



**2008-2009  
Local Arts Agencies  
Sustained Support**

**DEADLINE: DECEMBER 10, 2007**

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### STATEMENT ABOUT 4CULTURE:

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.

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Meetings of the 4Culture Board and Advisory committees are open to the public. For more information visit [www.4culture.org](http://www.4culture.org) or call 206.296-7580.

## MESSAGE FROM THE DIRECTOR

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We are pleased to present the Guidelines and Application for the 2008-2009 Local Arts Agency Sustained Support Program, a biennial program providing annual operating support to municipal arts agencies and community arts councils in all geographic areas of the county.

4Culture has a unique relationship with local arts agencies, since we share common characteristics and goals. We are all advocates for the arts as an integral part of the civic agenda and a worthy investment of public sector support. When it was founded in 1967, the King County Arts Commission adopted a slogan that defined its mission: “all of the arts for all of the people in all of King County.” At that time there were fewer suburban cities and therefore fewer potential partners at the local level to help KCAC reach citizens in all corners of the county to deliver high quality arts experiences for all.

Time changes everything. Today KCAC is 4Culture and over the past forty years a thriving network of local arts agencies and arts councils has developed to provide an enormous variety of programs and services that makes that 1967 slogan attainable. In partnership with local arts agencies, 4Culture annually co-produces the King County Performance Network; we support thousands of free events and community festivals; county funds are re-granted to smaller suburban and rural arts organizations and artists which do not apply directly to 4Culture; local artists are realizing a growing network of opportunities for reaching new audiences; suburban and rural communities are experiencing the best of our region’s artists in their own back yards.

We are a richer community because of the dedication and hard work of our LAA partners.

4Culture staff is available to help you submit the best application you can. I encourage you to take advantage of opportunities to attend application workshops, ask questions of staff, and review applications submitted in previous application cycles.

Thank you for all you do to provide meaningful and high-quality cultural experiences to King County residents and visitors.

A handwritten signature in black ink that reads "Jim Kelly". The signature is written in a cursive, flowing style.

**Jim Kelly**  
Executive Director

## **OVERVIEW OF THE LOCAL ARTS AGENCIES SUSTAINED SUPPORT PROGRAM**

Over the last 40 years, a regional network of Local Arts Agencies (LAAs) has developed serving residents in all areas of greater King County. The nature of these agencies ranges from official units of municipal governments to non-profit community arts councils, usually governed by an appointed or elected board of volunteer professionals and community representatives.

Whatever their organizational structure, LAAs share the same basic goals: to develop and promote arts awareness and participation for all residents within their geographic boundaries and beyond; to provide a variety of programs and services which encourage access for all citizens to all art forms; to offer technical and/or financial assistance to local artists and art organizations; and to advocate for the arts in public policy and private development.

King County LAAs gather every other month for a round table meeting convened by 4Culture. Attendees share ideas, information and new program initiatives. The meetings have grown from a handful of agencies in 1993 to more than 30 organizations, representing a broad spectrum of size, scope and organizational development.

In 1994, 4Culture began the LAA Sustained Support program, providing annual support as a means for providing new incentives, encouragement, and seed money for program development and access for residents in these communities. Through this modest investment, King County and 4Culture have stimulated the development of new LAAs as well as new program initiatives within existing agencies. Funding has been used to initiate re-granting programs serving local artists and groups, provide free access to performing arts events, implement educational outreach programs and stimulate local funding and support.

LAAs with a minimum of three years providing arts services for King County residents are eligible to apply. Groups apply in odd-numbered years to this biennial program, and are **funded for two calendar years, with allocations made annually**. Applicants apply based on the agency's overall mission and accomplishments, not a single project or program. Awards are made based on a combination of application competitiveness, budget size, and history of Sustained Support funding.

All recipients of LAA Sustained Support funds will contract for reimbursement with 4Culture, and must meet defined insurance requirements. Read through "Obligations of Award Recipients" on page 13 for more detailed information.

Sustained Support awards are funded through a portion of King County's Lodging Tax Fund revenues. A percentage of the lodging tax revenues are set aside for cultural programs, including 4Culture's Sustained Support, Cultural Facilities, Special Projects and Cultural Education funding opportunities.

