

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@iialaska.org

Mailing address: 304 Baranof St, Sitka, AK 99835

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: \$5,000

Match Dollars Committed: \$15,000 Percentage: 33%

Sources of Matched Dollars: Charlotte Martin Foundation, Alaska State Council On The Arts

Brief Description of the Purpose of the Grant: _____

Grant funds from the City and Borough of Sitka will be applied to the continued operation of the Island Institute's youth programs, Sitka Story Lab and Our Alaskan Stories.

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 25, 2017

PROJECT OVERVIEW FOR ISLAND INSTITUTE YOUTH PROGRAMS
ANNUAL: CULTURAL AND EDUCATIONAL SERVICES. REQUESTING: \$5,000

Grant funds from the City and Borough of Sitka will be applied to the continued operation of the Island Institute's youth programs, Sitka Story Lab and Our Alaskan Stories. Sitka Story Lab is our creative writing and storytelling program, which launched in Fall 2014. Our Alaskan Stories is place-based video storytelling program offered to Mt. Edgecumbe High School students. Our youth programs are focused on empowering youth ages 7-19 to be innovative thinkers and to express themselves with clarity, purpose, and imagination.

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.

The program has been a great success so far. We've worked extensively in each of Sitka's schools, offered several hundred hours of programs to local youth, and in 2016 we 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.

As the program develops, we are focusing our efforts more and more on offering in-school support to teachers, offering short units in creative writing and storytelling forms that build room for imaginative and playful exercises, units, and projects designed to break students out of their day to day routines. Through our after school program, we work with students that want to push their craft farther; many of our middle and high school after school students have used their time at our sessions to develop 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."

This year, we'll be finishing the second season and beginning the third of *Our Alaskan Stories*, an extracurricular course we offer at Mt. Edgecumbe High School. Through the program, we spend two months in the winter semester teaching a group of students a variety of video storytelling techniques in an applied setting. They learn about audio and video technique while also learning about interviewing, editing, and more general storytelling skills. By the end of the semester, each student has an outline of a story that they hope to tell about their home community. We send them home with recording gear, and they spend their summer looking at their home communities through a different lens. In the fall, we work with the students to edit their stories into a series of finished video pieces. We celebrated the culmination of the first season with two packed screenings at the Coliseum, and will soon be airing the films on statewide television. 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 Melissa Herlihy, who earned her Masters In Education at the University of Florida last year. She'll build on the work of the last few years to deepen the impact of Story Lab in Sitka and Southeast Alaska. Noted local filmmaker Hannah Guggenheim has been coordinating the second season of Our Alaskan Stories.

We're also already lining up some of the visiting artists that will work with students this year. Of particular note is Kristian Cordero, who writes in and translates between three languages in the Philippines. He is a real rising star in the Filipino literary scene, and will be with us for the month of November.

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, 2016, and 2017, we received amounts ranging from \$3,100 and \$5,500 in CBS general grant funds to support the development and growth of our youth programs.

EXPECTED OUTCOMES

Measures of success

In our 2016 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 2016; dozens more were included in our collection of local haiku 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.

As a result of past commitments to deepening partnerships in the community, we have worked with Brave Heart Volunteers to produce an intergenerational learning series at Pacific High School which incorporated residents of the Pioneer Home. We've also worked with Kettleson Memorial Library, Raven Radio, 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.

Our experience with Our Alaskan Stories shows that approximately a third of participating students complete all three phases - winter workshops, summer filming, and fall editing - of the project. We hope to work with up to 20 students in phase 1, up to 10 students in phase 2, and between 5-10 students on phase 3 of the project. We are dedicated to making the program a rewarding learning experience for all of those students, regardless of commitment and follow-through. We would like to honor the work that the students complete by ensuring that the final videos are made available to festivals, are eventually aired statewide on television, and are publicized locally and to the statewide MEHS alumni community.

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.

Part of Our Alaskan Stories is about sharing the many different ways of life experienced around the state, through the lenses of our young filmmakers. We hope that we can build empathy and understanding through this project.

Benchmarks

We hope to work with at least 40 students outside of class and 250 students in class by February 1, 2018. 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 State Council on the Arts, Alaska Humanities Forum, Charlotte Martin Foundation, Wells Fargo Bank, the Skaggs Foundation, the Leighty Foundation, the Sitka Charitable Trust, and the Greater Sitka Legacy Fund.

ORGANIZATIONAL CAPACITY

This year, despite some staffing hiccups earlier in the year, we met or exceeded most of our goals for Story Lab under the guidance of Story Lab Coordinator Zachary Desmond and Island Institute Executive Director Peter Bradley. Given the success of the first three 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 programs from outside Sitka in the last couple years, 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.

