

September 23, 1992
SS/pb 92-651.mot

Larry Phillips
Introduced by: Ron Sims

Proposed No.: 92-651

MOTION NO. 8797

1
2 A MOTION adopting application guidelines
3 and a financial plan for cultural
4 programs funded with hotel/motel tax
5 revenues.

6 WHEREAS, in December, 1991, the county council approved
7 Ordinance 10189 amending the county's existing hotel/motel tax
8 ordinance to comply with changes in state law regarding the use
9 of hotel/motel tax funding, and

10 WHEREAS, Ordinance 10189 requires the executive to submit
11 for council approval a set of proposed guidelines for
12 applicants to follow in developing project proposals for
13 hotel/motel tax funding, and

14 WHEREAS, in approving interim guidelines for
15 emergency/urgent need funding under the cultural facilities
16 program, the council requested the executive to develop a
17 proposal to ensure the equitable distribution of cultural
18 facilities program funds, and

19 WHEREAS, the Arts Commission has developed the guidelines
20 for hotel/motel tax revenue programs, which include a proposal
21 for ensuring the equitable distribution of funds over the life
22 of the program, and

23 WHEREAS, the Arts Commission has also approved a financial
24 plan for hotel/motel tax revenues which reflects policy
25 decisions with regard to the allocation of cultural facilities
26 program funds and the financing of cultural facilities
27 projects, and

28 WHEREAS, the financial plan assumes cultural facilities
29 projects will be financed through a combination of long-term
30 financing and multi-year and annual grants, with a maximum
31 amount available for debt service established at one-half of
32 the projected revenue stream for cultural facilities in any one
33 year, and

1 WHEREAS, it is desirable for the council to approve the
2 financial plan in addition to the guidelines.

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

4 A. The attached 1992 Guidelines for Programs Funded with
5 Hotel/Motel Tax Revenues are hereby approved (Attachment A).

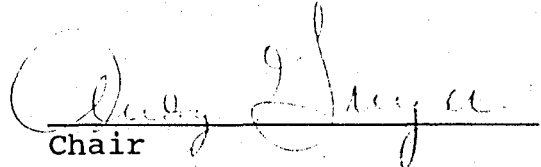
6 B. The attached Hotel/Motel Financial Plan adopted by the
7 King County Arts Commission on September 15, 1992 is hereby
8 approved (Attachment B).

9 C. The executive is hereby requested in June of every
10 year to submit for council review a report outlining how
11 cultural facility program funds have been allocated according
12 to geographic location and organization size. The report shall
13 also contain a plan, if necessary, for addressing any
14 inequities in the allocation of funding.

15 PASSED this 5th day of October, 1992.

16 KING COUNTY COUNCIL

17 KING COUNTY, WASHINGTON

18 
19 Chair

20 ATTEST:

21 
22 Clerk of the Council

1992 DRAFT GUIDELINES

for programs funded with
HOTEL/MOTEL
TAX REVENUES

King County
Cultural Resources Division

9/29/92

INTRODUCTION

The 1993 Guide to Hotel/Motel Tax Revenue Programs provides guidelines and application forms for Cultural Facilities, Cultural Education, Cultural Enhancement and Opportunity Grant programs that begin in the calendar year of 1993. These programs are administered by the King County Cultural Resources Division, comprised of the King County Arts Commission (KCAC) and the King County Landmarks and Heritage Commission (KCLHC).

A separate 1993 Guide to Programs for general arts funding will be available for King County Arts Commission programs in August, 1992. Contact KCAC at (206) 296-7580 V/TDD to request a copy of those guidelines. Arts applicants may submit applications to both hotel/motel tax revenue programs and to KCAC's general arts fund, but not for the same project. The 1% For Art Program is also described in the Guide to Programs.

CULTURAL RESOURCES DIVISION: BACKGROUND AND MISSION STATEMENTS

The Cultural Resources Division of the King County Parks, Planning and Resources Department provides programs and services for the arts, historic preservation and museum assistance in conjunction with the King County Arts Commission and the King County Landmarks and Heritage Commission.

The King County Arts Commission was established in 1967 to foster excellence, vitality and diversity in the arts in King County. The Commission serves as a catalyst for the arts in King County and:

- identifies and articulates arts needs and determines county policy regarding cultural funding;
- serves as a liaison among artists, arts organizations, educators, communities, county and local agencies and governments;
- provides financial and professional resources to individuals and organizations that foster art in and bring art to their communities; and
- promotes creative public input and involvement in the arts.

The King County Arts Commission offers support to organizations and independent artists, technical assistance, publications, a touring program, a public gallery and a public art program. Funding for Arts Commission programs is appropriated annually by the County Council and is allocated on the recommendations of its program committees: Arts Funding, Hotel/Motel, and 1% For Art.

The King County Arts Commission is composed of 18 volunteer members appointed to three year terms by the County Executive. Commission members are selected for their demonstrated dedication to the arts and are chosen for their knowledge of one or more of the following: an artistic discipline, large and small arts institutions, educational institutions, principles of arts administration, experimental and traditional forms of art, urban design and/or public administration. Commissioners also serve as citizen representatives of the communities in which they reside.

The Arts Commission meets on the third Tuesday every month at 2:00 p.m. in the Executive Conference Room on the 4th floor of the King County Courthouse. Program committee meetings are held monthly in the Commission's Smith Tower office. All meetings are open to the public. Notice of Commission activities and funded events is published in The ARTS, a free newsletter.

