

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

Name of Organization: Island Institute

Alaska State Business License Number (if applicable): 740732

Name of Contact Person: Peter Bradley

Phone: 907-747-3794 Email: peter@ialaska.org

Mailing address: P.O Box 2420

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
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$6,500

Match Dollars Committed: \$27,700 Percentage: _____


LRNG (Macarthur Fndn, National Writers Project)

Sources of Matched Dollars: Alaska State Council on the Arts

Sitka Charitable Trust

Brief Description of the Purpose of the Grant: _____

This grant would be in support of the Sitka Story Lab,
the Island Institute's creative writing and storytelling program for kids,
which works with teachers and students in each of Sitka's schools
while also offering a variety of out-of-school programs.

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

Name: Peter Bradley

Title: Executive Director

Date: Aug 26, 2016

PROJECT OVERVIEW FOR SITKA STORY LAB

ANNUAL: CULTURAL AND EDUCATIONAL SERVICES. REQUESTING: \$6,500

Grant funds from the City and Borough of Sitka will be applied to the continued operation of the Sitka Story Lab, the Island Institute's youth writing and storytelling program, which launched in Fall 2014. The Island Institute's work uses story, literature, and conversation to foster resilient communities. Story Lab works to empower youth ages 7-19 to be innovative thinkers and to express themselves with clarity, purpose, and imagination. Ultimately, Story Lab students will be better equipped to help their communities creatively adapt to change and thrive in turbulent times—our definition of “resilience.”

To accomplish these goals, Story Lab runs after school sessions, workshops, and in-school enrichment programs focused on writing and storytelling. Our after school programs and workshops are free for families, and in-school support also comes at no cost to educators or to the district. We make every effort to recruit a diverse group of students from various socioeconomic, racial, and cultural backgrounds, and to eliminate barriers to entry. Eventually, we hope that every student passing through the schools in Sitka will interact at some point with one Story Lab program or another.

The program has been an amazing success so far. We've worked extensively in each of Sitka's schools, offered several hundred hours of programs to local youth, and published our first anthology of student writing. The early work of our Story Lab program has garnered national attention, most notably in the form of a prestigious LRNG grant that we received from the MacArthur Foundation & National Writing Project last year.

Though we dramatically increased our number of collaborations with teachers in-school this year, our after school program has also flourished, with more students coming to become writers and storytellers. Several of our middle school and high school after school students are writing novels or short story collections. One high schooler said, at the end of the year: "What stands out [from the year] was just how it got me writing. I really discovered short stories through Story Lab and now when I look back I see how much I've improved and how much I've written... I wrote a lot and started a book and a blog. It's really helped me identify myself as a writer."

Another exciting development in the second year of Story Lab was the development of *Our Alaskan Stories*, a Story Lab project at Mt. Edgecumbe High School. We spent 70 hours in the winter semester teaching a group of 8 students a variety of transmedia storytelling techniques in an applied setting. They learned out to use audio and video gear while also learning about interviewing and editing. At the end of the semester, they each outlined a story that they hoped to tell about their home community. We equipped them with recording gear, and they've spent part of their summer getting to know their home communities through a different lens. This fall, we'll be working with them to edit their stories into a series of finished video pieces. The project is an example of our belief that as students are learning new skills and being exposed to new ideas, they can also get to know themselves as storytellers with the capacity to offer their various communities uncommon, unexpected, and important stories.

This year, our Story Lab Coordinator will be Jenna Steckel, who graduated from Brown University in 2013 with a B.A. in Environmental Studies and History. She's done varied work with students in several different settings, including a project with 826LA, one of the programs that inspired Story Lab in the first place.

We're also already lining up some of the visiting artists that will work with students this year. Of particular note is Courtney Sina Meredith, a slam-poet and novelist visiting from New Zealand-via-Samoa; she is excited to share her techniques and ideas with students in Sitka.

