

**2017 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND JOHN FORD CLYMER MUSEUM & GALLERY**

This Contract, effective January 1, 2017 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, acting as agent for and on behalf of the City of Ellensburg, ("City"), a Washington municipal corporation, and John Ford Clymer Museum & Gallery ("Contractor").

WHEREAS, the purpose of this Agreement is to provide for activities and expenditures designed to increase tourism,

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the County and the Contractor mutually agree as follows:

Section 1. Scope of Work.

- a. Contractor shall provide the services and staff described in its **Application for Lodging Tax Funds** submitted to the Lodging Tax Advisory Committee, attached hereto as **Exhibit "A"** which is attached hereto and incorporated herein by this reference.
- b. Except as otherwise specifically provided in this Agreement, Contractor shall furnish the following as required to perform the services, described in Paragraph (a) above, in accordance with this Agreement: Personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed, or required to be performed, by Contractor under this Agreement are collectively referred to herein as "Services."
- c. Contractor shall commence, perform and complete such Services in accordance with **Exhibit "B"** which is attached hereto and incorporated herein by this reference.

Section 2. Payment.

- a. As full compensation for satisfactory performance of the Contractor's Services, the County agrees to pay Contractor the sum of nine thousand, five hundred dollars (\$9,500.00).
- b. Additional payment terms: The County will make payment to the Contractor only on a reimbursement basis, as receipts/invoices for any items including marketing and/or advertising are submitted to the County, not to exceed the sum of nine thousand, five hundred dollars (\$9,500.00).
- c. Services/Expenses that are reimbursed must be dated during the current year and final date to submit reimbursements requests is January 15, after this date funds lapse.
- d. Requests for reimbursements must be submitted to:
Kittitas County Auditor
Attn: Judy Pless

205 West 5th Ave – Suite 105
Ellensburg, WA 98926
Judy.pless@co.kittitas.wa.us

- e. Reporting requirements of your events will be required on prescribed forms from the County Auditor.
- f. Contractor is eligible to claim reimbursement for the following items only:
 - TV advertising
 - Radio advertising
 - Social media
 - Print advertising-newspaper/magazine, posters, postcards
- g. Contractor is not eligible to claim reimbursement for any items not listed in Section 2 (f) and is further expressly denied funding for the following items as requested in the application as defined in Section 1(a): N/A
- h. Contractors requesting reimbursement for event-specific expenses shall submit all claims as no more than two reimbursement requests with supporting documentation at the conclusion of the event.
- i. Contractors must complete the Lodging Tax Reimbursement online training course provided by the County Auditor's office prior to filing reimbursement claim. Requests for reimbursement will not be accepted by the County Auditor prior to the training being completed. The training may be found online at the Kittitas County Auditor's website at the following address: <http://www.co.kittitas.wa.us/auditor/default.aspx>

Section 3. Performance by Contractor.

- a. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County and City. Any such delegation or subcontracting without the County's or City's prior written consent shall be voidable at the County's or City's option.
- b. Contractor shall at all times be an independent contractor and not an agent or representative of the County or City with regard to performing the Services. Contractor shall not represent that it is, or hold itself out as, an agent or representative of the County or City. In no event shall Contractor be authorized to enter into any Agreement or undertaking for or on behalf of the County or City. It is understood that the Contractor and the Contractor's staff and employees are not employees of the County or City and are not, therefore, entitled to any benefits provided employees of the County or City.
- c. Contractor shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Contractor shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders

required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Contractor agrees to obtain all required licenses and permits, and further agrees to keep them in full force and effect during the term of this Agreement.

- d. The County and the Contractor agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, mental disability or any other protected status recognized under local, state or federal law.
- e. The Services shall at all times be subject to inspection by and approval of the County or City, but the County's or City's making (or failure or delay in making) such inspection or approval shall not relieve Contractor of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's or City's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Contractor shall provide the County or City with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
- f. This contract is subject to review by any Federal or State auditor. Contractor shall promptly furnish the County or City, or their designee, or such Federal or State auditor with such information related to the Services as may be requested by the applicable governmental entity. Contractor shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County or City makes final payment of compensation due hereunder, Contractor shall provide the County or City access to (and the County or City shall have the right to examine, audit and copy, with or without notice) all of Contractor's books, documents, papers and records related to the Services or this Agreement.
- g. Contractor understands and acknowledges that Contractor is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Contractor's performance of this Agreement. All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accord with the applicable IRS regulations.

Section 4. Release, Indemnity, and Hold Harmless.

