

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Sitka Maritime Heritage Society

Alaska State Business License Number (if applicable): 973208

Name of Contact Person: Evgenia (Jenya) Avichtchenko

Phone: (907) 980-2426 Email: anichenkojenya@gmail.com

Mailing address: P.O. Box 2153

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: \$ 8,250⁰⁰

Match Dollars Committed: \$4,820⁰⁰

Percentage: 58.42%

Sources of Matched Dollars: SMHS General Fund

Brief Description of the Purpose of the Grant: to collect, preserve & share oral lore & histories of local fishing families via video interviews edited into a set of short video films & interpretive displays.

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

Name: Evgenia Avichtchenko EA

Title: Executive Director

Date: 08-25-2017

Detailed project description

The Sitka Maritime Heritage Society (SMHS) is applying for a City and Borough of Sitka Annual Grant in the Cultural and Educational Services category, to fund a project focused on preservation and sharing of oral lore and histories of local commercial fishing families. The project funds will be used to record a series of video interviews with prominent local members of Sitka's commercial fishing community, to underwrite costs of scanning documents and photographs from their personal collections, to edit this information into texts, and a set of short video films, and to make this unique and important history available via on-line presentation on the SMHS website (<http://www.sitkamaritime.org/>) and interpretive displays at the Japonski Island Boat House.

Commercial fishing is an important part of Sitka's economic, social and cultural life, with deep historical roots. It is also one of the most dynamically changing and under-recorded aspects of our community's history. Many of the events of the last decades of commercial fishing remain in memories and stories rarely captured on video film or tape. Collecting and preserving these stories is both important and urgent, as the generation of pioneers of some fisheries is passing away. Their life stories and experiences are priceless cultural treasures and deserve to be preserved and shared.

To date, the SMHS has identified over twenty local families whose involvement in commercial fisheries shaped the economic, social and cultural life of Sitka. The project activities will include:

- contacting these families;
- conducting interviews;
- scanning relevant documents;
- editing video footage to create a series of short video films;
- adding these materials into the Society's database;
- transcribing the interviews;
- developing on-line presentations on the SMHS website and interpretive materials for summer display in the east wing of the Japonski Island Boat House.

These activities will take place during the fishing downtime from November 2017 to March of 2018. Key staff will include SMHS executive director Jenya Anichtchenko, and a filmmaker contracted for a period of 4 months on a part-time basis. Anichtchenko holds a PhD in maritime archaeology and has extensive experience in anthropological and historical interviewing. The filmmaker position will be advertised and open for interested qualified community members. The SMHS board and volunteers will offer their expertise and assistance on an in-kind basis.

This project will serve the community of Sitka at large by preserving an important aspect of its history, as well as out of town visitors by sharing this cultural legacy through educational displays at the Japonski Island Boat House. The SMHS has not previously applied for CBS General Fund Grants.

Expected Outcomes:

The project will generate a wealth of audio-visual records that will capture the legacy of commercial fishing in Sitka area for generations to come. These records will be shared with the community in a number of ways including a mid-project public event, film screening, and interpretive displays at the Japonski Island Boat House, which will be open to the general public during the summer of 2018. Measures of the project's success will include the quantity and quality of these records, community feedback and rate of participation, the attendance at public events and screenings, and summer Japonski Island Boat House visitation rate.

There are many ways in which this project benefits the community of Sitka:

- Cultural: the projects' activities will preserve this important part of Sitka's history and culture by recording oral histories and storing digital files in the SMHS database, which will be available to both interested researchers and the general public,
- Quality of life and tourism: displays based on the information collected during this project will be instrumental in turning the east wing of the Japonski Island Boat House into an interpretive and educational center, which will contribute to the local community's quality of life and add a destination to Sitka's slate of offerings for tourists,
- Economics: making stories of commercial fishing in Alaska publicly accessible will also foster interest in commercial fishing and thus contribute to promotion of an economic activity which continues to play a key role in Sitka's development.

The project will have following benchmarks:

- 1) Initial stage (October 2017) – hiring filmmaker, making a public announcement about the project, contacting the families for interviews;
- 2) Interviewing, first part (November 2017-January 2018) – conducting first set of interviews
- 3) Mid-project presentation and clip screening held in early February to raise community awareness about the project and to solicit feedback;
- 4) Final editing and public screening of final film productions (February-March 2018)
- 5) Transcribing the interviews and developing texts and layouts of interpretive displays (February-end of March 2018);
- 6) Interpretive displays printed and installed in the Japonski Island Boat House (March-June 2018).

