

APPLICATION FOR 2016 LODGING TAX GRANT FUNDING

Name of Organization: Clymer Museum and Gallery
Organization mailing address: 416 N Pearl Street
Ellensburg WA 98926
Organization contact person & title: Phil Backlund or Brett Wachs
President Treasurer
Organization/contact phone: 509-962-6416
Email: support@clymermuseum.org
Organization Website: www.clymermuseum.com
Federal Tax ID Number: 91-1470664 UBI Number: 601-211-240

Organization is a (select one):

☐ Government Entity
☒ 501(c)3
☐ 501(c)6
☐ Other _____

(Note: you must submit 501(c)3, 501(c)4, or 501(c)6 approval documentation – see sample document-Exhibit A)

Project/Event Name: On going event support
Project/Event Date: 01/01/2016 - 12/31/2016
Project/Event Location: Ellensburg WA - Kittitas County
Amount of Funding Requested: \$ 12,500

For which funding category do you qualify (check one) (see instructions for definitions):

☐ New Project/Event
☒ Ongoing Project/Event Support

Estimated # of overnight stays: _____

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

| Season: | Months: |
|--|------------------------|
| <input checked="" type="checkbox"/> Year-round | January – December |
| <input type="checkbox"/> Off season | November – February |
| <input type="checkbox"/> Shoulder season | October or March – May |
| <input type="checkbox"/> High season | June – September |

County-Wide Lodging Tax Application 2015-2016

Clymer Museum and Gallery

Q1

(see next page for an itemized list of use of funds)

The Clymer Museum and Gallery is treating this advertising year as newly stretched raw canvas, with the use of your grant funds to color in our 26th year serving all of you within and without Kittitas County. We are fully dedicated to increasing tourism, museum attendance, membership and historical awareness throughout. Determining contributions to said increase will be through social media, print advertisements, newspaper ads, magazines and brochures. We will also be actively using radio and television to broadcast said Clymer Museum and Gallery promotions as well as the county itself.

If the Clymer Museum and Gallery is awarded the funds we are requesting, said contribution would ensure our continuance, and would positively impact the fiscal year for Kittitas Valley through increased awareness and larger flow of tourism.

All advertising funds could then be tailored around events, programs and activities that the Clymer Museum and Gallery offers throughout the year.

Our target audience are those overnight and day tripper customers interested in local and regional history, as depicted through the arts and artwork of the Kittitas Valley's native son Mr. John Ford Clymer Museum and Gallery.

Customer retention is key for continuance of repeat visitors and with your funding, we would be able to attract new first time visitors right here in the Pacific Northwest. Said audience includes students, educators, researchers, adults and children.

Q2

Money received by the Clymer Museum and Gallery for advertising year-round will result in increases in the number of tourists traveling for business or pleasure – away from their residence – via the active use of ongoing advertising. Marketing campaigns directed at customers outside of the Kittitas Valley will result in overnight stays via paid accommodations. These out of county guests inevitably purchase meals at local restaurants, require gas to get back and forth and buy gifts at our retailers, all while simply visiting the Clymer Museum and Gallery on an overnight stay. In doing so, approximately half of our guests inquire about where they should go to eat and where there are sales and interesting items to purchase in Kittitas County. Out of that large amount of guests, at least half continue forward with their shopping plans while staying in the county.

Clymer Museum and Gallery guests and overnight tourists consistently inquire about other activities, business and venues in and around Ellensburg and within the Kittitas County, making us a go-to location to get all the best info on where to go to do what while they are in the area. Shopping, dining, historical sites, CWU events and other museums and galleries are the most requested referrals we receive on an ongoing basis. We are confident that at least a quarter of these inquiries result in meals purchased, gas, gifts and other services paid for while just passing through Kittitas County.

- A) We will use several tools to measure our direct impact on tourism dollars throughout the year. These will encompass, but not be limited to, year-round advertising campaign strategies to ensure we are attracting tourists from at least 50 miles away. By pushing for a more aggressive Facebook and Google ad campaign, as well as aligning ourselves with hotel/motel packages, special offers we can assure the funds you allocate to the Clymer Museum and Gallery will yield positive results within Kittitas County. We plan to track the acceptance and booking of these special offers, as well as our retail gift shop sales by capturing customers' information via inquiries and data feedback embedded in our freshly designed website.
- B) Other strategies employed to assure the tracking of overnight guests are zip codes captured with each ticket sale for Clymer Museum and Gallery events. We will also be asking those visitors who sign our guestbook to please fill in their home zip code.
 - a. Our daily count log for the Clymer Museum and Gallery, First Friday event numbers, visitor log entries (including customer addresses and zip codes), ticket sales for events such as our annual Rendezvous fundraiser, indicate that we are pulling in tourists from at least 50 miles away.
 - b. Collected data indicates that said guests also visit from other counties and from out of state.
 - c. According to our daily visitor counts, we are averaging approximately 1000 guests per month at the Clymer Museum and Gallery.
 - d. Approximately 12000 guests per year visit our museum.
 - e. According to Dean Runyan Associates, day visitors spend about \$86 per day while visiting Kittitas County, making the Clymer Museum and Gallery's contribution to the county a solid estimate visitor revenue of \$258000 or 25% of an annual predicted \$1.03MM.
 - f. Clymer Museum and Gallery overnight guests count on visiting the county for First Friday Art Walk, Little Art on the Prairie, Jazz in the Valley, Rendezvous, and many other annual events. Lewis and Clark enthusiasts total approximately 165 overnight guests per year, and according to Dean Runyan Associates, the Clymer Museum and Gallery's revenue contribution to the Kittitas County is approximately an annual \$30,525 (calculated at 165 * \$185/pp).
- C) The Clymer Museum and Gallery's strategy implemented to assist in marketing of all the Kittitas County as a tourist destination is as follows:
 - a. Our newly designed webpage will feature links to the Kittitas County Tourism website, Kittitas County Chamber of Commerce website, Ellensburg Downtown Association website and myellensburg.com, as well as other links to local overnight accommodations.
 - b. Facebook campaigns to include activities and events from each of the museums, galleries and regional venues within Kittitas County.
 - c. Our table brochure and brochure fixture in the Clymer Museum and Gallery lobby will feature each non-profit's upcoming events or programs, including CWU events.
 - d. We will also continue to welcome posters, flyers and postcards for event planners throughout the county in our lobby, foyer and museum walls.

Question 1 – Itemized List of proposed grant funds:

- A) Advertising in both social media as well as in tradition formats. The Clymer Museum would be able to work with the Chamber of Commerce, Daily Record and other regional partners who specialize in advertising to draw new tourists and returning tourists to downtown Ellensburg. This includes: newspapers, print ads, flyers, posters, direct mailings, Facebook and any other type of applicable advertising display.
- B) Utilizing graphic design services to improve the website. There are many different ways to push more web traffic to an organizations website for information on events or upcoming announcements. The Clymer Museum would use grants funds to employ a professional with a background in this to meet the needs of the Board’s advertising goals.
- C) John Clymer had a rich history in our town and a goal for the coming year for the Board of Directors is to get more children involved with activities at the museum. Whether that entails schools or private events, having a multimedia video available would help paint the story of John Clymer in a fun and interesting way to a younger audience. The grant funds would help build that platform.

All above mentioned formats of advertising would be used in a way to brand the museum, send out important information regarding events and overall gain more exposure to draw in new people into our downtown core.

Q4

- A) Part of the Clymer Museum and Gallery's new focus is true collaboration with grant funding opportunities available locally and nationally. Currently we have applied for a \$2500 grant from Wells Fargo Bank, and are expecting to hear from them by next February, 2016.
- B) The most recent leadership transition at the Clymer Museum and Gallery has been the hire of our Director. She is dedicated to acquiring grant writers, such as the well-known Donna Hatten, formerly of the Yakima Valley YWCA and Ali Macias, formerly of Yakima Valley Memorial Hospital, Yakima Symphony Orchestra and Allied Arts of Yakima to help the Clymer Museum and Gallery in its future grant-requesting efforts. As always, our board members continue to seek sponsorships, donations and other fundraising opportunities. The Clymer Museum and Gallery plans to partner with strong development and fundraising professionals with proven reputations for bringing in funding for non-profits.
- C) The answer is NO but... The Clymer Museum and Gallery volunteer hours are as follows; Each month we have 4-5 board members that volunteer their time at First Friday Art Walk which is from 5-7pm or two hours per board member each First Friday and we have anywhere from 15 to 20 volunteers at Rendezvous in addition to our full board (17) the night of Rendezvous. For Jazz in the Valley we have 5 volunteers for 8 hour event for Buskers 2 volunteers for 3 hours each and we have three docents that volunteer approximately 5 hours per week total. $(2,683\text{HRS/YR} \times \$26.73 = \$71,688.00)$ *WA ST ca. 20013
- D) The Clymer Museum and Gallery maintains a small advertising budget of \$5000. Due to our ambitious lean toward expansion of our out of county advertising campaigns, the \$5000 will not be able to fully support said aggressive advertising push for the incoming year. The Clymer Museum and Gallery would have to un-implement programs and activities throughout the county, as well as shortening our hours of operation to support keeping our doors open. Significantly cutting down, or fully shutting down progressive advertising efforts geared specifically to generating out of county tourism would surely follow. If we are to implement such a strong advertising push to generate more business within the county, we will need your full support.