The County or City assumes no liability for the Contractor's actions under this Agreement. Contractor releases and shall defend, indemnify, and hold harmless the County and the City, their officers and employees, agents, representatives, attorneys and/or volunteers, from and against all claims, costs, liabilities, damages, and expenses, (including, but not limited to, reasonable attorney fees) which arise or may arise or be alleged to arise out of or by reason of this Agreement including:

- Any fault, negligence, strict liability or product liability of Contractor in connection with the Services for this Agreement;
- Any lien asserted upon any property of the County or City in connection with the Services for this Agreement;

- Any failure of Contractor, or of the Services, to comply with any applicable law, ordinance, rule, regulation, order, license, permit and other requirement, now or hereafter in effect, of any governmental authority; or
- Any breach of or default under this Agreement by Contractor.

Section 5. Compliance with Public Records Law.

- a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.
- b. In the event a public records request is made to the County or City for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County or City shall provide notice to Contractor pursuant to Washington's public records act, chapter 42.56 RCW, to allow Contractor to seek a court injunction.
- c. The County or City specifically shall not be liable to Contractor for the County's or City's release under public records laws of any documents not otherwise exempt from disclosure by trademark, copyright or other law.

Section 6. Industrial Insurance Waiver.

With respect to performance of this Agreement and as to any claims against the County or City, their Additional Insureds, officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Contractor's employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. **This waiver is mutually negotiated by the parties to this Agreement.**

Section 7. Insurance and Endorsements.

- a. The County may require through a request in writing that the Contractor provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.
- b. Such liability insurance shall be such as will protect Contractor, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Contractor or any of its employees, agents or representatives.
- c. Should the County require such liability insurance, the Contractor agrees to provide proof of insurance prior to commencing performance of this Agreement.

- d. Copies of the County's written request and the insurance documents provided by Contractor shall be attached to this Agreement and by this reference will be made part hereof.
- e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County and City as Additional Insureds and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance or self-insurance maintained by the County or City. Contractor shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

Section 8. Termination.

The County may, by written notice thereof to Contractor, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Contractor is in breach or default. Upon receiving such notice of termination, Contractor shall, except as otherwise directed by the County, immediately stop performing the Services to the extent specified in the notice. In the event the County terminates the Contractor's Services, the Contractor is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Contractor, if any, as of the date of the notice of termination.

Section 9. Miscellaneous.

- a. The City is not a party to this Agreement but is an intended third-party beneficiary of this Agreement and to the extent set forth herein certain of its provisions are for the benefit of the City and are enforceable by City in its own name and capacity as a Washington municipal corporation.
- b. Contractor shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.
- c. This Agreement embodies the entire Agreement between the County and Contractor, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.
- d. Notice for any purpose under this Agreement, except service of process, shall be given by the Contractor to the Kittitas County Commissioners and the Kittitas County Auditor, 205 W 5th Ave. Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Contractor shall be given to the Contractor's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.
- e. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.

- f. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- g. Contractor warrants to the County that the individual signing on Contractor's behalf has the requisite power and authority to enter into and to perform Contractor's obligations under this Agreement. Contractor further warrants to the County that Contractor has made no misrepresentation or misleading statement in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Contractor's ability to perform its obligations under this Agreement.
- h. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
- i. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

KITTITAS COUNTY

BOARD OF COUNTY COMMISSIONERS

CONTRACTOR

Chair

[Print Name]

Vice Chair

Commissioner

[Address]

[Telephone]

ATTEST: _____
_____, Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney

RECEIVED

SEP 30 2016

1st 2nd 3rd
united states of america

Submission Checklist

For office use only

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

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

yes Applicant answered each question.

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

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

yes The application was submitted on time.

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

Please date stamp the application and initial.

WYM

Request for Proposals
2017 Lodging Tax Fund

Submission Deadline: Friday, September 30, 2016

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

2017 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 Ave, Suite 108
Ellensburg, WA 98926

Applications must be received no later than 5:00 p.m., Friday September 30, 2016 or postmarked no later than September 30, 2016.

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 8/18/2016, 5:30 PM & 8/25/2016, 5:30 PM
Upper Kittitas District Court, Cle Elum 8/16/2016, 5:30 PM & 8/23/2016, 5:30 PM
- Application deadline 9/30/2016
- Oral presentations of proposals to county-wide LTAC 11/18/2016
- Applicant Award Notification and fund availability 1/1/2017

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 Ave, Suite 105
Ellensburg, WA 98926
auditorsaccounting@co.kittitas.wa.us

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7502.

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 apply for funding from one or both categories. If applying for funding from both categories, the application must clearly identify the different funding categories requests. 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 10 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.

