


★ Right now, the official U.S. time is:

# 04:19:03 p.m.

12-hr 24-hr

Friday, August 24, 2018  
Alaska Time (DST)  
Corrected for network delay 258.5 ms

---



Sun is shining in light region  
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

Also, try the [alternate Flash page](#) or see [About This Site](#)

Rec'd by: Renee Wheat

Date: 8-24-18

Time: 4:19 pm

From: Greater Sitka Arts Council

For: FY19 Non-Profit Grant



City and Borough of Sitka  
Renee Wheat, Administrative Coordinator  
100 Lincoln St. Sitka, AK 99835

Greater Sitka Arts Council  
PO BOX 564  
Sitka, AK 99835

Dear Renee and City Representatives,

From all of us who work and volunteer on behalf of the Greater Sitka Arts Council, we thank you for the incredibly gracious opportunity to seek support in the form of an annual grant award. Your consideration of the Greater Sitka Arts Council as a valued member of the arts community uplifts and motivates us to continue our work and steadfast commitment to providing the highest quality of arts experiences and opportunities for all.

As we begin a new season of exciting initiatives, including wide-reaching, positive community programming, we think back on the years of empowering partnership with the city we love and work to serve. The Council operates under the foundation of inspiration, particularly inspiration found in the form of community togetherness and dynamic leadership. The City and Borough of Sitka, through its advocacy platforms, represents the richest example of such generous influence.

Thank you again for your kind service and strong voice. We will forever share our thanks with all those who benefit from your support.

Sincerely,  
The Greater Sitka Arts Council

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

**SUMMARY SHEET**

Name of Organization: Greater Sitka Arts Council

Alaska State Business License Number (if applicable): 919977

Name of Contact Person: Kammie Daniels

Phone: 907.747.2787 Email: thinkartthinksitka@gmail.com

Mailing address: PO BOX 564 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 or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$5000.00

Match Dollars Committed: \$20,000 Text Percentage: \$5000 would be 20%

Sources of Matched Dollars: State and local grant support; individual and corporate donors

Brief Description of the Purpose of the Grant: This proposal provides a program framework to help the Greater Sitka Arts Council enhance its

approaches and plans for organizational capacity building and thus, its effectiveness and depth in serving the Sitka community through creative programming.

It provides an overarching vision for responding efficiently and effectively to the needs of the Sitka community through further capable governing and service

delivery systems, including existing creative events and cultural/artistic programming, local/regional partnerships, evaluation and educational/professional support.

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

Name: Kammie Daniels

Title: Director

Date: 8/24/2018

## Detailed project description overview (one page only) – total pts 10

### 1. What grant category are you applying for?

Cultural and education services

### 2. What will be done with these funds?

With funding support from the City and Borough of Sitka, the Greater Sitka Arts Council will provide capacity-building support to staff, board of directors and volunteers, through investments in things like leadership development, fundraising capacity, evaluation capacity, and communications/technology. We believe the funds requested, \$5000.00, will assist us in furthering our mission of fostering relationship building and community engagement through **educational** and **entertaining arts collaborations**.

We expect to experience **profound shifts** as a result of this fostered learning and capacity building. We will be able to make changes in our approach to audiences and constituents and identify new alliances and resonances. This, we expect, will lead to increased sustainability, larger audiences, and other benefits. Clarity around organizational values, and an agreed on strategy, will help members focus on their most important strategic activities. This clarity will also help our organization know which opportunities should be vigorously pursued, with good results.

We are passionate about the impact **thoughtful shared creativity** can have on the world. Please visit our website at [www.sitkaartscouncil.org](http://www.sitkaartscouncil.org) to learn more.

### 3. Who will do it?

The Greater Sitka Arts Council leading staff and dedicated board members and volunteers, will work collectively to ensure responsible and productive use of all granted funds towards accomplishing the previously stated initiatives.

### 4. Who will be served?

Through this capacity building commitment, we will establish **further effective and inspiring arts and educational programming** for our shared community, while building a broader, thriving volunteer base and business operation.

### 5. When will this service be provided?

Our support and advocacy services remain ongoing. This particular period of development with your support would be recorded from the moment of fund acquisition until the end of the Council's current fiscal year [June 2019].