The King County Landmarks and Heritage Commission was established in 1980 to identify, evaluate and protect significant heritage resources throughout King County. Activities of the commission include:

- the designation of King County landmarks
- development of special grant and financial incentive programs
- maintenance of archaeological site information
- technical assistance services relating to preservation and local history
- the Museum Assistance Program
- determination of the eligibility of historic properties for special valuation for property tax purposes

The King County Landmarks and Heritage Commission is comprised of nine volunteer members appointed to three year terms by the County Executive. Commission members are selected for their demonstrated dedication to historic preservation and are chosen for their knowledge of one or more of the following: architecture, community history, planning, landscape design, land use law and/or preservation.

The King County Landmarks and Heritage Commission meets on the Third Thursday of every month at 9:00 a.m. in the Executive Conference Room on the 4th floor of the King County Courthouse. The Design Review and Policy and Planning committees are held monthly in the Commission's Smith Tower office. All meetings are open to the public. Notice of Commission activities and related activities of interest are published monthly in the Landmarks and Heritage Commission's newsletter, Community History.

Statement on multicultural involvement adopted by the King County Arts Commission:

We are a culturally diverse society. This diversity is our strength. To honor diversity, to affirm excellence in each tradition, and to recognize that excellence is defined by the people within each culture, the King County Arts Commission will respect and seek to achieve multicultural diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through:
 - attention to multicultural diversity among juror selection panel members and advisory bodies;
 - affirmative recruitment and hiring of permanent and temporary staff; and
 - continual consideration of multicultural candidates for arts commissioner appointments.
- Development of policies, guidelines, formulas and procedures which provide equitable distribution of funding to arts organizations, artists and activities which represent the diverse, multicultural communities of the County.
- Encouragement and recognition of arts organizations which have taken a stand in support of cultural diversity.
- Provision of technical assistance for development of greater diversity in board membership, staffing and artistic programming of institutions and organizations which receive County funding.
- Provision of training opportunities to interns and volunteers, and technical assistance to boards and staff of multicultural organizations.
- Identification of ongoing needs and opportunities within the arts for achieving multicultural involvement.

Statement on historic preservation adopted by the King County Landmarks and Heritage Commission:

The loss or destruction of historic buildings, sites, structures and districts and of historic and prehistoric materials, artifacts, and knowledge constitutes an irreplaceable loss to the quality and character of King County. Preservation and interpretation of heritage resources maintains aesthetic and cultural diversity and preserves continuity with the historic and prehistoric past. A 1990 attrition survey indicates that almost half of the historic resources identified in the King County Historic Resource Inventory (begun in 1977) have suffered a loss of physical integrity or have been demolished. The King County Landmarks and Heritage Commission will accelerate the process of designating and protecting landmarks, landmark sites and landmark districts and the protection of historic and prehistoric materials, artifacts and knowledge.

The transmission of historical and cultural values and traditions from one generation to the next is essential to the well being and sense of identity of communities, ethnic and minority groups and of all citizens of King County. Heritage education and preservation of heritage resources promotes community identity and pride, and respect for and appreciation of the contributions of all individuals and ethnic groups. The King County Landmarks and Heritage Commission will assist, support and encourage heritage museums and organizations in the development of cooperative programs with schools to augment school history programs by providing "hands on" experience for students through joint programs .

HOTEL/MOTEL TAX REVENUE PROGRAMS

Applicants may submit no more than one application each to the following programs annually, unless application is being made by an umbrella organization¹: This does not preclude an applicant from applying to general arts programs offered by the King County Arts Commission for other projects, but applicants may not apply to more than one program for the same project.

- Cultural Facilities Program
- Cultural Education Program
- either Cultural Enhancement Program or Opportunity Grants Program

Applications must be postmarked or received on or before the deadline date.

DEADLINES

September 25, 1992

Cultural Facilities Program Pre-Application Notification Postcard
Applicants planning to apply for facilities and fixed assets funds must send in the pre-application postcard to the Cultural Resources Division by this date. Failure to submit pre-application postcard will not preclude consideration of applications, but submission is strongly encouraged.

October, 1992

Cultural Facilities Program
Facility projects must begin by the end of 1993 and adhere to an approved schedule
Fixed assets may be purchased between April 1 and December 31, 1993

Questions Arts Facilities: Rob Roth 296-8671 V/TDD
Heritage Facilities: Erin Younger 296-8682

Urgent Need/Emergency
Applications

Urgent need/emergency facility and fixed assets applications must use the Facilities and Fixed Assets Application Form and the Urgent need/emergency Application form in this booklet. Organizations interested in applying should call the KCAC or KCLHC for additional information.

October, 1992

Cultural Enhancement Program
Activities must take place between April 1 and December 31, 1993

Questions Arts Programs: Vicky Lee 296-8675
Heritage Programs: Erin Younger 296-8682

¹ An umbrella organization acts as an independent fiscal agent for the sponsoring group or individual and assumes responsibilities required by the contract. Payment for services is issued to the umbrella organization. An umbrella organization may sponsor more than one group or individual applying but cannot present or produce the project in any way.

October, 1992

Opportunity Grant Program

Activities must take place between April 1 and December 31, 1993

Questions

Arts Programs: Vicky Lee 296-8675

Heritage Programs: Erin Younger 296-8682

October, 1992

Cultural Education Program

Planning and/or activities must begin in calendar year 1993 and be completed by August 31, 1994

Questions

Arts Education: Vicky Lee 296-8675

Heritage Education: Charles Payton 296-8693

TDD users: If a TDD number is not listed above, the general number for the Cultural Resources Division, 296-7580, accepts both voice and TDD calls.

