

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET

Name of Organization: Friends of Sitka Circus Arts

Alaska State Business License Number (if applicable): 1040978

Name of Contact Person: Kimberly Capp

Phone: [REDACTED] Email: [REDACTED]

Mailing address: [REDACTED]

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- Annual Grant:
 - Human Services or
 - Cultural and Educational Services or
 - Community Development
- Special Emergency Grant

Dollars Requested: \$10,000

Match Dollars Committed: 0 Percentage: _____

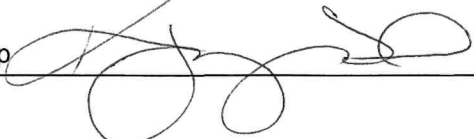
Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: _____

The funds will be used to purchase movable commercial risers for audience seating.

Current non-commercial risers have caused concern. These would permit safer seating, with better visibility and more flexible use for children, families, and others attending performances and events.

I, Kimberly Capp, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Kimberly C Capp 

Title: Board Member, Parent, Community Member Date: August 14, 2024

Application for City and Borough of Sitka General Fund Grants for Non-profit Organizations

Requesting Organization:

Registered Name: FRIENDS OF SITKA CIRCUS ARTS

Tax ID 81-3561257

Organization Tax Status ----509(a)(2) Public Charity Status

Tax Exemption Date 09/28/2016

Alaska Business License # 1040978

Contact: Kimberly Capp, [REDACTED]

Project Overview: FOSCA is applying for \$10,000 from the City and Borough of Sitka General Fund Grant, Annual, under the Cultural and Educational Services Category. The money will go toward the purchase of risers for our audiences which can also enhance the usability of the studio space and provide opportunities for funding the scholarship program when not in use by the Circus Studio. We expect to purchase the risers in the next year.

Project Detail: Friends of Sitka Circus Arts (FOSCA) is applying for an annual grant under the Cultural and Educational Services category. The funds will be used to purchase risers for audience seating at the Cirque studio in a flexible and safe manner.

The current risers are handmade and lack safety railings and have caused tripping hazards for audience members. FOSCA has attempted to hold the cirque performances in various other community venues in prior years, but this has proved unsafe due to rigging issues with performers sustaining minor injuries and not feeling safe performing on “bouncing” rigging despite significant attempts to set up safely.

The commercial risers will be four tiers for seated audience members, are 65 ft wide, have railings, wider walkways, and are collapsable. They will significantly enhance the safety and visibility of our performances (especially our smallest performers and floor routine/dance) and enable flexible use of the studio space; During performances (which are the primary fund for scholarships) they will seat approximately 150 people. When not in use, they can be taken down for maximizing practice space and rental of the risers can also assist in our ongoing fundraising efforts to promote access to healthy indoor physical activity (Cirque) for the residents of Sitka.

The cost of the risers is approximately \$66,000. This includes shipping which is over 22K from both suppliers we have received quotes from.

Expected Outcomes: Success will be measured by the installation and use of the risers in at least three performances events within the first year, with improved feedback from attendees and no safety incidents.

Statement of Need: The need for improved audience seating is evident due to failure of other venues with regards to safety of either the performers or the community members. In addition, local needs for safer and more flexible event spaces during the high season (when the studio is least used). The grant will leverage additional funds from FOSCA's fundraising efforts and other grants (not yet applied for).

Organizational Capacity: FOSCA has produced two or more annual performances, and several equipment drives over the last 7 years, with our next piece of equipment (a lift for rigging) having just completed funding and ordering is in-process. The board is currently small (four people) and meets monthly to review finances, fundraising events, scholarship applications, and has a shared drive and overview of all the business aspects monthly.

Board President: Jessica Christianson

Board Secretary: Trenton Capp

Board Treasurer: Donna Donahoe

Volunteer Coordinator: Open Position

Board Member: Kimberly Capp

Budget FY 2023 (End 12/31/23)

Budget 2024: \$54,700	Revenue 2023: \$42,320	Expenses 2023: \$39,849
Program Services: \$31,500	Program Services: \$32,153	Program Services: \$25,916
Scholarships: \$9,800	Grants & Contributions: \$4734	Fundraising: \$1309
Admin: \$200	Other (fees/fundraising): \$5,432	Admin: \$212
Equipment: \$13,200 (lift fund)		Other (Equip, Student Trip): \$12,410

Recent Grants/Donations

Sitka Women's Club	\$300	Scholarships (2024)
Sitka Charitable Trust	\$2100	Scissor Lift Fund (2024)
Harry Race Tip Jar	\$350	Scholarships (2023)
Sitka Rotary Club	\$1000	Scissor Lift Fund (2023)
SEARHC Youth Wellness	\$2000	Scissor Lift Fund (2023)
Sitka Chamber of Commerce	\$300	Scholarships (2023)
Sitka Charitable Trust	\$2291	Lollypop Lyra (2023)

Documentation Attached:

1. Summary Sheet
2. CBS Department Signatures
3. Public Charity Status letter
4. Alaska Business License
5. Quote for risers

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 28 2016

FRIENDS OF SITKA CIRCUS ARTS
[REDACTED]

Employer Identification Number:
[REDACTED]

DLN:
[REDACTED]

Contact Person:

CUSTOMER SERVICE

ID# [REDACTED]

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

July 6, 2016

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



495 Pioneer Parkway
 Clare, MI 48617
 Phone: 800-438-4499
 Fax: 989-386-3500
 www.stageright.com

Quote for Sitka Cirque
 Quote: 31650
 Revision: 3
 Offer Valid Through: 8/24/24
 Proposed by: Chris Jones
 Phone: 800-438-4499
 Email: cjones@rogersgrp.com