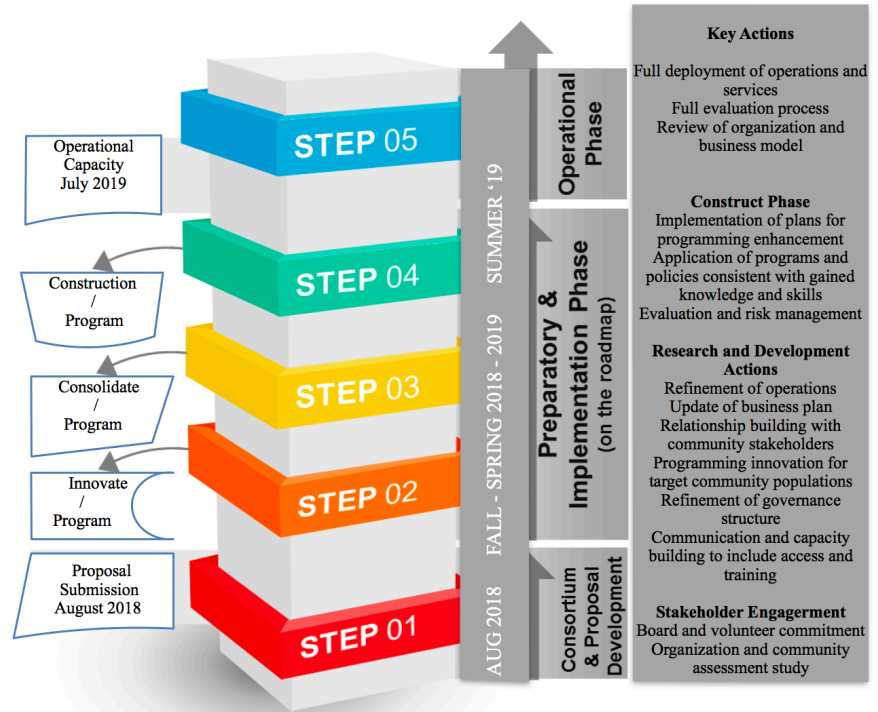
### 6. Has the agency received CBS General Fund Grants previously? For what amount?

Yes, the Council has received gracious support from CBS in years past averaging between \$2500 and \$4000. We hope this new proposal may continue this partnership with extended commitment. We thank you.



## Expected Outcomes (one page only) – total pts 10

Over the course of the next year, our team will spend **considerable time together**. We will challenge ourselves to examine our infrastructure, our values, and our role in the community. More detailed plan and benchmarks are as follows:



INPUTS	OUTPUT ACTIVITIES	OUTPUT PARTICIPANTS	OUTCOMES SHORT TERM	OUTCOMES MEDIUM TERM	OUTCOMES LONG TERM
<p>Whatever is needed to bring us to the <b>next level of operational, programmatic, financial, or organizational maturity</b>. Funding for us to improve its own effectiveness, and consumption of actual teaching/instructing or consulting to build needed skills.</p> <p>Tailored learning experiences, workshops and resource materials, expanded e-training opportunities.</p>	<p>Immerse ourselves in capacity building projects, such as identifying a communication strategy, improving volunteer recruitment, ensuring thoughtful leadership succession, updating technology, and improving how we measure outcomes.</p>	<p>Strengthens our ability to fulfill our mission over time, thereby enhancing our ability to have a <b>positive impact on the lives of all Sitkans</b>.</p>	<p>Affirmed and refined purpose.</p> <p>Strengthened team and clarified roles.</p> <p>Enhance commitment and enthusiasm for working or volunteering in Sitka's creative community.</p>	<p>Improved performance of internal organizational operation and methods.</p> <p>New programming initiatives in our community.</p> <p>Furthered knowledge on organizational practices.</p> <p>Support and leadership extended to additional platforms.</p>	<p>Adoption of new organizational practices.</p> <p>Development of necessary infrastructure.</p> <p><b>Enhanced ability to have a positive impact.</b></p> <p>Creation of succession plan.</p> <p>Furthered relationships with community partners.</p> <p>Adoption of new programming initiatives inline with agency mission.</p>
	Measured by:	Measured by:	Measured by:	Measured by:	Measured by:
	Quantitative data tracking	Pre/post program surveys to be development as part of funded program.	Surveys, phone interviews	Pre/post program surveys to be development as part of funded program.	Pre/post program surveys to be development as part of funded program.