Our program thus primarily serves Sitkan students ages 7-19 and Sitkan educators who hope to offer more writing and storytelling enrichment. Thus far, Story Lab has reached over 500 students in Sitka. As you can see, our program is developing in exciting ways. We very much appreciate the support from the City of Sitka in helping us get where we are now; your support helps us in our pursuit of other funding sources. In 2015 and 2016, we received \$3,083 and \$5,500 in CBS general grant funds to support the development and growth of Story Lab. In 2011-2014, we received CBS grants averaging \$3.150 annually to support our writing residency program and our

EXPECTED OUTCOMES

Measures of success

In last year's CBS application, we aimed to work with at least 350 students total: 250 in school, and 100 outside of class. We exceeded those goals. We worked extensively in all of Sitka's schools, including REACH and the SEER school. In addition to the students who joined us for our after-school workshops, we worked with 53 students (primarily from Sitka) to include their work in the anthology of student writing which we produced in May; dozens more were included in our collection of local haiku earlier in late 2015.

This year, we will keep as a goal continued work in each of the schools, while also maintaining the success of our after school program. In addition to producing another anthology of student writing, we would like to work with one or more of our more advanced writers to produce an independent collection of writing.

Last year, we wanted to work with at least two new community partners to continue to integrate writing and storytelling into the fabric of our community. As a result of that commitment, we worked with Brave Heart Volunteers to produce an intergenerational learning series at Pacific High School which incorporated residents of the Pioneer Home. We also continued work with Kettleson Memorial Library and Raven Radio. In the past, we've worked with Sitkans Against Family Violence, the Sitka Native Education Program, and the Sitka MAPP Community Health Summit. We'd like to continue to find new ways to work with community partners in the coming year.

Teachers have been hugely supportive of the program, and in hopes of offering the best service that we can to Sitka's education system, we are convening an advisory committee of teachers this year. The committee currently includes Hillary Seeland, Alexander Allison, Mary Wegner, and Heidi Raffaele; others have also expressed interest in joining.

Tangible community benefits

The anthology produced in Story Lab will be a concrete way for students to see their progress as writers, and for community members to access the work that young people are creating. It also offers students a potential tool that they can use for college applications. Many of Story Lab's intangible benefits (increased confidence, increased communication skills) can easily translate into tangible ones: students can bring their new skills into the classroom, and achieve more highly in school. They can bring those skills to the job market, and gain greater employment opportunities.

Story Lab also has tangible benefits for teachers in terms of their productivity and output. With extra support from Story Lab staffers, teachers can plan more lessons in less time, freeing up space in their schedules and allowing for a better classroom experience for students and teachers alike. Story Lab has also provided professional development opportunities for Sitkan Educators. Fine Arts Camp youth theater director Zeke Blackwell worked with Story Lab's 2015 summer session under the supervision of Brett Dillingham, an experienced educator from Juneau who has written a textbook on "Performance Literacy." Brett went out of his way to train Zeke and our Story Coordinator, Sally Helm, in his techniques. These educators will be able to use those skills with students in the future, and we hope to provide more such opportunities this coming year.

Benchmarks

We hope to work with at least 60 students outside of class and 150 students in class by February 1, 2017. We also hope to have worked with one new community partner by that time.

STATEMENT OF NEED

Relation to the funding category: Cultural and Educational Services

For three decades, the Island Institute has been one of Sitka's foremost arts organizations, primarily focused on the literary arts. Throughout that time, through our workshops and through the Sitka Symposium, the organization has also served an educational purpose. Story Lab brings that purpose more explicitly to the fore, and focuses directly on education for youth and support for local schools. Teachers have been effusive in their praise of our programs, and we are committed to deepening our in-school contributions with the help of our advisory committee. Some of our work also provides opportunities for cultural exchange. For example, our 2015 summer program focused exclusively on oral storytelling, and relied upon the expertise of educators in the Sitka Tribe to help students contextualize artifacts found at the Sheldon Jackson museum. We hope to deepen our connections to the tribe and to the Sitka Native Education Program in the coming year.

