# Kirkland Cultural Art Commission
# Funding Application

The Kirkland Cultural Arts Commission is pleased to announce a funding opportunity to encourage art activations in Kirkland. **The Commission has two $1,000 grants available to fund programs or events that occur in Kirkland before December 15, 2016**. The Commission would like to fund opportunities that engage the public in an innovative or creative way with a focus on art, culture and heritage. This includes performance art, literary arts, community art projects and other creative ventures. The Cultural Arts Commission will give special interest to programs that expose art to new audiences.

**PROCESS**

Applications are due on or before **June 10, 2016 by 4pm** to Philly Marsh, pmarsh@kirklandwa.gov. Decisions as to who receives funding will be made at the Cultural Arts Commission June 18, 2016 meeting in the Rose Hill Room at City Hall from 4-6pm. Questions can be directed to Philly Marsh at 425-587-3013 or pmarsh@kirklandwa.gov.

**FUNDING REQUIREMENTS AND RESTRICTIONS**

- Funding should be used for programming that provides a public benefit
- Funding **cannot** be used for capital improvement expenses, food, alcohol or gifts
- Invoices for expenses must be submitted for reimbursement
- The Cultural Arts Commission logo must be placed on all marketing material
- Opportunity for the Kirkland Cultural Arts Commission to have a booth or table at the event

**CONTRACTS**

After funding recommendations are approved, Kirkland staff works with the applicant to develop a contract that calls out a specific scope of services. **Contractors are paid on a reimbursement basis.**

**ACKNOWLEDGMENT**

Prominent display of the Cultural Arts Commission and 4Culture logo is required of funding recipients in all publicity materials including, but not limited to, electronic promotion (website, social media), brochures, press releases, programs, posters, public service announcements, flyers, newsletters, and advertisements. The Cultural Arts Commission logo will be provided at the same time as the Municipal Services Agreement. Events will be required to submit promotional material and/or electronic screenshots with displayed logos with reimbursement forms.

**PUBLIC BENEFIT**

State law and King County Code authorize the purchase of cultural services, but the "lending of public credit" is prohibited. All funded organizations and individuals must provide significant public benefits to citizens of Kirkland (examples are to be open to the public, allow discounted admission, or provide an educational component). Public benefit takes many forms and is agreed upon during our contract process.

**COMPLIANCE WITH LAWS**

Contractor shall at all times comply with all applicable laws, ordinances, rules, and regulations, including but not limited to, Kirkland Municipal Code Chapter 11.80. Events taking place in a City park or right-of-way are subject to approval and permitting by Kirkland Parks and Community Services.

**BUSINESS LICENSE**

All funding recipients will be required to have a Kirkland Business License.
www.kirklandwa.gov/depart/Finance_and_Administration/Licensing/Business_Licenses.htm

# Kirkland Cultural Arts Commission Funding Application

| | |
|---|---|
| Organization/Individual: | Contact Name: |
| Program/Event Title: | Date of Program/Event: |
| Mailing Address: | |
| Phone: | Cell: |
| Web Address: | Email: |
| Facebook: | Twitter: |
| Location of program/event: | |
| Expected Attendance: | Cost of Attendance: |

**Please answer the questions below (max 100 words each)**

1. **Short description of program/event and how it focuses on art, culture and heritage:**

2. **If you are funded, what particular program or activity would this funding support and how would the support be recognized.**

3. **What is the total cost of your program and other funding sources?**

4. **What is the promotional plan for your program or event and how will you acknowledge the Kirkland Cultural Arts Commission?**

5. **How will your program appeal to new audiences and be accessible to the general public?**

6. **Describe how your event/program partners with other Kirkland organizations including government, non-profit and for-profit enterprises.**

**Signature of Applicant/Authorized agent of Organization**

I attest the information in this application is accurate.

_____ _____

**Name** **Date**