRAM ROUND ARE NOT ELIGIBLE TO APPLY FOR EQUIPMENT DURING THIS CYCLE.** If you have questions about your eligibility, contact us.

King County based cultural organizations and public agencies that provide arts programs may apply for funding. An organization must demonstrate that the project will further the delivery of its arts or cultural mission; that the project is carefully planned and feasible to accomplish within the proposed time frame, and will impact the King County community it is intended to serve.

There are a number of eligibility requirements for applicants, including a two year operating history, tax exempt status, demonstrated long term site control, and the submission of financial reports. All recipients of Arts Cultural Facility funds will contract for reimbursement with 4Culture, and must meet defined insurance requirements. Read the guidelines for more detailed information.

AWARD STATISTICS

In 2007:

- Arts facility awards ranged from \$2,500 to \$110,000
- 12 of 19 Building Construction/Acquisition projects were funded, and 10 of 22 Equipment projects were funded, from a total of 52 applications. The total amount of money requested exceeded available funds by a ratio of 5 to 1.
- Over one quarter of the projects funded received the full amount of their request. Applicants are always encouraged to make their request based on actual need. Partial awards are made on the basis of priorities established within the request.

4Culture generally funds no more than 20% of major facility construction expenses.

Applicants requesting funding for Equipment may request 100% funding through this program (**NOTE: Equipment awards are capped at \$20,000**).

APPLICATION DEADLINE: TUESDAY JANUARY 22, 2008

Deliver by **TUESDAY January 22,**
no later than **4:30pm**

4Culture
101 Prefontaine Place South, Seattle, WA
98104-2672
(Corner of 3rd & Yesler)

Postmark no later than **January 22, 2008**

ASSISTANCE WITH YOUR APPLICATION

Arts Cultural Facility awards are extremely competitive! Make sure your application is of the best possible quality:

- ATTEND A WORKSHOP to hear other applicants' questions and be taken through a step by step review of the process and application
- REVIEW APPLICATIONS SUBMITTED IN PREVIOUS YEARS by visiting the 4Culture offices to look at narratives, budgets and other materials from successful proposals
- **LET US KNOW YOU PLAN TO APPLY!** TALK WITH PROGRAM STAFF to discuss questions, problems, and budget specifics. Staff will be happy to review your draft application and make recommendations. Call Debra Twersky at 206. 205.8558 or e-mail debra.twersky@4culture.org by January 7 to let us know you plan to apply to this year's program!

WORKSHOP INFORMATION

All applicants are encouraged to attend one of these **free** workshops. Contact the Cultural Facilities Program Manager Debra Twersky, 206 205.8558 if you would like additional information. Reservations are not necessary.

- **Every Thursday from December 6, 2007 through January 17, 2008**
Noon – 1:00 pm
4Culture offices
101 Prefontaine Place South (3rd and Yesler), Seattle 98104
www.4culture.org
206 296.7580

Program staff will be on hand for weekly drop-in sessions to answer questions regarding the Arts Cultural Facilities Program. Our offices are in the Tashiro Building, south of the King County Courthouse at the corner of Third Avenue and Yesler Street in Pioneer Square.

Driving Directions:

From **I-5 South**, take the James Street Exit. Continue heading south until you reach Yesler. Turn right and head west down the hill to 3rd Avenue.

From **I-5 North**, take the James Street Exit and turn left on James Street. Go down the hill to Third Avenue and turn left. Our building is at 3rd and Yesler.

From **I-90**, take I-5 North. Take the James Street Exit, which is the first exit after merging on I-5. Turn left on James Street and go down the hill to Third Avenue and turn left. Our building is on the corner of 3rd and Yesler.

Parking is available at a number of surface lots and parking garages throughout Pioneer Square. There is metered parking available on surrounding streets. Be aware of restrictions during peak hours for driving on Third or Prefontaine Place.

DEFINITIONS - CULTURAL FACILITIES AND FIXED ASSETS

Cultural Facilities is the overall name of this funding program, and includes buildings, structures and equipment that are used primarily for the performance, exhibition or benefit of arts activities, including but not limited to, performing arts, visual arts, media and literary arts.