Order of Documents Requirements:

Complete applications must be submitted with documents in the following order to receive consideration for funding:

1. Submission Checklist;
2. Application form;
3. Answers to application form questions;
4. Grant application rating form;
5. Applicant checklist;
6. Budget documents;
7. Additional information (limited to 3 pages);
8. Proof of non-profit status (if any).

APPLICATION FOR 2017 LODGING TAX GRANT FUNDING

Name of Organization: John Ford Clymer Museum & Gallery

Organization mailing address: 416 North Pearl Street
Ellensburg, WA 98926

Organization contact person & title: Phil Backlund, President

Organization/contact phone: (509) 962-6416

Email: director@clymermuseum.org

Organization Website: www.clymermuseum.org

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)

Project/Event Name: John Ford Clymer Museum & Gallery

Project/Event Date: Year Round

Project/Event Location: 416 North Pearl Street Ellensburg, WA

Amount of Funding Requested: \$ 20,000

98926

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

☐ New Project/Event
☒ Ongoing Project/Event Support

Estimated # of overnight stays: 34 to 68

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

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, 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. If applying for funding for both "New Project/Event" and "Ongoing Project/Event Support" you must clearly identify the different requests. This may be most easily accomplished by submitting separate budgets for each request category.

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 X No

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

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?	<u>17,000</u>	<u>19,000</u>
B. How many days did/will your event occur?	<u>Year Round</u>	<u>Year Round</u>
C. How many room nights were and /or will be booked as a result of your project/event? (You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)	<u>200</u>	<u>250</u>

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) Phil Backlund

(print name) Phil Backlund

Title: President, Board of Directors

Date: 1/22/16

Year	Amount
9. 1993	\$ 750
1994	2600
1998	3000
2003	1500
2006	2400
2007	2400
2008	\$ 3000

Year	Amount
2009	\$ 3,000
2010	4,000
2011	2,500
2012	3,500
2013	3,000
2014	8,000
2015	10,000
2016	\$ 7,200

2017 Lodging Tax Grant Funding Application9/27/16 2:33 PM

Q1. DESCRIPTION/TARGET MARKET/FUNDS UTILIZED

DESCRIPTION - Clymer Museum & Gallery provides a year round John Ford Clymer Western Art experience attracting out of state and out of county tourists annually.

b.)

SPECIFIC TOURISM AUDIENCE – Specific tourism audience we will target is out of county residence including but not limited to: King County, Chelan County, Benton, Franklin and Grant County, Clatsop County and Hood River County.

c.)

ITEMIZED LIST OF AWARDED GRANT FUNDS –

TV 50%

RADIO 10%

SOCIAL MEDIA 10%

PRINT – NEWSPAPER/MAGAZINE 10%

POSTERS 10%

POST CARDS 10%

Q2. ESTIMATE OF FUNDS USED WILL INCREASE TRAVELERS

a.)

AWAY FROM PLACE OF RESIDENCE OVER NIGHT

Advertising dollars will target professionals and families from out of county and out of State by encouraging facilities usage, highlighting museum space for workshops and conferences as well as participating in cultural events such as First Friday Art Walk, new Museum installations and bi-monthly Gallery exhibits showcasing new artists' work.

b.)

50 MILES AWAY BUSINESS OR PLEASURE

Dollars received will increase out of county and State travelers by specifically targeting professionals and families utilizing approved advertising and marketing platforms from at least 50 miles away from Kittitas County.

c.)

VISTITORS FROM OUT OF STATE OR OUT OF COUNTY BUSINESS OR PLEASURE

Based on our visitor information collected and compiled from last year The Clymer Museum & Gallery hosted over twenty thousand visitors, data collected was by zip code and state of origin.

A sampling of our data, taken from the twenty thousand visitors is as follows:

3.2% were from Yakima County, 2.8% were from King County, Rest of WA (NOT Kittitas) 41.5%. 37.1% of the visitors were from out of Washington State and 6.1% of visitors were from outside of the United States of America. Kittitas County Visitors made up over 55% of our visitor count. This data collected and compiled provides good insight into the amount of visitor traffic the Clymer Museum & Gallery generates for our county.

Q3. TOOLS TO MEASURE IMPACT ON TOURISM

a.)

Year round event.

b.) Attracting

Strategies employed to assure attracting tourists 50 miles or more away or more–

Before advertisements are accepted to run on behalf of the museum we will continue to follow county guidelines and contracts ensuring that 100% of all advertising strategies are distributed to out of county markets. We will also ensure continued compliance through county certification of hotel motel reimbursement training offered online by Kittitas County. Tools we will utilize include social media campaigns and advertising, improving our tracking ticket sales to special events, capturing zip code, email and address data as well as running specials and contests in collaboration with county wide events.

c.) Marketing

Strategies used to assist in marketing all of Kittitas County as a tourist destination with our funding request will include updated and current links to Kittitas County Chamber of Commerce, updated and current links to the County Tourism website and a current live link to the Tribune Visitor's Guide on our website as well as ensuring all Kittitas County approved logos are apparent on all advertising.