Statement of Need:

The project will provide the community of Sitka with cultural and educational services by preserving an important part of Sitka's cultural legacy and educating the general public about its importance. It addresses needs outlined in the Arts and Culture Goals and Policies section of the Sitka Comprehensive Plan, specifically 2.12.1 ("to recognize that Sitka's arts and culture

activities are essential to the quality of life, integral to the economic base of the community and diverse in their religious, ethnic, and racial makeup”) and 2.12.2 (to maintain and develop ongoing programs devoted to supporting Sitka’s artists, students, educators, historians and Native elders in both the development and preservation of their important work and to maintain and develop ongoing programs in which Sitka’s artists and culture bearers are available to teach and share their work with community members of all ages).

In addition to cultural, educational and preservation focus, this project will help the SMHS to develop interesting community-relevant programs, and to achieve its goal of turning the Japonski Island Boat House into an educational facility. The Society continues fundraising for the complete rehabilitation of this historic property. A portion of this fiscal year’s annual budget is allocated to the improvements in the east wing, including external work and instalment of electricity in order to make this wing operational. Plans to secure additional funds for this part of the building include a proposal for a National Maritime Heritage grant (due September 1, 2017), and an Alaska Humanities Forum general grant (due circa December 1, 2017). While the constructional need will be met through funds received from other sources, the City and Borough of Sitka General Fund grant will leverage costs associated with development of educational content, and fabrication of displays.

Organizational Capacity

The Sitka Maritime Heritage Society is a non-profit member-supported organization founded in 1999 with the mission to preserve world maritime heritage with a focus on the waters surrounding Sitka, Alaska and to educate the public about this heritage. The group is inspired by the vibrant and rich history of maritime activities on Southeast Alaska and further motivated by the concern for preservation of boatbuilding skills and tangible maritime heritage. The society offers a variety of programs including workshops on maritime skills, water tours, public talks, family days and story-telling events which allow us to collect, record and share oral histories from old-time mariners. The society’s main strategic project is rehabilitation of the historic Japonski Island Boathouse one of the last standing original wooden structures from the WW II era, and a recognized National Historic Landmark. To this goal, the SMHS has conducted a number of successful projects including completing haz-mat survey, commissioning architectural and engineering plans for the Boathouse restoration, securing over \$500,000 in grants and donations for the rehabilitation of the building’s roof and foundation and building of an extension for visitor center. The Society holds annual meetings focused on the community’s oral histories, which are filmed. In May of 2017, the SMHS received a Museums Alaska grant to purchase museum database software and a dedicated computer, allowing for storage of digital files.

The only maritime heritage group in Southeast Alaska, the Sitka Maritime Heritage Society is governed by a volunteer board of seven and managed by the executive director. The board members are:

Mike Litman, President

Rebecca Poulson, Vice President

Joe D'Arienzo, Treasurer

Brinnen Carter, Secretary

John Dunlap, Director

Anthony Vlahovich, Director

Stan Barge, Director

The board meets monthly. The average attendance is 71.4%.

The SMHS has over one hundred active members, and receives on average between \$10,000 and \$50,000 a year in donations and memberships. The organization's paid and volunteer staff contributes 100 to 180 work-hours monthly. The Society's 2017 operating budget is \$100,736.00.

Budget:

The total budget for this project is \$15,230. The amount requested from the City and Borough of Sitka is \$8,250, which includes \$6,000 for the film maker's honorarium, \$1500 for fabrication of educational displays and \$750 in indirect costs for SMHS administrative expenses. The SMHS match consists of \$4,320 in executive director Jenya Anichtchenko's salary, \$250 for project supplies and \$250 for a public event related to the project. The SMHS board and volunteer time is included in in-kind contribution at \$2,160.

categories	Grant grant request	Match in kind	Match cash	Total
film maker honorarium at \$50 an hour, 120 hours	6,000			6,000
maritime historian services provided by Jenya Anichtchenko, \$27 an hour, 160 hours			4,320	4,320
SMHS board assistance, \$27 an hour, 80 hours		2,160		
supplies			250	250
interpretive panels	1500			1500
public event costs			250	250
total project costs without indirect cost	7,500	2,160	4820	14,480
indirect costs - SMHS 10%	750			
total project budget	8,250	2,160	4,820	15,230

Itemized list of grants received or pending for prior and current year:

State of Alaska Certified Local Government Grant FY 2016: \$21,736 for Japonski Island Boathouse Accessible Entry foundation and Plumbing, received in December of 2016.