Building Projects refers to construction, renovation or purchase of a structure.

Equipment refers to tangible objects intended to be used for ten years or more.

ELIGIBLE APPLICANTS

Eligible applicants include King County-based:

- not-for-profit arts organizations
- cultural organizations
- public agencies other than K-12 schools or school districts
- **ORGANIZATIONS WHO RECEIVED FUNDING IN THE SUMMER 2007 EQUIPMENT ONLY CYCLE ARE NOT ELIGIBLE TO APPLY FOR EQUIPMENT IN THIS CYCLE.**
-

REQUIREMENTS FOR APPLICANT ORGANIZATIONS

- A legally-constituted and working board of directors
- The ability to demonstrate a record of artistic or cultural accomplishments
- At least a **two-year operating history** as a legally constituted entity.
Organizations may not apply under another organization's umbrella.
- **Tax exempt status**, preferably 501(c)(3)
If an application is "pending" and is recommended for funding, no contract will be negotiated until after non-profit status has been confirmed. Contact staff if your organization is not a 501 (c) (3).
- **Ability to maintain net current liabilities at less than thirty percent of general operating expenses. NOTE: See "Required Financial Statements".**

- Ability to sustain operational capacity beyond the completion of the facility or the purchase of fixed asset(s) as evidenced by project and operating budgets
- **Control of the site** through ownership or a long-term lease (at least 10 years; five years w/five year option to extend) – NOTE: Applicants for equipment do not need long term leases. Just call staff if you have questions about your lease or other site control issues.
- A **strategic plan** for the organization, the facility, and its programming or content is required for all Building Projects applications
- A technology plan is required if requesting funds for computer equipment valued over \$10,000 in our Equipment program (Your technology plan may be a specific part of your Strategic plan.)

PROJECTS ELIGIBLE FOR FUNDING

Cultural Facility awards may be used to support:

- The purchase, design, construction and remodeling of cultural facilities
- The purchase of equipment which the organization plans to use to support arts or cultural activities for at least 10 years
- The preparation of architectural, design, and construction documents, for organizations which have completed, or are near completion of, capital fundraising campaigns
- Compliance with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act

Cultural Facility awards may not be used:

- For Feasibility Studies alone at the outset of a project
- For general facility maintenance, or to make repairs to buildings or equipment
- To purchase consumable items (i.e. light bulbs, small tools)
- To cover operating expenses, regular salaries or program expenses
- To pay for elements of a project completed before the award of funds
- To pay for training expenses or data conversion incurred as part of a new equipment or software purchase
- To pay for fundraising costs associated with a capital project

APPLICATIONS TO BOTH ARTS AND HERITAGE FACILITIES PROGRAMS

Some projects may meet eligibility criteria for both the Arts and Heritage Facilities funding programs. Applicants seeking funding from both programs must submit separate application packages. Each panel will evaluate the merits of the application based on its funding criteria and priorities. Applicants considering applying to both programs are strongly encouraged to contact program staff to discuss their project.

FINANCIAL STATEMENTS REQUIRED

- Every organization must submit ***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, review, compilation OR the organization's 990 Federal Tax Return.***
- ***If your financial statements have been prepared in-house, you must provide evidence that the Board of Directors has accepted the statements as an accurate reflection of the institution's financial position.***
- 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. NOTE: MANY ORGANIZATIONS FOLLOW CALENDAR YEARS. We recognize that your statements for 2007 will not be available, and expect you to provide information for 2006.

REPEAT APPLICATIONS

Organizations that have received funding from the program for a project in previous years are eligible to submit applications in subsequent years for funding for the same project. These applications, called repeat applications, will be subject to the additional review criteria (as noted in the Review Criteria section on page 13).

ONE PROJECT LIMIT

Applicants must choose between Building and Equipment projects: only one proposal per organization can be submitted. If your project contains elements of construction/remodeling and purchase of equipment, apply to the Building Projects Program.

