



2008 Arts Cultural Facilities Program Guidelines
EQUIPMENT PROGRAM ONLY

SAMPLE

DEADLINE JULY 21, 2008
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4Culture

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4Culture is a public development authority established under state law
RCW 35.21.730 through 35.21.759

Meetings of the 4Culture board and advisory committees are open to the public.
Call 206 296.7580 for meeting dates, times and locations. Notice of 4Culture board
meetings and related activities of interest are posted online at www.4Culture.org.

MESSAGE FROM THE DIRECTOR

The Extension of Lodging Taxes for cultural use is a high priority for this organization, since this dedicated revenue supports our efforts to promote the value of cultural programs in the larger King County community: building community; enhancing a sense of place; contributing to economic vitality and cultural tourism; improving the quality of education; stimulating civic dialogue; building bridges between cultures; and sharing ethnic traditions.

4Culture supports Arts, Heritage, Historic Preservation and Public Art projects - all key elements to developing and defining suburban and regional identities.

We operate a public visual arts gallery; sponsor the King County Performance Network; publish artist rosters such as Artist Made Building Parts, the Design Team Registry and the Touring Arts Roster; install poetry and art on Metro buses; convene public forums; promote the value of historic preservation; and preserve local history.

We work with Local Arts Agencies in 19 communities to build partnerships that increase funding for initiatives like the recent Eastside Arts Festival, 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.

4Culture is pleased to offer the guidelines and application for the Arts Cultural Facilities EQUIPMENT Program for 2008. We understand the critical and growing need for lighting, sound equipment, computers and other technology based materials. We know the tremendous positive impact these items have on assisting you in reaching new audiences and providing services to King County residents and visitors.

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. 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 CYCLE WILL EVALUATE PROPOSALS FOR EQUIPMENT ONLY. The next facilities program for construction projects will have a deadline in January 2009. **ORGANIZATIONS WHO RECEIVED FUNDING FOR EQUIPMENT DURING THE JANUARY 2008 PROGRAM ROUND ARE NOT ELIGIBLE TO APPLY FOR THIS SUMMER 2008 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 additional eligibility requirements for applicants, including a two year operating history, tax exempt status, site control and ability to store equipment safely, and the submission of financial reports. All recipients of Arts Cultural Facility Program funds will contract for reimbursement with 4Culture, and must meet defined insurance requirements. Read the guidelines carefully before you submit your proposal to make sure this program will meet the needs of your organization.

AWARD STATISTICS

In January 2008:

- Arts Equipment projects awards ranged from \$2,000 to \$20,000.
- 28 of 34 Equipment projects were funded. The total amount of money requested exceeded available funds by a ratio of 3 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.
- **AWARDS ARE CAPPED AT \$20,000 FOR THIS PROGRAM.**

APPLICATION DEADLINE: MONDAY, JULY 21, 2008

Deliver by JULY 21 no later than 4:30pm	4Culture 101 Prefontaine Place South, Seattle, WA 98104-2672 (Corner of 3rd & Yesler)
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Postmark	no later than JULY 21, 2008
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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 July 15 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.**

Tuesday June 10: Auburn City Hall, Council Chambers

NOON – 1:30

25 West Main Street, Auburn

[http://maps.google.com/maps?f=q&hl=en&q=+25+W+Main+Street,+Auburn+WA+\(Auburn%20City%20Hall\)&ie=UTF8&z=15&om=1&iwloc=addr](http://maps.google.com/maps?f=q&hl=en&q=+25+W+Main+Street,+Auburn+WA+(Auburn%20City%20Hall)&ie=UTF8&z=15&om=1&iwloc=addr)

Every Tuesday from June 17 through July 15, 2008

11:30 – 12:30 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 to 4Culture:

<http://maps.google.com/maps?q=101+Prefontaine+Pl+S+Seattle+WA&iwloc=A&hl=en>

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.

If you can't come to us, we're happy to come to you!

Staff is happy to come to your organization and talk about your potential project. Contact Deb Twersky at 206.205.8558 or debra.twersky@4culture.org to arrange a time.