HOTEL/MOTEL TAX PROGRAM BACKGROUND

Until 1989, King County revenues from the 2% hotel/motel tax were used solely for the construction and maintenance of the Kingdome, the county's multipurpose stadium. In 1986, the state legislature put a "lid" of \$5.3 million on the amount allocated to the Kingdome. Funds in excess of \$5.3 million were designated for cultural purposes. The King County Council in 1989 mandated that excess revenues for cultural purposes be appropriated as follows: 40% for Cultural Education programs in schools, 40% for Cultural Tourism programs, and 20% for Opportunity Grant programs. In 1990 and 1991, \$2,546,080 was awarded to cultural programs from hotel/motel revenues.

In 1991, the state passed new legislation governing the use of hotel/motel tax revenues. From 1992 to 2000, the Cultural Resources Division will receive 75% of the excess revenues beyond \$5.3 million. Not less than 70% of this money will support facilities and the purchase of fixed assets; not more than 30% will support cultural programs. In late 1991, the King County Council passed an ordinance mandating that the 30% for cultural programs continue to be divided as before, with 40% for Cultural Education, 40% for Cultural Enhancement programs and 20% for Opportunity Grant programs. From 2001 to 2012, the Cultural Resources Division will receive 70% of the excess revenues and 40% of these funds will go towards an endowment for cultural programs.

GENERAL PROGRAM GUIDELINES

Important Information:

In all hotel/motel tax revenue supported programs, up to 80% will be awarded to arts projects and no less than 20% will be awarded to heritage projects. For the purposes of the Hotel/Motel Tax Revenue Program, arts and heritage are defined as follows:

- **Arts disciplines** include, but are not limited to, dance, drama/theater, music, visual arts, literary arts, media arts, performing arts, interdisciplinary arts, traditional and folk arts and ethnic arts.
- **Heritage disciplines** are defined as those relating to history, ethnic history and heritage, traditional cultures, folklore, archaeology and historic preservation. Heritage projects shall focus on identification, collection, evaluation, preservation, restoration, exhibition and interpretation of heritage resources.
- **Cultural organizations** are those entities which provide programming or services in the arts or heritage disciplines listed above.

Legal and Contractual Requirements:

Organizations and individuals receiving funds must comply with all legal requirements stated below and are subject to King County ordinances governing contract compliance as well as contract performance standards.

Acknowledgement: Organizations and individuals receiving funding from the Cultural Resources Division must acknowledge the source of support. Organizations receiving funding from hotel/motel tax revenues must acknowledge such support in all printed programs, or if programs are not appropriate, in signage visible to the public. Recipients of funding for facilities must acknowledge support through permanent signage visible to the public. Organizations and individuals who do NOT acknowledge such support will have funding withheld.

Public Benefit: Funded projects must provide benefit to the general public. To ensure that citizens of King County receive real economic value in consideration for the partial public funding of a facility, fixed asset, service or program, the recipient of funds shall be obligated to provide substantial benefits to the public. For example, this may include free or pay-as-you-can programming, performances or exhibitions; distribution of free tickets to public school children or the economically disadvantaged; free or public access to spaces not regularly scheduled for use by the organization; educational and community outreach programs; or other means of public benefit.

Public benefit requirements will be included as part of the "Scope of Services" in the contract between the County and the organization. The public benefit obligations shall be binding for the duration of the useful life of the facility or fixed asset. The organization will be required to document public benefit for facilities and fixed assets on an annual basis.

Insurance: King County is currently reviewing its policy on contractor insurance requirements. In 1993, individuals and organizations receiving funding from the Cultural Resources Division may be required to demonstrate insurance coverage, particularly in the area of liability. Types and levels of insurance coverage may be stipulated in the contract between the County and the individual or organization.

Legal Requirements: Contractors receiving funds for services 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 below Access), and any other applicable federal, state and local laws.

Applicants for facilities and fixed assets projects should be aware that certain King County compliance requirements, such as Minority and Women's Business Enterprises (Chapter 4.18), may have a significant impact on their proposed budget. Questions regarding these compliance requirements may be addressed to the Cultural Resources Division staff responsible for the Cultural Facilities Program at 296-7580 V/TDD. Specific questions regarding the Minority and Women's Business Enterprises may be addressed to the King County Office of Civil Rights and Compliance at 296-7592 voice/296-7596 TDD.

Access: Under King County law, all recipients of county funds must comply with Section 504 concerning access: "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..." This covers access to and participation in programs and employment, as well as elimination of physical barriers. Further, the ADA law "prohibits discrimination on the basis of disability...in places of public accommodation, (and) requires that all new places of public accommodation...be designed and constructed so as to be readily accessible and usable by persons with disabilities..."

In other words, some portion of your overall program, when viewed in its entirety, must be accessible to persons with disabilities. Examples of accessibility 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. If the program is currently inaccessible, a corrective action plan must be developed to bring the program into compliance. Contractors may in some cases, based on budget, amount of funding received and other considerations, apply for an "undue hardship" waiver.

Questions regarding access to the arts may be addressed to the program coordinators responsible for arts and heritage facilities projects at the numbers listed on the application deadline page. Other questions regarding compliance issues and access may be addressed to the King County Office of Civil Rights and Compliance, King County Courthouse, E-224, Seattle, WA 98104, phone 296-7592/296-7596 TDD.