Museums Alaska Collections Management Fund: \$1,727.00 for purchase of equipment and supplies that will allow the society to conduct professional cataloguing of existing collections, to

build the foundation for more efficient collection management, and to increase public access to the information about objects and materials curated by the SMHS, received in May of 2017.

Sitka Maritime Heritage Society, Inc.
Annual operating budget 2017

General Income	
Delta Western sublease	25,000
Program fees	2,000
Donations	10,000
Memberships & annual support	2,000
Special events	15,000
Gift shop sales net	5,000
Total General Income	59,000
Grants for Programs	20,000
CLG Grant	21,736
Total Income	100,736
Operating Expenses	
Furniture & Equipment	500
Office rental	1,000
Insurance	4,000
Maintenance	2,000
Marketing & advertising	500
Miscellaneous/Fundraising	5,000
Newsletter	1,000
Dues, Licenses, and fees	600
Merchandise	2,000
Postage & shipping	600
Professional memberships	600
Professional Services	600
Salaries & Fringe	25,000
Travel	1,000
Utilities	2,000
Accounting	2,000
Supplies	1,000
Program expenses	5,000
CLG grant	33,252
Total Operating Expenses	87,652
Projects and Exhibits Expense	12,000
Total Expenses	99,652
Net Income	1,084

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Accrual Basis

Sitka Maritime Heritage Society

Income Statement by Class

January through December 2016

	Building Fu... (Japonski B...	CLG Walls ... (Japonski B...	Total Japon...	General Fund (Unrestrict...	Boat Trips (Special Ev...
Ordinary Income/Expense					
Income	0.00	0.00	0.00	9,801.25	0.00
4000 · Donation Income	4,000.00	0.00	4,000.00	270.00	2,715.00
4100 · Fund Raising Income	0.00	13,505.68	13,505.68	2,055.57	0.00
4200 · Grant Income	0.00	0.00	0.00	1,699.00	0.00
4300 · Memberships	0.00	0.00	0.00	-1,190.84	0.00
4350 · Rental Income	0.00	0.00	0.00	25,008.00	0.00
4360 · Sales Tax	0.00	0.00	0.00		
4350 · Rental Income - Other	0.00	0.00	0.00	23,817.16	0.00
Total 4350 · Rental Income	0.00	0.00	0.00	50.00	0.00
4400 · Retail Sales	0.00	0.00	0.00	137.48	0.00
4500 · Interest/Div Income	4,000.00	13,505.68	17,505.68	37,830.46	2,715.00
Total Income	4,000.00	13,505.68	17,505.68	37,830.46	2,715.00
Cost of Goods Sold					
Retail Items	0.00	0.00	0.00	395.21	0.00
Total COGS	0.00	0.00	0.00	395.21	0.00
Gross Profit	4,000.00	13,505.68	17,505.68	37,435.25	2,715.00
Expense					
Other Expense	0.00	0.00	0.00	798.96	27.83
5060 · Advertising/Printing	0.00	0.00	0.00	255.00	0.00
5080 · Dues, Memberships, Subscription	0.00	0.00	0.00	0.00	927.50
5100 · Fund Raising Expense	0.00	0.00	0.00	895.00	0.00
5120 · Insurance	0.00	0.00	0.00	1,035.00	0.00
D&O	0.00	0.00	0.00	1,204.00	0.00
Liability	0.00	0.00	0.00		
5120 · Insurance - Other	0.00	0.00	0.00	3,134.00	0.00
Total 5120 · Insurance	0.00	0.00	0.00		
5130 · Professional Services	0.00	0.00	0.00	2,346.14	0.00
5140 · Accounting	0.00	3,698.12	3,698.12	4,045.12	0.00
5130 · Professional Services - Other	0.00	3,698.12	3,698.12	6,391.26	0.00
Total 5130 · Professional Services	0.00	3,698.12	3,698.12	1,061.52	0.00
5215 · Meeting Expense	0.00	219.00	219.00	100.00	0.00
5220 · Taxes, Licenses & Permit	0.00				
5240 · Supplies	0.00	0.00	0.00	96.08	0.00
Office	0.00	0.00	0.00	79.70	0.00
Bank Fees	0.00	0.00	0.00		
Office - Other	0.00	0.00	0.00	175.78	0.00
Total Office	0.00	694.00	694.00	150.00	0.00
Program	0.00	694.00	694.00	325.78	0.00
Total 5240 · Supplies	0.00	694.00	694.00	12,066.52	955.33
Total Other Expense	0.00	4,611.12	4,611.12		
5000 · Facility Expense	0.00	0.00	0.00	189.62	0.00
Postage, Shipping & PO Box Rent	0.00	0.00	0.00	296.52	0.00
Water, Electric, Sewage	0.00	0.00	0.00	486.14	0.00
Total 5000 · Facility Expense	0.00	0.00	0.00		
5200 · Personnel Services Expense	0.00	4,755.00	4,755.00	2,640.00	0.00
Hourly Wages	0.00	2,836.82	2,836.82	10,163.20	0.00
5205 · Director Salary	0.00	0.00	0.00	-395.00	0.00
5210 · Worker's Comp	0.00	740.21	740.21	1,248.30	0.00
5225 · Payroll Tax Expense	0.00				