COST SHARE

4Culture recommends that projects make every effort to demonstrate that some income for a project comes from funding sources other than this program, from cash or in-kind income. Organizations not able to raise funds from any other sources should specifically address the reason(s) for their inability to do so in their application.

**Make sure to read Obligations for Award Recipients to be sure your organization can provide all necessary insurance requirements.
See Appeal Process on page 20 for other important information.**

REVIEW CRITERIA

In addition to the overall quality of the application and responsiveness to questions asked in the application, both capital project and fixed asset requests will be evaluated using the criteria outlined below.

A. Quality

- Quality of existing and proposed programming, and the relationship of the programming to the mission and goals of the organization
- Quality of the proposed project and relationship of its intended use to the organization's mission (evaluation may include assessment of preliminary design studies)
- Impact of the project on meeting program, service, or organizational goals

B. Feasibility

- Overall feasibility of the proposed project (evaluation may include assessment of architectural or technical feasibility, budget, etc.)
- Timeliness of the request: Applicants for construction or renovation funds must expect to begin construction within 24 months of application
- Financial stability of the applicant as evidenced by the operating budget and financial statements
- Ability of the organization to complete and operate the proposed project, including qualifications of those involved with working on the project
- Organization's ability to leverage 4Culture's funds into private or other public support for the project
- Extent of community support, which may include, but is not limited to, community involvement, endorsements, and in-kind or cash donations from individuals, foundations, corporations, or other government sources.

C. Project Impact in King County

- Impact of the project on the community, county or region including number served and projected to be served (“community” includes but is not limited to a geographic, cultural, ethnic or artistic community)
- Geographic location and need
- Access for under-served populations

Repeat applications will also be evaluated on their project track record, which includes quality of work completed with previous awards, timeliness of earlier fund use and fundraising progress.

All applications will be screened for completeness.

BUILDING PROJECT applicants (Construction/acquisition) will appear before a peer review panel for a 20-minute interview. Make sure you send representatives who can answer questions regarding your application, project budget, financial statements and project goals and timeline.

EQUIPMENT applications will be reviewed by a grant panel who will contact applicants by telephone at a specified time with questions if necessary.

COMPLETING THE APPLICATION

Include a signed original, and (8) copies. PLEASE 3 HOLE PUNCH your copies and print double-sided copies if possible. DO NOT STAPLE.

Project Budget

Even if you are applying for a specific line item from your project plan for funding, present the budget for the entire project. When in doubt, always contact staff.

Operating Budget

Make sure you complete, in full, the embedded EXCEL budget form located within the application. Use the operating budget notes page to describe changes or give additional budget information.

Attachments/Support Materials

You may attach UP TO TWO 8 ½ x 11 ILLUSTRATION PAGES to each copy of your application. These will be seen by all reviewers, so use this opportunity to help reviewers gain a better understanding of your project by providing information such as site plans or photographs. PROVIDE TWO COPIES OF ALL OTHER SUPPORT MATERIALS, including letters of support.

A more complete guide to preparing a competitive application follows on page 15.

APPLICATION REVIEW AND FUNDING TIMELINE

TUESDAY January 22, 2008 - Applications Due

Applications are reviewed by staff for eligibility and completeness.

March 2008

An independent peer-review panel meets to review applications. Each Building Project applicant has an interview with the panel. Each Equipment proposal is reviewed by a separate panel. The panel's funding recommendations are forwarded to the Arts Advisory Committee of the 4Culture Board. Members of the Arts Advisory Committee will serve on the Equipment panel.

The Arts Advisory Committee reviews the appropriateness of the panel process and takes formal action on the panel recommendations. The Committee's recommendations are then forwarded to the 4Culture Board of Directors for final approval.

April 2008

The 4Culture Board of Directors is expected to approve all facility recommendations by the end of April, 2008. Applicants will receive notice of the recommendation by the middle of May.

Once awards are approved, staff will work with recipients to develop a contract and scope of services, which governs the payment of funds.

Award recipients should plan for at least four weeks lead-time after the contract is negotiated before funds for reimbursements are available.