## Statement of Need (one page only) – total pts 10

1. How does this project align with the funding category that you are applying for?

We want to go beyond the realms of art to craft community arts experiences, like our Fall and Spring Art Walks, Sitka Artisans Market, and the Sitka Wearable Art Show, that **uplift all people**. We desire to bring together community members and group leaders of the best skill and enthusiasm to collaborate, plan and deliver **finely tailored arts events and experiences** embracing Sitka, Alaska, and its people. We already do this through methods including fiscal sponsorship, managing groups like Sitka Folk, the Monthly Grind and Sitka Community Theatre. But we understand that opportunities exist for reaching more people and enhancing more lives through extended cultural and educational programming efforts. We believe the path towards accomplishing this vision is internal capacity building and empowerment through means like community partnership.

2. What documented needs does this project address?

Artists, arts organizations, and communities struggle with rapid changes in communications, technology, demographics, and the economy. Research suggests the best way to ensure their resiliency is to **support the acquisition of new skills, tools, and management habits** that enable them to navigate this constantly changing environment. Over the years, our organization has dealt with its share of ups and downs. Although much attention has been given to increasing our level of outreach, less focus has been directed at developing models of capacity building that address clear connections to organizational strategy. With this funding support, the Greater Sitka Arts Council will provide capacity-building support to staff, board of directors and volunteers, through investments in things like leadership development, fundraising capacity, evaluation capacity, and communications/technology.

3. Does the funding from this request leverage other funds for the project? How?

The hopeful funds obtained by the support of this grant would certainly help leverage other funds specifically pursued for the stated projects. Organizations offering such funding, like the Alaska State Council on the Arts and Sitka Charitable Trust, request that sister partners/funding are secured in addition to their contributions. Support from the City and Borough of Sitka demonstrates belief in the Council's history and continued commitment to arts and cultural advocacy and education. It also demonstrates community unity within the arts sector, and unbiased support to all those who strive for community empowerment.

## **Organizational Capacity (one page only) – total pts 10**

### **1. Track record (this or similar project delivery and management).**

The Council's mission-driven work has been made possible through the continued support and participation of each one of its grant reviewers and funders, members, corporate partners, and strategic allies. The Council's strategy team remains a committee-driven board of diverse, talented individuals, focused on strong governance and wise direction. Staff continue to work with the Council's chief accountant, professional advisors, volunteer and contract staff, the Council's Finance Committee, and each and every director. The Council has always recognized the importance of high quality people and vital organizational costs, and supports these investments as a strategy to continued sustainable programming.

### **2. Community Support.**

Former staff persons, like Jeff Budd and Sarah Lawrie, remain active as volunteers and/or board members, signifying the strength of one's commitment to the Council's mission and initiatives. New volunteers regularly join faithful volunteers of many years, working together to enhance the quality and reach of quality arts programming. Independent donors and business partners remain committed to supporting the Council each year, through unsolicited donations and/or sponsorships. Community groups continue to call and look to the Council for guidance on creative public projects, while independent artists both local and visiting participate in the Council's events each year with growing enthusiasm.

### **3. Board Attendance.**

The Greater Sitka Arts Council's Board of Directors meets formally once per month, and on an informal, regular basis throughout its many events, fundraising initiatives and team building gatherings.

### **4. List of Board Members and Officers.**

Kammie Daniels, director  
Patrick Hughes, board president  
John Stein, vice president  
Ted Howard, secretary  
Charles Morgan, Treasurer  
Lauren Wild, board member  
Jacqueline Hamberg, board member  
Heather Bauscher, board member  
Melinda McAdams, board member  
Mark Sixbey, board member  
Cara Murray, board member  
Bobbi Jordan, board member

## Budget – total pts 10

### 1. Statement of assets, revenues, and expenditures for previous year.

The measurement of the Council's profitability was at a small deficit at the end of FY17 as indicated by the following actuals. The Council currently sits with a net asset total capable of covering its deficit and sufficient cash and working capital to continue its outreach initiatives. The Council experiences a recovery surplus, as net assets are replenished through event sales and sponsorships of upcoming events [Wearable Art, Monthly Grinds, Open Mic Nights, Community Theatre Play, Spring Art Walk].

