



2019 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. 2019 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 | 2017 Project Revenue | 2018 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 | 2017 Project Expenditures | 2018 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 17, 2018.](#)

Questions?

Gina Kallman
Cultural Arts Supervisor
Telephone: 206-391-6605
E-Mail: 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.