Relation to Comprehensive Plan and McDowell Report

The Sitka Comprehensive Plan details several specific education goals that the Sitka Story Lab directly addresses.

C. Work with the City, economic, and community groups to develop Sitka as an educational hub for the region and the State of Alaska.

E. Strengthen collaborate efforts and networking between educational institutions, businesses and community groups.

K. Prepare Sitka students for effective involvement in a rapidly changing, global community and marketplace, keeping in mind that most youth graduating now will have an average of 5-7 distinct careers.

L. Develop innovative educational alternatives to prevent and intervene with students at-risk of "falling between the cracks," losing hope or dropping out of school for a variety of reasons.

In the last two years, Story Lab hosted artists, writers, and educators from Anchorage, Juneau, and beyond to sponsor unique workshops on things like comic book writing, shadow puppetry, and oral storytelling, helping to "develop Sitka as an educational hub" for the state. Story Lab also helps strengthen collaboration between Sitkan educators and nonprofits working with youth on writing and storytelling skills. The Island Institute has served as a convening organization throughout its history, and Story Lab continues this trend by bringing together various partners (for example, Raven Radio and Kettleson Library) to sponsor projects that help local youth. Communication and writing skills are crucial for young people entering the job market, and will serve them well in a variety of careers. Writing is also a way to reach students, especially teenagers, who feel disillusioned in traditional school settings. Story Lab helps them to feel that their voices are heard. The McDowell Report states that in recent years, demographics have shifted, with fewer younger families appear to be making Sitka home. This results in lower attendance in regional schools. By bolstering the extra-curricular educational services available to Sitkans, the Sitka Story Lab helps to make Sitka a more attractive home for young families.

Leveraging Funds

The City of Sitka grant will help us leverage matching funds in a considerable way. One large donor has pledged \$10,000, provided that we can find matching funds for that donation. Though they don't all require matching funding, support from our city adds bolsters our case for our other sources of funding, including the Alaska Humanities Forum, Wells Fargo Bank, the Skaggs Foundation, the American Honda Foundation, the Leighty Foundation, the Sitka Charitable Trust, and the Greater Sitka Legacy Fund.

ORGANIZATIONAL CAPACITY

This year, we met or exceeded our goals for Story Lab under the guidance of Story Lab Coordinator Sarah Swong and Island Institute Executive Director Peter Bradley. Given the success of the first two years of the program, we look forward to expanding the capacity of the program through building opportunities for volunteering with the program.

We have also seen increased attention on the program from outside Sitka in the last year, and are at a stage in the program where we can be competitive in national grants which could offer a major boost for the program.

Last year, the Island Institute moved to a new building at 304 Baranof street that gave Story Lab a permanent home. We're looking forward to continuing to use this new space to offer more flexible programs while deepening the identity of the program in years to come.

Track record and community support

As mentioned elsewhere in this application, Story Lab exceeded the goals we set out last year by working with teachers across the school district. Our retention rate among students (75%+) shows that the services we have delivered have been well received. The fact that all of the teachers that Story Lab worked with last year would like to work with us again shows that we have added value in Sitka's classrooms. This also indicates a high level of community support among educators. Our ambitious programming schedule from our first two years also shows that we have the ability to create innovative classes and follow through on them. We ran two to three after school sessions per week from September through May (with brief winter and spring breaks). We hosted workshops on topics ranging from ghost stories to playwriting. We created two two-month curriculums for gifted and talented fourth and fifth graders at Keet, and developed exercises on dialogue that sixth and seventh grade teachers at Blatchley can use for years to come.

Finally, our robust partnerships indicate both community support, and a capacity to continue to do this work. We've worked with Brave Heart Volunteers on intergenerational learning at Pacific high, conducted a podcasting workshop at the library, and contributed to SAFV's program on gender dynamics in popular music. We've also helped host a breakout session for kids at the Community Health Summit alongside the Sitka Native Education program, and we hope to continue to work with both of these organizations.