Q5

The Clymer Museum and Gallery collaborates and creates partnerships with other local organizations throughout the year – EACH year. Our collaborations with other events, businesses and non-profits include but are not limited to:

- Chamber of Commerce,
- Ellensburg Downtown Association,
- myellensburg.com,
- Jazz in the Valley,
- Buskers in the Burg,
- Girls' Night Out,
- Brew-fest,
- Cocoa and Cookies Holiday Event,
- Arts Commission First Friday Art Walk,
- Kittitas County Firefighters,
- Kittitas County Sheriff's Office,

- Along with special events coordinated with Gallery One, 420 Gallery and the Kittitas County Historical Museum for 4th of July Great Fire celebrations.

All these associations and collaborations help increase county exposure for all partners and Kittitas County itself.

The Clymer Museum and Gallery also supports the following organizations via donations:

- Thorp Mill,
- Spirit Therapeutic riding Center,
- West Star Roping,
- Kittitas County Search and Rescue,
- Ellensburg Rodeo,
- Ellensburg Rodeo Hall of Fame,
- Kittitas Historical Museum,
- Barn Quilts of Kittitas County,
- Ellensburg Downtown Association,
- Ellensburg High School.

Q6

The Clymer Museum and Gallery plans to increase ticket sales by 10% for the following events, in an effort to allow our year-round marketing/advertising campaign to be autonomous and self-sustained: Jazz in the Valley, Buskers in the Burg, Rendezvous and Brew-fest. Gift shop sales will also increase with added tourism to Kittitas County, as well as with an full revamping of our gift shop and its inventory.

Q7 See attachments for additional information

- A) 2016 Exhibit and Event schedule {SEE ATTACHED}
- B) John Ford Clymer Museum and Gallery Bio {SEE ATTACHED}
- C) Clymer Museum and Gallery paintings and location map {SEE ATTACHED}

Q8

See attached Profit and Loss Statements from the prior four years. The Clymer Museum held three art auctions with the goal of creating a Northwest Art Experience and felt that it would take three years to create a buyer base. Due to the economy the buyer base that was needed did not happen. We have seen a consistent loss and have decided to replace the fundraiser with a new one going forward.

Q9

Has your event received Lodging Tax Funds in previous year?

Yes X No

If yes, please list each year and the amount received for that year

| | |
|---------------|----------------|
| 1993 - \$750 | 2009 - \$3000 |
| 1994 - \$2600 | 2010 - \$4000 |
| 1998 - \$3000 | 2011 - \$2500 |
| 2003 - \$1500 | 2012 - \$3500 |
| 2006 - \$2400 | 2013 - \$3000 |
| 2007 - \$2400 | 2014 - \$8008 |
| 2008 - \$3000 | 2015 - \$10000 |

All applicants must also provide the following information regarding the event/project:

| | Prior Year | Projected |
|--|-------------------|-------------------|
| A. How many participants and spectators attendant last year's activity and/or will attend this year? | <u>15,000</u> | <u>17,000</u> |
| B. How many days did/will your event occur? | <u>Year Round</u> | <u>Year Round</u> |
| C. Room nights booked | <u>150</u> | <u>200</u> |

Q10

Application Certification:

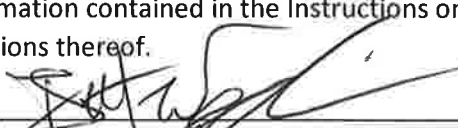
The applicant here certifies and affirms: 1. That it does not now, nor will during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientations, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That I has read the information contained in the Instructions on pages 1 and 2 and understands and will comply wit all provisions thereof.

Certified by: (Signature) _____

(print name) _____

Title: _____

Date: _____


 Brett Wachsmith
 Treasurer
 9/24/2015



STATE of WASHINGTON SECRETARY of STATE

I, **Ralph Munro**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

THE CLYMER FOUNDATION

a Washington Non Profit corporation. Articles of Incorporation were
filed for record in this office on the date indicated below:

U.B.I. Number: 601 211 240

Date: November 3, 1989



Given under my hand and the seal of the State of
Washington, at Olympia, the State Capitol

Ralph Munro, Secretary of State

**Internal Revenue Service
District Director**

Department of the Treasury

**P O BOX 2350 ROOM 5127 ATTN: E.O.
LOS ANGELES, CA 900532350**

Date: JUN. 20, 1990

**THE CLYMER FOUNDATION
PO BOX 1102
ELLENSBURG, WA 98926**

**Employer Identification Number:
91-1470664
Case Number:
950102027
Contact Person:
CAROL MOCHIZUKI
Contact Telephone Number:
(213) 894-4763**

**Accounting Period Ending:
July 31
Foundation Status Classification:
See Attached
Advance Ruling Period Begins:
Nov. 3, 1989
Advance Ruling Period Ends:
July 31, 1994
Addendum Applies:
No**

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until the Service

CLYMER SCHEDULE 2016

JANUARY/FEBRUARY: TBD

JANUARY 15 – FEBRUARY 27

Soft opening: Friday, Jan 15 (Brewfest weekend)

Artist Reception: Friday, Feb 5

(Dark for deinstall/install: Feb 28 - Mar 3)

MARCH/APRIL: LOLLY SHERA/TBD

MARCH 4 – APRIL 30

Artist Reception: Friday, Mar 4

(Dark: May 1 – May 5)

MAY/JUNE: SCIENTIFIC ILLUSTRATIONS

MAY 6 – JUNE 25

Artist Reception: Friday, May 6

(Dark: June 26 – 30)

JULY/AUGUST: ARE WE THERE YET?

JULY 1 – AUGUST 20

Soft opening: Friday, Aug 26 (Weekend before rodeo)

Artist Reception: Friday, July 1

(Dark: Aug 21 – Aug 25)

SEPTEMBER/OCTOBER: RODEO SHOW

AUGUST 26 – OCTOBER 29

Soft opening: Friday, Aug 26 (Weekend before rodeo)

Artist Reception: Friday, Sept 2

(Dark: Oct 30 – Nov 3)

NOVEMBER/DECEMBER TBD/MINIATURE SHOW

NOVEMBER 4 – DECEMBER 30

Artist Reception: Friday, Nov 4

(Dark: Beginning of January until Brewfest)

JOHN CLYMER

An artist's rendezvous with the frontier west



First Years

The origin of John's talent was unknown. His father's family was descended from George C. Clymer, a signer of the Declaration of Independence. His grandfather, Joseph C. Clymer, was a construction engineer on the Northern Pacific Railroad and John's father, John P. Clymer, took up railroading at an early age. The family went west from Ohio with the Northern Pacific Railroad and settled in Ellensburg. There John's father met and married Elmira Ford, daughter of early settlers in the Kittitas Valley of Washington. He and his wife built and operated a greenhouse and florist business. Their son, John Ford Clymer, was born in Ellensburg in 1907.

If he was talented in art, it was soon apparent that he was not a scholar. Long hours in a classroom bored him, and other than building a complete human skeleton of plasticene clay over a wire framework for a biology class, his school record was an undistinguished one.

The hours after school and summer vacations provided the opportunity to be out of doors, and John loved to camp and explore the mountains and forests which surrounded their valley on the eastern slope of the Cascade Range.

I

IT WAS A TYPICAL SUNDAY SERVICE in the small Ellensburg, Washington, Presbyterian Church. The year: 1920. The Clymer family was there with their young son, who sat quietly a few pews behind them in the back row.

The sermon, delivered in a low key, was suddenly interrupted as the minister thundered, "Junior Clymer, stop drawing in the back of the hymnal this instant! Furthermore, you have until next week to erase your drawings from all the other hymn books we have found defaced!" This was the first public notice of the blossoming art abilities of young John Clymer.

His parents were aware very early that their son had an unusual talent for art. He was only five when he saw his first circus parade. Upon returning home he reproduced the whole Barnum and Bailey circus with scissors and brown wrapping paper by cutting out the silhouetted shapes of wagons, horses decked with plumes, elephants and other animals, together with the circus band and calliope. He placed it as a frieze around the baseboard of the living room, where it was the center of attention for as long as it lasted.

The Spirit

Clymer
25 Yrs.
MUSEUM & GALLERY
Ellensburg Washington

of America

Tenative 2015 Schedule

JANUARY

MAIN GALLERY

Closed week 1

January 9th-30th Hita Von Menide

January 17th Beer Fest

McGIFFIN GALLERY

Closed week 1

January 17th Beer Fest

MUSEUM

Closed week 1

January 17th Beer Fest

January 17th-January 30th Permanent Collection Prints for sale. Prints of Clymer's illustrative work.

FEBRUARY

MAIN GALLERY

February 6th-28th Pacific Northwest Heritage Exhibit: Lillian Pitt, David Craig

McGIFFIN GALLERY

February 6th-February 28th Pacific Northwest Heritage Exhibit: Lillian Pitt, David Craig

MUSEUM

February 2nd-February 28th "John Clymer and the Aborigines"

Clymer's original paintings of native people he met in his travels.

MARCH

MAIN GALLERY

March 6th-April 25th "West of the Mississippi" Annual Juried Show.

Open to all artists of any medium, west of the Mississippi River.

McGIFFIN GALLERY

March 6th-April 25th "West of the Mississippi" Annual Juried Show.

Open to all artists of any medium, west of the Mississippi River.

MUSEUM

March 2nd-March 31st "The Early Years" Original Clymer Work focusing on his drawings and illustrations from his childhood through 1940 (pre-war).

APRIL

MAIN GALLERY

March 6th-April 25th "West of the Mississippi" Annual Juried Show.

Open to all artists, of any medium west of the Mississippi River.

McGIFFIN GALLERY

March 6th-April 25th "West of the Mississippi" Annual Juried Show.

Open to all artists, of any medium west of the Mississippi River.

MUSEUM

TBD

MAY

MAIN GALLERY

May 1st-May 29th DG House Exhibit. Contemporary Native Paintings. Sip and Paint night with Artist. Ledger Art Workshop.

