



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**May 23, 2000**

**Motion 10941**

**Proposed No.** 2000-0231.1

**Sponsors** Phillips, Nickels, Hague and  
Miller

1           A MOTION establishing the Heritage Sesquicentennial  
2           Sustained Support Program, authorized under Ordinance  
3           13678, and approving the program application guidelines.

4  
5           WHEREAS, King County will celebrate the sesquicentennial of its establishment  
6 by the Oregon Territorial Legislature in 2002, and

7           WHEREAS, the King County council, by Ordinance 13678, directed the King  
8 County landmarks and heritage commission to develop a Heritage Sesquicentennial  
9 Sustained Support Program to be transmitted to the council by March 15, 2000, and

10           WHEREAS, the King County landmarks and heritage commission conducted two  
11 public meetings and developed the application and guidelines, provided as Attachment A,  
12 for a Heritage Sesquicentennial Sustained Support Program that celebrates the history  
13 and culture of King County, and

14           WHEREAS, the Heritage Sesquicentennial Sustained Support Program will  
15 provide essential operating funds for eligible heritage organizations that best preserve and  
16 interpret King County's rich heritage for future generations;

17           NOW, THEREFORE, BE IT MOVED by the Council of King County:

18           The Heritage Sesquicentennial Sustained Support Program, authorized under  
19           Ordinance 13678, is hereby established and the program application guidelines, provided  
20           as Attachment A of this ordinance, are approved.  
21

Motion 10941 was introduced on 4/3/00 and passed by the Metropolitan King County Council on 5/22/00, by the following vote:

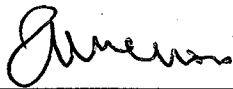
Yes: 12 - Mr. von Reichbauer, Ms. Miller, Ms. Fimia, Mr. Phillips, Mr. Pelz, Mr. McKenna,  
Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett, Ms. Hague and Mr. Vance  
No: 0  
Excused: 1 - Mr. Irons

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

**Attachments**   A. 2000 Heritage Sesquicentennial Sustained Support Program - Proposed Guidelines & Application

ATTACHMENT A

2000  
HERITAGE SESQUICENTENNIAL  
SUSTAINED SUPPORT  
PROGRAM

*PROPOSED*  
GUIDELINES & APPLICATION



King County

Landmarks & Heritage Commission

King County Executive

Ron Sims

King County Council

Pete von Reichbauer, Chair, District 7

Maggi Fimia, District 1

Cynthia Sullivan District 2

Louise Miller, District 3

Larry Phillips, District 4

Dwight Pelz, District 5

Rob McKenna, District 6

Greg Nickels, District 8

Kent Pullen, District 9

Larry Gossett, District 10

Jane Hague, District 11

David Irons, Jr., District 12

Chris Vance, District 13

King County Landmarks & Heritage Commission

Leon Leeds, Chair

Greg Watson, Vice Chair

Robert T. Cokewell

Patricia Fels

Cima Malek-Aslani

Julie O'Neil

Patrick Schneider

Roxanne Thayer

Office of Cultural Resources

Jim Kelly, Manager

King County Office of Cultural Resources

506 Second Avenue Suite 200

Seattle, WA 98104-2307

(206) 296-7580 TTY or 1-800-325-6165 TTY

Staff e-mail: [firstname.lastname@metrokc.gov](mailto:firstname.lastname@metrokc.gov)

<http://www.metrokc.gov/exec/culture>

Fax: (206) 296-8629

A Message from Ron Sims, County Executive

I am pleased to present the application and guidelines for the King County Landmarks and Heritage Commission's Sustained Support Program.

King County will observe the Sesquicentennial of its establishment by the Oregon Territorial Legislature in 2002. The Heritage Sesquicentennial Sustained Support Program will provide a fitting means of celebrating this historic event by strengthening those organizations that best preserve King County's rich heritage for future generations and interpret it for the public.