Board

The Island Institute had a quorum present for several board meetings this past year. The board consists of: Linda Behnken (Chair) - Director of the Alaska Longline Fisherman's Association; Dan Henry (Vice-chair) - Writer, Professor, and scholar of Tlingit culture and history; Brenda Campen (Secretary) - Retired teacher from Mt. Edgecumbe High School; Willow Moore (Treasurer) - Director, Brave Heart Volunteers; Jonathan Kreiss-Tomkins - State Legislator; Reid Magdanz.

Notes on Budget Documents

Attached you will find our balance sheet as of Aug 26th. You'll also find a budget for our next fiscal year. This is in a different format from past years, and breaks down costs by program. There are two columns in the expense category – the first column represents programs that we are mostly committed to; the second column represents program costs that we will take on if we receive the right grants. In the revenue category, there are again two columns – the left column represents funding that is secured. The right column represents a variety of prospective funding sources, color-coded by likelihood of success based on prior grants & donations; we will not, of course, receive funding from all or even most of these right-hand-column sources, which is why they add up to nearly triple of our expenses for the year.

Last year we were awarded the following grants for our various programs:

Alaska State Council on the Arts: \$4,500

Alaska Conservation Foundation: \$20,000

Alaska Conservation Fndn Internship: \$5,040

Alaska Humanities Forum (in collaboration with BHV): \$4,100

City of Sitka: \$5,500

New Pathways Alaska: 20,000

Sitka Charitable Trust: \$3,283

Crossett Fund: \$20,000

LRNG: \$20,000

Harper Arts Touring Fund: \$9,200

Juneau Community Foundation: \$10,000

Balance Sheet
Island Institute
As at 26 August 2016

Aug 26 2016 Aug 26 2015

Assets

Cash and Cash Equivalents

Edward Jones Investments	\$0.00	\$360.75
FNBA - Checking	\$16,434.17	\$29,757.32
FNBA Savings	\$1,998.32	\$1,998.32
Paypal - Island Institute	\$1,379.35	\$88.25
Petty Cash	-\$56.00	-\$7.00
Total Cash and Cash Equivaler	\$19,755.84	\$32,197.64

Current Assets

Accounts Receivable	\$19,525.00	\$10,000.00
Total Current Assets	\$19,525.00	\$10,000.00

Total Assets	\$39,280.84	\$42,197.64
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Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	\$22,500.00	\$11,480.90
Chase CC	\$0.00	-\$6,730.02
Deferred Revenue	\$0.00	\$10,000.00
Other Liabilities	-\$50.00	-\$50.00
Payroll Liabilities	\$0.00	\$0.00
Rounding	\$0.00	\$0.00
Sales Tax	\$0.00	-\$115.14
Total Current Liabilities	\$22,450.00	\$14,585.74

Total Liabilities	\$22,450.00	\$14,585.74
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Equity

Current Year Earnings	\$661.17	\$16,169.67
Retained Earnings	\$16,169.67	\$11,442.23

Total Equity	\$16,830.84	\$27,611.90
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Total Liabilities and Equity	\$39,280.84	\$42,197.64
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Island Institute
Budget
September 2016-August 2017

