

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

APPLICATION CONTENT, ATTACHMENTS, & RATING SCHEDULE

**** Please submit only requested items ****

- ☒ **Detailed project description overview (one page only) – total pts 10**
 - What grant category are you applying for (you may choose only annual or special emergency grant, and only one category under annual grants)?
 - What will be done with these funds?
 - Who will do it?
 - Who will be served?
 - When will this service be provided?
 - Has the agency received CBS General Fund Grants previously? If so, how many, which years, and for what amount?

- ☒ **Expected Outcomes (one page only) – total pts 10**
 - How will the project be measured as successful?
 - What will the tangible community benefit be?
 - What are some benchmarks during the project that indicate things are going in the right direction?

- ☒ **Statement of Need (one page only) – total pts 10**
 - How does this project align with the funding category that you are applying for?
 - What documented needs (e.g., McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
 - Does the funding from this request leverage other funds for the project? How?

- ☒ **Organizational Capacity (one page only) – total pts 10**
 - Track record (this or similar project delivery and management).
 - Community support.
 - Board attendance.
 - List of Board Members and Officers.

- ☒ **Budget – total pts 10**
 - Statement of assets, revenues, and expenditures for previous year.
 - Detailed budget for current year, including funds for this project.
 - Include itemized list of grants received or pending for prior and current years.

- ☒ **Required Documentation – total pts 10**
 - Copy of non-profit documentation such as IRS 501c3 designation.
 - Current State of Alaska nonprofit organization business license.
 - CBS Liabilities Form.

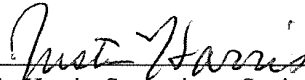
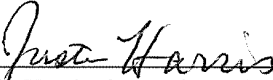
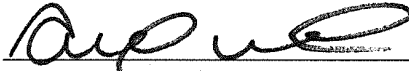
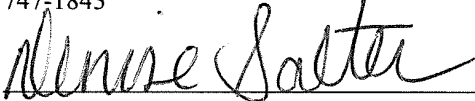

Please submit your completed application, including summary sheet and required documentation by email to Administrative Coordinator, Holley Dennison, at holley.dennison@cityofsitka.org. Type the application using size 10-12 font. Submit only materials requested.

General Fund Grants for Non-Profit Organizations for Fiscal Year 2024

CBS Liabilities Form

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

Organization Name: Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp

- Property Tax 
Justin Harris, Supervisory Senior Accountant
747-1853
- Sales Tax 
Justin Harris, Supervisory Senior Accountant
747-1853
- Municipal Leases 
Ashley Workman, Utility/Harbor Billing Clerk
747-1843
- Loan/Promissory Note 
Denise Salter, Controller
747-1836
- Utilities 
Ashley Workman, Utility/Harbor Billing Clerk
747-1843

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

PROJECT OVERVIEW

Sitka Fine Arts Camp (SFAC) is seeking an annual Cultural and Educational Services Grant, to provide need-based financial aid for Sitka students to attend our summer programs.

During Summer 2023, our 50th season, the Sitka Fine Arts Camp welcomed 777 students from 47 Alaskan communities and 23 states. 29% of our students in summer 2023 were from Sitka. Thanks to grants like the one from the City of Sitka, our programs continue to be need-blind for Sitka students and we awarded over 80 need-based scholarships to Sitka students.

Our financial aid program directly targets high-risk students in the Sitka community who need highly engaging, healthy, and meaningful educational experiences in order to succeed. Evaluations show that students who attend our programs see increased self-confidence and improved performance in school. We have seen that the arts can be one of the most effective ways for kids to feel included in a community and grow skills in teamwork, empathy, and inclusion.

"I used to think SFAC was a special event in the middle of the summer - a reward after a grueling school year. But I've begun to see it as more of a fuel to last me all year long. SFAC motivates me to create and connect with others. It is a place where I am allowed to be confident in my abilities and learn by leaps and bounds at the same time."