McGIFFIN GALLERY

May 1st-May 29th "Western Visions" Melanie Thompson, Western Landscape Oil Paintings. (Winner of 2014 Juried Show)

MUSEUM

"The Explorers" Originals and prints of Clymer's art depicting explorers in memory of the Corps of Discovery embarking on their journey May 14th, 1804.

JUNE

MAIN GALLERY

June 5th-26th Ross Hall (1905-1990) "American Master" Black and white photography by renowned photographer Ross Hall.

JUNE (continued)

McGRIFFIN GALLERY

June 5th-June 26th End of School Art Exhibit. Grade school, middle school, high school and college. "Best of" award for each category, handed out June 17th and peoples choice award handed out July 17th.

MUSEUM

TBD

JULY

MAIN GALLERY

"PUNCH at the CLYMER" Selected works from members of the Seattle based, "PUNCH" gallery.

McGIFFIN GALLERY

July 3rd-August 1st "Expressive Journeys" Abstract Artist Martha Reisdorf's inspired oil paintings.

MUSEUM

July 3rd-September 1st "John Clymer's America"

AUGUST

MAIN GALLERY

Rodeo Hall of Fame Exhibit

McGIFFIN GALLERY

August 7th-September 1st "The Disappearing West" Photo exhibit by Western Oregon photographer, Rich Bergeman which chronicles a vanishing lifestyle in the Western U.S.

MUSEUM

July 3rd-September 1st "John Clymer's America"

SEPTEMBER

MAIN GALLERY

September 4th-September 26th Megan and Michael Blessing. Contemporary paintings featuring horses and American nostalgia.

MUSEUM

TBD

OCTOBER

MAIN GALLERY

October 2nd-30th "Bronze Works" Numerous works in Bronze from a variety of artists.

McGIFFIN GALLERY

October 2nd-30th "On Autumn"

MUSEUM

TBD

NOVEMBER

MAIN GALLERY

November 6th-28th "The Wild Side" Oil Paintings by contemporary wildlife painter Virginia Baude.

McGIFFIN GALLERY

November 6th-December 31st Annual Miniature Show.

Featuring small works from regional artists in any medium size 11x14 and smaller.

MUSEUM

November 6th-27th "The WAR" Clymer originals of War era illustrations commemorating Veteran's Day.

DECEMBER

MAIN GALLERY

December 4th-December 31st Holiday Fashion show. Showcasing Artisans and Fine Crafts people's "wearable" art. Fashion Show Opening reception.

McGIFFIN GALLERY

November 6th-December 31st Annual Miniature Show.

Featuring small works from regional artists in any medium size 11x14 and smaller.

MUSEUM

"Winter Wonderland" Selected winter scenes from the Clymer Museum Collection.

Clymer

416 N. Pearl Street Ellensburg, WA 98926 509-962-6416



3:31 PM

09/24/15

Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
 August 2014 through July 2015

| | Aug '14 - Jul 15 | Budget |
|--|-------------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Clymer Merchandise & Prints | | |
| Royalties | 300.00 | |
| Sales - Clymer | 4,561.30 | 4,100.00 |
| Clymer Merchandise & Prints - Other | 0.00 | 2,000.00 |
| Total Clymer Merchandise & Prints | 4,861.30 | 6,100.00 |
| Direct Public Support | | |
| Donation Box | 41.00 | 1,200.00 |
| Individ, Business Contributions | 11,201.00 | 5,800.00 |
| Total Direct Public Support | 11,242.00 | 7,000.00 |
| Endowment Income | 35,250.00 | 15,000.00 |
| Exhibits | | |
| Exhibit Application Fee | 1,642.30 | |
| Sales | 9,237.63 | 15,000.00 |
| Sponsors | 250.00 | 6,000.00 |
| Total Exhibits | 11,129.93 | 21,000.00 |
| Fund-a-Need | | |
| Girard Income (Maintenance) | 3,000.00 | 0.00 |
| Fund-a-Need - Other | 600.00 | 2,000.00 |
| Total Fund-a-Need | 3,600.00 | 2,000.00 |
| Fundraising Income | | |
| Berry Sales | 0.00 | 4,500.00 |
| Brewfest | 637.51 | |
| Fundraising NEW | 0.00 | 14,200.00 |
| JIV Wine Tasting | 4,384.37 | 6,000.00 |
| May Baskets | 176.00 | |
| NW Juried Show | 656.00 | 1,350.00 |
| Rendezvous | 19,344.28 | 40,875.00 |
| Total Fundraising Income | 25,198.16 | 66,925.00 |
| Gift Shop Sales | | |
| Food Sales | 1,209.88 | 400.00 |
| Gift Cards | -90.28 | 120.00 |
| Sales - Consigned Sales | 2,904.32 | 4,000.00 |
| Sales - Owned | 48,536.80 | 50,000.00 |
| Total Gift Shop Sales | 52,560.72 | 54,520.00 |
| Government Grants | | |
| Hotel/Motel Tax Grant | 5,268.13 | 5,500.00 |
| Total Government Grants | 5,268.13 | 5,500.00 |
| Investments | | |
| Dividend, Interest (Securities) | 17,067.46 | 0.00 |
| Interest-Savings, Short-term CD | 0.01 | 0.00 |
| Total Investments | 17,067.47 | 0.00 |
| Program Income | | |
| Membership Dues | 3,805.00 | 6,000.00 |
| Memorials | 0.00 | 1,000.20 |
| Over/Short | -1.18 | 100.00 |
| Total Program Income | 3,803.82 | 7,100.20 |
| Rentals | | |
| Rent - Facilities | 402.45 | 1,000.00 |
| Rent Revenue - Nondebt Prop | 33,600.00 | 33,600.00 |
| Total Rentals | 34,002.45 | 34,600.00 |
| Total Income | 203,983.98 | 219,745.20 |
| Gross Profit | 203,983.98 | 219,745.20 |

3:31 PM
09/24/15
Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget vs. Actual

August 2014 through July 2015

| Expense | Aug '14 - Jul 15 | Budget |
|---------------------------------------|------------------|------------------|
| Contract Services | | |
| Accounting Fees | 1,500.00 | 750.00 |
| Bank Fees | 130.00 | 600.00 |
| Credit Card Fees | 3,320.07 | 3,750.00 |
| Excise Tax Expense | 451.27 | 6,100.00 |
| Licenses | -75.00 | 240.00 |
| Media Development & Web | 410.00 | 6,000.00 |
| Outside Contract Services | 10.00 | 0.00 |
| Contract Services - Other | 15.00 | |
| Total Contract Services | 5,761.34 | 17,440.00 |
| Exhibit Expense | | |
| Credit Card Fees | 10.40 | |
| Exhibits - Consignment Payment | 5,972.90 | 9,000.00 |
| Exhibits - Shipping Fees | 348.22 | 500.00 |
| Exhibits - Supplies | 821.60 | 1,000.00 |
| Exhibits Advertising/Marketing | 7,601.45 | 6,000.00 |
| Meals & Entertainment | 926.26 | 500.00 |
| Total Exhibit Expense | 15,680.83 | 17,000.00 |
| Facilities and Equipment | | |
| Equip Rental and Maintenance | 5,850.83 | 3,300.00 |
| Insurance - Property | 5,504.00 | 5,400.00 |
| Real Estate, Personal Prop Tax | 4,545.53 | 3,000.00 |
| Rent, Utilities | 10,161.08 | 10,000.00 |
| Repairs | 5,370.34 | 500.00 |
| Total Facilities and Equipment | 31,431.78 | 22,200.00 |
| Fundraising Expense | | |
| Berry Expense | 0.00 | 3,000.00 |
| Brewfest Expense | | |
| License | 90.00 | |
| Meals & Entertainment | 347.40 | |
| Total Brewfest Expense | 437.40 | 0.00 |
| JIV Wine Tasting | | |
| JIV Advertising | 380.00 | |
| License | 60.00 | |
| JIV Wine Tasting - Other | 3,543.95 | 6,000.00 |
| Total JIV Wine Tasting | 3,983.95 | 6,000.00 |
| Rendezvous | | |
| Rendezvous Advertising | 869.84 | |
| Rendezvous - Other | 21,323.98 | 20,000.00 |
| Total Rendezvous | 22,193.82 | 20,000.00 |
| Total Fundraising Expense | 26,615.17 | 29,000.00 |
| Gift Shop Expense | | |
| Advertising | 1,418.00 | |
| Consignment | 1,761.03 | 2,400.00 |
| Finance Charges | 75.52 | |
| Purchases | 29,191.94 | 32,000.00 |
| Shipping | 120.12 | 150.00 |
| Supplies | 1,764.36 | 800.00 |
| Trading Post Management | 862.75 | |
| Total Gift Shop Expense | 35,193.72 | 35,350.00 |
| Museum Expense | | |
| Advertising | 1,187.64 | |
| Art Education | 264.81 | 300.00 |
| Art Purchased - LOC | 0.00 | 2,982.00 |
| Clymer Award @ WAA | 0.00 | 300.00 |
| Clymer Misc Purchases | 0.00 | 100.00 |
| Community Expenses | 421.08 | 1,000.00 |
| Insurance - Art Collection | 3,985.00 | 4,000.00 |
| Total Museum Expense | 5,858.53 | 8,682.00 |