## APPLICATION DEADLINE: MONDAY, DECEMBER 10, 2007

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|---|--|
| <b>Hand Deliver by December 10, 2005<br/>no later than 4:30pm</b>   | 4Culture<br>101 Prefontaine Place S<br>Seattle, WA 98104<br>(near the corner of 3rd & Yesler)  |
| <b>Or Postmark</b>  | no later than <b>December 10, 2007</b>   |
| <b>-Also-<br/>E-Mail electronic copies of the<br/>Application Cover Page, narrative<br/>questions and Excel sheets (Pages 1-7)<br/>as e-mail attachments to</b> | <a href="mailto:charlie.rathbun@4culture.org">charlie.rathbun@4culture.org</a><br><br>Include in subject line -<br>"Sustained Support Application" |

## ASSISTANCE WITH YOUR APPLICATION

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All 4Culture funding programs 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
- **Talk with program staff** to discuss questions, problems, and budget specifics. Staff will be happy to review your draft application and make recommendations. Call Charlie Rathbun at 206 296.8675 or e-mail [charlie.rathbun@4culture.org](mailto:charlie.rathbun@4culture.org)

## WORKSHOP INFORMATION

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All applicants are encouraged to attend one of these **free** workshops, with program staff on hand to answer program and application questions. Reservations are not necessary.

Workshops will be held in venues throughout King County, including 4Culture offices. Check online after October 10, 2007, at [www.4culture.org/arts/workshops.htm](http://www.4culture.org/arts/workshops.htm) for a complete current schedule of workshops and their location, or contact Sustained Support Program Manager Charlie Rathbun at [charlie.rathbun@4culture.org](mailto:charlie.rathbun@4culture.org) for more information.

## ELIGIBILITY

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### **Eligible applicants include King County-based:**

**Local Arts Agencies** with a minimum of three years providing arts services for King County residents. A Local Arts Agency will be defined as an arts council, arts commission, or similar entity which meets the following eligibility criteria:

- A non-profit organization or official unit of municipal government based in a suburban or rural King County community specifically dedicated to providing arts services for its residents.
- A minimum three-year history of providing arts services to the community in which it is based.
- Primarily dedicated to the provision of planning, financial support, services, programs and development opportunities for community based arts organizations, artists and the public during a major portion of the year.
- Involves on a regular basis activities or programs in more than one arts discipline or arts service area.
- Governed by an appointed or elected board, council or commission of volunteer professionals and community representatives.

Eligible applicants must have a record of artistic or cultural accomplishment and must have been in operation for at least three years.

Your Sustained Support application should reflect your entire organization. Awards are made based on the overall mission and accomplishments of your organization, not a single project or program. After the application and panel review process, 4Culture staff will contract with each awarded organization for a specific services offering public access to cultural events and programs.

Sustained Support awards **may be used to support annual operating expenses** relating to arts programs and services which are accessible to King County residents and visitors, and which provide public benefit (see definition of public benefit under Obligations of Award Recipients). Operating expenses may include costs relating to services, staff, utilities, supplies, or fees.

Sustained Support awards **may not be used** for capital projects or for fundraising expenses.

## REVIEW CRITERIA

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In addition to the overall competitiveness of the application and responsiveness to questions asked by the application, and within the overall program goals of artistic, organizational, ethnic and geographic diversity, the following criteria are considered in the review of applications:

- Clearly articulated mission and goals for supporting the development of local artists and arts organizations in your community
- Demonstrated impact in the community
- Range and diversity of opportunities and programs available to the community
- Active dedication to developing audiences, resources and new opportunities in the arts for the general public
- Evidence of financial support and ongoing commitment of local community

### On-Site Evaluation Program

In addition to the application completed by your organization, 4Culture staff administers an On-Site Evaluation program, in order to acquire detailed, qualitative assessments regarding the quality and community impact of programming offered by organizations applying for Sustained Support.

A group of evaluators composed of outside professionals from the field and community representatives attend events and programs offered by the applicant organizations, and provide written reports based on the program's review criteria.

Participation in the On-Site Evaluation program provides valuable additional information to panelists in the Sustained Support peer review panel. **New applicants should contact 4Culture staff right away, in order to set up an on-site visit before the end of 2005.**

Recommendations for grant awards will be made by a peer review panel composed of outside professionals from the field, community representatives and/or members of the Arts 4Culture Advisory Committee. The panel's recommendations will be forwarded to the full Arts Advisory Committee for review and approval and then to the 4Culture Board for final approval.