Sitka Fine Arts Camp and the City of Sitka have a mutually beneficial partnership. SFAC is a driving educational and economic force in the Sitka community. Every summer SFAC brings over 1500 visitors to Sitka through our programs. Parents of campers spend significant amounts of money in the local community each summer while visiting. Large funders look at City support when evaluating their contribution. Through these grants, SFAC is able to complete large capital projects on our campus using local contractors and vendors.

In addition to the financial benefits that our organization brings to the community, Sitka Fine Arts Camp's mission contributes to the quality of life in Sitka and the education of its youth. SFAC's multidisciplinary program offers high-quality arts education to students of all ages. During the summer, we provide over 140 classes in the disciplines of dance, theater, creative writing, Alaska Native Arts, visual arts, and music. Our classes are taught by over 70 nationally recognized teaching artists from around the country and Alaska. Many of the faculty, staff, and counselors are from Alaska, allowing students to be exposed to and build ties with local artists from around the state and from their own community. 34% of our students identify as non-white or bi-racial and 19% of our students identify as Alaska Native, mirroring the State population. The Camp is proud of its role in developing community among Alaska's youth by bringing together students from all over Alaska. Our program has national and state recognition including the 2015 Governor's Award of Arts Organization of the Year Award, and a 2007 Coming Up Taller Award from the White House.

Sitka Fine Arts Camp will use funds from the City grant to continue to provide need-based financial aid to Sitka students. This summer, we awarded financial aid to 89 Sitka students to attend the Sitka Fine Arts Camp. In the summer of 2023, 24% of our students received need-based financial aid amounting to over \$151,000 in distributed funds.

EXPECTED OUTCOMES

Students who attend our programs will see enormous personal growth, increased self-confidence, and improved performance in school.

Since 2005 SFAC has rigorously evaluated the impact of the camp on our students measuring student growth in knowledge and skills in alignment with national and state arts standards through pre and post testing, classroom observations, surveys, focus groups, and rubrics. Additionally we have studied the social emotional growth of our students. Our campers have reported that camp increases their confidence, gives them opportunities they don't have at home, and that they'd come back given the opportunity. *This year we have learned first-hand from our students and parents that camp provides a space for self-expression and community that has rescued many students from a year of depression.*

STATEMENT OF NEED

This project aligns directly with the Culture and Educational Services funding category by increasing access to high quality arts education for Sitka students of lesser economic status.

Sitka Fine Arts Camp directly addresses needs from the Sitka School District Strategic Plan for Sitka students to have quality educational experiences at all levels as well as culturally diverse opportunities and healthy after school activities. SFAC adds to the diversity and quality of education available to the young people in our community. Over 20% of Sitka School District students participate in our Camp. In addition to our summer programming, SFAC provides year-round arts programming and artist-in-the-schools residencies during the school year, which further increases the impact of this funding.

The Camp also meets economic goals described in City and SEDA planning documents, by providing an economic return to Sitka through local wages, revenue from out of town Camp fees, and the City sales tax revenue from Camp visitors. Financial support from the City demonstrates to other grantors the importance the City places on having the Sitka Fine Arts Camp in our community. The City's contribution is an important indicator of local support for the Camp's programs and mission.

SFAC covers 100% of need based financial aid to all families participating. This summer we awarded over \$40,000 in financial aid to 89 Sitka families. The negative effects of the pandemic on youth have been enormous and Sitka's students, particularly those from low-income households, need high-quality educational programming more than ever. A grant from the City of Sitka will expand our ability to support these students.

ORGANIZATIONAL CAPACITY

SFAC has a great track record of city, state, and national recognition for its work. In the last twenty-three years, Camp has successfully transformed itself from a virtually bankrupt camp serving 60 kids, to an organization with a three million dollar budget that manages and oversees a variety of programs including the Sitka Fine Arts Camp, teacher training opportunities, artist residency programs, management of the Sitka Performing Arts Center, the Hames Center, and a Performing Arts Series. In addition, our organization has developed strong partnerships and working relationships with many other organizations in our community, especially with the Sitka School District. These partnerships have allowed us to expand our reach and impact more students within the Sitka community.