Our region has seen tremendous growth in both the number and quality of heritage organizations over the past ten years. Museums and heritage organizations throughout King County help to provide a sense of community identity and pride and to bridge the generations, providing opportunities for community elders to share their legacy with younger generations..

King County's investment in heritage organizations is an investment in the creativity of its citizens. From participatory activities involving children, seniors and citizens with a wide range of abilities to world-class institutions serving regional audiences, the King County Landmarks and Heritage Commission strives to partner with individuals, corporations and foundations to sustain this remarkable heritage activity.

Heritage organizations involve our residents on every level: thousands of volunteers, historians, preservationists and individuals behind the scenes who make so much happen with tireless dedication and passion. Thanks to all of you for your continuing efforts to make heritage a part of our daily lives.

## Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program Overview

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Application Deadline	[To be announced (TBA)—Anticipated date will be in August or September 2000]
Application Format	Printed version and electronic version on diskette available from the Office of Cultural Resources. Electronic version (in Word 6.0) may be downloaded [availability date TBA] from the Office of Cultural Resources web site at <a href="http://www.metrokc.gov/exec/culture">www.metrokc.gov/exec/culture</a>
Application Workshops	[TBA—Anticipated dates are in May or June 2000]
Typical Award Range	Tier I \$5,000-\$10,000 (baseline support: \$5,000) Tier II \$1,000-\$4,999 (baseline support: \$1,000)
Eligible Expenditures	General operating support, including staff costs and operating expenditures for facilities and programs
Eligible Applicants	King County based heritage organizations and historical museums meeting the adopted criteria.
Eligibility Criteria	In addition to threshold eligibility criteria requirements, there are specific requirements for Tier I eligibility, including adoption of a long-term plan and minimum budget size to be set by the Landmarks & Heritage Commission after receipt of applications
Evaluation Criteria	All applications will be reviewed using Evaluation Criteria to determine additional award amounts, if any, above baseline support levels.
Application Requirements	Submit one original and 10 copies, three hole punched on the left; please clip together rather than staple; double sided copies are preferred plus one set of attachments.
Definitions of Terms	The Landmarks & Heritage Commission definitions of “heritage” disciplines and resources focus specifically on the history and culture of King County.
Obligations of Award Recipients	Provide appropriate acknowledgement of support from the King County Landmarks & Heritage Commission. Comply with contract standards and requirements, including public benefit, insurance, taxes, annual financial reporting and physical and programmatic access.

**Application Information and Planning Assistance**

Applicants are strongly encouraged to contact Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program Coordinator **Charles Payton** to discuss eligibility and any questions about the application process.

King County Landmarks & Heritage  
Heritage Sesquicentennial Sustained Support  
Program  
Charles Payton, Coordinator

(206) 296-8693 or  
Toll free (800) 325-6165 ext. 6-8693  
[charles.payton@metrokc.gov](mailto:charles.payton@metrokc.gov)

King County Office of Cultural Resources  
506 Second Avenue, Suite 200  
Seattle, WA 98104-2307

Fax (206) 296-8629  
(206) 296-7580 TTY

Please Note: These guidelines are for HISTORICAL MUSEUMS AND HERITAGE ORGANIZATIONS ONLY. For ARTS ORGANIZATIONS please contact Arts Sustained Support Program coordinator Charlie Rathbun at (206) 296-8675 or [charlie.rathbun@metrokc.gov](mailto:charlie.rathbun@metrokc.gov) to obtain a copy of the Arts Program Guidelines.

**Heritage Sesquicentennial Sustained Support Program**  
**Application Deadline: [TBA—Anticipated deadline is August or September 2000]**  
Applications may be:  
Delivered to the Office of Cultural Resources by 4:30 p.m. or  
Postmarked no later than [date TBA] 2000.  
The Office of Cultural Resources is located in the Smith Tower at  
506 Second Avenue, Suite 200, Seattle, WA 98104-2307.  
The Smith Tower is adjacent to the Pioneer Square bus tunnel entrance.

