Kirkland Cultural Arts Commission
Funding Application

The Kirkland Cultural Arts Commission is pleased to announce a funding opportunity for artists and arts organizations in Kirkland. **The Commission has up to $5,000 available to fund programs or events that will occur in Kirkland before December 15, 2014**. The Commission would like to fund opportunities that engage audiences in an innovative or creative way with a focus on art, culture and heritage. This includes performance art, literary arts, and other creative ventures. With the opening of the Cross Kirkland Corridor interim trail in fall 2014, the Cultural Arts Commission will give special interest to programs that activate the Corridor with artistic programing.

PROCESS

Applications are due on or before **May 16, 2014, by 4pm** to Philly Hoshko, phoshko@kirklandwa.gov. Decisions as to who receives funding will be made at the Cultural Arts Commission May 21, 2014 meeting in the Rose Hill Room at City Hall from 4-6pm. Questions can be directed to Philly Hoshko at 425-587-3013 or phoshko@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
- Funding **cannot** be used for food or alcohol
- Invoices for expenses must be submitted for reimbursement

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

Acknowledge the Kirkland Cultural Arts Commission and 4Culture as a source of support in printed materials, permanent signage visible to the public or in other ways appropriate to the project. We make appropriate logos available in multiple formats.

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

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Date:	Request Amount:
Organization/Individual:	Contact Name:
Program/Event Title:	Date of Program/Event:
Mailing Address:	
Phone:	Cell:
Web Address:	Email:
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 will you use the funding for?**

3. **What are your other funding sources and what can we expect if we are not able to fund you at the full amount?**

4. **What organization and/or staffing do you have to support this event?**

5. **What is the promotional plan for your program or event?**

6. **How will it appeal to a diverse audience and be accessible to the general public?**

Signature of Applicant/Authorized agent of Organization
I attest the information in this application is accurate.

_____ _____

Name **Date**