Two years ago, 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 in previous years 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 three 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); Brenda Campen (Secretary); Reid Magdanz; Blossom Twitchell; Mim McConnell

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

xc	10 General Fund/Admin	20 Tidelines Ferry Journey	40 Individual Residency Prog	60 Youth Programs	TOTAL
Ordinary Income/Expense					
Income					
Application Fees	\$ -	\$ 3,000.00	\$ 1,000.00	\$ -	\$ 4,000.00
Donation Income	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 30,000.00
Fundraising/Special Event	\$ 10,000.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 15,500.00
Grant Income	\$ 25,000.00	\$ 23,000.00	\$ 5,000.00	\$ 25,000.00	\$ 78,000.00
Publication Sales	\$ 4,000.00			\$ 1,000.00	\$ 5,000.00
Rental Income	\$ 15,000.00			\$ -	\$ 15,000.00
Total Income	\$ 64,000.00	\$ 33,500.00	\$ 11,500.00	\$ 38,500.00	\$ 147,500.00
Cost of Goods Sold					
Discount Fee	\$ 154.57	\$ -	\$ -	\$ -	\$ 154.57
Total COGS	\$ 154.57	\$ -	\$ -	\$ -	\$ 154.57
Gross Profit	\$ 63,845.43	\$ 33,500.00	\$ 11,500.00	\$ 38,500.00	\$ 147,345.43
Expense					
Advertising & Promotion	\$ 249.46	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,249.46
Air BnB Expenses	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Contract Labor	\$ 5,000.00	\$ 3,000.00	\$ -	\$ 21,200.00	\$ 29,200.00
Housing Expense		\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Meeting Expense	\$ 100.00	\$ 500.00	\$ -	\$ 500.00	\$ 1,100.00
Office Expense	\$ 5,000.00				
Bank Service Charge	\$ 276.97	\$ -	\$ -	\$ -	\$ 276.97
Office Expense - Other	\$ 524.30	\$ -	\$ -	\$ -	\$ 524.30
Total Office Expense	\$ 5,801.27	\$ -	\$ -	\$ -	\$ 5,801.27
Personnel Expenses					
Director Salary	\$ 25,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00
Payroll Tax Expense	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
Worker's Comp Insurance	\$ 204.00	\$ -	\$ -	\$ -	\$ 204.00
Personnel Expenses - Other	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
Total Personnel Expenses	\$ 40,204.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 65,204.00
Professional Fees					
Accounting	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
Total Professional Fees	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
Program Support	\$ 97.49	\$ -	\$ -	\$ -	\$ 97.49
Rent Expense	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 6,000.00
Repairs & Maintenance	\$ 176.30	\$ -	\$ -	\$ -	\$ 176.30
Special Event Expense	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Stipends/Honorarium	\$ -	\$ -	\$ 2,000.00	\$ 1,500.00	\$ 3,500.00
Supplies	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 3,000.00	\$ 5,000.00
Travel Expenses		\$ 12,000.00	\$ 2,000.00	\$ 1,500.00	\$ 15,500.00
Utilities	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
Volunteer/Fellow Stipends	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00
Total Expense	\$ 63,628.52	\$ 33,500.00	\$ 10,500.00	\$ 38,500.00	\$ 146,128.52
Net Ordinary Income	\$ 216.91	\$ -	\$ 1,000.00	\$ -	\$ 1,216.91
Other Income/Expense					
Other Income					
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Unknown Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expense					
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Past Due Payroll Taxes					
Penalties	\$ -	\$ -	\$ -	\$ -	\$ -
Total Past Due Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Unknown Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Net Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income	\$ 216.91	\$ -	\$ 1,000.00	\$ -	\$ 1,216.91

Island Institute
Balance Sheet
As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
FNBA Checking	43,504.67
FNBA Savings	2,475.72
PayPal	1,329.33
Petty Cash	-56.00
Total Checking/Savings	47,253.72
Total Current Assets	47,253.72
TOTAL ASSETS	47,253.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	300.11
Total Accounts Payable	300.11
Credit Cards	
Chase Credit Card 3006	2,193.60
Total Credit Cards	2,193.60
Other Current Liabilities	
Deferred Revenue	10,000.00
Payroll Tax Liabilities	7,640.51
Sales Tax Payable	147.36
Total Other Current Liabilities	17,787.87
Total Current Liabilities	20,281.58
Total Liabilities	20,281.58
Equity	
Unrestricted Net Assets	-6,194.22
Net Income	33,166.36
Total Equity	26,972.14
TOTAL LIABILITIES & EQUITY	47,253.72

Island Institute grants since August 2016:

■ = Received

■ = Pending

\$1,000 - \$5,000

Alaska State Council on the Arts Community Arts Development

City of Sitka

Alaska Humanities Forum Mini-grant

\$5,000-\$20,000

Alaska State Council on the Arts Project Grant

Harper Arts Touring Fund

Charlotte Martin Foundation

Alaska Community Foundation

Juneau Community Foundation

\$20,000-\$50,000

New Pathways Alaska

National Endowment on the Arts Art Works Grant (FY 17)

National Endowment on the Arts Art Works Grant (FY 18)

Compton Foundation

Surdna Foundation

\$50,000+

National Endowment on the Humanities Community Conversations Grant

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:

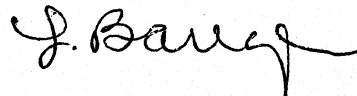
This letter is in response to your request for a copy of the determination letter for the above named organization.

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

Organization Name: Island Institute

CBS Liabilities Form

- Property Tax



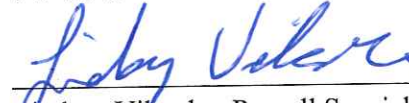
Hannah Nelson, Tax Accountant
747-1853

- Sales Tax



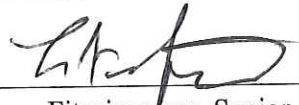
Hillary Nutting, Accounting Clerk
747-1840

- Municipal Leases



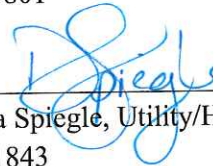
Lindsey Vilandre, Payroll Specialist
747-1825

- 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.