**Access the Application Form Electronically**

The guidelines and application forms will available [date TBA] on the Internet in Microsoft Word 6.0. Download them from the Office of Cultural Resources web site at: <http://www.metrokc.gov/exec/culture>

For a copy on diskette [availability TBA], contact the Office of Cultural Resources at (206) 296-8693 or 296-7580 TTY.

**Need access to the Internet?** Internet access is available from most branches of the King County Library System. Call the King County Library System Information Line at (425) 462-9600 or (800) 462-9600.

**INFORMATION IN THESE GUIDELINES & APPLICATION FORM IS  
AVAILABLE UPON REQUEST IN ALTERNATIVE FORMATS FOR  
PERSONS WITH DISABILITIES AT (206) 296-7580 TTY**

## Application Workshops

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All applicants are strongly encouraged to attend one of these *free* workshops:

**[Dates and locations TBA—Anticipated dates are in May or June 2000]**

## About the Office of Cultural Resources

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The King County Office of Cultural Resources provides programs and services for the arts, historic preservation, and public art in conjunction with the King County Arts Commission, the King County Landmarks & Heritage Commission, and the King County Public Art Commission.

Guidelines for all other King County arts and heritage programs, including Cultural Facilities, Cultural Education, Special Projects, Community Arts, Arts Sustained Support and the Gallery Program are available from the Office of Cultural Resources. Call (206) 296-7580 to request a brochure, additional information or program guidelines, or visit our website at <http://www.metrokc.gov/exec/culture>

## About the King County Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program

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The purpose of the Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program is to provide operating support for heritage museums and organizations that have as their mission, or make exceptional contributions to, the education of the public, or the collection, preservation, exhibition, interpretation or protection of resources relating to the histories of people and places in King County.

For the year 2000, \$100,000 was allocated in the County budget for Heritage Sesquicentennial Sustained Support. Funding for the Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program is derived from King County current expense revenues, appropriated on an annual basis by the King County Council. Other programs administered by the Commission, including the Cultural Education Program, the Cultural Facilities Program and the Special Projects Program, are supported by hotel/motel tax revenues.

In the first year of this pilot program, organizations will be funded for one year. In the future, if funding is available, allocations may be made for two years. All future allocations are subject to annual budget appropriation by the King County Council.

The Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program is intended to provide operating support to historical museums and heritage organizations to meet the following goals:

- Professionalize operations & establish best practices
- Improve public education and ability to work with schools/students
- Extend services and audiences or develop new exhibits & programs
- Leverage other public and private funds/in-kind support

Eligible expenditures under the program are for general operating support including, but not limited to, staff costs and operating costs for facilities and programs.



## Awards

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The baseline amount of support for organizations qualifying for Tier I is \$5,000 and the baseline amount for organizations qualifying for Tier II is \$1,000. For 2000, Heritage Sesquicentennial Sustained Support awards will range from \$5,000 to \$10,000 for organizations qualifying for Tier I and from \$1,000 to \$4,999 for organizations qualifying for Tier II. Additional support above baseline award levels in each of the two Tiers may be made through a Commission Review Process based upon the Evaluation Criteria, including professional standards, quality and diversity of programs, public benefit/audience served, and management of threatened and neglected resources and budget considerations. If the program is continued beyond 2000, only baseline support is predictable in future years.

Funding for the 2000 Heritage Sesquicentennial Sustained Support Program is limited to \$100,000 for the first year. Awards will be made on a competitive basis. It is anticipated that not all of the applicant organizations meeting threshold eligibility requirements may be funded this year.

## Eligibility

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### Eligible applicants include:

- Federally Recognized 501 (c) (3) Historical Museums and Heritage Organizations that exist on a continuing basis
- Public Benefit Non-profit Corporations or Preservation and Development Authorities

### Tier II Eligibility Criteria (Threshold Eligibility Criteria)

#### Qualifying organizations must:

- Have a minimum of two years experience operating a public facility, managing collections, and/or presenting exhibits and programs with a focus on King County heritage to the citizens of King County
- Be financially accountable, as reflected in actual and projected budgets or other financial management or accounting procedures, including compilations, reviews or audits.