Financial Review: King county is currently reassessing its financial review requirements for all applicants to all funding programs supported by the County. The Cultural Resources Division will notify all applicants of any change to the financial review requirements as a result of this assessment.

Evaluation and Reimbursement of Funds:

After the King County Council has approved grant recommendations made by the King County Arts Commission and the King County Landmarks and Heritage Commission, Cultural Resources Division staff will prepare contracts between the applicant and King County. These contracts will govern project evaluation and reimbursement by the Cultural Resources Division, which will be based on the completion of tasks as specified in the scope of services attached to the contract (in some cases, this may vary somewhat from the project application).

Arts and heritage organizations or individuals receiving funding must provide access to events (a maximum of four complimentary tickets for evaluators, who may be commissioners, staff or on-site reviewers).

Allocations of \$250,000 or more from the Cultural Facilities Program shall be contingent on the organization's ability to raise the balance of total project costs as outlined in the project application. In the event that the total project budget decreases, King County funding may decrease proportionately, based upon thorough re-examination of the total project.

Evaluation forms, final reports and actual budgets must be submitted prior to final payment.

Review Process:

1. Applications for funds will be made to the Cultural Resources Division
2. The Cultural Resources Manager will transfer applications to staff of the King County Arts Commission and the King County Landmarks and Heritage Commission as applicable to review the applications to determine their consistency with the eligibility criteria and the review criteria. Each commission will provide instructions to peer panels or juries
3. In most cases, peer panels or juries, including both professional and community representatives, will be used by the Cultural Resources Division to assist in application review and make recommendations to the commissions. The Cultural Education Advisory Committee will review Cultural Education Program proposals
4. At the beginning of peer panel or jury review, each juror or panelist will be provided with an application review package consisting of program applications and panel instructions. Of primary importance in the panel instructions is the application review criteria, found in these guidelines. Each jury or panel is charged with the selection and recommendation of the most highly qualified from among the proposed projects. Such qualifications are, however, measured within the context of the organization's mission and its ability to fulfill its stated mission
5. The Cultural Resources Division Manager will send project proposals recommended by the Arts Commission and the Landmarks and Heritage Commission to the County Executive for transmittal to the County Council for final approval and appropriation of funding

Appeal Process:

Applicants may appeal the allocation decisions of the commissions in all program areas. The process is as follows:

1. Appeals must be based solely on the information included in the original application
2. Appeals must be sent in writing to the Cultural Resources Division Manager within 14 days of notification of Arts or Landmarks and Heritage Commission action
3. 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
4. A rejection by the manager is final and ends the appeal request
5. 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
6. The committee will recommend acceptance or rejection of the appeal to the commission and recommend modifications to grant awards as required
7. 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
8. 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.

CULTURAL FACILITIES PROGRAM

PURPOSE AND SCOPE OF PROGRAM

The program provides funds for the purchase, design, construction and remodeling of performing arts, visual arts, heritage and cultural facilities, and the purchase of fixed assets to benefit art, heritage and cultural organizations.

The purpose of the Cultural Facilities Program is to enhance arts and historic programming or opportunities through the funding of facilities and fixed assets. The King County Arts Commission and the King County Landmarks and Heritage Commission will strive to equitably distribute Cultural Facilities Program funds both throughout the county and by organization size, based on need.

Wherever possible, the King County Arts Commission and the King County Landmarks and Heritage Commission will maximize the resources available for the construction of facilities and the purchase of fixed assets. To that end, funds may be used by the County to bear costs associated with issuing bonds for capital projects, to develop additional financing through leveraging, provide multi-year funding commitments or other methods of financing, as appropriate. The County will issue bonds for projects funded by the Cultural Facilities Program when feasible and prudent. Due to costs associated with the issuance of bonds, the Cultural Resources Division may not issue bonds annually. Grantees awarded significant contributions from this fund should be prepared to arrange interim financing to meet cash flow needs until funds become available from King County. Projects of a size to warrant bond funding will be considered by the Arts Commission in calendar year 1992, however such funding will not be considered by the Landmarks and Heritage Commission during calendar year 1992. For more information concerning bonding intervals, contact KCAC at 296-7580.

Project applications will be considered on an annual basis. However, arts organizations receiving funding through the Cultural Facilities Program (excluding Emergency/Urgent Need awards) may not apply again until the third grant round after the award has been made.

In addition to the purposes listed above, funds may also be used for:

1. Architectural, design and construction documents, for applicants which have completed, or are near completion of, capital fundraising campaigns
2. Preservation and restoration of cultural facilities, which may include cultural facilities that are designated landmarks
3. Compliance with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (for access projects which do not require specific equipment, refer to Cultural Enhancement and Opportunity Grant programs)
4. Consideration of special requests submitted at any time during the year by organizations that demonstrate a **bonafide emergency or urgent need** (see Definitions below). Such requests must meet the same criteria as those submitted on an annual basis. (Urgent need/emergency project requests are submitted to the Cultural Resources Division by the first Tuesday of the month for consideration the following month by either KCAC or KCLHC; recommendations for allocation of funds are subject to approval by the King County Council. Applicants should expect a 2-4 month timeline, from initial submittal of request by applicant to KCAC or KCLHC to final approval by Council.)
5. In addition, the King County Arts Commission and the King County Landmarks and Heritage Commission may also identify needs in facility development and elect to act in a pro-active leadership role by establishing specific priorities and providing seed funds to initiate the project

APPLICATION LIMITATIONS

- Applicants for construction or renovation funds must expect to begin construction within 24 months of application.
- Capital funds cannot be used for general facility maintenance or to make routine repairs, to purchase consumable items, or to cover operating expenses, salaries or programs.
- Applicants may not apply to other King County Arts Commission or King County Landmarks and Heritage Commission funding programs for the same project.
- In general, KCAC will consider a maximum funding limit of 20% of total project budget (excluding in-kind) for facilities applications.