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09/24/15
Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
August 2014 through July 2015

| | Aug '14 - Jul 15 | Budget |
|----------------------------------|-------------------|-------------------|
| Operations | | |
| Dues/Subscriptions | 168.11 | 640.00 |
| Postage, Mailing Service | 353.89 | 350.00 |
| Printing and Copying | 63.04 | 0.00 |
| Supplies | 2,001.65 | 200.00 |
| Telephone, Telecommunications | 1,907.35 | 2,000.00 |
| Total Operations | 4,494.04 | 3,190.00 |
| Other Expenses | | |
| Advertising Expenses | 290.66 | 9,000.00 |
| Insurance - D and O | 1,086.00 | 1,480.00 |
| Memberships and Dues | 560.00 | 600.00 |
| Staff Development | 89.80 | 500.00 |
| Total Other Expenses | 2,026.46 | 11,580.00 |
| Payroll Expenses | | |
| Payroll - Hourly | 27,938.53 | 36,000.00 |
| Payroll - Salary | 39,999.96 | 40,000.00 |
| Payroll - Taxes | 6,579.80 | 6,800.00 |
| Total Payroll Expenses | 74,518.29 | 82,800.00 |
| Travel and Meetings | | |
| Meals & Entertainment | 581.26 | 480.00 |
| Travel | 1,300.00 | 1,500.00 |
| Total Travel and Meetings | 1,881.26 | 1,980.00 |
| Total Expense | 203,461.42 | 229,222.00 |
| Net Ordinary Income | 522.56 | -9,476.80 |
| Other Income/Expense | | |
| Other Income | | |
| Unrealized Gains and Losses | 21,091.39 | 0.00 |
| Total Other Income | 21,091.39 | 0.00 |
| Other Expense | | |
| Interest Expense | 2,077.43 | |
| Total Other Expense | 2,077.43 | |
| Net Other Income | 19,013.96 | 0.00 |
| Net Income | 19,536.52 | -9,476.80 |

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10/02/14

Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget vs. Actual

August 2013 through July 2014

| | Aug '13 - Jul 14 | Budget |
|---|-------------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 2100 Taxes- All Sales G Shp/Exh | 4,762.20 | 6,000.00 |
| Income From Restricted Account | 10,000.00 | |
| 4000 Donations | | |
| 4001 Donation Box | 1,147.91 | 1,200.00 |
| 4002 Donations - Other | 5,180.00 | 1,800.00 |
| Total 4000 Donations | 6,327.91 | 3,000.00 |
| 4300 Exhibits | | |
| 4301 Sales - Exhibits | 26,096.60 | 15,000.00 |
| 4302 Exhibit Sponsors | 250.00 | 2,000.00 |
| Total 4300 Exhibits | 26,346.60 | 17,000.00 |
| 4600 Fundraiser Income | | |
| 4604 2013 Art Auction | 3,815.60 | 0.00 |
| 4601 Berry Income | 0.00 | 0.00 |
| 4605 Northwest Exp Juried | 1,827.87 | 1,350.00 |
| 4603 JIV Winetasting | 5,312.09 | 7,500.00 |
| 4610 Rendezvous | 15,457.00 | 15,457.00 |
| 4600 Fundraiser Income - Other | 71.50 | |
| Total 4600 Fundraiser Income | 26,484.06 | 24,307.00 |
| 4400 General Operations Income | | |
| 4414 2013-14 H/M Tax Grant | 5,370.01 | 3,500.00 |
| 4415 Income from Endowment | 12,250.00 | 12,000.00 |
| 4410 Memberships | 5,955.00 | 6,000.00 |
| 4411 Memorials | 1,250.00 | 1,000.00 |
| 4490 Miscellaneous Income | 2,967.42 | 200.00 |
| 4412 Over / Short | -48.46 | 90.00 |
| 4413 Transparencies | 90.60 | 600.00 |
| Total 4400 General Operations Income | 27,834.57 | 23,390.00 |
| Gift Shop Sales | | |
| 4108 Food Sales | 202.95 | |
| 4106 Gift Cards | -499.75 | 180.00 |
| 4103 Clymer Books | 1,196.46 | 500.00 |
| 4104 L&C-Retail | 1,907.16 | 500.00 |
| 4105 L&C-Wholesale | 0.00 | 500.00 |
| 4102 Sales - Consigned Giftshop | 4,257.76 | 3,500.00 |
| 4101 Sales - Owned | 46,118.51 | 45,000.00 |
| 4107 Sales from Clymer Art | 2,489.00 | 1,000.00 |
| Total Gift Shop Sales | 55,672.09 | 51,180.00 |
| 4500 Rent Income | | |
| 4501 DT Phar Rent | 33,600.00 | 33,600.00 |
| 4502 Facilities Fee | 420.00 | 500.00 |
| Total 4500 Rent Income | 34,020.00 | 34,100.00 |
| Total Income | 191,447.43 | 158,977.00 |
| Gross Profit | 191,447.43 | 158,977.00 |
| Expense | | |
| Building & Upkeep Costs | | |
| Capital Improvement | 1,492.16 | 0.00 |
| Downtown Pharmacy HVAC Repair | 1,481.02 | 0.00 |
| Furniture & Fixtures | 225.36 | 300.00 |
| Bldg Cing, Maint & Securi | 4,438.22 | 2,500.00 |
| Equip Purchases & Repairs | 293.47 | 1,500.00 |
| Utilities | 10,396.17 | 10,000.00 |
| Facility Rental Expenses | 0.00 | 200.00 |
| Total Building & Upkeep Costs | 18,326.40 | 14,500.00 |
| Business Costs | | |
| Reconciliation Discrepancies | 0.00 | 0.00 |
| Licenses | 392.68 | 130.00 |
| CC Discount | 3,509.00 | 3,000.00 |
| Accounting Fees | 0.00 | 750.00 |
| Total Business Costs | 3,901.68 | 3,880.00 |

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10/02/14
Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget vs. Actual

August 2013 through July 2014

| | Aug '13 - Jul 14 | Budget |
|---|------------------|------------------|
| Exhibit Expense | | |
| Exhibits - Consignment Payment | 18,386.74 | 10,000.00 |
| Exhibit Advertising/Marketing | 4,244.81 | 2,000.00 |
| Exhibit Shipping Costs | 293.32 | 1,000.00 |
| Exhibit Supplies | 767.67 | 1,000.00 |
| Total Exhibit Expense | 23,692.54 | 14,000.00 |
| Fundraiser Expenses | | |
| 2014 Northwest Exp Juried | 1,350.00 | 1,827.87 |
| Chill Feed | 0.00 | 0.00 |
| 2013 Art Auction | 3,710.30 | 3,710.30 |
| Berry Expense | 116.28 | 0.00 |
| Project Expense | 0.00 | 0.00 |
| Fund-an-Item-Trans to CD | 0.00 | 2,000.00 |
| Rendezvous Expense | 6,520.44 | 6,520.44 |
| Jazz in the Valley Wine Expense | 3,748.38 | 4,000.00 |
| Total Fundraiser Expenses | 15,445.40 | 18,058.61 |
| General Operations Expense | | |
| Art Restoration | 1,825.00 | |
| Clymer Award @ WAA | 300.00 | 300.00 |
| 2014 Great Falls Event | 1,936.19 | 2,000.00 |
| Endowment expense | 0.00 | 0.00 |
| General Expenses | 0.00 | 0.00 |
| Art education | 0.00 | 300.00 |
| Community Expense | 820.87 | 820.00 |
| Dues & Subscriptions | 1,037.34 | 500.00 |
| Miscellaneous Expense | 2,277.31 | 200.00 |
| Uncategorized & Clymer Misc Pur | 100.00 | 100.00 |
| Total General Operations Expense | 8,296.71 | 4,220.00 |
| Gift Shop Expense | | |
| Giftshop - Consignment Payment | 3,107.82 | 2,730.00 |
| GS Advertising | 1,975.71 | 1,500.00 |
| GS Purch-Christmas | 14,599.74 | 12,000.00 |
| GS Purchases | 22,993.15 | 18,350.00 |
| GS Shipping | 736.61 | 150.00 |
| GS Supplies | 1,217.36 | 800.00 |
| GS Travel | 0.00 | 1,000.00 |
| Total Gift Shop Expense | 44,630.39 | 36,530.00 |
| Insurance | | |
| Bldg Insurance | 5,050.00 | 6,630.00 |
| Board and Officer | 1,780.00 | 1,375.00 |
| Fine Art Insurance | 4,439.00 | 6,000.00 |
| Total Insurance | 11,269.00 | 14,005.00 |
| Museum Expense | | |
| Hotel/Motel Tax Advertising | 975.00 | 3,000.00 |
| Advertising/Marketing/Mmbrship | 9,636.09 | 7,000.00 |
| Membership Drive | 0.00 | 0.00 |
| Staff Develop | 2,341.57 | 300.00 |
| Travel - Museum | 171.28 | 500.00 |
| Total Museum Expense | 13,123.94 | 10,800.00 |
| Office Expenses | | |
| Equipment Lease Copier | 3,157.54 | 3,300.00 |
| Newsletter P&P | 0.00 | 0.00 |
| Bank Fees | 598.60 | 250.00 |
| Office Supply | 2,218.64 | 1,720.00 |
| Postage - General Use | 423.41 | 350.00 |
| Telephone/Internet | 1,854.65 | 2,000.00 |
| Total Office Expenses | 8,252.84 | 7,620.00 |
| Payroll | | |
| Tax - Payroll | 6,602.45 | 6,000.00 |
| Hourly payroll | 28,969.64 | 30,000.00 |
| Payroll Expenses | 460.00 | |
| Salary payroll | 24,523.63 | 24,525.98 |
| Total Payroll | 60,555.72 | 60,525.98 |