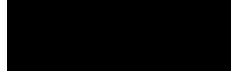
Quote Reference Number: 31650

Address Information

Bill To:
 Sitka Cirque



Ship To:
 Sitka Cirque



Contact Buying: Frances Donohoe
Phone:
Email: francesdonohoe@googlemail.com

Contact Shipping: Frances Donohoe
Phone:
Email: francesdonohoe@googlemail.com

Terms and Conditions

Payment Terms: Pending Credit Approval

Sitka Cirque - Budget Riser -72424

Products

Description	Part Number	Qty	Price	Ext Price
Deck, 4'x8', Reversible with Black PolyTrac/Gray Carpet Surfaces, Anodized Edge	648AN1D	24	\$850.00 USD	\$20,400.00 USD
Z-800, 4' x 8', 8" Support	310008	6	\$224.00 USD	\$1,344.00 USD
Z-800, 4' x 8', 16" Support	310016	6	\$272.00 USD	\$1,632.00 USD
Z-800, 4' x 8', 24" Support	310024	6	\$329.00 USD	\$1,974.00 USD
Z-800, 4' x 8', 32" Support	310032	6	\$349.00 USD	\$2,094.00 USD
Stair Tilt and Tote 2 Step	330082	2	\$575.00 USD	\$1,150.00 USD
Guardrail, 8' x 42", Universal	390439	6	\$486.00 USD	\$2,916.00 USD
Guardrail, 4' x 42", Universal	390427	6	\$432.00 USD	\$2,592.00 USD
Skirt, 8'x32" Black Janus, Clip Attachment	321105	6	\$108.00 USD	\$648.00 USD
Skirt, 4'x8", Black Janus, Clip Attachment	321114	2	\$47.00 USD	\$94.00 USD
Skirt, 4'x16", Black Janus, Clip Attachment	321116	2	\$54.00 USD	\$108.00 USD
Skirt, 4'x24", Black Janus, Clip Attachment	321117	2	\$72.00 USD	\$144.00 USD
Skirt, 4'x32", Black Janus, Clip Attachment	321118	2	\$74.00 USD	\$148.00 USD
ML16 hardclosure 8"x8' level 1	324638	6	\$85.00 USD	\$510.00 USD
ML16 hardclosure 8"x8' mid	324639	18	\$104.00 USD	\$1,872.00 USD
EZ clips	103650	50	\$4.00 USD	\$200.00 USD
*UNIT/UNIT 2X20.5"BLK FACESTRAP SEWN #255201	100208	40	\$9.00 USD	\$360.00 USD
Transport, Deck 4' x 8' (15), with castors	322201	2	\$592.00 USD	\$1,184.00 USD
Transport, Z-800 Supp. (48)	322227	1	\$1,275.00 USD	\$1,275.00 USD

Transport, ML 1600 Back & Side Rail (24 Backrails, 32 Siderails)	322240	1	\$1,100.00 USD	\$1,100.00 USD
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Services

Description	Qty	Price	Ext Price
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Additional Charges/Credits

Description	Qty	Price	Ext Price
Shipping & Freight - Dedicated Truck	1	\$25,000.00 USD	\$25,000.00 USD

Alternates

Description	Part Number	Qty	Price	Ext Price
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Products Total:	\$41,745.00 USD
Services Total:	\$0.00 USD
Additional Charges/Credits Total:	\$25,000.00 USD
Alternates Total:	\$0.00 USD
*Net Total:	\$66,745.00 USD

Quote Comments

- ** Budget Quote
- ** No Installation Included
- ** Delivery Pricing is Subject to Change

Specific Terms

Quoted price does not include any State and/or Local Taxes unless specified in the quotation
 *Quoted Net Total does not include Alternate items; Ask for a quote revision after approving or rejecting Alternates to see an updated Net Total
 Within five business days from receipt of order, an order acknowledgement will be sent to confirm your order and provide a scheduled ship date. It will also contain important information regarding the processing and delivery of your order. Contact StageRight immediately if you do not receive your order confirmation.
 Lead time is estimated and varies based on manufacturing capacity. Actual ship date will be determined at placement of order. Shipping rates are subject to change. Freight Terms: FOB Clare - MI
 StageRight collects tax in the following states: AL AZ AR CA CO DC FL GA HI IN MA MI MN NE NV NJ NM NY PA TN TX WA WI
 A tax exempt certificate must be provided at time of order placement or sales tax will be added to the order.
 These can be forwarded to the following email address: taxexemptions@rogersgrp.com
 All Labor and costs associated with docking, unloading, transferring or set up of the equipment and removal of debris are not included unless specified in the quotation
 Configured parts or part numbers ending in '-Custom' will have a production suffix added to the part number upon sales order creation and may appear different on invoices
 Visa - Mastercard - American Express and Discover Accepted

Order Authorization

Date

All rights reserved. Copyright Rogers Group, Inc.

Alaska Business License # 1040978

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

FRIENDS OF SITKA CIRCUS ARTS



owned by

FRIENDS OF SITKA CIRCUS ARTS

is licensed by the department to conduct business for the period

December 4, 2023 to December 31, 2025
for the following line(s) of business:

71 - Arts, Entertainment and Recreation



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

General Fund Grants for Non-Profit Organizations for Fiscal Year 2025

CBS Liabilities Form

Complete and submit this form with your Non-Profit Grant Application.

Organization Name: FRIENDS OF SITKA CIRCUS ARTS

- Property Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Sales Tax

Justin Harris
Justin Harris, Supervisory Senior Accountant
747-1853

- Municipal Leases

Melody Andaluz
Melody Andaluz, Procurement Specialist
747-1852

- Loan/Promissory Note

Brooke Volschenk
Brooke Volschenk, Controller
747-1801

- Utilities

Chelsey Dumag
Chelsey Dumag, Utility/Harbor Billing Clerk
747-1843

CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.