DEFINITIONS

Cultural Facilities include buildings and structures which are used primarily for the performance, exhibition or benefit of arts and heritage activities, including but not limited to, performing arts, visual arts, heritage and cultural endeavors.

Fixed Assets are tangible objects such as machinery or equipment intended to be held for ten years or more.

Urgent Need/Emergencies are defined as one or a combination of the following:

- A pressing situation that would cause an organization in the very near term to suffer severe economic consequences due to conditions outside of its control
- A threat to the safety of patrons or staff
- A catastrophic event or natural disaster
- An imminent threat of loss or destruction of an historic property or resource

A **Long-term Plan** is the artistic, 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.

ELIGIBILITY

Eligible applicants for this program include King County-based:

1. Performing arts organizations
2. Visual arts organizations
3. Heritage organizations
4. Cultural organizations
5. Public agencies other than schools or school districts

In addition, applicants must be financially stable and have at least the following:

1. Legally constituted and working board of directors
2. Record of artistic, heritage or cultural accomplishments
3. At least a two-year operating history
4. Demonstrated ability to maintain net current liabilities at less than thirty percent of general operating expenses (current liabilities divided by operating expenses)
5. Demonstrated ability to sustain operational capacity beyond the completion of the facility or the purchase of fixed asset(s)
6. Evidence of independent financial review or certified audit

7. Evidence of long-term planning for the organization, its programming or content and facility operations (not required for fixed assets applications under \$25,000)

APPLICATION CONTENT

1. Applications must describe the intended use of the grant funds
2. Applications must be responsive to the purposes and scope stated in these guidelines
3. Facility applications should in most cases request only partial funding. In general, KCAC will consider a maximum funding limit of 20% of the total project expenses (not including in-kind)
4. Fixed asset(s) applications may request full funding
5. Project budgets should reflect, as much as possible, a true assessment of 1) expected project costs and 2) the potential for fundraising from other sources
6. Applicants must estimate their cash flow needs. The approved funding distribution schedule may not meet the schedule requested by the applicant.
7. Application or receipt of funds for urgent need/emergency projects will not preclude the applicant from applying during the regular grant process
8. Applications for architectural, design or construction documents must submit applicable feasibility studies and detailed documentation supporting that the applicant has completed, or is near completion, of its capital fundraising campaign.
9. Applicants must submit all applicable studies pertaining to the proposed project, i.e. feasibility, marketing, etc.
10. Applicants must demonstrate the life expectancy of the proposed project and document their plans to ensure use for the purpose intended for a minimum of 10 years
11. Applicants must demonstrate how proposed project will benefit the general public
12. Applications for facilities that will be used by more than one organization must indicate the owner and primary tenant of the facility or proposed facility, and the collaborating organization(s), along with clearly delineated areas of responsibility. In the case of collaborating partners, King County funds will be obligated to the applicant that carries the contract for the design, purchase, construction or renovation of the facility
13. If a fixed asset is to be housed in a facility which is not owned or leased by the applicant, the applicant must provide an agreement between the applicant and the owner of the facility which governs the use and maintenance of the fixed asset within the facility
14. Applicants with operating income of \$100,000 or more must provide a certified audit completed within the last two fiscal years. Applicants with operating income under \$100,000 must provide financial statements which are reviewed, prepared or audited by a Certified Public Accountant independent of the organization. The County reserves the right to require an audit of any organization at any time during the application process.

APPLICATION REVIEW CRITERIA AND PROCESS

The Arts Commission and Landmarks and Heritage Commission will ensure geographic distribution of cultural facilities and fixed assets throughout King County over the life of the fund. In addition, the commissions shall ensure accessibility of funding to cultural organizations of all sizes and disciplines.

CRITERIA

Proposals shall be ranked using the following broad criteria: quality, feasibility and population served. Listed beneath each criterion are examples of information that will inform the review:

Quality

- Quality of existing content or programming, and proposed programming (extent to which the applicant fulfills its mission)
- Quality and feasibility of the facility concept and design vis a vis its intended use (architectural feasibility and other preliminary design studies; budget, etc.)
- Impact of the proposed fixed asset(s) on programming or service

Feasibility

- Financial stability of the applicant
- Ability of the applicant to complete the design, purchase or construction with partial County funding. Assessment will include the stability and competence of staff working on the proposed project
- Demonstrated ability of the applicant to maintain financial stability and use fully the facility or fixed asset for its intended use (stability, diversity and experience of the board, etc.)
- Ability to leverage hotel/motel funds into additional private or public support for the project (organization's capital fundraising plan, etc.)
- Extent of community support which may include, but is not limited to, community involvement, endorsements, in-kind or financial support by the the community, jurisdiction or governing board

Populations Served

- Impact of the project on the community, county or region including number served and projected to be served ("community" may include, but is not limited to, a geographic, cultural or artistic community)
- Geographic location and need
- Access for underserved populations

Heritage applicants should address criteria detailed above, however, priority will be given to:

- Projects that make a significant contribution to the preservation, conservation or interpretation of the heritage resources of King County
- Protection and preservation of endangered historic resources
- Interpretation and exhibition of resources which represent neglected aspects of King County heritage such as those defined by theme, ethnicity or geography
- Conceptual and planning studies for heritage facilities
- Increasing public accessibility to historic resources