TIPS FOR PREPARING A COMPETITIVE APPLICATION

NOTIFY STAFF! Send an e-mail or letter or call so we have your INTENT TO APPLY if you are going to request funds this year. **We want to know EVERY potential applicant.** E-mail debra.twersky@4culture.org with your project info.

THE PANEL PROCESS IN GENERAL

- Your grant will be reviewed by 4CULTURE staff and a peer review panel. The panel is made up of arts administrators and community representatives from all over the County who have been through the facilities program, know the local community, and have expertise in one or more aspects of this program. There will be SEPARATE PANELS reviewing Capital Projects and Fixed Asset requests, with members of the 4Culture Arts Advisory serving on the Fixed Assets panel in addition to community peer reviewers.
- Each panelist receives applications in advance for review. The panel then meets for several days to evaluate every application and make recommendations to the Arts Advisory Committee.
- Because of their different areas of focus and geographic diversity, it is not likely that every panelist will be familiar with every organization. **Don't take it for granted that your organization's work will be known by all.**
- A lead panelist is appointed for every application. **That person and the staff are the only people who will see your support materials in advance of the panel's meeting.** The lead panelist will be prepared with questions and will lead discussion about your application by the group. **Do not count on your support materials to explain your project** – include all pertinent information in the application itself.
- The more concise and straightforward a proposal is, the easier it is to review. Your project goals, value and community support must be easy to understand.

THE APPLICATION: Choose the correct application! This year we've split our applications into 2 separate programs: Building Projects (construction, renovation or purchase of a building) and Equipment (Purchase of fixed assets). The questions and budgets are different.

THE COMMENTS AND SUGGESTIONS BELOW ARE PERTINENT TO BOTH CAPITAL PROJECTS AND FIXED ASSETS REQUESTS

COVER PAGE

- Do not forget to include your King County Council District and State Legislative District! (halfway down on the left side). This information is important. (Note: <http://www.kingcounty.gov/council.aspx> will take you to the County's website to find your Council District. <http://apps.leg.wa.gov/DistrictFinder/Default.aspx> will take you to the Washington State Legislature site to find your state district.
- Collaborative applications among multiple arts organizations are allowed, and can show great strength and community impact. Consider who else in King County could partner with your organization to use fixed assets or facilities.
- **Make sure the amount requested matches the total from your budget sheets.**
- Make sure the description of your project is concise. This information will be used as a "caption" for your project on many forms during the grant process.
- **Be sure to indicate whether or not you have attended a workshop.** Applicants are strongly encouraged to attend a workshop or talk with staff before submitting applications to this program to eliminate potential problems and questions before the deadline. If you're submitting a request for a Building Project you **MUST CONTACT STAFF ASAP TO LET US KNOW YOUR INTENT TO APPLY.** Debra.Twersky@4culture.org

1. THRESHOLD REQUIREMENTS

- Check the list - all of these items are necessary for determining eligibility. If you do not currently have a two year operating history; 10 year site control for a leased facility; don't know where you might store a fixed asset, or do not have required financial or planning documents, **call Debra Twersky at 206 205.8558** to discuss your situation before submitting a proposal!

2. ORGANIZATION BACKGROUND

- All applications will be examined in light of how they help the applicant meet the stated mission and goals – think about communicating that idea.

- Use quantifiable numbers of people served to describe your activities. Don't say "we serve many schools" – say "7 elementary schools and 3 high schools are served".

3. THE PROJECT

- **Be clear about your project timeline and priorities.** Establish a clear picture for the panelists of how you expect your project to be implemented. Summarize in simple language the work that will be completed with these funds.
- Relate this project to your organization's mission and goals. How will it help you better serve your audience? **Make a strong case for why this project is a priority for you right now.**
- Make certain your project's key participants reflect expertise in your project area. If you are purchasing major new video equipment, do you have project personnel who have current knowledge in that field?
- How will this project benefit your community? Does it impact an area or audience in King County that is underserved? Will your project benefit other arts groups, and, if so, who are they and how will they benefit?
- What will the impact of the project be on your operations? Will this project increase or decrease earned income, cause you to need more staff or less, save you in equipment rental expense, raise or lower maintenance costs?
- For Capital Projects, how will you manage the disruption to operations and revenue caused by any construction?

