



## 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, 2015.** 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 **July 13, 2015 by 4pm** to Philly Hoshko, [phoshko@kirklandwa.gov](mailto:phoshko@kirklandwa.gov). Decisions as to who receives funding will be made at the Cultural Arts Commission July 15, 2015 meeting in the Rose Hill Room at City Hall from 4-6pm. Questions can be directed to Ellen Miller-Wolfe at 425-587-3014 or [emwolfe@kirklandwa.gov](mailto:emwolfe@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](http://www.kirklandwa.gov/depart/Finance_and_Administration/Licensing/Business_Licenses.htm)