Q4. GRANT FUNDING FROM OTHER SOURCES

a.)

Grant funding from other sources?

YES

Ellensburg Arts Commission anticipated funding is \$1,400.00 for **supplies** purchased for our 2016 Little Art on the Prairie program, an arts program provided seasonally to children and families in public parks in Kittitas County.

2017 Local Community Project anticipated funding request with Representative Matt Manweller is \$250,000.00 for the restoration and redevelopment of our upstairs ballroom and 11 office spaces to rent for future museum sustainability.

b.)

If not, why not?

n/a

c.)

If yes then list:

Currently pursuing funding from:

The Ellensburg Arts Commission, specifically for **supplies** not advertising. Increased advertising dollars would allow market expansion outside of Kittitas County for future programming promotions to possibly include both lower and upper county.

2017 Community Project – Member Requested Local Community Member Request (Matt Manweller), specifically for the restoration and redevelopment of our upstairs property in our building to bring in monthly revenues through rentals of our 11 office spaces and event rentals of our grand ball room allowing us the ultimate goal of being self sustaining.

d.)

Funding currently in hand:

Volunteer resources are currently secured in the museum through board members volunteer service each month at the museum, in the parks and at annual fundraisers. Volunteers resources are also secured currently with docents in the museum volunteering during business hours Monday through Friday 11-5pm for 2 to 3 hours windows of time.

e.)

What changes would occur if the project could not be funded?

If funding was not awarded - changes that may occur are - that the

museum would need to cut back on hours of operations and programming and scale back substantially on out of county advertising and out of county target marketing. Which may result in less traffic downtown, negatively impacting traffic to other retailers, restaurants and service industry businesses county wide.

Q5. PARTNERSHIPS/CROSS PROMOTION/COUNTY-WIDE

a.)

Collaborations and partnerships with other organizations?

Currently the museum supports and or is in collaboration with: 4-H, West Star Ranch, Spirit of the West, Gallery One, Ellensburg Downtown Association, Rodeo Board Hall of Fame, Washington State Arts Commission, Revitalize Washington, Kittitas County Chamber of Commerce, Kittitas County Fair, FISH Food Bank, Central Washington University Foundation, Kittitas County Search & Rescue, Jazz in the Valley, Boy Scouts of America, Spirit Therapeutic Riding Center, Kittitas County Horse Rescue, Base Camp in Roslyn and The Ellensburg Arts Commission.

b.)

How is this accomplished?

Highlighting a limited sampling of our collaborations and partnerships include:

With The Kittitas County Chamber of Commerce - we have a link to their webpage on our website. We also have all of the Chamber logos on all of our advertising.

Base Camp Roslyn- Before Base Camp opened their first exhibit we consulted with and advised their curator about advertising outlets and artist contracts utilized here at The Clymer, giving Base Camp copies of our contract to glean from, as well as emails and phone numbers of EDA and Daily Record advertising notification information destinations for Base Camp to post their exhibits and events.

FISH Food Bank - we collaborate every summer with the free lunch program shadowing the team to county parks providing free art to the children offered the free lunch program. We include The City of Ellensburg's Arts Commission logo on all of our advertising.

Gallery One - we donate to their annual fund raiser Paint Ellensburg and work collaboratively with G1 and The Jazz in the Valley Team each year

housing musical guests for tourists and ticket holders as well as for our wine tasting event held downtown at Gallery One and our museum. Bringing in hundreds of out of town tourists each year.

Spirit of the West - event supported by participating as a downtown venue for musical entertainment and special engagements drawing hundreds of tourists each year.

Q6. SELF SUSTAINING

a.) Existing Plans-

The museum is currently and actively engaged in developing a business model and cost assessment for the redevelopment and restoration of the upstairs ballroom and office spaces.

b.) Cost Recovery Models-

The ballroom and office spaces - once refurbished - will provide monthly rental income toward the operating costs of the museum.

The Museum is also in negotiations to rent gallery space, gift store window space and upstairs storage space to the Rodeo Board Hall of Fame to house and show their extensive collection. This collaboration will bring in monthly income to help museum operating costs to help us become self-sustaining.

Q7. Additional Information-

Our redesigned web page and current advertising model is creating new and increased tourism traffic to the museum, designed and targeted towards tourists from throughout the Pacific Northwest and beyond. With increased advertising we could reach a wider audience even still through television and radio along with all other approved advertising, positively impacting membership for the museum, further sustainability for the museum and increased tourism dollars for Kittitas county.

