



2023 Arts & Culture Grant Application

Please keep responses to within the spaces provided.

1. Applicant/Agency Name:		
Non-profit organization? Yes <input type="checkbox"/> or No <input type="checkbox"/>		
2. Contact Person Name and Title:		
3. Address:		
4. Telephone:	Fax:	E-mail:
5. Title of Proposed Project: Project is New <input type="checkbox"/> or On-going <input type="checkbox"/>		
6. 2023 Project Dates:		
7. Last Year Operating Budget:	Income: \$	Expenses: \$
Current Year Operating Budget (approx.):	Income: \$	Expenses: \$
8. Project Cost:		
(a) Burien Arts & Culture funds requested		\$
(b) Total Project Cost:		\$
9. Authorized Signature of Applicant:		
I certify that the information in this application is accurate to the best of my knowledge:		

Printed Name and Title		

Signature		_____
		Date

10. Project Description: Describe in detail the project/programs for which funding is requested. Include information such as: dates, times, and location of performances, exhibits, or events. Also anticipated attendance numbers, intended audience, and artistic purpose. *Please review Application Guidelines for criteria for answering these questions.*

11. Innovative Projects: If applicable, explain how this project brings a new cultural and/or educational experience to the Burien community.

12. Outreach to Underserved Populations: If applicable, explain how your project will serve underserved populations (such as low-income youth, ethnic, ESL populations, special needs populations, etc.). Include specific outreach and promotional strategies that will be implemented.

13. Public Benefit: Are there ways you strive to make your project inclusive to all in the community? 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.

14. Evaluation: What criteria will you use to measure the success of your project(s)? What have you learned from previous evaluations?

15. Administrative Capabilities/Individuals: Please cite examples of successful projects you've administered in the past. Please provide a brief bio of project manager. Describe the accomplishments of the arts or heritage professionals engaged in your project.

16. Administrative Capabilities/Organizations: Briefly describe the mission and goals of your organization. Please provide a brief bio of project manager. Describe the accomplishments of the arts or heritage professionals engaged in your project.

17. Other Funding- *please answer all:* (1) What other sources of income will support your project? (2) Have these been confirmed? (3) Will your project be possible if other sources and/or City funding is not obtained?




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

Revenue Sources	2022 Project Revenue	2023 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:			
TOTAL REVENUE			
In-Kind			

Expenses	2022 Project Expenditures	2023 Estimated Project Expenditures
Personnel Costs		
Supplies		
Consultant or purchased Services		
Communications		
Performance Hall Rental		
Equipment		
Advertising		
Printing Costs		
Other (specify below)		
TOTAL EXPENSES		
In-Kind		
NET PROFIT (LOSS) (revenue - expenses) =		

Attachment Checklist

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

-  For Organizations--Verification of non-profit status.
-  For Organizations—List of current board members.
-  For Organizations--Copy of Board authorization to submit this application

**Please e-mail a PDF of your application along with attachments to:
Gina Kallman
ginak@burienwa.gov**

[Application is due by 4:30 p.m. Friday, August 12, 2022.](#)

Questions?

Gina Kallman
Cultural Arts Supervisor
206-391-6605
ginak@burienwa.gov

About the City of Burien

The City of Burien is a vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment. For more information, visit www.burienwa.gov.