### Tier I Eligibility Criteria

#### Qualifying organizations must:

- Meet Tier II (Threshold) Eligibility Criteria
- Have a long-term year plan adopted by the governing board
- Meet minimum budget size (to be set by Commission pending review of first year applications).

## Evaluation Criteria

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All applications will be reviewed within the overall context of the Evaluation Criteria. Additional support above baseline award levels in each of the two Tiers may be made through a Commission or Peer Panel Review Process based upon the following Evaluation Criteria.

### Professional Standards

- Professional staff whose background and training are in a field related to the organization's core mission
- Professional standards adopted by the governing board of the organization, including adopted policies and procedures relating to collection and resource management, conservation, historic preservation, archives, or operations as well as accreditations or certifications received from professional associations or other agencies.

### Quality and Diversity of Programs

- Quality of existing programming, and proposed programming, and the relationship of the programming to the mission and goals of the organization
- Diversity or range of programs available to the public

### Public Benefit / Audiences Served / Accessibility

- Accessibility of services, including open hours of facilities
- Primary service areas
- Community outreach, including efforts to expand and/or diversify visitors, membership, staff, and/or leadership
- Numbers of citizens served by programs

### Management of Threatened and Neglected Resources

- Organization's contribution to the preservation, conservation or interpretation of resources relating to King County history and heritage including those resources that represent neglected aspects of King County heritage such as those defined by theme, ethnicity or geography

### Budget

- The measure of community support for an organization and/or the organization's commitment or contribution to public service as reflected in its budget, including in-kind contributions from volunteers, the community and partnering governments.

## Application Requirements

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1. Completed applications are due in the Office of Cultural Resources by [date TBA] or postmarked no later than [date TBA]. The Office of Cultural Resources is located in the Smith Tower at 506 Second Avenue, Suite 200 on the corner of Second Avenue and Yesler Street in downtown Seattle.
2. Include a signed original and 10 copies of your application three hole punched on the left side; *do not* staple. Double sided copies are preferred.
3. Include one set of support materials, such as work samples, letters of support, program brochures, newsletters, and project or program planning information. *Do not* attach copies of support materials to your application.

## Definition of Terms

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The following definitions have been developed for terms as they are utilized in the Guidelines for the King County Landmarks & Heritage Commission Heritage Sesquicentennial Sustained Support Program:

**Heritage disciplines** are defined as those relating to *King County's* historic resources and cultural traditions. These include, but are not limited to:

- archaeology
- history
- indigenous and traditional cultures
- ethnic history and heritage
- landmarks, historic sites and historic preservation
- folklore

**Heritage projects** shall focus on the following skills, as they relate to *King County's* historic resources and cultural traditions:

- identification
- collection
- documentation
- preservation
- exhibition
- restoration
- evaluation
- interpretation

**In-Kind Resources** represent the cash value of donated or contractual services or materials such as support from individuals, businesses, non-profit organizations or municipalities in the form of facility use, supplies, program space, transportation, printing, staff or volunteer time and equipment.

A **Long-Term Plan** is defined as the programmatic, administrative, and fiscal goals an organization expects to achieve in the next three to five years and the specific actions that will be taken to achieve them. For information about planning, see Landmarks and Heritage Program Technical Papers No. 37, *Long-Term Planning*, and No. 54, *What Funders Want to See in a Plan*.

For this program, traditional arts, folk arts, and ethnic arts that do not have a strong link to King County history and heritage are considered **Arts disciplines**. For more information on the definition of heritage used for this program, see Landmarks & Heritage Program Technical Paper No. 50: *Defining Heritage and Cultural Disciplines*.

## 2000 Program Timeline & Application Review Process

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The Landmarks & Heritage Commission will review public comment and adopt proposed applications and guidelines for approval of the King County Council by March 15, 2000 as required by Ordinance 13678. Subject to approval by the County Council, the Landmarks & Heritage Program staff will develop the final application and guidelines for distribution, set application workshop dates and locations, set an application deadline and distribute final guidelines [dates TBA].