Q8. PROJECT BUDGET -

Brett Wachsmith to provide, **must follow grant guidelines**

see Budget pages

Q9.

a.) YES

b.) List year and amount:

2016 7,200
2015 10,000
2014 8,000
2013 3,000
2012 3,500
2011 2,500
2010 4,000
2009 3,000
2008 3,000
2007 2,400
2006 2,400
2003 1,500
1998 3,000
1994 2,600
1993 750.00

c.) Participant count?

PRIOR - 20,698 PROJECTED - 25,000

d.) Days event occurs?

PRIOR - Year Round PROJECTED - Year Round

e.) Room nights booked?

PRIOR - 34 PROJECTED - 68

According to a sampling of data reported by the Ellensburg Downtown Association 19 visitors to the museum last year were from out of the United States of America. 116 visitors to the museum were from outside of Washington State. We are estimating that if roughly 25% of the 135 out of state or out of county visitors booked hotel rooms then an estimated 34 rooms may have been booked for last year as a result of visiting the museum.

Q10.

Phil Backlund Signature_____.

Phil Backlund Printed Name_____

Phil Backlund Title - Board President

DATE: Wednesday September 27, 2016

Signed on application

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, **2017** 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 the submittal instructions on page 4.
- ☒ My application is being sent on or prior to **September 30, 2016** 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**

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09/30/16
Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget Overview

August 2016 through July 2017

	Aug '16 - Jul 17
Ordinary Income/Expense	
Income	
Direct Public Support	
Donation Box	1,500.00
Individ, Business Contributions	15,000.00
Total Direct Public Support	16,500.00
Exhibits	
Sales	24,996.00
Total Exhibits	24,996.00
Fundraising Income	
Brewfest	1,200.00
JIV Wine Tasting	4,000.00
Paint the Town Red	1,200.00
Rendezvous	22,950.00
Rendezvous-Fund An Item	500.00
Total Fundraising Income	29,850.00
Gift Shop Sales	
Clymer - Sales	3,204.00
Food Sales	1,500.00
Royalties	804.00
Sales - Consigned Sales	4,500.00
Sales - Owned	45,500.00
Total Gift Shop Sales	55,508.00
Government Grants	
Hotel/Motel Tax Grant	20,000.00
Total Government Grants	20,000.00
Program Income	
Membership Dues	6,000.00
Total Program Income	6,000.00
Rentals	
Rent - Facilities	21,000.00
Rent Revenue - Nondebt Prop	33,600.00
Total Rentals	54,600.00
Total Income	207,454.00
Gross Profit	207,454.00
Expense	
Exhibit Expense	
1st Friday Refreshments	2,400.00
Art Commission Fee	24.00
Curator Payroll Taxes	1,800.00
Curator Salary	18,000.00
Curator Travel	480.00
Exhibits - Consignment Payment	15,000.00
Exhibits - Supplies	300.00
Exhibits Advertising/Marketing	4,000.00
Total Exhibit Expense	42,004.00
Facilities and Equipment	
Depreciation and Amortization	24,000.00
Equip Rental and Maintenance	2,496.00
Real Estate, Personal Prop Tax	3,504.00
Rent, Utilities	8,004.00
Repairs	6,000.00
Total Facilities and Equipment	44,004.00
Fundraising Expense	
Brewfest Expense	600.00

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09/30/16
Accrual Basis

The Clymer Museum of Art

Profit & Loss Budget Overview

August 2016 through July 2017

	Aug '16 - Jul 17
JIV Wine Tasting	
JIV Advertising	3,000.00
Total JIV Wine Tasting	3,000.00
Paint the Town Red	
Supplies	620.00
Total Paint the Town Red	620.00
Rendezvous	
Supplies	5,935.00
Total Rendezvous	5,935.00
Total Fundraising Expense	10,155.00
Gift Shop Expense	
Advertising	400.00
Consignment	3,000.00
Purchases	35,000.00
Shipping	240.00
Supplies	1,020.00
Taxes	65.00
Total Gift Shop Expense	39,725.00
Museum Expense	
Advertising	1,500.00
Archive Expense	24.00
Art Repair	600.00
Children's Area	48.00
Community Expenses	204.00
Total Museum Expense	2,376.00
Operations	
Accounting	240.00
Banking Fees	1,500.00
Dues/Subscriptions	1,020.00
Insurance	9,000.00
Postage, Mailing Service	420.00
Supplies	3,000.00
Taxes	5,040.00
Telephone, Telecommunications	2,520.00
Training & Development	240.00
Wages	56,004.00
Wages - Benefits	5,724.00
Total Operations	84,708.00
Total Expense	222,972.00
Net Ordinary Income	-15,518.00
Other Income/Expense	
Other Income	
Dividends	18,000.00
Realized Gains (Loss)	-4,560.00
Total Other Income	13,440.00
Other Expense	
Interest Expense	1,848.00
Investment Fees & Charges	4,656.00
Total Other Expense	6,504.00
Net Other Income	6,936.00
Net Income	-8,582.00

