



# City of Burien, Washington 2017 Arts & Culture Application

Please keep responses to within the spaces provided.

<b>1. Applicant/Agency Name:</b>  Non-profit organization? Yes <input type="checkbox"/> or No <input type="checkbox"/>						
<b>2. Address:</b>  						
<b>3. Contact Person Name and Title:</b>  						
<b>4. Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>				
<b>5. Title of Proposed Project:</b> Project is New <input type="checkbox"/> or On-going <input type="checkbox"/>						
<b>6. 2017 Project Dates:</b>  						
<b>7. Last Year Operating Budget:</b>	<b>Income: \$</b>	<b>Expenses: \$</b>				
<b>Current Year Operating Budget:</b>	<b>Income: \$</b>	<b>Expenses: \$</b>				
<b>8. Project Cost:</b> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">(a) Burien Arts &amp; Culture funds requested</td> <td style="text-align: right; padding-right: 20px;">\$</td> </tr> <tr> <td style="padding-left: 20px;">(b) Total Project Cost:</td> <td style="text-align: right; padding-right: 20px;">\$</td> </tr> </table>			(a) Burien Arts & Culture funds requested	\$	(b) Total Project Cost:	\$
(a) Burien Arts & Culture funds requested	\$					
(b) Total Project Cost:	\$					
<b>9. Authorized Signature of Applicant:</b>  I certify that the information in this application is accurate to the best of my knowledge:  <hr style="width: 30%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">             Printed Name and Title   <hr style="width: 30%; margin-left: 0;"/> </div> <div style="width: 30%;"> <hr style="width: 100%;"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">             Signature         </div> <div style="width: 30%;">             Date         </div> </div>						

**10. Project Summary:** Describe the project for which funding is requested. If applicable, list dates, times, and location of performances, exhibits, or events. List ticket prices, and anticipated attendance numbers.

**11. Innovative or Mixed-Genre Projects:** If applicable, explain how this project brings a new cultural experience to Burien and/or what additional cultural organizations or artistic disciplines you may be partnering with.

**12. Cultural Education:** If applicable, explain how this project will provide cultural educational opportunities for underserved or low-income youth.

**13. Cultural Merit & Excellence:** Describe the cultural accomplishments of the primary artists or heritage professionals engaged in your project. How does the project encourage cultural development and enhance cultural opportunities in the community?

**14. Collaborative Programs or Initiatives:** Will your project involve working with other cultural organizations? If so, please identify which organizations, along with name of organization's lead staff contact.

**15. Administrative Capabilities/Agency Board:** **For Organizations:** Briefly describe the mission and goals of your organization. Also list: Number of current Board members, how many positions are currently vacant, how many Board members are City of Burien residents, how many Board meetings were held in the last 12 months, and credentials of Project Director and staff. **For Individuals and/or New Applicants:** Cite examples of other successful projects you've administered.

**16. Recruitment of Underserved Populations:** If applicable, explain how your project will serve underserved populations (such as low-income youth, ethnic/ESL populations, etc.) Include specific outreach and promotional strategies that will be implemented.

**17. Participation in City's Cultural Programs:** Will your organization or project have potential to participate in any of the City's free community arts events? (For example, 2017 events included Wild Strawberry Festival in June, Music in the Park in July/August, Arts-A-Glow Lantern Festival in September, etc.)

**18. Evaluation:** What criteria do you use to measure the success of your projects? How effective have your previous evaluation strategies been?

**19. Other Funding:** If applicable, please share examples of your efforts to increase earned income. What other sources of income will support your project? Have these been confirmed? Will your project succeed if other sources and/or City funding is not obtained?

**20. Previous City Funding:** If you obtained City funding for your project during the current year, did you accomplish the project objectives as identified in your previous Arts/Culture grant applications? If not, please explain.

**21. Public Participation:** The project must be reasonably accessible. Describe your targeted audience, i.e., age group, special populations, new audiences, season subscribers, or patrons. How has access for special populations (such as disabled) been facilitated?

**22. Admission Fees/Public Benefit:** For projects charging admission, please identify a benefit you can provide to the community at no charge. If applicable, describe any scholarships you offer and how these opportunities are promoted to potential beneficiaries.

**23. Promotional Plan:** Describe your plan to promote your project or event. If awarded funds, your promotional materials must credit the City of Burien as a financial supporter.

**24. Project/Program Budget (You may submit a budget in your own format)**

Revenue Sources	2015 Project Revenue	2016 Estimated Project Revenue	Confirmed Funding? Y or N
Admissions			
Concessions			
Federal			
State			
County			
Cities (indicate city name below)			
Corporate/Business Support			
Foundations			
Individual Donations			
Other:			
<b>TOTAL REVENUE</b>			
In-Kind			

Expenses	2015 Project Expenditures	2016 Estimated Project Expenditures
Personnel Costs		
Supplies		
Consultant or purchased Services		
Communications		
Performance Hall Rental		
Equipment		
Advertising		
Printing Costs		
Other (specify below)		
<b>TOTAL EXPENSES</b>		
In-Kind		
NET PROFIT (LOSS) (revenue - expenses) =		

## Attachment Checklist

*Attachments required to be submitted with the City of Burien Arts & Culture Fund Application:*

-  Verification of non-profit status.
-  Copy of Board authorization to submit this application

**Please mail or hand deliver 10 copies of your application to:  
Burien Community Center  
14700 6<sup>th</sup> Ave SW, Burien, WA, 98166  
Attn: Arts and Culture Grant**

**Application is due by 4:30 p.m. Friday, August 12, 2016.**

**Questions?  
Gina Kallman  
Cultural Arts Supervisor  
Telephone: 206-391-6605  
E-Mail: [ginak@burienwa.gov](mailto:ginak@burienwa.gov)**