Application Workshop Dates: [TBA—Anticipated for May or June 2000].

Application Deadline: [TBA—Anticipated for August or September 2000]. Applications are reviewed by staff for eligibility, accuracy, and completeness.

[TBA] After applications have been received, the Landmarks & Heritage Commission will meet to determine levels of funding for Tiers I and II of the program. At least for the first year of the pilot program, the Commission will review applications and will use both eligibility and evaluation criteria, including consideration of minimum budget size, in determining which organizations qualify for Tier I. Minimum budget size criteria for Tier I organizations will be set by the Commission pending review of the applications. Prior to the Commission meeting, each Commissioner will receive an application review package that includes program applications, instructions and application review criteria. The Commission will recommend organizations for funding in Tier I and any additional allocation above the baseline amount (\$5,000), if any, for applicant organizations. The Commission will then make recommendations for Tier II organizations.

[TBA] The Commission's recommendations for Tiers I and II are then forwarded to the King County Executive, who transmits them to the County Council for final review and appropriation of funds. *Applicants will receive preliminary notice of Commission recommendations by [date TBA].*

[TBA] The King County Council is expected to consider the Commission's funding recommendations [date TBA]. *Award recipients will receive formal notification from King County Executive Ron Sims following the King County Council's approval of allocations for the 2000 Heritage Sustained Support Program.* Once the County Council has taken formal action, Landmarks and Heritage Program staff will work with recipients to develop a contract and scope of services which governs the payment of funds. Following the completion of contract negotiations, award recipients should allow approximately [time to be determined] before funds are available.

*It is anticipated that funding will be available by [date TBA]; however this availability is not guaranteed.*

## Obligations of Award Recipients

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### **Contracting Process**

After funding recommendations have been approved, the Office of Cultural Resources staff will prepare contracts including a scope of services. These contracts will govern organizational evaluation and the payment of funds. Organizations and individuals receiving funds must comply with all requirements stated below and are subject to King County ordinances governing contract compliance as well as contract performance standards.

### **Acknowledgment**

Organizations and individuals receiving funding from the King County Landmarks & Heritage Commission must acknowledge the source of support in all printed materials, or, if appropriate, in signage visible to the public. Logos will be provided in electronic or camera-ready format.

### **Insurance**

Organizations receiving awards from King County through the Office of Cultural Resources may be required to demonstrate proof of general liability insurance coverage for the project. King County determines contractor insurance requirements on a project by project basis. Award recipients may be required to provide a Certificate of Insurance showing their general liability coverage (usually \$1,000,000) and an endorsement naming King County as an additional insured.

### **Evaluation**

Organizations receiving funding must provide access to programs, services or events for evaluators, who may be commissioners, staff or on-site reviewers. Landmarks and Heritage Program staff may schedule an on-site visit to observe activities of funded organizations and to meet with organization staff.

### **Taxes**

Awards received from the King County Office of Cultural Resources are fees for services. King County reports awards from the Heritage Sustained Support Program as income on IRS Form 1099. Organizations receiving awards will be asked to complete a Federal W-9 form when signing a contract with King County.

### **Compliance with Laws**

Contractors must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 (see Access below), and any other applicable federal, state and local laws. All recipients must comply with ADA Section 504: No otherwise qualified individuals with disabilities...shall, solely by reason of his/her disability, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity. Every reasonable effort should be made to make programs accessible to persons with disabilities. Examples may include sign language interpreted performances for deaf or hearing impaired persons; audio description services or programs in Braille for visually impaired persons, or scheduling events in locations accessible to physically handicapped persons.

**Questions about any of these requirements?** Please call program staff at (206) 296-8693 or 1-800-325-6165 extension 6-8693 TTY for additional information.