4. FUNDING STRATEGY

- If your budget is still preliminary, how did you develop cost estimates? Who obtained estimates and how long are your proposals valid? The panel will review your budget and look for reasonable estimates.
- **A clear plan for generating funds for the project is essential to a strong application.** Is your audience (members, subscribers) involved in supporting this project? 4Culture funds typically provide only a portion of total Capital Project costs – where will the rest come from? (Fixed Asset applications can request 100% funding.) Even fixed asset applications requesting full funding can show community support for the project through in-kind donations.
- **Be realistic about your plans for contingency if the total amount of money is not raised. Provide a sense of priorities and alternatives if possible.** Can you successfully reduce the scope of your project if not all funds are raised? Is it all or nothing? What benchmarks will you use to determine when a reduction in scope is necessary?

- (For Capital Projects) If your project has been funded before, be specific about the progress you've made and any outstanding award balances you have from earlier awards.

SAMPLE

5. PROJECT BUDGET

BUILDING PROJECTS BUDGET

EXPENSES

- ***Please check and re-check your totals!*** Many applications have been questioned when project expenses do not add up or match income. ***All budget pages are in Excel format to assist you.***
- Value In-kind costs as though they were going to be paid at regular market rates. Your vendors should be able to provide current estimates of costs for their in-kind services.
- Make certain you do NOT include regular personnel overhead costs (staff who would be paid by the organization whether or not your project was taking place). Contract personnel added for the project, including fundraising professionals, are allowable as part of the project, but 4Culture's funds cannot be used to pay for fundraising costs, financing costs or contingencies associated with a capital project.
- **“Total Expenses” on these budgets should NOT include In-kind costs.** This number must match the Total Income on the following page.

INCOME

- **Item #1, Applicant's Contribution, should NOT include Board donations** – (see Item #5 for that category). This item refers to any reserve funds that will be applied to the project or special events (be specific) funds that will be used for the project.
- ***Be as specific as possible*** regarding all potential sources of revenue.

EQUIPMENT PROJECT BUDGET

The fixed assets project budget has been simplified this year to make it easier to use for applicants with simple equipment requests.

6. FOUR YEAR OPERATING BUDGET INFORMATION AND BUDGET NOTES

- 4Culture, Washington State Arts Commission, the Mayor's Office of Arts and Cultural Affairs and ArtsFund have standardized their budget request forms. If you applied for Sustained Support or any other operational support grants earlier this year, you may be able to utilize those forms.

- **THESE FIGURES SHOULD NOT REFLECT ANY CAPITAL PROJECT INCOME OR EXPENSE** – This should reflect your operating fund activity only. Do not include prior grant activity for equipment and construction projects!
- **Please do not submit handwritten budget pages.** They are extremely difficult for panelists to read.
- Personnel costs separated by program may be available from your financial statements or your Federal Tax 990 form. The choices you make in allocating these costs (determining that the Executive Director is half administrative and half artistic, for example) are less significant than making sure that you remain consistent year to year with that allocation.
- **Operating budget notes are valuable in explaining variances in your financial report.** PLEASE USE this area to further explain variations in your expenses or give us a clearer picture of your statements.

7. ATTACHMENTS CHECKLIST

- You must submit ONE complete original application, PLUS 10 additional sets of copies of the application. The copies will go in notebooks for each panelist, so please make them legible.
- *If you are requesting funds for equipment, you must also send 10 copies of an itemized asset list which lists all the equipment you are planning to purchase and details proposed costs.*
- Please **DO NOT staple your application. PLEASE DO THREE HOLE PUNCH YOUR MATERIALS.** Please print double sided if possible. *Thank you, thank you!*
- One set of attachments will go into your master file. The other will be given to the lead panelist for your application, who will review it prior to your interview. Try to make sure that the attachments you send are easy to handle (no specially wrapped, 60 page season brochure if possible!). We understand that your strategic plan, lease agreement or architectural plans may be oversized.
- Please identify all your attachments by letter designation clearly, (i.e. “E”, “F”, etc.)