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Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
August 2013 through July 2014

| | <u>Aug '13 - Jul 14</u> | <u>Budget</u> |
|-----------------------------|--------------------------|--------------------------|
| Taxes | | |
| Taxes-Property | 2,886.90 | 3,000.00 |
| Taxes-Excise | 5,508.27 | 5,000.00 |
| Total Taxes | <u>8,395.17</u> | <u>8,000.00</u> |
| Total Expense | <u>215,889.79</u> | <u>192,139.59</u> |
| Net Ordinary Income | -24,442.36 | -33,162.59 |
| Other Income/Expense | | |
| Other Income | | |
| Dividend Income | 116.24 | |
| Interest Income | 177.54 | |
| Realized Gains (Losses) | 3,264.52 | |
| Total Other Income | <u>3,558.30</u> | |
| Other Expense | | |
| Interest Expense | 930.28 | |
| Total Other Expense | <u>930.28</u> | |
| Net Other Income | <u>2,628.02</u> | |
| Net Income | <u><u>-21,814.34</u></u> | <u><u>-33,162.59</u></u> |

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Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
August 2012 through July 2013

| | Aug '12 - Jul 13 | Budget |
|---|------------------|------------|
| Ordinary Income/Expense | | |
| Income | | |
| 2100 Taxes- All Sales G Shp/Exh | 3,550.08 | 6,000.00 |
| Cash Advance | 11,000.00 | |
| 2012 YVCF Grant | 0.00 | 0.00 |
| Income From Restricted Account | 0.00 | 0.00 |
| 4000 Donations | | |
| 4001 Donation Box | 1,189.38 | 1,500.00 |
| 4002 Donations - Other | 8,214.00 | 1,800.00 |
| Total 4000 Donations | 9,403.38 | 3,300.00 |
| 4300 Exhibits | | |
| 4301 Sales - Exhibits | 24,539.90 | 10,000.00 |
| 4302 Exhibit Sponsors | 126.00 | 1,500.00 |
| Total 4300 Exhibits | 24,665.90 | 11,500.00 |
| 4600 Fundraiser Income | | |
| 4604 2013 Art Auction | 42,860.08 | 75,000.00 |
| 2011 Art Auction - Gen Op | 0.00 | 0.00 |
| 4601 Berry Income | 6,818.00 | 8,500.00 |
| 4605 Northwest Exp Juried | 1,268.00 | 1,000.00 |
| 4603 JIV Winetasting | 6,732.90 | 8,500.00 |
| Raffle | 0.00 | 0.00 |
| 4610 Rendezvous | 32,179.01 | 33,000.00 |
| 4611 Rendezvous Fund-An-Item | 0.00 | 800.00 |
| WAA Project | 0.00 | 0.00 |
| Total 4600 Fundraiser Income | 89,857.99 | 126,800.00 |
| 4400 General Operations Income | | |
| 4414 2013-14 H/M Tax Grant | 0.00 | 3,500.00 |
| 4415 Income from Endowment | 0.00 | 12,000.00 |
| 4410 Memberships | 5,130.00 | 6,000.00 |
| 4411 Memorials | 800.00 | 1,000.00 |
| 4490 Miscellaneous Income | 498.91 | 200.00 |
| 4412 Over / Short | -15.52 | 90.00 |
| 4413 Transparencies | 320.75 | 1,200.00 |
| Total 4400 General Operations Income | 6,765.18 | 23,990.00 |
| Gift Shop Sales | | |
| 4103 Clymer Books | 249.75 | 500.00 |
| 4104 L&C-Retail | 1,673.68 | 500.00 |
| 4105 L&C-Wholesale | 1,290.23 | 500.00 |
| 4102 Sales - Consigned Giftshop | 5,650.04 | 3,500.00 |
| 4101 Sales - Owned | 41,458.89 | 45,000.00 |
| 4107 Sales from Clymer Art | 3,725.00 | 1,000.00 |
| Total Gift Shop Sales | 54,047.59 | 51,000.00 |
| 4500 Rent Income | | |
| 4501 DT Phar Rent | 33,600.00 | 33,600.00 |
| 4502 Facilities Fee | 250.00 | 500.00 |
| Total 4500 Rent Income | 33,850.00 | 34,100.00 |
| Total Income | 233,140.12 | 256,690.00 |
| Gross Profit | 233,140.12 | 256,690.00 |
| Expense | | |
| Building & Upkeep Costs | | |
| Depreciation | 0.00 | |
| Furniture & Fixtures | 84.21 | 300.00 |
| Bldg Clng, Maint & Securi | 2,479.19 | 2,500.00 |
| Equip Purchases & Repairs | 538.92 | 1,500.00 |
| Utilities | 10,153.04 | 9,000.00 |
| Facility Rental Expenses | 0.00 | 200.00 |
| Building & Upkeep Costs - Other | 0.00 | 0.00 |
| Total Building & Upkeep Costs | 13,255.36 | 13,500.00 |

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Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
August 2012 through July 2013

| | Aug '12 - Jul 13 | Budget |
|---|------------------|------------------|
| Business Costs | | |
| Reconciliation Discrepancies | 0.00 | 50.00 |
| Licenses | 140.00 | 130.00 |
| CC Discount | 4,580.19 | 3,200.00 |
| Accounting Fees | 750.00 | 750.00 |
| Total Business Costs | 5,470.19 | 4,130.00 |
| Exhibit Expense | | |
| Exhibits - Consignment Payment | 14,461.90 | 6,500.00 |
| Exhibit Advertising/Marketing | 3,402.52 | 2,000.00 |
| Exhibit Shipping Costs | 59.06 | 1,000.00 |
| Exhibit Supplies | 2,038.98 | 1,000.00 |
| Total Exhibit Expense | 19,962.46 | 10,500.00 |
| Fundraiser Expenses | | |
| 2013 Art Auction | 52,222.19 | 65,000.00 |
| Berry Expense | 5,690.48 | 7,000.00 |
| Project Expense | 150.00 | 500.00 |
| Fund-an-Item-Trans to CD | 2,625.00 | 8,500.00 |
| Rendezvous Expense | 11,895.73 | 400.00 |
| Jazz in the Valley Wine Expense | 4,772.93 | 6,000.00 |
| Total Fundraiser Expenses | 77,356.33 | 87,400.00 |
| General Operations Expense | | |
| Clymer Award @ WAA | 300.00 | 0.00 |
| 2014 Great Falls Event | 4,505.63 | 7,000.00 |
| Art education | 0.00 | 200.00 |
| Community Expense | 799.98 | 800.00 |
| Dues & Subscriptions | 1,050.92 | 500.00 |
| Miscellaneous Expense | 626.66 | 200.00 |
| Uncategorized & Clymer Misc Pur | 1,000.00 | 500.00 |
| Total General Operations Expense | 8,283.19 | 9,200.00 |
| Gift Shop Expense | | |
| Giftshop - Consignment Payment | 3,026.16 | 2,730.00 |
| GS Advertising | 1,880.00 | 1,500.00 |
| GS Purch-Christmas | 12,004.77 | 12,000.00 |
| GS Purchases | 21,347.62 | 16,350.00 |
| GS Shipping | 184.78 | 150.00 |
| GS Supplies | 1,675.73 | 800.00 |
| GS Travel | 2,090.05 | 1,000.00 |
| Total Gift Shop Expense | 42,209.11 | 34,530.00 |
| Insurance | | |
| Bldg Insurance | 6,660.41 | 6,630.00 |
| Board and Officer | 6,131.00 | 1,375.00 |
| Fine Art Insurance | 0.00 | 6,000.00 |
| Total Insurance | 12,791.41 | 14,005.00 |
| Legal & Accounting | | |
| Other Legal | 0.00 | 0.00 |
| Total Legal & Accounting | 0.00 | 0.00 |
| Museum Expense | | |
| Advertising/Marketing/Mmbrship | 9,242.19 | 3,000.00 |
| Membership Drive | 0.00 | 500.00 |
| Staff Develop | 463.25 | 300.00 |
| Travel - Museum | 222.00 | 500.00 |
| Total Museum Expense | 9,927.44 | 4,300.00 |
| Office Expenses | | |
| Equipment Lease Copier | 3,256.48 | 3,150.00 |
| Newsletter P&P | 0.00 | 0.00 |
| Bank Fees | 223.21 | 350.00 |
| Office Supply | 1,184.14 | 1,700.00 |
| Postage - General Use | 734.17 | 350.00 |
| Telephone/Internet | 1,785.67 | 2,000.00 |
| Total Office Expenses | 7,183.67 | 7,550.00 |

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Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
August 2012 through July 2013

| | <u>Aug '12 - Jul 13</u> | <u>Budget</u> |
|-----------------------------|-------------------------|--------------------------|
| Payroll | | |
| Tax - Payroll | 5,866.30 | 5,272.82 |
| Hourly payroll | 19,842.99 | 33,319.98 |
| Payroll Expenses | 7,200.55 | |
| Salary payroll | 30,262.39 | 39,328.60 |
| Total Payroll | <u>63,172.23</u> | <u>77,921.40</u> |
| Taxes | | |
| Taxes-Property | 2,760.86 | 2,400.00 |
| Taxes-Excise | 6,190.90 | 5,000.00 |
| Total Taxes | <u>8,951.76</u> | <u>7,400.00</u> |
| Total Expense | <u>268,563.15</u> | <u>270,436.40</u> |
| Net Ordinary Income | -35,423.03 | -13,746.40 |
| Other Income/Expense | | |
| Other Income | | |
| Interest Income | <u>1,029.37</u> | |
| Total Other Income | <u>1,029.37</u> | |
| Other Expense | | |
| Ask My Accountant | <u>-66,902.43</u> | |
| Total Other Expense | <u>-66,902.43</u> | |
| Net Other Income | <u>67,931.80</u> | |
| Net Income | <u><u>32,508.77</u></u> | <u><u>-13,746.40</u></u> |