PROCESS

ARTS COMMISSION: The Arts Commission will assess the quality and viability of facilities and fixed assets projects through an independent panel review and commission assessment. Panels will be appointed by the Arts Commission and will represent various fields including architecture, financial management, fundraising, administration of cultural programs and will include artists, and members of the community at large. **Panelists shall represent the geographic and cultural diversity of the County.** The panel as a whole shall prioritize projects from high to low within each broad criteria, applying the policies of the Arts Commission and County Council established for the Cultural Facilities Program. After evaluating applications based on these criteria, the panel shall consider geographic location and size of organization in order to achieve equitable distribution of funds over the life of the program. The deciding factor between two or more applications of equal merit in terms of quality, feasibility and populations served would be geographic location and/or size of organization.

The Arts Commission shall review and confirm that recommendations meet established policies and overall funding strategy and shall forward its approved recommendations to the County Executive and County Council for action.

LANDMARKS AND HERITAGE COMMISSION: The Landmarks and Heritage Commission will assess the viability of facilities and fixed assets projects through the use of technical review panels. The technical review panels will consist of experts appointed by the Landmarks and Heritage Commission with expertise related to the projects to be evaluated (including architectural, engineering, construction, general management and/or financial management). The Landmarks and Heritage Commission will determine its funding recommendations based on the established criteria, technical review panel analysis and on the extent to which the project meets the funding priorities established by the Commission, as noted above. Final recommendations shall take into account geographic location and size of organization in order to achieve equitable distribution of funds over the life of the program. The deciding factor between two or more applications of equal merit in terms of quality, feasibility, populations served and Commission priorities would be geographic location and/or size of organization.

The Landmarks and Heritage Commission shall forward its recommendations to the County Executive and County Council for action.

| ASSUMPTIONS | | | | | | | | | | | |
|---|----------------------|---------------------------|-------------------------|-------------------|----------------------------|----------------------------------|-----------------------------------|-----------------------|---------------|-----------------------|--|
| •Projections based on 1991 actual receipts •Assumes a dedication of 40% of total revenues for facilities in years 2001 through 2012 •Assumes continuation of 80% arts and 20% heritage split through the life of the fund •Assumes a 5% per year increase in administration, using 1993 proposed as the base year •Interest on the endowment in years 2001 through 2012 is split 80% arts and 20% heritage; interest is split equally between arts facilities and programs •Assumes interest of 7% annually on endowment | | | | | | | | | | | |
| 5% Growth per year | | | | | | | | | | | |
| 105% | | | | | | | | | | | |
| Year | Full Tax Projections | Less Kingdom Debt Service | Less 25% Other Programs | Cultural Programs | Administration of Programs | Facilities/Cultural Plan Updates | Required* Ending Fund Balance 10% | Net Cultural Programs | Endowment 0% | Interest On Endowment | |
| 1992 | 7,420,350 | 5,300,000 | 530,088 | 1,590,263 | 71,531 | 40,000 | 159,026 | 1,319,705 | | | |
| 1993 | 7,791,368 | 5,300,000 | 622,842 | 1,868,526 | 180,000 | 27,000 | 186,853 | 1,633,899 | | | |
| 1994 | 8,180,936 | 5,300,000 | 720,234 | 2,160,702 | 189,000 | | 216,070 | 1,942,484 | | | |
| 1995 | 8,589,983 | 5,300,000 | 822,496 | 2,467,487 | 198,450 | | 246,749 | 2,238,358 | | | |
| 1996 | 9,019,482 | 5,300,000 | 929,870 | 2,789,611 | 208,373 | | 278,961 | 2,549,026 | | | |
| 1997 | 9,470,456 | 5,300,000 | 1,042,614 | 3,127,842 | 218,791 | | 312,784 | 2,875,228 | | | |
| 1998 | 9,943,979 | 5,300,000 | 1,160,995 | 3,482,984 | 229,731 | 25,000 | 348,298 | 3,192,739 | | | |
| 1999 | 10,441,178 | 5,300,000 | 1,285,294 | 3,855,883 | 241,217 | | 385,588 | 3,577,376 | | | |
| 2000 | 10,963,237 | 5,300,000 | 1,415,809 | 4,247,427 | 253,278 | | 424,743 | 3,954,995 | | | |
| Total 1992-2000 | 81,820,967 | 47,700,000 | 8,530,242 | 25,590,725 | 1,790,371 | 92,000 | 2,559,072 | 23,283,612 | 0 | | |
| Year | Full Tax Projections | Less Kingdom Debt Service | Less 30% Other Programs | Cultural Programs | Administration of Programs | Facilities/Cultural Plan Updates | Required* Ending Fund Balance 10% | Net Cultural Programs | Endowment 40% | Interest On Endowment | |
| 2001 | 11,511,398 | 5,300,000 | 1,863,419 | 4,347,979 | 265,942 | | 434,798 | 4,071,982 | 1,628,793 | 114,0 | |
| 2002 | 12,086,968 | 5,300,000 | 2,036,090 | 4,750,878 | 279,239 | | 475,088 | 4,431,349 | 1,772,540 | 238,0 | |
| 2003 | 12,691,317 | 5,300,000 | 2,217,395 | 5,173,922 | 293,201 | 30,000 | 517,392 | 4,808,416 | 1,923,366 | 372,7 | |
| 2004 | 13,325,882 | 5,300,000 | 2,407,765 | 5,618,118 | 307,861 | | 561,812 | 5,285,837 | 2,106,335 | 520,1 | |
| 2005 | 13,992,177 | 5,300,000 | 2,607,653 | 6,084,524 | 323,254 | | 608,452 | 5,714,629 | 2,285,852 | 680,1 | |
| 2006 | 14,691,785 | 5,300,000 | 2,817,536 | 6,574,250 | 339,417 | | 657,425 | 6,185,860 | 2,474,344 | 853,3 | |
| 2007 | 15,426,375 | 5,300,000 | 3,037,912 | 7,088,462 | 356,388 | | 708,846 | 6,680,653 | 2,672,261 | 1,040,4 | |
| 2008 | 16,197,693 | 5,300,000 | 3,269,308 | 7,628,385 | 374,207 | 35,000 | 762,839 | 7,165,186 | 2,866,074 | 1,241,0 | |
| 2009 | 17,007,578 | 5,300,000 | 3,512,273 | 8,195,305 | 392,917 | | 819,530 | 7,745,695 | 3,098,278 | 1,457,9 | |
| 2010 | 17,857,957 | 5,300,000 | 3,767,387 | 8,790,570 | 412,563 | | 879,057 | 8,318,480 | 3,327,392 | 1,690,8 | |
| 2011 | 18,750,855 | 5,300,000 | 4,035,256 | 9,415,598 | 433,191 | | 941,560 | 8,919,904 | 3,567,962 | 1,940,6 | |
| 2012 | 19,688,398 | 5,300,000 | 4,316,519 | 10,071,878 | 454,851 | | 500,000 | 10,058,587 | 4,023,435 | 2,222,2 | |
| Total 2001-2012 | 183,228,384 | 63,600,000 | 35,888,515 | 83,739,869 | 4,233,032 | 65,000 | 7,866,799 | 79,366,579 | 31,746,632 | 12,371,7 | |
| Total 1992-2012 | 285,049,350 | 111,300,000 | 44,418,757 | 109,330,593 | 6,023,403 | 157,000 | 10,425,872 | 102,650,191 | 31,746,632 | 12,371,7 | |
| *Carryover expended in the subsequent year | | | | | | | | | | | |
| Adopted 15-Sep-92 | | | Revised 29-Sep-92 | Fin Plan - DR4 | | | | | | | |