EXPENSES			REVENUE		Likely source of funding
		Grant Dependent	Secured	Prospective	
STORY LAB			STORY LAB		
ED - 20%	10000		20000		LRNG
Coordinator Stipend and Housing	\$12,000		4500		ASCA
304 Baranof Rent	6000		3200		Sitka Charitable Trust
Snacks	2400			30000	Aroha Foundation - Story Lab for Seniors
Teacher advisors	2000			15000	Charlotte Martin
Travel	1500			5000	Wish You Well Foundation
Supplies	3000			10000	Crossett
Contribution to artist visits	3000			6500	City of Sitka
Advertising / Promo	2000				
Our Alaskan Stories season 2?		10000			
Story Lab For Seniors		12000			
LOCAL RESIDENCY PROGRAM			LOCAL RESIDENCY PROGRAM		
ED - 15%	7500		3600	4400	Year-round apartment income
September residency - All costs	13000		15000		Rasmuson ARP
November IWP - flight, food, housing, adv	\$1,300			1000	ASCA Access Grant
Feb ind residency - food, housing, adv	\$1,000			3500	Application Fees
Sitka Fellows Program - food, housing, adv	\$15,000			15000	NEA Art Works Grant (submitted, will hear in fall)
Membership dues	\$1,000				
Contribution from Story Lab funds	(\$3,000)				
PUBLICATIONS			PUBLICATIONS		
ED - 15%	7500			3000	Notebook sales
Notebooks	200			4000	Haiku sales
Haiku Books	1000			2000	Connotations sales
Connotations Anthology		2000		1500	Story Lab Anthologies
Story Lab Anthologies	500			1000	Other publication sales
Other publications	250			2000	Humanities forum minigrant
Promo	500			1000	Fisherman's Almanac Collaboration w/ AMCC
COMMUNITY EVENTS			COMMUNITY EVENTS		
ED - 5%	2500				
Refreshments	500				
promo	1000			2000	Tickets / Donations
TIDELINES RADIO			TIDELINES RADIO		
ED - 10%	5000			5000	New donations or grant sources
PW	4000				
TIDELINES JOURNEY RESIDENCY			TIDELINES JOURNEY RESIDENCY		
ED - 15%	7500			7000	Humanities Forum
Contributor fees	3000	7000		20000	Other grants TBD -- private donor, etc
Travel & hospitality costs	4000	6000		36750	NEA Creativity Connects; would cover some support staff
Advertising	1000			13000	NEA Art Works (submitted);
Documentation	1500			10000	Harper touring arts grant
CORE ADMIN			CORE ADMIN		
ED - 20%	10000			15000	Individual Donations
Utilities	3600			10000	More individual donations
Internet and phone	2500			7000	Auction or replacement fundraisers
Car Insurance	1800			1000	Leighly Fndn
Other printing / copying	200			3000	Skaggs Fndn
Postage	600			20000	Alaska Conservation Foundation
Liability Ins	1550			20000	Compton Foundation
Workers Comp	600			1000	Wells Fargo
Gas	350			500	Rotary
Software & Services	500			70000	New Pathways Alaska Year 3
Membership dues	300				
Other Payroll Expenses and Benefits	20000				
Admin Assistant - to be hired	10000				
Building Maintenance	1000				
New Pathways Program Initiative	2000	50000			
Expenses			Income (secured) Income (prospective)		
	172650	87000	46300	346150	

Internal Revenue Service

District
Director

The Island Institute, Inc.
Box 2420
Sitka, AK 99835

Department of the Treasury

P.O. Box 2350, Los Angeles, Calif. 90053

Person to Contact: L. Barragan

Telephone Number: (213) 894-2336

Refer Reply to: EO030796

Date: March 7, 1996

EIN: [REDACTED]

Dear Taxpayer:

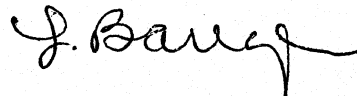
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in June 1985 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a Private Foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 509(a)(2).

The exempt status for the determination letter issued July 1988 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Disclosure Assistant

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

THE ISLAND INSTITUTE, INC.

P.O. BOX 2420 SITKA AK 99835

owned by

THE ISLAND INSTITUTE, INC.

is licensed by the department to conduct business for the period

March 10, 2016 through December 31, 2017

for the following line of business:

71 - Arts, Entertainment and Recreation



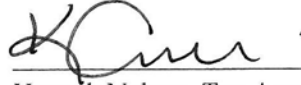
This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

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

Chris Hladick

CBS Liabilities Form

- Property Tax




Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases



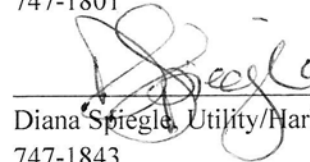
Lindsey Vilandre, Payroll Specialist - *Lindsey out sick*
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities



Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.