OBLIGATIONS OF AWARD RECIPIENTS

ACKNOWLEDGMENT

Organizations and individuals receiving awards from any 4Culture program must acknowledge the source of support in printed materials, permanent signage visible to the public or in other ways appropriate to the project. 4Culture will supply appropriate language and logos in electronic or camera-ready format.

PUBLIC BENEFIT

State law and King County Code authorize the purchase of cultural services, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide significant public benefits to citizens of King County as part of their funding.

INSURANCE

Individuals and organizations receiving awards from 4Culture are required to demonstrate proof of general liability insurance coverage for the project. Recipients must provide a Certificate of Insurance showing their general liability coverage (usually \$1,000,000 per occurrence). Employers with employees must have the Stop-Gap rider on their general liability policy. 4Culture must be named as an Additional Insured on the contractor's liability insurance. Some contracts require Non-Owned Automobile Insurance.

COMPLIANCE WITH LAWS, INCLUDING REGULATIONS GOVERNING HISTORIC PROPERTIES

Contractors must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act (ADA) of 1990, and any other applicable federal, state and local laws. All recipients of funding for FACILITY PROJECTS must comply with ADA Section 504 and must sign and notarize an affidavit regarding their ADA plans.

If a proposed project would involve or affect an historic or archaeological property that is listed on, or determined eligible for, a register of landmarks at the federal, state, county or municipal level, the state's archaeological resource inventory or any cultural or historic resource inventory established by public policy, then the applicant will be required to demonstrate the proposed project's compliance with all applicable laws and regulations, including any project review, approvals, permits, monitoring, mitigation, adherence to standards or other conditions required by public policy, or by any public agency having jurisdiction.

AFFIDAVIT OF COMPLIANCE/PERSONNEL INVENTORY

Contractors receiving more than \$25,000 from King County must fill out an inventory of their personnel, and must sign and have notarized an affidavit which certifies that the contractor will abide by King County requirements for fair employment practices and affirmative action.

CONTRACTS

After funding recommendations are approved, 4Culture staff will work with the applicant to develop a contract, including a scope of services. These contracts will govern project evaluation and the payment of funds. All award recipients must sign the standard contracts in a timely fashion in order to secure award funds.

Contractors are paid on a reimbursement basis.

APPEAL PROCESS

Applicants to any funding program may appeal the recommendations of the Arts Advisory Committee of the 4Culture Board. Appeals will be reviewed solely on the basis of determining whether the panel PROCESS was appropriate.

PROCEDURE

1. Appeals must be sent in writing to the Executive Director of 4Culture within 14 days of notification of the Arts Advisory Committee's recommendation.
2. The Executive Director shall consult the appropriate committee chairperson in accepting or rejecting the appeal. The Executive Director shall notify the applicant of her/his decision in writing.
3. A rejection by the Executive Director is final and ends the appeal request.
4. If the Executive Director accepts the appeal request, the applicant will be asked to make a presentation to the appropriate Committee.
5. The committee will recommend acceptance or rejection of the appeal to the 4Culture Board and recommend modifications to awards as required.
6. The Director will notify the applicant in writing of the committee's recommendation and the date and time at which the 4Culture Board will consider the appeal.
7. The 4Culture Board will consider the recommendations of the committee at its next regular meeting.

EMERGENCY AND UNFORESEEN OPPORTUNITY AWARDS

4Culture may consider special requests submitted at any time during the year by organizations seeking funding for projects that are either emergencies or unforeseen opportunities.

4Culture defines an emergency as:

- A pressing situation that would cause an organization in the very near term to suffer severe economic consequences due to conditions outside of its control
- A threat to the safety of patrons or staff
- A catastrophic event or natural disaster
- An imminent threat of loss or destruction of an historic property or resource

To be considered an unforeseen opportunity award, a project must:

- Present an organization with an opportunity to significantly advance its goals and mission
- Be an opportunity that was not available at the time of the last application deadline and that will no longer be available to the applicant by the next annual application deadline.