DEFINITIONS - CULTURAL FACILITIES – EQUIPMENT (FIXED ASSETS)

Equipment refers to tangible objects such as fixtures or machinery 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 EQUIPMENT FUNDING IN THE JANUARY 2008 ROUND OF THE FACILITIES PROGRAM ARE NOT ELIGIBLE TO APPLY TO THIS SUMMER 2008 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 project as evidenced by project and operating budgets
- **Control of a site** through ownership or a lease, with an ability to safely store equipment (not at a personal residence)
- A technology plan is required if requesting funds for computer equipment valued over \$10,000 in our Fixed Assets program (Your technology plan may be a specific part of a strategic plan.)

PROJECTS ELIGIBLE FOR FUNDING: EQUIPMENT ONLY

Cultural Facility awards may be used to support:

- The purchase of equipment which the organization plans to use to support arts or cultural activities for at least 10 years

Cultural Facility awards may not be used:

- For Technology plans or studies alone at the outset of a project
- For maintenance or repairs to equipment
- To purchase consumable items (i.e. light bulbs, small tools)
- To cover operating expenses, regular salaries or program expenses, or other “indirect costs”
- To pay for elements of a project completed before the award of funds
- To pay for software or computer license fees
- To pay for training expenses or data conversion incurred as part of a new equipment or software purchase

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.***
- 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.

COST SHARE

Equipment proposals may request 100% of the project’s funds up to \$20,000 from 4Culture, however, we always recommend that applicants make every effort to demonstrate some support for a project comes from funding sources other than this program, from cash or in-kind income.

REVIEW CRITERIA

In addition to the overall quality of the application and responsiveness to questions asked in the application, 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
- Impact of the project on meeting program, service, or organizational goals

B. Feasibility

- Timeliness of the request: Ability to utilize funds within 24 months
- 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

EQUIPMENT applications will be reviewed by a peer panel. The panel may elect to contact an applicant by telephone at a specified time with questions if necessary – applicants are not interviewed for equipment requests.

APPLICATION REVIEW AND FUNDING TIMELINE

JULY 21, 2008 - Applications Due

Applications are reviewed by staff for eligibility and completeness.

September 2008

An independent peer-review panel meets to review applications. 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 Fixed Assets panel, joined by members of the arts community in King County.

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.

October 2008

The 4Culture Board of Directors will approve all facility recommendations by the end of September, 2008. Applicants are notified after the Board's action.

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 during this cycle. **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. One or two members of the 4Culture Arts Advisory may serve on the Equipment proposals review panel with at least 3 members of the community.
- 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.

COVER PAGE

- Do not forget to include your King County Council District and Washington State Legislative District! (halfway down on the left side). This information is important.
- 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 share this equipment.
- **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.

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; 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 soon 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 the equipment you're requesting 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?

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? Equipment applications can request 100% funding, but can still show community support for the project through in-kind donations, or installation and training costs being covered by the organization's board or volunteers.
- **Be realistic about your plans for contingency if the total amount of money is not raised or you do not receive full funding from 4Culture. 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?

5. PROJECT 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.
- **4Culture does not pay for “indirect costs”.** You may include regular personnel expenses (staff who would be paid whether or not your project was taking place), fundraising costs, financing costs, contingencies, extended maintenance warranties, etc. as part of your overall project costs -- **but 4Culture’s funds cannot be used to pay for these elements.** Installation of equipment by outside contractors is an eligible expense,
- **“Total Expenses” should NOT include In-kind costs.** This number must match the “Total Income” at the bottom of the page.

INCOME

- ***Be as specific as possible*** regarding all potential sources of revenue. If you have not yet applied for other sources of contributed income through foundations, etc. – list the date you WILL apply.

6. FOUR YEAR OPERATING BUDGET INFORMATION AND BUDGET NOTES

- **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 page to further explain variations in your expenses or give us a clearer picture of your statements.

7. ATTACHMENTS CHECKLIST

- Submit ONE complete original application, PLUS 8 additional sets of copies of the application, the excel budget sheets and budget notes, AND your itemized list of proposed assets (equipment). Collate these items together, and please 3-hole punch them. We need to end up with 8 complete sets of copies. THANK YOU! These sets will go into notebooks for each panelist, so please make them double sided and legible.

- Submit TWO complete sets of attachments (board list, non-profit status, etc.) 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).
- Please identify all your attachments by letter designation clearly as specified in the application (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 must be based solely on the information included in the original application.