## Appeal Process

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Applicants may appeal the recommendations of the Commission. Appeals must be based solely on the information included in the original application. The process is as follows:

1. Appeals must be sent in writing to the Office of Cultural Resources Manager within 14 days of notification of Landmarks and Heritage Commission action.
2. The manager shall consult the appropriate committee chairperson in accepting or rejecting the appeal. The manager shall notify the applicant of her/his decision in writing.
3. A rejection by the manager is final and ends the appeal request.
4. If the manager accepts the appeal request, the applicant will be asked to make a presentation to the appropriate commission committee as expeditiously as possible.
5. The committee will recommend acceptance or rejection of the appeal to the commission and recommend modifications to awards as required.
6. The manager will notify the applicant in writing of the committee's recommendation and the date and time at which the commission will consider the appeal.
7. The commission will consider the recommendations of the committee at its next regular meeting, and authorize staff to forward funding recommendations to the County Executive and County Council for final approval where appropriate.



## Quality & Diversity of Programs

*Note: Please provide responses to the information requested in all sections of the application below, unless they do not apply to your organization. Responses, where appropriate, may strengthen an application and help to determine funding awards above baseline levels, if any.*

**1 A. Mission and Goals.** *Describe the mission and goals of your organization. Describe the relationship between your mission and goals, and your principal programs and services described below.*

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**1 B. Current Programs, Events and Services.** *List the most significant programs, exhibits, events or services of your organization that relate to King County history and heritage. List dates and numbers of people served, where appropriate.*

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10941

**1 C. Planned or Proposed Programs, Events and Services.** *List the most significant programs, exhibits, events or services related to King County history and heritage that your organization intends to develop and offer in the next two years, including any that may be related to the celebration of the King County Sesquicentennial. List dates and numbers of people to be served, where appropriate.*

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**1 D. Facility Ownership and/or Operation.** *Describe any facility or facilities operated by the organization, and their relationship to the preservation and interpretation of King County history and heritage.*

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**1 E. Professional Standards.** . *Describe professional standards adopted by the governing board of the organization, including adopted policies and procedures relating to collection and resource management, conservation, historic preservation, archives or operations.*

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**1 F. Planning.** *For the purposes of this program, a **long-term plan** should address the programmatic, administrative, and fiscal goals an organization expects to achieve in the next three to five years and the specific actions that will be taken to achieve them. Summarize the major elements of your organization's long term plan, and include a copy of the plan as Attachment F. A **long-term plan** adopted by the applicant organization's governing board is required for Tier I eligibility. Note when the plan was last updated by the governing body.*

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10941

**1 G. Staffing and Professional Qualifications.** *Describe the title, experience and professional qualifications of key staff members. If your organization has no paid staff, describe the professional qualifications of volunteers responsible for outreach, public programs, and/or ongoing operations. Note: It is not necessary to list **all** staff members. Include résumés as Attachment C.*

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**Public Benefit/Audience Served.**

**2 A. Accessibility.** *Describe accessibility of programs and services, including open hours of facilities, if any.*

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**2 B. Geographic Area / Audiences Served.** *Describe the primary service area(s) of your organization and audience(s) served.*

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**2 C. Community Outreach.** *Describe your organization's community outreach activities, including those that expand and/or diversify audiences, membership, staff and leadership*

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**3. Management of King County Heritage Resources.** *Describe significant collections and resources held by your organization that relate to King County history and heritage, including any that relate to **threatened and neglected** resources, such as those defined by theme, ethnicity or geography.*