<b>EARNED REVENUE</b>	<b>FY17 ACTUALS</b>
Admissions/Ticket Sales	22,000
Membership/Subscriptions	4,000
Contracted Services	1,000
Investment Income	0
Other Income	0
Raffle Sales	6,500
Other Fundraising Initiatives	17,751
Fiscal Sponsorships	0
<b>SubTotals:</b>	<b>\$51,251</b>

<b>CONTRIBUTED SUPPORT</b>	<b>FY17 ACTUALS</b>
Corporate	4,000
Foundations	2,000
Individuals/Board	300
Pick Click Give	1,000
Other	0
<b>SubTotals:</b>	<b>\$7,300</b>

<b>GOVERNMENT SUPPORT</b>	<b>FY17 ACTUALS</b>
Federal	0
Local - City and Borough	5,250
State/Regional	0
ASCA (include all grant categories)	3,150
Other Government Support	0
<b>SubTotals:</b>	<b>\$8,400</b>

<b>Income Totals:</b>	<b>\$66,951</b>
-----------------------	-----------------

<b>CONTRACTED SERVICES</b>	<b>FY17 ACTUALS</b>
Artistic	5,000
Education	2,500
Technical/Production	7,000
Support	0
Staff Person	27,500
Bookkeeping Services	8,000
Contract Services	0
<b>SubTotals:</b>	<b>\$50,000</b>

<b>PRODUCTION</b>	<b>FY17 ACTUALS</b>
Transportation/Shipping	0
Travel	0
Supplies	1,000
Meals & Entertainment	2,000
<b>SubTotals:</b>	<b>\$3,000</b>

<b>MARKETING/PUBLICITY</b>	<b>FY17 ACTUALS</b>
Advertising	9,000
Fundraising	3,047
Raffle Sales	0
Web Design & Maintenance	0
<b>SubTotals:</b>	<b>\$12,047</b>

<b>REMAINING OPERATING EXPENSES</b>	<b>FY17 ACTUALS</b>
Office Operations	4,000
Other	0
Artist Grant Program	3,000
Donations	100
Stipends	0
<b>SubTotals:</b>	<b>\$7,100</b>

<b>Expense Totals:</b>	<b>\$72,147</b>
------------------------	-----------------

## 2. Detailed budgets.

General budget including grants:

<b>Income</b>	
4010 Board Donation	750
4040 Membership/Donations	8,000
4030 Fund Raising/Special Events	17,500
4070 Sales	500
4095 Interest Income	
4099 Overhead Income	2,000
4060 Rental income/equipment	600
4080 Sponsors	25,000
4085 Vendor Fees	11,200
4090 Workshops	
<b>Gross Revenue</b>	<b>65550</b>
<b>Expense</b>	
6210 Salaries, Wages	13,000
6200 Payroll Expenses- Other	1000
6220 Payroll Tax Expenses	300
6010 Contract Services	15,000
6020 Donations to Non-Profits	300
6062 Office Supplies	1500
6064 Postage and Delivery	1000
6065 Telephone and Utilities	600
6063 Office Other	
6095 Scholarships	
6105 Supplies	5,200
6110 Taxes/license/permit/mbrshp	450
Subcontracted services	
6000 Advertising/Promotion	5,650
6008 Worker's Comp Insurance	300
6040 D&O & Liability Insurance	2,500
6050 Meals and Entertainment	1450
6080 Professional Fees	8,000
6085 Rent Expense	11300
6120 Travel	
6100 Special Event Expense	
6030 Equipment Rental	400
Training/Conferences	
Sales Tax	
<b>Total Expense</b>	<b>53650</b>

Grants:	City of Sitka	SCT	ASCA	<b>Total</b>
Income	5000	2500	5000	12500

Project budget:

<u>CATEGORY</u>	<u>CBS AMOUNT</u>	<u>OTHER RESOURCE APPROX. AMOUNTS</u>	<u>TOTAL PROJECT</u>
DEVELOPMENT FUNDS	\$3500	\$16500	\$20,000
EQUIPMENT	\$500	\$1000	\$1500
SUPPLIES	\$1000	\$2500	\$3500
TOTAL	\$5000	\$6500	\$25000

DEVELOPMENT FUNDS: Distinct capacity building projects, such as identifying a communications strategy, improving volunteer recruitment, ensuring thoughtful leadership succession, updating technology, and improving how we measure outcomes. Tools for working with consultations.

SUPPLIES: Outreach and fundraising materials, assessment materials, evaluation materials, postage connected to such projects, consumable products (ex. paper), publications and books, hardware and software (new and upgrades), general support (ex. training space rent), printing and duplication.

EQUIPMENT: Equipment related to capacity building initiatives, including outreach and assessment.

