



Gig Harbor Arts Commission 2024 Creative Endeavor Grant Application

- Please submit the completed application as an attachment to an email and send to cityclerk@gigharborwa.gov.
- Applications must be received by **March 15, 2024**.
- Funding recommendations will be announced at the special Arts Commission meeting on March 20, 2024.

Date of Application			
Organization or Individual's Name			
Name of Contact			
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the city on the applicant's behalf.</i>			
Address			
Phone Number		Email	
Project Title			
Date(s) of Project <i>Final project report and invoice must be received by December 6, 2024.</i>			
Amount Requested	\$		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$		
Admission Charged	\$		
Donations Accepted			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there at least one free or "pay what you wish" performance?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this project received Arts Commission funding in the past?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list other sponsoring agencies to whom you have applied.			



Please limit responses to 500 words or less, per question.

1. Provide a summary of the project for which you are requesting financial support.

2. Describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.



3. Explain how the city's funding will support this project. If the project can still be done without city funding, show how the requested funds will improve the project, even if only partially funded.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to potential visitors.



Venue Accessibility Information

If this project involves a venue – is the venue ADA accessible*? Yes No

If you answered no, what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker, or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied. This includes access to parking, building entry, and restroom/toilet facilities.*

Please direct questions about the application or application process to cityclerk@gigharborwa.gov.



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Funding Guidelines

The Arts Commission's goal is to support as many new artistic projects by individuals and organizations as possible. The decision on whether to fund a project is based on the following guidelines:

1. The applicant demonstrates the public benefit/value to the community and how the project will increase public access to the arts in Gig Harbor.
2. The project or event would not occur without Arts Commission funding. If the project could still be done without Arts Commission funding, the application explains how the requested funds will improve the project.
3. The target audience is Gig Harbor and adjacent communities, or the project is intended to bring in visitors from outside the area. Events outside of summer months/tourist season will be given preference. The applicant should demonstrate that the event will be broadly advertised to the community. If intended to bring in visitors, the advertising has been designed for that purpose.
4. The event is accessible financially so that members of the public are not excluded based on ability to pay admission.

For example: Will admission be charged? Will there be donations at the door? Will there be an opportunity to "pay what you wish"?

5. **Logo credit:** Grant recipient is required to acknowledge support from the City of Gig Harbor in all formats, including printed and digital materials, live and recorded performances, or media interviews.

Sample text: "This program is supported, in part, by a grant from the Gig Harbor Arts Commission."



The Commission funds for results (events, performances, exhibits, or workshops) - not general expenses.

Grants will only support the direct costs of an event or project. Direct costs include, but are not limited to, the following:

- Project-specific purchases: supplies, materials.
- Rentals: space, supplies, materials, equipment.
- Personnel costs directly related to the planning and/or execution of the event.
- Creation and/or documentation of the work, event, or performance.
- Production costs: events, installations, exhibits, programs.
- Travel necessary for the event.
- Marketing and promotion.

The following are generally not considered direct costs and are not eligible for funding:

- Permanent equipment.
- Overhead costs (such as general salaries, mortgage payments, etc.).
- Personal travel.
- Re-granting of the funds.
- Scholarships.
- Hospitality expenses: food, beverages, flowers, receptions, or similar items.

Additionally, the following types of projects or events are not eligible for funding:

- Brick and mortar projects.
- Events in which the sole purpose is political or religious.
- Events closed to the public.
- Events in which the purpose is fundraising.



Gig Harbor Arts Commission
2024 Creative Endeavor Grant
Funding Process and Procedures

1. Applicants submit a complete proposal, including a budget, for an event or project that will take place in calendar year 2024.
2. Proposals are reviewed by the Gig Harbor Arts Commission.
3. Discussion and funding recommendation will occur at the March 20, 2024 Arts Commission special meeting.
4. Applicants are notified of award, partial award, or non-award of funds. *The Arts Commission may elect to award only a portion of the funding requested.*
5. City issues contracts.
6. Grant recipients complete proposed projects.
7. Applicants submit a final report to the city within two weeks after conclusion of the event, and no later than **December 6, 2024**. The final report should include the following:
 - Project Completion Form
 - Invoice
 - Receipts
 - Photo(s) from the Event or of the Completed Project
 - Promotional Material for the Event/Project
 - W-9
8. City issues payment after approval by the city council.



Gig Harbor Arts Commission
2024 Creative Endeavor Grant
Sample Invoice

To:

City of Gig Harbor
Attn: City Clerk
3510 Grandview Street
Gig Harbor, WA 98335

From:

Name of Organization
Name of Event/Project
Date of Invoice

Item/Description of Line Item	Cost of Item
Item 1: A description of each item with a receipt for reimbursement.	\$000.00
Item 2: Repeat with a description of next item with a receipt.	000.00
Continue until all items are listed with receipts attached.	
Total Balance (this should total the amount of the grant)	\$000.00

Make checks payable to:
Name of Grant Recipient

Mail payment to:
Address Here



Gig Harbor Arts Commission
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Project Completion Form

If you or your organization has received a **Creative Endeavor Grant**, we ask you to complete this form within 14 days of the event or completion of your project. Your timely submission of this follow-up report is essential for prompt payment by the City of Gig Harbor. Once completed, please email the report to the cityclerk@gigharborwa.gov. Include copies of your receipts and at least one photo of your project or event.

NOTE: Reports/invoices will not be accepted after December 6, 2024.

Title of Project

Organization/Individual

Address

Phone | Email

Contact Person

Brief Description of Project as Completed

(If pertinent, compare the outcome with your own expectations.)



Attendance Data

(Include comparison with previous events/projects, if applicable.)

Summary of Expenses – Please Attach Receipts

(Such categories as materials, royalties, technical production, location rental, professional services, publicity.)

Summary of Revenues, if Applicable

(Sales, door receipts, awards, etc.)

Comments

Attach one or more photos of the project/event to this report and copies of promotional material showing the city's logo.

For internal use only

CREATIVE ENDEAVOR GRANT SCORING MATRIX			
Applicant/Project:			
Non-Profit? Yes _____ No _____			
Project Summary and Timeline - 5 points			Score
The summary and goal of the project is unclear. There is no clear timeline or unsure if project can be done in allotted time. (0-1)	The summary and goal of the project is somewhat defined. There is a loose schedule, but the timeline is not clearly defined. (2-3)	The summary and goal of the project is clearly defined. There is a proposed schedule and assignment of duties. (4-5)	
Community Need - 10 points			Score
There is no need in the community or there is insufficient explanation of need. (0-3)	There is some need in the community but unsure if this project can sufficiently address the need. (4-7)	There is sufficient need in the community and this project will fulfill the need. (8-10)	
Funding Need - 5 points			Score
The project can still occur without funding. There is little to no need for funding. (0-1)	The project can still occur without funding, but it will not have as great of an impact on the community. There is some need for funding. (2-3)	The project will not occur without funding. There is a great need for funding. (4-5)	
Project Reach - 10 points			Score
This project will only reach those currently involved in the group and/or a small group of people. (0-3)	This project will reach a large group of people or provides for public participation. (4-7)	This project will reach across communities or will extend reach through collaboration with other community partners. (8-10)	
TOTAL SCORE			