

# 2010 Arts Projects Application

## GENERAL INFORMATION FORM

### Information about the Organization

Name of Organization: \_\_\_\_\_

Name of Officer who will sign contract: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Total Operating Expenses for the program/event for the last three completed fiscal years:

2007 \_\_\_\_\_ 2008 \_\_\_\_\_ 2009 \_\_\_\_\_

### Business Status of Applicant

For Profit  Not-for Profit Federal Employer Identification Number (EIN): \_\_\_\_\_

Unified Business Identifier Number (UBI): \_\_\_\_\_

City of Tacoma Business License Number: \_\_\_\_\_

### Project Contact Information (Who can we contact with questions about the project or application?)

Project Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Project Summary

Amount Requested (must be between \$1,000 and \$5,000): \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Dates: \_\_\_\_\_

Concise description of the project and what you are asking the Arts Commission to support: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Activities (Venues for events must be within Tacoma city limits)

Activity 1: \_\_\_\_\_

Address: \_\_\_\_\_ City Council District: \_\_\_\_\_

Activity 2: \_\_\_\_\_

Address: \_\_\_\_\_ City Council District: \_\_\_\_\_

### Signatures

Project Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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## BUDGET PAGE—INCOME & EXPENSE

*Clarifications of these terms appear on page 8*

### Projected Income

Income Source	Total	Confirmed?
Admissions	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Corporate/Small Business Support	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Foundation Support	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contracted Services (program ads)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Concessions, Other Revenue	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Donations	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Other Government Support

City (not this application) _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
County _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
State _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Federal _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's Own Cash	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Requested for Arts Projects	\$ _____	
<b>Total Projected Income</b>	<b>*\$ _____</b>	

\* Total Projected Income must equal Total Cash Expenses.

### Projected Expenses

Expense Item	*Cash Expense	**Non- Cash Expense
<b>Arts Activity</b>		
Artist Fees	\$ _____	\$ _____
Technical Fees	\$ _____	\$ _____
Production Costs	\$ _____	\$ _____
Access Services (sign language, etc.)	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Project Administration</b>		
Administrative Coordinator/s	\$ _____	\$ _____
Contractors or Consultants	\$ _____	\$ _____
<b>Rentals</b>		
Security	\$ _____	\$ _____
Space	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
<b>Marketing</b>		
Printing	\$ _____	\$ _____
Advertising	\$ _____	\$ _____
Postage/ Distribution	\$ _____	\$ _____
<b>Consumables</b>		
Food	\$ _____	\$ _____
Phone	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Total Cash Expenses</b>	<b>*\$ _____</b>	
<b>Total Non-Cash Expenses</b>		<b>** \$ _____</b>

\*\*Non-Cash Expenses are things like donated products and volunteer time. They are needed to carry out a project, but no cash is spent by the organization in obtaining them.