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Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget vs. Actual

August 2011 through July 2012

| | Aug '11 - Jul 12 | Budget |
|---|------------------|------------|
| Ordinary Income/Expense | | |
| Income | | |
| 2100 Taxes- All Sales G Shp/Exh | 5,209.63 | 6,000.00 |
| 2012 YVCF Grant | 3,405.18 | 3,405.18 |
| Income From Restricted Account | 12,593.26 | 12,593.26 |
| 4000 Donations | | |
| 4001 Donation Box | 1,385.01 | 1,500.00 |
| 4002 Donations - Other | 4,458.21 | 1,800.00 |
| Total 4000 Donations | 5,843.22 | 3,300.00 |
| 4300 Exhibits | | |
| 4301 Sales - Exhibits | 14,729.00 | 20,000.00 |
| 4302 Exhibit Sponsors | 0.00 | 3,000.00 |
| Total 4300 Exhibits | 14,729.00 | 23,000.00 |
| 4600 Fundraiser Income | | |
| 4604 2013 Art Auction | 78,113.23 | 76,113.23 |
| 4601 Berry Income | 9,327.81 | 8,500.00 |
| 4605 Northwest Exp Juried | 300.00 | 1,000.00 |
| 4603 JIV Winetasting | 6,722.95 | 8,500.00 |
| 4610 Rendezvous | 31,070.50 | 33,000.00 |
| 4611 Rendezvous Fund-An-Item | 927.00 | 800.00 |
| Total 4600 Fundraiser Income | 126,461.49 | 127,913.23 |
| 4400 General Operations Income | | |
| 4414 2013-14 H/M Tax Grant | 0.00 | 4,000.00 |
| 4415 Income from Endowment | 11,000.00 | 12,000.00 |
| 4410 Memberships | 8,110.00 | 8,000.00 |
| 4411 Memorials | 1,900.00 | 150.00 |
| 4490 Miscellaneous Income | 172.45 | 200.00 |
| 4412 Over / Short | 0.22 | 90.00 |
| 4413 Transparencies | 3,235.14 | 1,200.00 |
| Total 4400 General Operations Income | 24,417.81 | 25,640.00 |
| Gift Shop Sales | | |
| 4103 Clymer Books | 714.35 | 500.00 |
| 4104 L&C-Retail | 415.80 | 500.00 |
| 4105 L&C-Wholesale | 0.00 | 500.00 |
| 4102 Sales - Consigned Giftshop | 3,364.48 | 4,200.00 |
| 4101 Sales - Owned | 49,407.24 | 50,000.00 |
| 4107 Sales from Clymer Art | 2,495.00 | 2,500.00 |
| Total Gift Shop Sales | 56,396.87 | 58,200.00 |
| 4500 Rent Income | | |
| 4501 DT Phar Rent | 33,600.00 | 33,600.00 |
| 4502 Facilities Fee | 850.00 | 500.00 |
| Total 4500 Rent Income | 34,450.00 | 34,100.00 |
| Shipping and Delivery Income | 0.00 | 0.00 |
| Total Income | 283,506.46 | 294,151.67 |
| Gross Profit | 283,506.46 | 294,151.67 |
| Expense | | |
| Building & Upkeep Costs | | |
| Furniture & Fixtures | 330.99 | 300.00 |
| Bldg Cng, Maint & Securi | 2,516.62 | 4,500.00 |
| Equip Purchases & Repairs | 265.18 | 1,500.00 |
| Utilities | 8,054.73 | 9,000.00 |
| Facility Rental Expenses | 0.00 | 200.00 |
| Total Building & Upkeep Costs | 11,167.52 | 15,500.00 |
| Business Costs | | |
| Reconciliation Discrepancies | 0.00 | 100.00 |
| Licenses | 140.00 | 130.00 |
| CC Discount | 3,757.63 | 3,400.00 |
| Accounting Fees | 1,100.00 | 750.00 |
| Total Business Costs | 4,997.63 | 4,380.00 |

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10/02/14

Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget vs. Actual

August 2011 through July 2012

| | Aug '11 - Jul 12 | Budget |
|---|------------------|-----------|
| Exhibit Expense | | |
| Exhibits - Consignment Payment | 9,843.26 | 13,000.00 |
| Exhibit Advertising/Marketing | 3,294.07 | 2,000.00 |
| Exhibit Shipping Costs | 687.31 | 1,000.00 |
| Exhibit Supplies | 1,089.40 | 1,250.00 |
| Total Exhibit Expense | 14,914.04 | 17,250.00 |
| Depreciation Expense | 0.00 | 0.00 |
| Fundraiser Expenses | | |
| 2013 Art Auction | 69,645.55 | |
| Berry Expense | 7,596.71 | 7,000.00 |
| Project Expense | 0.00 | 500.00 |
| Fund-an-Item-Trans to CD | 11,694.84 | 8,500.00 |
| Rendezvous Expense | 722.76 | 400.00 |
| Jazz in the Valley Wine Expense | 5,409.16 | 6,000.00 |
| Total Fundraiser Expenses | 95,069.02 | 22,400.00 |
| General Operations Expense | | |
| Clymer Award @ WAA | 300.00 | |
| Art education | 0.00 | 200.00 |
| Community Expense | 2,212.84 | 800.00 |
| Dues & Subscriptions | 452.00 | 500.00 |
| Miscellaneous Expense | 693.51 | 200.00 |
| Uncategorized & Clymer Misc Pur | 1,502.05 | 500.00 |
| Total General Operations Expense | 5,160.40 | 2,200.00 |
| Gift Shop Expense | | |
| Giftshop - Consignment Payment | 2,411.09 | 2,730.00 |
| GS Advertising | 1,350.20 | 1,500.00 |
| GS Purch-Christmas | 13,199.44 | 10,000.00 |
| GS Purchases | 19,026.96 | 18,000.00 |
| GS Shipping | 198.65 | 150.00 |
| GS Supplies | 1,065.13 | 800.00 |
| GS Travel | 1,011.23 | 1,000.00 |
| Total Gift Shop Expense | 38,262.70 | 34,180.00 |
| Insurance | | |
| Bldg Insurance | 9,633.82 | 6,630.00 |
| Board and Officer | 1,245.00 | 1,375.00 |
| Fine Art Insurance | 3,244.77 | 6,000.00 |
| Total Insurance | 14,123.59 | 14,005.00 |
| Museum Expense | | |
| Advertising/Marketing/Mmbrship | 5,679.26 | 3,000.00 |
| Membership Drive | 0.00 | 500.00 |
| Staff Develop | 1,071.50 | 300.00 |
| Travel - Museum | 672.86 | 500.00 |
| Total Museum Expense | 7,423.62 | 4,300.00 |
| Office Expenses | | |
| Equipment Lease Copier | 3,123.77 | 2,400.00 |
| Newsletter P&P | 0.00 | 400.00 |
| Bank Fees | 963.05 | 350.00 |
| Office Supply | 1,255.23 | 3,000.00 |
| Postage - General Use | 563.93 | 350.00 |
| Telephone/Internet | 1,753.04 | 2,000.00 |
| Total Office Expenses | 7,659.02 | 8,500.00 |
| Payroll | | |
| Tax - Payroll | 9,210.81 | 5,408.02 |
| Hourly payroll | 27,962.09 | 30,525.30 |
| Payroll Expenses | 6,229.22 | |
| Salary payroll | 37,112.65 | 40,337.85 |
| Total Payroll | 80,514.77 | 76,271.17 |

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10/02/14

Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget vs. Actual
August 2011 through July 2012

| | <u>Aug '11 - Jul 12</u> | <u>Budget</u> |
|-----------------------------|-------------------------|-------------------|
| Taxes | | |
| Taxes-Property | 2,400.82 | 2,100.00 |
| Taxes-Excise | 4,894.04 | 6,000.00 |
| Total Taxes | <u>7,294.86</u> | <u>8,100.00</u> |
| Total Expense | <u>286,587.17</u> | <u>207,086.17</u> |
| Net Ordinary Income | -3,080.71 | 87,065.50 |
| Other Income/Expense | | |
| Other Income | | |
| Interest Income | 2,458.93 | |
| Endowment Income | 9,900.00 | |
| Total Other Income | <u>12,358.93</u> | |
| Net Other Income | <u>12,358.93</u> | |
| Net Income | <u>9,278.22</u> | <u>87,065.50</u> |

3:35 PM
09/22/15
Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget Overview