4Culture recognizes that there are more eligible organizations than available funding will fully accommodate. Applications will be reviewed on a competitive basis according to the overall goals of the program and the review criteria. Awards are made based on a combination of application competitiveness, budget size, and history of Sustained Support funding.

Confirmation of annual award amounts will be based on the final 4Culture 2008 and 2009 budget allocations and the recommendations of the 4Culture Arts Advisory Committee and 4Culture Board.

## COMPLETING THE APPLICATION AND APPLICATION CHECKLIST

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Your **complete application packet** should include the following:

### APPLICATION

- Application Cover Page**, page 1  
This is the first page of the application, which includes contact information for your organization.
  
- Narrative Statement**, page 2-3  
This is an attachment, not to exceed 2 pages, which addresses the four questions listed in the application.
  
- Financial and Personnel Information**, page 4-5  
This is an Excel sheet embedded in the application. **Complete and print out both the *Financial and Personnel* worksheet, and the *Notes* worksheet.**
  
- Events**, page 6-7  
This is an Excel sheet, also embedded in the application. Complete and print out both the *Events-Most Recently Completed Year* and *Events-Current Year* worksheets.
  
- Signature Page**, page 8  
This is the last page of the application, which includes a final checklist and place for the signature(s) of an authorized representative of your organization and municipal leadership, if applicable.

**\*Include one signed original application, and ten double-sided copies, all three-hole punched and paper-clipped, NOT STAPLED, in your application packet.**

### E-MAIL COPY OF APPLICATION

- E-Mail copies of application Word and Excel pages 1-7 to [charlie.rathbun@4culture.org](mailto:charlie.rathbun@4culture.org) Include in the subject line of your e-mail "Sustained Support Application"

### ORGANIZATIONAL ATTACHMENTS

- Copy of municipal legislation creating your organization or IRS determination letter of non-profit status
- List of Commission, Arts Council or Board members

**\*Include just one copy of each of the pieces of organizational paperwork, paper-clipped, NOT stapled or three-hole punched.**

### ADDITIONAL SUPPORT MATERIALS

- These might include a current season/program brochure, and a sampling of past program brochures and reviews.

**\*Include just one copy of additional support materials, NOT stapled or three-hole punched.**

## **APPLICATION REVIEW AND FUNDING TIMELINE**

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### **December 10 - Applications Due**

Application Deadline: December 10, 2007. Applications are reviewed by staff for eligibility and completeness.

### **January-February 2008**

A panel comprised of Arts Advisory Committee members and community representatives meets to review applications, following confirmation of 2008 4Culture budget allocation. The panel's funding recommendations are forwarded to the full Arts 4Culture Advisory Committee.

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. Applicants will receive notice of the Arts Advisory recommendation by the end of May 2008.

### **May 2008**

The 4Culture Board of Directors is expected to approve all Sustained Support recommendations by the end of May 2008.

### **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. All 2008 awards will be paid out before the end of the 2008 calendar year.

## **BIENNIAL APPLICATION PROCESS**

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The Sustained Support Program funds organizations for two calendar years with allocations made annually. 2008 awards will be paid before the end of the 2008 calendar year.

Organizations receive the same amount in each of the two years unless 4Culture experiences a budget increase or decrease, in which case, the Arts 4Culture Advisory Committee will review the award amounts and make a recommendation to the full 4Culture Board. Organizations will be notified of 2009 award amounts in the first quarter of 2009.

## TIPS FOR PREPARING A COMPETITIVE APPLICATION

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### The Panel Process in General

- Your grant will first be screened by 4Culture staff for completeness, and then reviewed by a peer panel. The peer panel is made up of artists, arts administrators, community representatives from throughout King County and/or members of the Arts 4Culture Advisory Committee.
- Each panelist receives all 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.
- Do not count on your support materials to explain your organization – include all pertinent information in the application itself.
- The more concise and straightforward an application is, the easier it is to review.
- Please note that applications should be typed, not handwritten.