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Accrual Basis

Sitka Maritime Heritage Society
Income Statement by Class
 January through December 2016

	Building Fu... (Japonski B...	CLG Walls ... (Japonski B...	Total Japon...	General Fund (Unrestricte...	Boat Trips (Special Ev...
Total 5200 - Personnel Services Expense	0.00	8,332.03	8,332.03	13,656.50	0.00
Total Expense	0.00	12,943.15	12,943.15	26,209.16	955.33
Net Ordinary Income	4,000.00	562.53	4,562.53	11,226.09	1,759.67
Other Income/Expense					
Other Income	0.00	0.00	0.00	4,232.20	0.00
Overhead Transfer Income	0.00	0.00	0.00	4,232.20	0.00
Total Other Income	0.00	0.00	0.00	4,232.20	0.00
Other Expense	0.00	562.53	562.53	0.00	1,759.67
Overhead Transfer Expense	0.00	562.53	562.53	0.00	1,759.67
Total Other Expense	0.00	-562.53	-562.53	4,232.20	-1,759.67
Net Other Income	4,000.00	0.00	4,000.00	15,458.29	0.00
Net Income	4,000.00	0.00	4,000.00	15,458.29	0.00

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Accrual Basis

Sitka Maritime Heritage Society

Income Statement by Class

January through December 2016

	Special Eve... (Special Ev...	Total Speci... (Unrestricte...	Total Unrest...	TOTAL
Ordinary Income/Expense				
Income				
4000 · Donation Income	0.00	0.00	9,801.25	9,801.25
4100 · Fund Raising Income	1,910.00	4,625.00	4,895.00	8,895.00
4200 · Grant Income	0.00	0.00	2,055.57	15,561.25
4300 · Memberships	0.00	0.00	1,699.00	1,699.00
4350 · Rental Income				
4360 · Sales Tax	0.00	0.00	-1,190.84	-1,190.84
4350 · Rental Income - Other	0.00	0.00	25,008.00	25,008.00
Total 4350 · Rental Income	0.00	0.00	23,817.16	23,817.16
4400 · Retail Sales	0.00	0.00	50.00	50.00
4500 · Interest/Div Income	0.00	0.00	137.48	137.48
Total Income	1,910.00	4,625.00	42,455.46	59,961.14
Cost of Goods Sold				
Retail Items	0.00	0.00	395.21	395.21
Total COGS	0.00	0.00	395.21	395.21
Gross Profit	1,910.00	4,625.00	42,060.25	59,565.93
Expense				
Other Expense				
5060 · Advertising/Printing	0.00	27.83	826.79	826.79
5080 · Dues, Memberships, Subscription	0.00	0.00	255.00	255.00
5100 · Fund Raising Expense	0.00	927.50	927.50	927.50
5120 · Insurance				
D&O	0.00	0.00	895.00	895.00
Liability	0.00	0.00	1,035.00	1,035.00
5120 · Insurance - Other	0.00	0.00	1,204.00	1,204.00
Total 5120 · Insurance	0.00	0.00	3,134.00	3,134.00
5130 · Professional Services				
5140 · Accounting	0.00	0.00	2,346.14	2,346.14
5130 · Professional Services - Other	0.00	0.00	4,045.12	7,743.24
Total 5130 · Professional Services	0.00	0.00	6,391.26	10,089.38
5215 · Meeting Expense	0.00	0.00	1,061.52	1,061.52
5220 · Taxes, Licenses & Permit	0.00	0.00	100.00	319.00
5240 · Supplies				
Office				
Bank Fees	0.00	0.00	96.08	96.08
Office - Other	0.00	0.00	79.70	79.70
Total Office	0.00	0.00	175.78	175.78