August 2015 through July 2016

| | Aug '15 - Jul 16 |
|--|-------------------|
| Ordinary Income/Expense | |
| Income | |
| Clymer Merchandise & Prints | |
| Sales - Clymer | 1,500.00 |
| Clymer Merchandise & Prints - Other | 4,000.00 |
| Total Clymer Merchandise & Prints | 5,500.00 |
| Direct Public Grants | 0.00 |
| Direct Public Support | |
| Corporate Contributions | 0.00 |
| Donated Art | 0.00 |
| Donation Box | 0.00 |
| Gifts in Kind - Goods | 0.00 |
| Gifts in Kind - Services | 0.00 |
| Individ, Business Contributions | 5,000.00 |
| Direct Public Support - Other | 11,000.00 |
| Total Direct Public Support | 16,000.00 |
| Endowment Income | 15,000.00 |
| Exhibits | |
| Sales | 15,000.00 |
| Sponsors | 6,000.00 |
| Total Exhibits | 21,000.00 |
| Fund-a-Need | |
| Girard Income (Maintenance) | 8,000.00 |
| Fund-a-Need - Other | 2,000.00 |
| Total Fund-a-Need | 10,000.00 |
| Fundraising Income | |
| Berry Sales | 4,500.00 |
| Fundraising NEW | 0.00 |
| JIV Wine Tasting | 6,000.00 |
| NW Juried Show | 1,350.00 |
| Rendezvous | 40,875.00 |
| Total Fundraising Income | 52,725.00 |
| Gift Shop Sales | |
| Food Sales | 400.00 |
| Gift Cards | 0.00 |
| Sales - Consigned Sales | 4,000.00 |
| Sales - Owned | 50,000.00 |
| Total Gift Shop Sales | 54,400.00 |
| Government Grants | |
| Hotel/Motel Tax Grant | 5,500.00 |
| Local Government Grants | 0.00 |
| Total Government Grants | 5,500.00 |
| Investments | |
| Dividend, Interest (Securities) | 4,500.00 |
| Interest-Savings, Short-term CD | 0.00 |
| Total Investments | 4,500.00 |
| Program Income | |
| Membership Dues | 6,000.00 |
| Memorials | 1,000.00 |
| Over/Short | 0.00 |
| Total Program Income | 7,000.00 |
| Rentals | |
| Rent - Facilities | 1,000.00 |
| Rent Revenue - Nondebt Prop | 33,600.00 |
| Total Rentals | 34,600.00 |
| Total Income | 226,225.00 |
| Gross Profit | 226,225.00 |
| Expense | |
| Contract Services | 10,600.00 |

3:35 PM
09/22/15
Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget Overview

August 2015 through July 2016

| | Aug '15 - Jul 16 |
|---------------------------------------|------------------|
| Exhibit Expense | |
| Exhibits - Consignment Payment | 9,000.00 |
| Exhibits - Shipping Fees | 500.00 |
| Exhibits - Supplies | 1,000.00 |
| Exhibits Advertising/Marketing | 6,000.00 |
| Meals & Entertainment | 0.00 |
| Total Exhibit Expense | 16,500.00 |
| Facilities and Equipment | |
| Depreciation and Amortization | 24,000.00 |
| Donated Facilities | 0.00 |
| Equip Rental and Maintenance | 0.00 |
| Insurance - Property | 0.00 |
| Real Estate, Personal Prop Tax | 0.00 |
| Rent, Utilities | 10,000.00 |
| Repairs | 3,000.00 |
| Total Facilities and Equipment | 37,000.00 |
| Fundraising Expense | |
| Berry Expense | 3,000.00 |
| Brewfest Expense | 440.00 |
| JIV Wine Tasting | 4,500.00 |
| NW Juried Show | 1,500.00 |
| Rendezvous | 20,000.00 |
| Total Fundraising Expense | 29,440.00 |
| Gift Shop Expense | |
| Consignment | 2,400.00 |
| Purchases | 32,800.00 |
| Shipping | 0.00 |
| Supplies | 800.00 |
| Total Gift Shop Expense | 36,000.00 |
| Museum Expense | |
| Art Education | 100.00 |
| Art Purchased - LOC | 4,000.00 |
| Clymer Award @ WAA | 300.00 |
| Clymer Misc Purchases | 100.00 |
| Community Expenses | 1,000.00 |
| Insurance - Art Collection | 0.00 |
| Total Museum Expense | 5,500.00 |
| Operations | |
| Dues/Subscriptions | 650.00 |
| Postage, Mailing Service | 350.00 |
| Printing and Copying | 0.00 |
| Supplies | 2,000.00 |
| Telephone, Telecommunications | 2,000.00 |
| Total Operations | 5,000.00 |
| Other Expenses | |
| Advertising Expenses | 900.00 |
| Insurance - D and O | 1,100.00 |
| Memberships and Dues | 0.00 |
| Other Costs | 0.00 |
| Staff Development | 0.00 |
| Total Other Expenses | 2,000.00 |
| Payroll Expenses | 75,000.00 |
| Travel and Meetings | 2,000.00 |
| Total Expense | 219,040.00 |
| Net Ordinary Income | 7,185.00 |

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09/22/15
Accrual Basis

The Clymer Museum of Art
Profit & Loss Budget Overview
August 2015 through July 2016

| | Aug '15 - Jul 16 |
|-----------------------------|------------------|
| Other Income/Expense | |
| Other Income | |
| Unrealized Gains and Losses | 44,000.00 |
| Total Other Income | 44,000.00 |
| Net Other Income | 44,000.00 |
| Net Income | 51,185.00 |

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09/23/15
Accrual Basis

The Clymer Museum of Art
Profit & Loss
August 2014 through July 2015

| | Aug '14 - Jul 15 |
|-----------------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| Clymer Merchandise & Prints | |
| Royalties | 300.00 |
| Sales - Clymer | 4,561.30 |
| Total Clymer Merchandise & Prints | 4,861.30 |
| Direct Public Support | |
| Donation Box | 41.00 |
| Individ, Business Contributions | 11,201.00 |
| Total Direct Public Support | 11,242.00 |
| Endowment Income | 35,250.00 |
| Exhibits | |
| Exhibit Application Fee | 1,642.30 |
| Sales | 9,237.63 |
| Sponsors | 250.00 |
| Total Exhibits | 11,129.93 |
| Fund-a-Need | |
| Girard Income (Maintenance) | 3,000.00 |
| Fund-a-Need - Other | 600.00 |
| Total Fund-a-Need | 3,600.00 |
| Fundraising Income | |
| Brewfest | 637.51 |
| JIV Wine Tasting | 4,384.37 |
| May Baskets | 176.00 |
| NW Juried Show | 656.00 |
| Rendezvous | 19,344.28 |
| Total Fundraising Income | 25,198.16 |
| Gift Shop Sales | |
| Food Sales | 1,209.88 |
| Gift Cards | -90.28 |
| Sales - Consigned Sales | 2,904.32 |
| Sales - Owned | 48,536.80 |
| Total Gift Shop Sales | 52,560.72 |
| Government Grants | |
| Hotel/Motel Tax Grant | 5,268.13 |
| Total Government Grants | 5,268.13 |
| Investments | |
| Dividend, Interest (Securities) | 17,067.46 |
| Interest-Savings, Short-term CD | 0.01 |
| Total Investments | 17,067.47 |
| Program Income | |
| Membership Dues | 3,805.00 |
| Over/Short | -1.18 |
| Total Program Income | 3,803.82 |
| Rentals | |
| Rent - Facilities | 402.45 |
| Rent Revenue - Nondebt Prop | 33,600.00 |
| Total Rentals | 34,002.45 |
| Total Income | 203,983.98 |
| Gross Profit | 203,983.98 |

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09/23/15

Accrual Basis

The Clymer Museum of Art
Profit & Loss
August 2014 through July 2015

| | Aug '14 - Jul 15 |
|---------------------------------------|------------------|
| Expense | |
| Contract Services | |
| Accounting Fees | 1,500.00 |
| Bank Fees | 130.00 |
| Credit Card Fees | 3,320.07 |
| Excise Tax Expense | 451.27 |
| Licenses | -75.00 |
| Media Development & Web | 410.00 |
| Outside Contract Services | 10.00 |
| Contract Services - Other | 15.00 |
| Total Contract Services | 5,761.34 |
| Exhibit Expense | |
| Credit Card Fees | 10.40 |
| Exhibits - Consignment Payment | 5,972.90 |
| Exhibits - Shipping Fees | 348.22 |
| Exhibits - Supplies | 821.60 |
| Exhibits Advertising/Marketing | 7,601.45 |
| Meals & Entertainment | 926.26 |
| Total Exhibit Expense | 15,680.83 |
| Facilities and Equipment | |
| Equip Rental and Maintenance | 5,850.83 |
| Insurance - Property | 5,504.00 |
| Real Estate, Personal Prop Tax | 4,545.53 |
| Rent, Utilities | 10,161.08 |
| Repairs | 5,370.34 |
| Total Facilities and Equipment | 31,431.78 |
| Fundraising Expense | |
| Brewfest Expense | |
| License | 90.00 |
| Meals & Entertainment | 347.40 |
| Total Brewfest Expense | 437.40 |
| JIV Wine Tasting | |
| JIV Advertising | 380.00 |
| License | 60.00 |
| JIV Wine Tasting - Other | 3,543.95 |
| Total JIV Wine Tasting | 3,983.95 |
| Rendezvous | |
| Rendezvous Advertising | 869.84 |
| Rendezvous - Other | 21,323.98 |
| Total Rendezvous | 22,193.82 |
| Total Fundraising Expense | 26,615.17 |
| Gift Shop Expense | |
| Advertising | 1,418.00 |
| Consignment | 1,761.03 |
| Finance Charges | 75.52 |
| Purchases | 29,191.94 |
| Shipping | 120.12 |
| Supplies | 1,764.36 |
| Trading Post Management | 862.75 |
| Total Gift Shop Expense | 35,193.72 |
| Museum Expense | |
| Advertising | 1,187.64 |
| Art Education | 264.81 |
| Community Expenses | 421.08 |
| Insurance - Art Collection | 3,985.00 |
| Total Museum Expense | 5,858.53 |

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09/23/15

Accrual Basis

The Clymer Museum of Art
Profit & Loss
August 2014 through July 2015

| | Aug '14 - Jul 15 |
|----------------------------------|-------------------|
| Operations | |
| Dues/Subscriptions | 168.11 |
| Postage, Mailing Service | 353.89 |
| Printing and Copying | 63.04 |
| Supplies | 2,001.65 |
| Telephone, Telecommunications | 1,907.35 |
| Total Operations | 4,494.04 |
| Other Expenses | |
| Advertising Expenses | 290.66 |
| Insurance - D and O | 1,086.00 |
| Memberships and Dues | 560.00 |
| Staff Development | 89.80 |
| Total Other Expenses | 2,026.46 |
| Payroll Expenses | |
| Payroll - Hourly | 27,938.53 |
| Payroll - Salary | 39,999.96 |
| Payroll - Taxes | 6,579.80 |
| Total Payroll Expenses | 74,518.29 |
| Travel and Meetings | |
| Meals & Entertainment | 581.26 |
| Travel | 1,300.00 |
| Total Travel and Meetings | 1,881.26 |
| Total Expense | 203,461.42 |
| Net Ordinary Income | 522.56 |
| Other Income/Expense | |
| Other Income | |
| Unrealized Gains and Losses | 21,091.39 |
| Total Other Income | 21,091.39 |
| Other Expense | |
| Interest Expense | 2,077.43 |
| Total Other Expense | 2,077.43 |
| Net Other Income | 19,013.96 |
| Net Income | 19,536.52 |

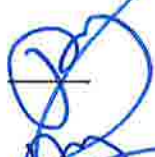
Submission Checklist

For office use only

Please mark "yes" or "no" to each criteria below:



Applicant filled out the proper application version for this grant cycle.