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 CAPITAL 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 a 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

JANUARY 2008 FACILITIES PROGRAM - CONSTRUCTION AND EQUIPMENT – FUNDED PROJECTS

Org Name	District	Project Title	Request	Award
911 Media Arts Center	4	Look Sharper	\$15,032	\$10,000
Annex Theatre	4	Outfitting Our Future	\$6,788	\$3,500
Anunnaki Project	8	Freestanding Aerial Dance Rig	\$6,000	\$6,000
Arts in Motion	2	Soundproofing Project	\$40,302	\$20,000
Ballet Bellevue	6	Barres and Floor	\$4,186	\$4,000
Burke Museum Association	2	Art storage space in University Tower	\$30,000	\$30,000
Camlann Medieval Association	3	Village Smithy	\$10,000	\$5,000
Cinema Seattle / SIFF	4	Seattle International Film Festival Film Center	\$200,000	\$150,000
Circus Contraption	4	Theater Equipment Request	\$20,000	\$5,000
City of Duvall	3	Historic Depot Art Center	\$9,325	\$6,000
City of Enumclaw	9	The Enumclaw Fieldhouse Project	\$100,000	\$80,000
City of Redmond Parks & Rec	3	New Ceramics Art Room	\$15,535	\$3,500
City of Tukwila Arts Commission	5	Foster Performing Arts Center Curtains	\$20,000	\$9,000
Cornish College of the Arts	4	Campaign for Cornish Phase 3	\$125,000	\$100,000
Crawl Space	4	Media Support	\$3,641	\$3,000
Duwamish Tribal Services	8	Duwamish Longhouse and Cultural Center	\$150,000	\$150,000
Earshot Jazz	4	Earshot Jazz Office Computer Upgrade	\$5,333	\$5,000
Flying House Productions	4	New Portable Risers	\$15,000	\$10,000
Friends of Eastside Arts	6	Lighting Instrument & Spotlight Replacement	\$20,000	\$10,000
Grand Illusion Cinema, The	2	Video Projector Upgrade	\$6,500	\$6,500
INTIMAN Theatre	4	Scene Shop Fume Ventilation	\$20,000	\$14,000
Japanese Garden Advisory Council	2	Japanese Garden Gatehouse Entry Project	\$100,000	\$20,000
Kirkland Arts Center	6	PHASE II: Kirkland Arts Center Ceramics Studio Renewal and Upgrade	\$15,000	\$15,000
Kirkland Performance Center	6	Increasing ADA Access	\$9,500	\$5,000
Macha Monkey Productions	4	Season Equipment	\$3,000	\$2,000
New City Theater	4	Storefront Renovation to Performance Space	\$9,565	\$5,000
Northwest African American Museum	2	Northwest African American Museum	\$125,000	\$100,000
Northwest Associated Arts (NWAA)	8	Wireless Microphone Equipment	\$10,000	\$5,000
On the Boards	4	Studio Theater Wiring Upgrade Project	\$9,462	\$9,462
Pilchuck Glass School	4	Image Preservation and Access Plan	\$9,787	\$9,500
Seattle Art Museum	4	Seattle Asian Art Museum	\$100,000	\$25,000
Seattle Center for Book Arts	8	Polymer Plate Letterpress	\$6,800	\$5,500
Seattle Chamber Music Society	4	Wireless Communications System	\$2,500	\$2,500
Seattle Symphony Orchestra	4	Recording and Digital Composition Center	\$5,641	\$5,500
Seattle Theatre Group	4	New HVAC system at the Moore Theatre	\$100,000	\$50,000
Spectrum Dance Theater	2	Phase III of the Studio Upgrades	\$20,000	\$13,500
Studio East	6	Integrated Phone System	\$7,791	\$7,500
Three Dollar Bill Cinema	4	Purchase of new Sony J-30 Compact Betacam Series Player + cables	\$13,533	\$13,500
Unexpected Productions	4	Theatre Sound System Renovation	\$10,000	\$3,000
Velocity Dance Center	4	Velocity Technology Upgrade	\$4,000	\$4,000
Wing It Productions	2	HVAC System for Historic University Theater	\$15,000	\$15,000
Wooden O Theatre Productions	6	Touring Production Equipment	\$5,323	\$3,000