### Application Cover Page

- Do not forget to include your King County Council and Legislative District! This information is important. (*Note: Some district boundaries have recently changed. Call King County Elections at 206.296.VOTE or 206.296.8683 to verify your district.* For state representatives go to <http://apps.leg.wa.gov/districtfinder/>)
- For operating income on this page, please include figures for your last two completed fiscal years (FY 2004-05, 2005-06 and current year budget 2006-07). For organizations on a calendar year budget cycle, use 2005, 2006 and 2007 here.
- Be sure that your operating income figures for the last 2 completed fiscal years listed on the cover page match those on the Financial Information page.
- Make sure to indicate whether or not you have attended a workshop. New applicants are encouraged to attend a workshop or talk with staff before submitting applications to this program to eliminate potential problems and questions before the deadline.

### Narrative Statement

- The four questions to be addressed in the narrative statement are listed in the application. Your narrative statement can be up to two pages in length, and should be attached to the completed application as pages 2-3.
- The narrative statement is the core of the application, and will give panel members a context in which to review the financial and attendance figures given in other parts of the application.
- Your narrative statement should accurately reflect the current accomplishments and challenges of your organization.
- Review the evaluation/review criteria as you draft your narrative statement, addressing those criteria whenever possible.

### Financial and Personnel Information

- Complete in full the embedded Excel budget form located within the application. This page identifies revenue sources and expenses as well as personnel figures for three years.
- Most of the fields on this form should be relevant to every organization. However, if something is not applicable to your organization, simply leave that field blank.

- This three-column sheet asks for four years of budget and personnel information: two actual/completed years and your current budget cycle. (FY 2004-05, 2005-06, 2006-07. For organizations on a calendar year budget cycle, use 2005, 2006, and 2007.
- **If your Local Arts Agency is housed within a larger municipal department**, such as Economic Development or Parks and Recreation, your financial information should reflect revenues and expenses pertaining just to the arts agency.
- The choices you make in allocating staff and programmatic 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.
- These figures should not reflect any capital project income or expense—this page should reflect your operating fund activity only.
- Be sure that your operating income figures for the last 2 completed fiscal years listed on this page match those given on the Application cover page.
- Please note: Lines 17, 19, 26, 37, and 39 on this page are set up with Excel formulas. Don't enter anything into these fields, the formula should input numbers for you.
- Line 45 requests income figures from Fundraising Events. Please check whether the figures you've included are net (don't include event expenses) or gross (include event expenses).
- Value in-kind costs as though they were going to be paid at regular market rates. Vendors should be able to provide estimates of costs for their in-kind services. Be sure that in-kind contribution figures match in-kind expense figures.
- Operating budget notes are valuable in explaining variances in your financial report. Please use the Notes page to further explain variations in your expenses or give us a clearer picture of your statements.
- If in-kind contributions represent more than 10% of the total operating budget, and/or the budget figures demonstrate an increase or decrease of more than 25% in any category, please address and explain within your narrative statement or on the Notes page.
- In the fields for Arts Program Personnel, denote paid and volunteer personnel with a "p" or "v". (i.e. 6p / 6v)

### **Events**

- Identify key programs and annual activities, attendance, number of productions, duration, etc. for two years.
- Organize events as you wish. The choices you make in organizing events (listing individually by date, versus grouping events by program or category) are less significant than making sure that you remain consistent year to year with that organizational choice.
- Please note: The field for Total Attendance at the bottom of this page is set up with an Excel formula. Don't enter anything into this field, the formula should input a number for you.

## **OBLIGATIONS OF AWARD RECIPIENTS**

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### **Acknowledgement**

Organizations and individuals receiving awards from 4Culture 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 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 public benefits to citizens of King County as part of their funding.

### **Insurance**

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**

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.

### **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. Contractors are paid on a reimbursement basis.

## **APPEAL PROCESS**

Applicants to any funding program may appeal the recommendations of the Arts 4Culture Advisory Committee. Appeals must be based solely on the information included in the original application.

### **Procedure**

- Appeals must be sent in writing to the 4Culture Executive Director within 14 days of notification of the Arts Advisory Committee's recommendation.
- 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.
- A rejection by the Executive Director is final and ends the appeal request.
- If the Executive Director accepts the appeal request, the applicant will be asked to make a presentation to the appropriate Committee.
- The committee will recommend acceptance or rejection of the appeal to the 4Culture Board and recommend modifications to awards as required.
- 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.
- The 4Culture Board will consider the recommendations of the committee at its next regular meeting.