| | Arts Facilities | Vashon/New City Theatre | 5% Emergency Set-Aside | Debt Service | Single/Multi Year Grants | Granting Intervals |
|-----------------|-----------------|-------------------------|------------------------|--------------|--------------------------|--------------------|
| 105% | | | | | | |
| 1992 | 739,035 | 57,095 | 34,097 | 323,921 | 323,921 | 4,500,000 |
| 1993 | 914,872 | | 45,744 | 434,564 | 434,564 | |
| 1994 | 1,087,791 | | 54,390 | 516,701 | 516,701 | |
| 1995 | 1,253,481 | | 62,674 | 595,403 | 595,403 | 3,000,000 |
| 1996 | 1,427,455 | | 71,373 | 678,041 | 678,041 | |
| 1997 | 1,610,128 | | 80,506 | 764,811 | 764,811 | |
| 1998 | 1,787,934 | | 89,397 | 849,269 | 849,269 | |
| 1999 | 2,003,331 | | 100,167 | 951,582 | 951,582 | |
| 2000 | 2,214,797 | | 110,740 | 1,052,029 | 1,052,029 | |
| Total 1992-2000 | 13,038,822 | 57,095 | 649,086 | 6,166,321 | 6,166,321 | 7,500,000 |
| Year | Arts Facilities | | 5% Emergency Set-Aside | Debt Service | Single/Multi Year Grants | |
| 2001 | 1,348,640 | | 67,432 | 640,604 | 640,604 | |
| 2002 | 1,513,269 | | 75,663 | 718,803 | 718,803 | |
| 2003 | 1,687,785 | | 84,389 | 801,698 | 801,698 | 3,500,000 |
| 2004 | 1,893,137 | | 94,657 | 899,240 | 899,240 | |
| 2005 | 2,100,754 | | 105,038 | 997,858 | 997,858 | |
| 2006 | 2,320,830 | | 116,041 | 1,102,394 | 1,102,394 | |
| 2007 | 2,553,987 | | 127,699 | 1,213,144 | 1,213,144 | |
| 2008 | 2,789,287 | | 139,464 | 1,324,911 | 1,324,911 | |
| 2009 | 3,061,802 | | 153,090 | 1,454,356 | 1,454,356 | |
| 2010 | 3,338,260 | | 166,913 | 1,585,674 | 1,585,674 | |
| 2011 | 3,630,619 | | 181,531 | 1,724,544 | 1,724,544 | |
| 2012 | 4,107,654 | | 205,383 | 1,951,135 | 1,951,135 | |
| Total 2001-2012 | 30,346,023 | 0 | 1,517,301 | 14,414,361 | 14,414,361 | 3,500,000 |
| Total 1992-2012 | 43,384,846 | 57,095 | 2,166,388 | 20,580,682 | 20,580,682 | 11,000,000 |
| 15-Sep-92 | | | | | | |