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Accrual Basis

The Clymer Museum of Art

Profit & Loss

August 2015 through July 2016

	Aug '15 - Jul 16	Aug '14 - Jul 15
Ordinary Income/Expense		
Income		
Clymer Merchandise & Prints		
Royalties	0.00	300.00
Sales - Clymer	0.00	4,561.30
Total Clymer Merchandise & Prints	0.00	4,861.30
Direct Public Support		
Donation Box	1,368.06	984.26
Individ, Business Contributions	15,090.66	10,257.74
Total Direct Public Support	16,458.72	11,242.00
Endowment Income	0.00	35,250.00
Exhibits		
Exhibit Application Fee	0.00	1,642.30
Sales	7,368.00	9,237.63
Sponsors	0.00	250.00
Total Exhibits	7,368.00	11,129.93
Fund-a-Need		
Girard Income (Maintenance)	0.00	3,000.00
Fund-a-Need - Other	0.00	600.00
Total Fund-a-Need	0.00	3,600.00
Fundraising Income		
Brewfest	1,060.57	637.51
Donor Dinner	400.00	0.00
JIV Wine Tasting	388.00	4,384.37
May Baskets	0.00	176.00
NW Juried Show	0.00	656.00
Paint the Town Red	942.89	0.00
Rendezvous	20,493.93	19,344.28
Rendezvous-Fund An Item	1,010.00	0.00
Total Fundraising Income	24,295.39	25,198.16
Gift Shop Sales		
Clymer - Sales	2,820.11	0.00
Food Sales	1,443.38	1,209.88
Gift Cards	0.00	-90.28
Royalties	775.00	0.00
Sales - Consigned Sales	4,278.00	2,904.32
Sales - Owned	27,788.60	48,536.80
Total Gift Shop Sales	37,105.09	52,560.72
Government Grants		
Hotel/Motel Tax Grant	12,160.05	5,268.13
Local Government Grants	2,275.81	0.00
Total Government Grants	14,435.86	5,268.13
Investments		
Dividend, Interest (Securities)	0.00	17,067.46
Interest-Savings, Short-term CD	0.00	0.01
Total Investments	0.00	17,067.47
Program Income		
Membership Dues	5,160.00	3,805.00
Over/Short	0.00	-1.18
Total Program Income	5,160.00	3,803.82

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Accrual Basis

The Clymer Museum of Art

Profit & Loss

August 2015 through July 2016

	Aug '15 - Jul 16	Aug '14 - Jul 15
Rentals		
Rent - Facilities	1,250.00	402.45
Rent Revenue - Nondebt Prop	33,600.00	33,600.00
Total Rentals	34,850.00	34,002.45
Total Income	139,673.06	203,983.98
Gross Profit	139,673.06	203,983.98
Expense		
Contract Services		
Accounting Fees	0.00	1,500.00
Bank Fees	0.00	130.00
Credit Card Fees	0.00	3,320.07
Excise Tax Expense	0.00	451.27
Licenses	0.00	-75.00
Media Development & Web	0.00	410.00
Outside Contract Services	0.00	10.00
Contract Services - Other	0.00	15.00
Total Contract Services	0.00	5,761.34
Exhibit Expense		
1st Friday Refreshments	2,372.71	926.26
Art Commission Fee	50.00	0.00
Credit Card Fees	0.00	10.40
Curator Payroll Taxes	531.72	0.00
Curator Salary	6,000.00	0.00
Curator Travel	24.17	0.00
Exhibits - Consignment Payment	2,181.35	5,972.90
Exhibits - Shipping Fees	0.00	348.22
Exhibits - Supplies	300.90	821.60
Exhibits Advertising/Marketing	4,037.49	7,601.45
Total Exhibit Expense	15,498.34	15,680.83
Facilities and Equipment		
Equip Rental and Maintenance	5,616.61	5,850.83
Insurance - Property	0.00	5,504.00
Real Estate, Personal Prop Tax	3,240.21	4,545.53
Rent, Utilities	8,125.73	10,161.08
Repairs	12,703.37	5,370.34
Total Facilities and Equipment	29,685.92	31,431.78
Fundraising Expense		
Brewfest Expense		
License	90.00	90.00
Meals & Entertainment	0.00	347.40
Supplies	525.22	0.00
Total Brewfest Expense	615.22	437.40
JIV Wine Tasting		
JIV Advertising	0.00	380.00
License	64.00	60.00
Supplies	182.00	0.00
JIV Wine Tasting - Other	0.00	3,543.95
Total JIV Wine Tasting	246.00	3,983.95
Paint the Town Red		
Advertising	600.59	0.00
Supplies	120.21	0.00
Paint the Town Red - Other	202.86	0.00
Total Paint the Town Red	923.66	0.00
Patron Dinner		
Advertising	292.73	0.00
Total Patron Dinner	292.73	0.00