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10941

**4. Financial Information**  
**A. Operating Budget**

NOTE: Report operational/program activities only; exclude capital projects

	ACTUAL 1998/1999	ACTUAL 1999/2000	CURRENT BUDGET 2000/2001	NEXT YEAR 2001/2002
<b>OPERATING EXPENSES:</b>				
Permanent Personnel				
1. Heritage				
2. Technical				
3. Administrative				
4. Education and/or Outreach				
Temporary Personnel				
5. Heritage				
6. Technical				
7. Administrative				
8. Education and/or Outreach				
9. Exhibition / Programmatic expenses				
10. Marketing / Promotion expenses				
11. Fundraising expenses				
12. Education and/or Outreach expenses				
13. Occupancy expenses (mortgage/rent/utilities)				
14. Travel and Transportation				
15. Administrative Expenses				
16. SUBTOTAL				
17. Depreciation (if applicable)				
18. In-Kind expenses (= In-kind income)				
<b>19. TOTAL OPERATING EXPENSES</b>				
<b>Earned Income</b>				
20. Admission				
21. Membership Dues				
22. Classes / Workshops / Lectures				
23. Concession Sales / Rental / Leases				
24. Interest & Earnings (savings, reserves, etc.)				
25. Other Earned Income				
26. TOTAL EARNED INCOME				
27. Earned income percentage				
28. EARNINGS GAP				
<b>Contributed Income</b>				
29. IMLS or other Federal Government				
30. Wash. Commission for the Humanities				
31. State Government				
32. King County Landmarks & Heritage				
33. Other County Government				
34. Municipal/City Government				
35. Other Government				
36. Corporations				
37. Foundations				
38. Individuals				
39. Benefits / Fundraising Events				
40. Other Contributions				
41. SUBTOTAL CONTRIBUTED INCOME				
<b>IN-KIND CONTRIBUTIONS</b>				
42. Governmental ground/facility lease, utilities				
43. Governmental staff, services, equipment, materials				
44. Community ground/facility lease				
45. Community services, equipment, materials, etc.				
46. Community volunteer hours/value				
47. Other in-kind				
48. Subtotal In-Kind				
49. GRAND TOTAL INCOME				
<b>50. SURPLUS (OR DEFICIT)</b>				
51. OTHER "INTER-FUND" TRANSFERS				
52. SURPLUS (OR DEFICIT) AFTER TRANSFERS				
TOTAL LIABILITIES & NET ASSETS - BEG. OF YEAR				
TOTAL LIABILITIES & NET ASSETS - END OF YEAR				

**4. Operating Budget, continued**

**B. Operating Budget Notes.** *If you have budget items that you think require additional clarification, you may also use this space to provide that additional information. If budget figures demonstrate an increase or decrease of more than 10% from the previous year in any category, please briefly explain the reason for the change. Indicate the line number and year with each note. Please attach a copy of any independent financial review, compilation, or audit for most recently completed fiscal year, if commissioned and/or accepted by the Governing Board, as Attachment E.*

Line Number / Year	Note
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**C. Prior Funding.** *List funding received from the King County Landmarks and Heritage Commission, the King County Arts Commission, or the King County Council, in the last four years.*

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10941

### Application Checklist

**Application** One original and 10 double-sided copies, three-hole punched. Please clip together rather than stapling.

**Attachments** Include one set of attachments with your original application unless otherwise noted. Check the attachments you have included below and label each attachment with the indicated letter.

**Required for All Applications**

- A. List of governing board members, including professional affiliations **and length of service**
- B. Copy of IRS determination letter for a non-profit organization or chartering document for preservation and development authority
- C. Résumés of professional staff members and / or key volunteers with professional qualifications
- D. Any professional standards/ethical codes/collection management/conservation policies and plans adopted by the Governing Board and/or accreditation or certification documentation received from professional associations or other agencies
- E. Independent financial review, compilation, or audit for most recently completed fiscal year if commissioned and/or accepted by the Governing Board

**Required for Tier 1 Eligibility**

- F. Long-term plan adopted by Board

**Optional**

- G. Evidence of community support (i.e. letters, agreements)
- H. Program brochures, newsletters, publications
- I. Exhibition, program or interpretive plans
- J. Other supporting documentation

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**Signatures**

Each signatory declares that she or he is an authorized official of the applicant organization or individual representative, is authorized to makes this application, and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

\_\_\_\_\_  
A. President/Chief Officer of the Governing Board

\_\_\_\_\_  
B. Executive Director or Manager\*

\*If the organization does not have a director on staff, a second member of the Board with fiscal authority should provide the second signature.