Our staff and board has worked hard to focus on organizational resiliency and sustainability. Each year, our board has raised and added money to our Operating Reserve. At the end of FY21, we reached the goal of \$745,000 in our reserve fund to use in the case of unexpected emergencies around the liabilities of running a summer camp and managing a historical campus with 20 buildings, many over 100 years in age.

Community Support: Since January 2011 we have had over 1000 individual volunteers contribute over 45,000 volunteer hours. We have raised over 5 million dollars in individual and business donations. Our organization is fortunate to have amazing community support that has attracted national coverage amongst national funders like ArtPlace America and the National Endowment for the Arts. Our financial aid program for students is currently supported by individual donors, arts councils, businesses, and organizations all over Alaska including the Greater Sitka Legacy Fund, ALPS Credit Union, the White Elephant, the Atwood Foundation, Juneau Arts and Humanities Council, Ocean Wave Quilters, Sitka Charitable Trust, the Ketchikan Arts and Humanities Council, GCI, ConocoPhillips, Alaska Airlines, Shee Atika, Northrim Bank, and First Bank.

Sitka Fine Arts Camp has a highly engaged board:

Marya Pillifant, President

Mollie Kabler, Vice President

Sue Litman, Treasurer

Martha Pearson, Secretary

Rachel DiNardo

Caroline Goodwin

Jule LeBlanc

James Poulson
Amy Rhyneer
Blossom Teal-Olsen
Oskar Yao

Board Emeritus (retired from board but still active in our organization): Wendy Alderson, Lauren Allen, Peter Apathy, Thor Christianson, Kris Fulton, Mary Goddard, Karen Grussendorf, Mary Hames, Kathryn Snelling, Sam Skaggs

Itemized list of major grantors this year:

Alaska Airlines: \$25,000 in kind (received)
Alaska Community Foundation in partnership with Rasmuson Foundation: \$15,000 (received)
Alaska State Council on the Arts: \$22,300 (received)
Atwood Foundation: \$25,000 (received)
ConocoPhillips: \$62,500 (received)
City of Sitka: \$8,750 (received)
Crossett Fund: \$19,238 (received)
GCI: \$22,000 in kind (received)
MJ Murdock Charitable Trust: \$372,000 (received)
National Endowment for the Arts: \$35,000 (received)
Shee Atika: \$8,000 (received)
Sitka Charitable Trust: \$6,750 (received)
State of Alaska: \$24,000 (received)
White Elephant: \$5,000 (received)

Internal Revenue Service

Date: October 17, 2001

Alaska Arts Southeast, Inc.
P. O. Box 3086
Sitka, AK 99835-3086

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Person to Contact:

████████████████████
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

████████████████████

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1975 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Alaska Arts Southeast, Inc.
[REDACTED]

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

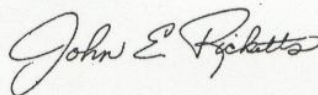
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

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

Sitka Fine Arts Camp

110 College Drive, Suite 111, Sitka, AK 99835

owned by

ALASKA ARTS SOUTHEAST, INC.

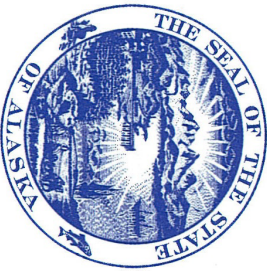
is licensed by the department to conduct business for the period

October 22, 2021 to December 31, 2023
for the following line(s) of business:

53 - Real Estate, Rental and Leasing; 61 - Educational Services; 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 Anderson
Commissioner



List of Grants Received and Pending:

FY23:

Alaska Airlines: \$25,000 in kind (received)
Alaska Community Foundation in partnership with Rasmuson Foundation: \$15,000 (received)
Alaska State Council on the Arts: \$22,300 (received)
Atwood Foundation: \$25,000 (received)
ConocoPhillips: \$55,000 (received)
ConocoPhillips: \$7,500 (received)
City of Sitka: \$8,750 (received)
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GCI: \$22,000 in kind (received)
Greater Sitka Legacy Fund: \$2,000 (received)
MJ Murdock Charitable Trust: \$372,000 (received)
National Endowment for the Arts: \$35,000 (received)
Shee Atika: \$8,000 (received)
Sitka Charitable Trust: \$6,750 (received)
State of Alaska: \$24,000 (received)
White Elephant: \$5,000 (received)