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Accrual Basis

The Clymer Museum of Art

Profit & Loss

August 2015 through July 2016

	Aug '15 - Jul 16	Aug '14 - Jul 15
Rendezvous		
Auction	1,000.00	0.00
Food	4,697.76	0.00
Rendezvous Advertising	9,707.72	869.84
Supplies	1,310.38	0.00
Rendezvous - Other	559.76	21,323.98
Total Rendezvous	17,275.62	22,193.82
Spirit of the West	250.00	0.00
Total Fundraising Expense	19,603.23	26,615.17
Gift Shop Expense		
Advertising	400.24	1,418.00
Consignment	2,622.45	1,761.03
Finance Charges	0.00	75.52
Purchases	22,679.03	29,191.94
Shipping	224.28	120.12
Supplies	1,123.66	1,764.36
Taxes	32.70	0.00
Trading Post Management	0.00	862.75
Total Gift Shop Expense	27,082.36	35,193.72
Museum Expense		
Advertising	1,670.26	1,187.64
Archive Expense	16.04	0.00
Art Education	0.00	264.81
Art Repair	500.00	0.00
Children's Area	49.80	0.00
Community Expenses	277.50	421.08
Insurance - Art Collection	0.00	3,985.00
Total Museum Expense	2,513.60	5,858.53
Operations		
Accounting	850.00	0.00
Banking Fees	3,277.22	0.00
Dues/Subscriptions	1,217.56	168.11
Insurance	8,859.16	0.00
Postage, Mailing Service	528.97	353.89
Printing and Copying	30.78	63.04
Supplies	3,340.06	2,001.65
Taxes	4,888.92	0.00
Telephone, Telecommunications	2,632.53	1,907.35
Training & Development	500.00	0.00
Wages	52,920.31	0.00
Wages - Benefits	4,676.80	0.00
Total Operations	83,722.31	4,494.04
Other Expenses		
Advertising Expenses	0.00	290.66
Insurance - D and O	0.00	1,086.00
Memberships and Dues	0.00	560.00
Staff Development	0.00	89.80
Total Other Expenses	0.00	2,026.46
Payroll Expenses		
Payroll - Hourly	0.00	27,938.53
Payroll - Salary	0.00	39,999.96
Payroll - Taxes	0.00	6,579.80
Payroll Expenses - Other	117.32	0.00
Total Payroll Expenses	117.32	74,518.29

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09/30/16
Accrual Basis

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

	Aug '15 - Jul 16	Aug '14 - Jul 15
Travel and Meetings		
Meals & Entertainment	0.00	581.26
Travel	339.96	1,300.00
Total Travel and Meetings	339.96	1,881.26
Total Expense	178,563.04	203,461.42
Net Ordinary Income	-38,889.98	522.56
Other Income/Expense		
Other Income		
Dividends	19,168.09	0.00
Realized Gains (Loss)	-4,546.44	0.00
Unrealized Gains and Losses	-17,490.87	25,064.99
Total Other Income	-2,869.22	25,064.99
Other Expense		
Bad Debts	33,974.86	0.00
Interest Expense	1,845.66	2,195.74
Investment Fees & Charges	4,658.38	0.00
Tax Penalty	1,110.55	0.00
Total Other Expense	41,589.45	2,195.74
Net Other Income	-44,458.67	22,869.25
Net Income	-83,348.65	23,391.81