Additionally, the applicant must demonstrate that the requested funds are critical to the success of the project.

APPLICATION PROCESS

In addition to completing the regular Cultural Facilities application, applicants for emergency funds must provide additional information explaining how their project meets the emergency or unforeseen opportunity criteria.

Applications must be received by the end of the month to be considered by the Arts Advisory Committee in the following month. A committee rather than a peer review panel will review emergency applications. Representatives from the previous year's review panel may meet with the committee. The committee will forward its recommendation to the Arts Advisory Committee at its next regular meeting.

If the Arts Advisory Committee approves the request, its recommendation will be forwarded to the 4Culture Board of Directors for its review. Applications that the Committee finds do not meet the emergency criteria may be resubmitted for consideration as part of the annual program cycle.

The appeal process for emergency and unforeseen opportunity requests is the same as for requests submitted during the regular funding cycle.

Contact Debra Twersky at 206 205.8558 to request an Emergency and Unforeseen Opportunity Application

2007 REGULAR ROUND ARTS CULTURAL FACILITY AWARD RECIPIENTS

(First Round; not including mid-year Equipment awards)

ORGANIZATION	AWARD
5th Avenue Theatre Association	\$40,000.00
911 Media Arts Center	\$2,500.00
Artspace Projects, Inc.	\$85,000.00
Bellevue Arts Museum	\$5,000.00
Bellevue Youth Symphony Orchestra	\$6,500.00
Bellevue Youth Theatre / City of Bellevue Parks & Recreation	\$5,000.00
BlueStreet Voices	\$7,000.00
Cinema Seattle / dba Seattle International Film Festival Group	\$10,000.00
City of Auburn/Auburn Parks, Arts & Recreation	\$30,000.00
City of Renton - Carco Theatre	\$5,000.00
City of SeaTac - Special Events Program	\$15,000.00
City of Snoqualmie	\$1,000.00
Cornish College of the Arts	\$75,000.00
Degenerate Art Ensemble	\$6,000.00
Duwamish Tribal Services	\$85,000.00
Flying House Productions (Seattle Men's /Women's Chorus)	\$15,000.00
Freehold Theatre Lab	\$19,000.00
Friends of Eastside Arts (Meydenbauer)	\$5,000.00
Henry Art Gallery	\$5,000.00
Jack Straw Productions	\$19,000.00
James & Janie Washington Foundation	\$1,000.00
Kirkland Performance Center	\$5,000.00
Lake Union Civic Orchestra	\$10,000.00
Music Center of the Northwest	\$5,000.00
Northwest Film Forum	\$13,000.00
Northwest Folklife	\$5,000.00
On the Boards	\$5,500.00
Pottery Northwest	\$10,000.00
Renton IKEA Performance Center	\$2,000.00
Renton Civic Theater	\$7,000.00
Seattle Art Museum	\$90,000.00
Seattle Opera	\$25,000.00
Seattle Public Theater	\$7,000.00
Seattle Repertory Theatre	\$5,000.00
Seattle Symphony Orchestra	\$5,000.00
Seattle Theatre Group - The Paramount	\$75,000.00
Seattle Youth Symphony Orchestras	\$2,500.00
Seward Park Clay Studio	\$13,000.00
SOIL Collective and Gallery	\$3,500.00
SouthEast Effective Development (SEED)	\$15,000.00
Spectrum Dance Theatre	\$19,000.00
Studio East Training for the Performing Arts	\$5,000.00

ORGANIZATION	AWARD
Taproot Theatre Company	\$7,000.00
Thistle Theatre	\$3,000.00
Town Hall Association	\$75,000.00
Velocity Dance Center	\$1,500.00
Vera Project Capital Campaign	\$110,000.00
Wing It Productions, Inc.	\$19,000.00
Wing Luke Asian Museum	\$100,000.00
Youth Theatre Northwest	\$7,000.00

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