| 105% Year | Single/Multi | | 1992 | | 1993 | | 1994 | | 1995 | | 1996 | | 1997 | | 1998 | | 1999 | | 2000 | | |
|-----------------|--------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| | Year Grants | Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | Multi Year Grants | |
| 1992 | 323,921 | 106,894 | | 217,027 | | | | | | | | | | | | | | | | | |
| 1993 | 434,564 | 143,406 | | 147,752 | | | | | | | | | | | | | | | | | |
| 1994 | 516,701 | 170,511 | | 85,256 | | | 175,678 | | | | | | | | | | | | | | |
| 1995 | 595,403 | 196,483 | | 98,242 | | | 98,242 | | 202,437 | | | | | | | | | | | | |
| 1996 | 678,041 | 223,754 | | | | | 111,877 | | 111,877 | | 230,534 | | | | | | | | | | |
| 1997 | 764,811 | 252,387 | | | | | | | 126,194 | | 126,194 | | 260,036 | | | | | | | | |
| 1998 | 849,269 | 280,259 | | | | | | | | | 140,129 | | 140,129 | | 288,751 | | | | | | |
| 1999 | 951,582 | 314,022 | | | | | | | | | 157,011 | | 157,011 | | 157,011 | | 323,538 | | | | |
| 2000 | 1,052,029 | 347,169 | | | | | | | | | | | 173,585 | | 173,585 | | 173,585 | | | | |
| Total 1992-2000 | 6,166,321 | 2,034,886 | | | | | | | | | | | | | | | | | | | |
| Year | | | | | | | | | | | | | | | | | | | | | |
| 2001 | 640,604 | 211,399 | | | | | | | | | | | | | | | 105,700 | | | | |
| 2002 | 718,803 | 237,205 | | | | | | | | | | | | | | | | | | | |
| 2003 | 801,698 | 264,560 | | | | | | | | | | | | | | | | | | | |
| 2004 | 899,240 | 296,749 | | | | | | | | | | | | | | | | | | | |
| 2005 | 997,858 | 329,293 | | | | | | | | | | | | | | | | | | | |
| 2006 | 1,102,394 | 363,790 | | | | | | | | | | | | | | | | | | | |
| 2007 | 1,213,144 | 400,337 | | | | | | | | | | | | | | | | | | | |
| 2008 | 1,324,911 | 437,221 | | | | | | | | | | | | | | | | | | | |
| 2009 | 1,454,356 | 479,937 | | | | | | | | | | | | | | | | | | | |
| 2010 | 1,585,674 | 523,272 | | | | | | | | | | | | | | | | | | | |
| 2011 | 1,724,544 | 569,100 | | | | | | | | | | | | | | | | | | | |
| 2012 | 1,951,135 | 643,875 | | | | | | | | | | | | | | | | | | | |
| Total 2001-2012 | 14,414,361 | 4,756,739 | | | | | | | | | | | | | | | | | | | |
| Total 1992-2012 | 20,580,682 | 6,791,625 | | 445,689 | | 331,249 | 385,797 | | 440,508 | | 496,857 | | 557,176 | | 619,347 | | 602,822 | | | | |
| 15-Sep-92 | | | | | | | | | | | | | | | | | | | | | |

| 105% Year | 2007 | | 2008 | | 2009 | | 2010 | | 2011 | | 2012 | | Control | |
|-----------------|-------------|---------|-------------|-----------|-------------|---------|-------------|------------|-------------|-------|-------------|-------|------------|-------|
| | Year Grants | Multl | Year Grants | Multl | Year Grants | Multl | Year Grants | Multl | Year Grants | Multl | Year Grants | Multl | | Total |
| 1992 | | | | | | | | | | | | | 323,921 | 0 |
| 1993 | | | | | | | | | | | | | 434,564 | 0 |
| 1994 | | | | | | | | | | | | | 516,701 | 0 |
| 1995 | | | | | | | | | | | | | 595,403 | 0 |
| 1996 | | | | | | | | | | | | | 678,041 | 0 |
| 1997 | | | | | | | | | | | | | 764,811 | 0 |
| 1998 | | | | | | | | | | | | | 849,269 | 0 |
| 1999 | | | | | | | | | | | | | 951,582 | 0 |
| 2000 | | | | | | | | | | | | | 1,052,029 | 0 |
| Total 1992-2000 | | | | | | | | | | | | | 6,166,321 | |
| Year | | | | | | | | | | | | | | |
| 2001 | | | | | | | | | | | | | 640,604 | 0 |
| 2002 | | | | | | | | | | | | | 718,803 | 0 |
| 2003 | | | | | | | | | | | | | 801,698 | 0 |
| 2004 | | | | | | | | | | | | | 899,240 | 0 |
| 2005 | | | | | | | | | | | | | 997,858 | 0 |
| 2006 | | | | | | | | | | | | | 1,102,394 | 0 |
| 2007 | | 412,469 | | | | | | | | | | | 1,213,144 | 0 |
| 2008 | | 218,610 | 450,470 | | | | | | | | | | 1,324,911 | 0 |
| 2009 | | 239,969 | 239,969 | 494,481 | | | | | | | | | 1,454,356 | 0 |
| 2010 | | | 261,636 | 261,636 | 599,129 | | | | | | | | 1,585,674 | 0 |
| 2011 | | | 284,550 | 284,550 | 284,550 | 586,345 | | | | | | | 1,724,544 | 0 |
| 2012 | | | | | 321,937 | 321,937 | 663,386 | | | | | | 1,951,135 | 0 |
| Total 2001-2012 | | | | | | | | | | | | | 14,414,361 | |
| Total 1992-2012 | | 871,048 | 952,075 | 1,040,667 | 1,145,616 | 908,282 | 663,386 | 20,580,682 | | | | | | |
| 15-Sep-92 | | | | | | | | | | | | | | |