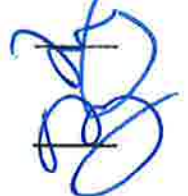
Applicant answered each question.



A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).



The applicant has signed and dated the certification statement required in item 10 of the application.



The application was submitted on time.



Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

Request for Proposals

2016 Lodging Tax Fund



Submission Deadline: Friday, September 25, 2015

Kittitas County Commissioners
205 W 5th Avenue, Suite 108, Ellensburg, WA 98926
509-962-7508

2016 Lodging Tax Funds – General Information

Various municipalities within Kittitas County impose a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State Law, Lodging Tax Advisory Committees may also be established by various jurisdictions. The committees' purpose is to advise and recommend to the legislative authority of the city or county how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute and the interlocal agreement between the Kittitas County and the Cities of Cle Elum, Ellensburg, and Roslyn, funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

Cle Elum, Roslyn, Ellensburg, and Kittitas County have all agreed to collaborate in review of grant applications and awarding lodging tax funds for special events and festivals. Each municipality's committee or designees will review all complete applications, score them based on the information provided by the application, rank the applications, recommend any funding

awards, and forward the score sheets, ranking, and funding recommendations to Kittitas County.

County staff will compile the score sheets, rankings, and funding recommendations for further consideration by a county-wide Lodging Tax Advisory Committee (LTAC). The county-wide LTAC will be comprised of an equal number of members from each participating jurisdiction. The county-wide LTAC will receive the scoring, ranking, and recommendations list and will conduct a public meeting where each applicant which received a funding recommendation will have the opportunity to present their application and answer questions. The county-wide LTAC will publicly deliberate on the applications and the list to produce a final recommendation which will be forwarded to each participating jurisdiction's legislative authority for final action.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information. **Applications which do not receive an average minimum score of at least 50 points or who do not follow the submission instructions will not be eligible for funding.**

Local Policy on Disallowed Uses:

The Lodging Tax Advisory Committees have determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in the County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 West 5th, Suite 108
Ellensburg, WA 98926

Applications must be received no later than 5:00 p.m., Friday September 25, 2015 or postmarked no later than September 25, 2015.

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Electronic Submissions:

Applications may be submitted to the following email address: bocc@co.kittitas.wa.us
Applications may be faxed to: 509-962-7679

Schedule:

- Applicant Workshops (***attendance at one workshop is strongly encouraged***)
Ellensburg City Hall Council Chambers 8/18/2015, 5:30 PM & 8/21/2015, 5:30 PM
Upper Kittitas District Court, Cle Elum 8/11/2015, 5:30 PM & 8/13/2015, 5:30 PM
- **Application deadline** **9/25/2015**
- **Oral presentations of proposals to county-wide LTAC** **11/20/2015**
- **Applicant Award Notification and fund availability** **12/31/15**

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects. A condition of the grant award which includes funding from the City of Ellensburg may be that the MyEllensburg.com website be named on any organizational website.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor
Attn: Lodging Tax Grant Funds Reimbursement
205 W 5th, Suite 105
Ellensburg, WA 98926

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7504.

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first four years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet will be available on the website of each participating municipality as a word document and as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Website addresses where the application may be found are as follows:

- www.ci.ellensburg.wa.us
- www.cityofcleelum.com
- www.ci.roslyn.wa.us
- www.co.kittitas.wa.us

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from not-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate Kittitas County and the appropriate City of Cle Elum, Ellensburg, or Roslyn tourism information as follows:

A. Websites and Social Media Sites must include the County's and appropriate City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) must include the County's and appropriate City's tourism website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the County's and appropriate City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the Director of Tourism, Kittitas County Chamber of Commerce.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR 2016 LODGING TAX GRANT FUNDING

Name of Organization: _____

Organization mailing address: _____

Organization contact person & title: _____

Organization/contact phone: _____

Email: _____

Organization Website: _____

Federal Tax ID Number: _____ UBI Number: _____

Organization is a (select one): _____ Government Entity

_____ 501(c)3

_____ 501(c)6

_____ Other _____

(Note: you must submit 501(c)3, 501(c)4, or 501(c)6 approval documentation – see sample document-Exhibit A)

Project/Event Name: _____

Project/Event Date: _____

Project/Event Location: _____

Amount of Funding Requested: \$ _____

For which funding category do you qualify (check one) (see instructions for definitions):

_____ New Project/Event

_____ Ongoing Project/Event Support

Estimated # of overnight stays: _____

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

| Season: | Months: |
|-----------------------|------------------------|
| _____ Year-round | January – December |
| _____ Off season | November – February |
| _____ Shoulder season | October or March – May |
| _____ High season | June – September |

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Lodging Tax Advisory Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages. Regardless of how much additional information is included, only the first 3 pages will be provided to reviewers.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than one (1) year, please also submit actuals from the previous three (3) years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

For any claimed in-kind contributions valued at \$500 or more and related to marketing/advertising, you must submit verifying documentation which assures the contribution will be provided. For instance, if you are claiming in-kind contributions in the form of advertising match, a binding contract itemizing the matching value and obligating each party must be provided.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

- Cash
- Donations/Sponsorships
- Sales
- Vendor Fees
- Grants
- Etc.
- Total Revenues

In-Kind Contributions:

- Volunteer Labor
- Donated Services
- Donated Materials
- Etc.
- Total In-kind

Expenses:

- Venue
- Insurance
- Services
- Advertising
- Security
- Etc.
- Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?

Yes ____ No ____

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

| | Prior Year | Projected |
|---|------------|-----------|
| A. How many participants and spectators attended last year's activity and/or will attend this year? | _____ | _____ |
| B. How many days did/will your event occur? | _____ | _____ |
| C. How many room nights were and /or will be booked as a result of your project/event? <i>(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)</i> | _____ | _____ |

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by: (signature) _____
(print name) _____
Title: _____
Date: _____

Lodging Tax Grant Application Rating Form

| Criteria | Points Possible | Application Questions | Points Awarded |
|---|---|-----------------------|----------------|
| Supports County as Tourism Destination | 15 yes = up to 15 No = 0 | Question 2, 3, 5, 7 | |
| Length of Impact | 15 Date specific = 5 Seasonal = 10 Year Round = 15 | Question 3 | |
| Attracts Tourists from at least 50 miles away | 15 yes = up to 15 No = 0 | Question 3 | |
| Applicant's Matching Funds | 20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20 | Question 4, 8 | |
| Partnerships | 5 Yes = 5 No = 0 | Question 5 | |
| Sustainable Future Funding Identified | 10 yes = 10 No = 0 | Question 6 | |
| Attributable Lodging Stays | 20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20 | Question 9 | |

Total Points: _____ / 100

Applicant Checklist

For applicant use prior to submission

- _____ My application title page states: Request for Proposals, **2016** Lodging Tax Fund.
- _____ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- _____ I have attached proof of non-profit status if applicable which matches the sample document provided.
- _____ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- _____ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- _____ I have attached a project budget, properly formatted according to item 8 in the application.
- _____ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- _____ The application certification in item 10 is signed and dated by the proper authority.
- _____ I have included one copy of the entire original application according to the submittal instructions on page 4.
- _____ My application is being sent on or prior to **September 25, 2015** and will be delivered by **5:00 PM** either in person or electronically (email or fax) or postmarked on that date.
- _____ My application is being delivered to:
Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 W 5th Avenue, Suite 108
Ellensburg, WA 98926

Or, is being emailed to: **bocc@co.kittitas.wa.us**

Or, is being faxed to: **509-962-7679**

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

- ☐ Applicant filled out the proper application version for this grant cycle.
- ☐ Applicant answered each question.
- ☐ A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).
- ☐ The applicant has signed and dated the certification statement required in item 10 of the application.
- ☐ The application was submitted on time.
- ☐ Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

Internal Revenue Service

Department of the Treasury

District
Director

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

Applicant Name
Applicant Address

Person to Contact:
Gilda Lewis
Telephone Number:
(213) 894-2336
Refer Reply to:
EOO
Date:
May 16, 1995
BIN: 91-

Dear Taxpayer:

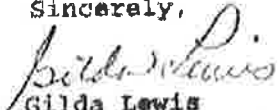
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in November 1987 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 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in November 1987 continues to be in effect.

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

Sincerely,


Gilda Lewis
Disclosure Assistant