Program	0.00	0.00	150.00	844.00
Total 5240 · Supplies	0.00	0.00	325.78	1,019.78
Total Other Expense	0.00	955.33	13,021.85	17,632.97
5000 · Facility Expense				
Postage, Shipping & PO Box Rent	0.00	0.00	189.62	189.62
Water, Electric, Sewage	0.00	0.00	296.52	296.52
Total 5000 · Facility Expense	0.00	0.00	486.14	486.14
5200 · Personnel Services Expense				
Hourly Wages	0.00	0.00	2,640.00	7,395.00
5205 · Director Salary	0.00	0.00	10,163.20	13,000.02
5210 · Worker's Comp	0.00	0.00	-395.00	-395.00
5225 · Payroll Tax Expense	0.00	0.00	1,248.30	1,988.51

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Accrual Basis

Sitka Maritime Heritage Society
Income Statement by Class
 January through December 2016

	Special Eve... (Special Ev...	Total Speci... (Unrestricte...	Total Unrest...	TOTAL
Total 5200 - Personnel Services Expense	0.00	0.00	13,656.50	21,988.53
Total Expense	0.00	955.33	27,164.49	40,107.64
Net Ordinary Income	1,910.00	3,669.67	14,895.76	19,458.29
Other Income/Expense				
Other Income	0.00	0.00	4,232.20	4,232.20
Overhead Transfer Income				
Total Other Income	0.00	0.00	4,232.20	4,232.20
Other Expense	1,910.00	3,669.67	3,669.67	4,232.20
Overhead Transfer Expense				
Total Other Expense	1,910.00	3,669.67	3,669.67	4,232.20
Net Other Income	-1,910.00	-3,669.67	562.53	0.00
Net Income	0.00	0.00	15,458.29	19,458.29

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

314
DEPARTMENT OF THE TREASURY

Date: MAY 13 2004.

SITKA MARITIME HERITAGE SOCIETY INC
BOX 1971
SITKA, AK 99835

Employer Identification Number:
[REDACTED]

DLN:
[REDACTED]

Contact Person: ID# 31119
JERRY FIERRO
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b) (1) (A) (vi)

Dear Applicant:

Our letter dated September 7, 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

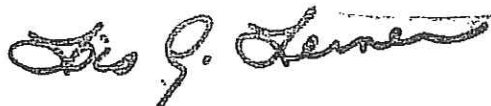
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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

SITKA MARITIME HERITAGE SOCIETY, INC

P.O. BOX 2153 SITKA AK 99835

owned by

SITKA MARITIME HERITAGE SOCIETY, INC.

is licensed by the department to conduct business for the period

November 08, 2016 through December 31, 2018
for the following line of business:

53 - Real Estate, Rental and Leasing



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
Commissioner


Sitka Maritime Heritage Society

CBS Liabilities Form

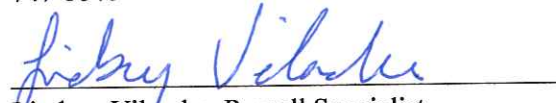
- Property Tax


Hannah Nelson, Tax Accountant
747-1853

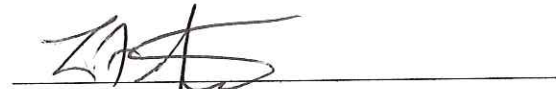
- Sales Tax


Kristy Crews, Accounting/Sales Tax Clerk
747-1840

- Municipal Leases


Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note


Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities


Diana Spigle, 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.