3. Include itemized list of grants received or pending for prior and current years.

ASCA \$5000.00

SCPT \$2300.00

**Required Documentation – total pts 10**

1. Copy of nonprofit documentation such as IRS 501c3 designation. Attached
2. Current State of Alaska nonprofit organization business license. Attached w. note.
3. CBS Liabilities Form. Attached

Please submit **one original** and **one electronic copy** of your application, including summary sheet, fastened by clip or staple. Type the application using size 10-12 font.

*Submit only material requested.*



Internal Revenue Service

Date: September 9, 2005

GREATER SITKA ARTS COUNCIL INC  
BOX 584  
SITKA AK 99835-0564

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Shella Schrom 31-02836  
Customer Service Representative  
Toll Free Telephone Number:  
8:30 a.m. to 5:30 p.m. ET  
877-829-5500  
Fax Number:  
513-283-3756  
Federal Identification Number:  
[REDACTED]

Dear Sir or Madam:

This is in response to your request of September 9, 2005, regarding your organization's tax-exempt status.

In August 1973 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

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

Sincerely,

*Janna K. Skufca*

Janna K. Skufca, Director, TE/GE  
Customer Account Services



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 GREATER SITKA ARTS COUNCIL INC

P.O. BOX 564 SITKA AK 99835

owned by

THE GREATER SITKA ARTS COUNCIL INC

is licensed by the department to conduct business for the period

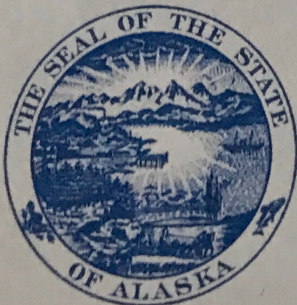
October 03, 2016 through December 31, 2017  
for the following line of business:

92 - Public Administration

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.

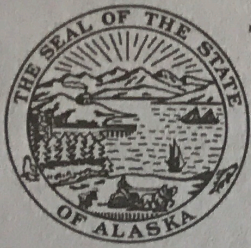
This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Chris Hladick



*Currently working with Alaska Division of Corporations to process renewal after correcting clerical error. Will submit 2018-19 license within 10 business days.*





THE STATE  
of **ALASKA**

GOVERNOR BILL WALKER

Department of Revenue  
TAX DIVISION

Robert B. Atwood Building  
550 West Seventh Avenue, Suite 500  
Anchorage, Alaska 99501-3555  
Main: 907.269.6620  
Fax: 907.269.6644

[www.tax.alaska.gov](http://www.tax.alaska.gov)

August 03, 2018

Letter ID: L0424304640

GREATER SITKA ARTS COUNCIL  
PO BOX 564  
SITKA AK 99835

**This permit must be posted in a conspicuous place at the location of the authorized activity.**

GREATER SITKA ARTS COUNCIL  
PO BOX 564  
SITKA AK 99835



- Post this permit in a conspicuous place at the specified location.
- This license expires on December 31st, at midnight, of the year issued.
- Gaming permits can't be loaned or transferred to another person or organization for any purpose.
- You will lose your permit if you conduct card games, dice games, sports boards, or other games that have the three elements of gambling -- consideration, chance and prize -- if they are not specifically authorized by the statute.

# Gaming license

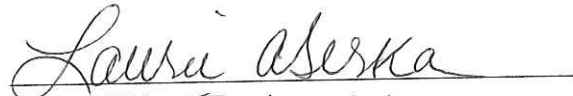


**General Fund Grants for Non-Profit  
Organizations for Fiscal Year 2019**

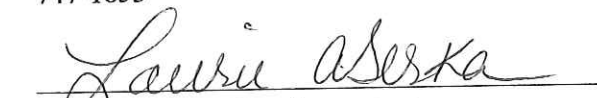
**CBS Liabilities Form**

**Organization Name:** Greater Sitka Arts Council


- Property Tax

  
Hannah Nelson, Tax Accountant  
747-1853


- Sales Tax

  
Hannah Nelson, Tax Accountant,  
747-1853

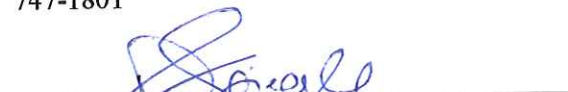
- Municipal Leases

  
Lindsey Vilandre, Payroll Specialist  
747-1825

- Loan/Promissory Note

  
Larry Fitzsimmons, Senior Accountant  
747-1801

- Utilities

  
Diana Spiegle, 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.