FY24:

Alaska Airlines: \$25,000 in kind (pending)
Alaska Community Foundation in partnership with Rasmuson Foundation: \$15,000 (pending)
Alaska State Council on the Arts: \$22,300 (received)
Atwood Foundation: \$25,000 (pending)
ConocoPhillips: \$30,000 (pending)
ConocoPhillips: \$10,000 (pending)
City of Sitka: \$10,000 (pending)
GCI: \$22,000 in kind (received)
Greater Sitka Legacy Fund: \$5,000 (pending)
National Endowment for the Arts: \$75,000 (pending)
White Elephant: \$5,000 (pending)

| Alaska Arts Southeast, Inc. Financials | | | |
|---|---------------------|--------------------------------------|---------------------------------|
| | FY 23 Budget | FY 23 Actuals (as of 6/30/23) | FY 24 Budget (Tentative) |
| Revenue | | | |
| Federal Grant Revenue | \$160,000 | \$160,305 | \$75,000 |
| State Grant Revenue | \$37,300 | \$60,220 | \$60,000 |
| City Grant Revenue | \$8,750 | \$8,750 | \$10,000 |
| School District Revenue | \$15,000 | \$15,000 | \$15,000 |
| Foundation Grant Revenue | \$230,000 | \$66,484 | \$172,000 |
| Individual Donations | \$289,348 | \$155,824 | \$275,000 |
| Corporate Donations | \$20,000 | \$89,533 | \$50,000 |
| Tuition | \$957,856 | \$1,106,035 | \$1,000,000 |
| Tickets | \$90,500 | \$95,735 | \$75,000 |
| Concessions Sales | \$24,000 | \$17,676 | \$25,000 |
| Membership Revenue | \$286,500 | \$240,340 | \$285,000 |
| Event Service Revenue | \$167,985 | \$105,622 | \$125,999 |
| Event Space Revenue | \$117,390 | \$148,756 | \$175,000 |
| Longterm Rental Revenue | \$368,213 | \$275,464 | \$345,000 |
| Miscellaneous Income | \$0 | \$6,304 | \$0 |
| Investment Income | \$20,000 | \$108,181 | \$75,000 |
| | | | |
| Total Support and Revenue | \$2,792,842 | \$2,660,229 | \$2,687,999 |
| | | | |
| Expenses | | | |
| Salaries and Wages | \$1,188,143 | \$795,884 | \$1,000,000 |
| Payroll Taxes | \$118,811 | \$72,649 | \$100,000 |
| Employee Benefits | \$87,336 | \$58,597 | \$95,000 |
| Travel | \$41,700 | \$33,080 | \$55,000 |
| Office Expenses | \$69,402 | \$58,931 | \$75,000 |
| Supplies | \$254,845 | \$222,771 | \$285,000 |
| Professional Services | \$94,079 | \$81,631 | \$90,000 |
| Marketing | \$22,250 | \$15,065 | \$25,000 |
| Meals & Entertainment | \$5,000 | \$6,159 | \$5,000 |
| Insurance | \$125,340 | \$73,455 | \$115,999 |
| Facility Rental | \$12,000 | \$15,097 | \$15,000 |
| Utilities | \$314,400 | \$267,788 | \$320,000 |
| Maintenance | \$65,760 | \$63,374 | \$75,000 |
| Equipment Purchases | \$3,400 | \$25,135 | \$25,000 |
| Capital Construction | \$337,476 | \$533,180 | \$352,500 |
| Miscellaneous Expense | \$5,000 | \$0 | \$2,000 |
| Property Taxes | \$7,500 | \$0 | \$7,500 |
| Bank Fees | \$40,400 | \$30,136 | \$45,000 |
| | | | |
| Total Expenses | \$2,792,842 | \$2,352,931 | \$2,687,999 |
| | | | |
| Change in Net Assets | \$0 | \$307,298 | \$0 |