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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 & 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	28,096.80	15,000.00
4302 Exhibit Sponsors	250.00	2,000.00
Total 4300 Exhibits	28,346.80	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	25,484.06	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	-48.48	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	4,257.78	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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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	767.87	1,000.00
Total Exhibit Expense	23,692.54	14,000.00
Fundraiser Expenses		
2014 Northwest Exp Juried	1,350.00	1,827.87
Chili 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-en-Item-Trans to GD	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	1,625.00	
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	8,298.71	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	22,983.16	18,350.00
GS Shipping	736.61	150.00
GS Supplies	1,217.36	600.00
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/Mmbrrship	9,636.09	7,000.00
Membership Drive	0.00	0.00
Staff Develop	2,341.67	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	1,654.65	2,000.00
Total Office Expenses	8,252.84	7,620.00
Payroll		
Tax - Payroll	6,602.45	6,000.00
Hourly payroll	28,968.64	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	2,888.80	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	<u>-24,442.36</u>	<u>-33,162.59</u>
Other Income/Expense		
Other Income		
Dividend Income	116.24	
Interest Income	177.54	
Realized Gains (Losses)	3,284.52	
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	42,880.08	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	6,732.80	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	1,673.88	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	54,047.69	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	256,890.00
Gross Profit	233,140.12	256,890.00
Expense		
Building & Upkeep Costs		
Depreciation	0.00	
Furniture & Fixtures	84.21	300.00
Bldg Cng, Maint & Securi	2,479.19	2,500.00
Equip Purchases & Repairs	538.82	1,500.00
Utilities	10,163.04	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	14,481.90	6,500.00
Exhibit Advertising/Marketing	3,402.52	2,000.00
Exhibit Shipping Costs	59.08	1,000.00
Exhibit Supplies	2,036.98	1,000.00
Total Exhibit Expense	19,982.46	10,500.00
Fundraiser Expenses		
2013 Art Auction	62,222.19	65,000.00
Berry Expense	6,690.48	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	1,050.82	500.00
Miscellaneous Expense	628.65	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/Membership	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>266,563.15</u>	<u>270,436.40</u>
Net Ordinary Income	-35,423.09	-13,746.40
Other Income/Expense		
Other Income		
Interest Income	1,029.37	
Total Other Income	<u>1,029.37</u>	
Other Expense		
Ask My Accountant	-66,902.43	
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	76,113.23	76,113.23
4601 Berry Income	9,327.81	8,600.00
4605 Northwest Exp Juried	300.00	1,000.00
4603 JIV Winetasting	6,722.95	8,600.00
4610 Rendezvous	31,070.60	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 & Secur	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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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	7,598.71	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	462.00	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	19,026.98	18,000.00
GS Shipping	198.85	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/Membership	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	583.93	360.00
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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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>286,687.17</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><u>9,278.22</u></u>	<u><u>87,065.50</u></u>

CWU	98826	Ellensburg INSIDE	WA	Kittitas	43	458
	98926	Ellensburg OUTSIDE	WA	Kittitas	0	150
		Central Washington Univ.	WA	Kittitas	2	71
	98934	Kittitas	WA	Kittitas	0	20
	98926	Thorp	WA	Kittitas	0	9
	98946	Cle Elum	WA	Kittitas	3	46
	98922	South Cle Elum	WA	Kittitas	0	11
		Kittitas County	WA	Kittitas	?	775
		Yakima County	WA	Yakima	?	45
		King County	WA	King	?	39
					130	91
					116	99
					19	37
Total					313	1086
CWU	98826	Ellensburg INSIDE	WA	Kittitas	13.7%	32.7%
	98926	Ellensburg OUTSIDE	WA	Kittitas	0.0%	10.7%
		Central Washington Univ.	WA	Kittitas	0.6%	5.1%
	98934	Kittitas	WA	Kittitas	0.0%	1.4%
	98926	Thorp	WA	Kittitas	0.0%	0.6%
	98946	Cle Elum	WA	Kittitas	1.0%	3.3%
	98922	South Cle Elum	WA	Kittitas	0.0%	0.8%
		Kittitas County	WA	Kittitas	?	55.4%
		Yakima County	WA	Yakima	?	3.2%
		King County	WA	King	?	2.8%
					41.5%	6.5%
					37.1%	7.1%
					6.1%	2.8%
Total					100.0%	77.6%

Due to the nature of the data collection some of the countywide data available through other businesses was not available for the Clymer. However, the data provides good insight into the amount of visitor traffic the Clymer generates for downtown.

VERIFIABLE SOURCE OF INFORMATION IN RESPONSE TO
Q9 ITEM C. FROM FILE # 10-2 DOWNTOWN ASSOCIATION

ANNUAL FIREARM TEST: Guns for the Wilderness & Home

American Cowboy

>> VISIT The Great Northwest

Western Lifestyle • Travel • People

Western Values

Cowboy Companies Helping

+ COWBOY PRESIDENTS
A Photographic Journey



Forever West

No matter how hard it blows, the Central-Washington wind will never pull free Ellensburg's firm roots in tradition.

By Alexis Bennett

Each year, the late summer wind seems to blow thousands of visitors into Ellensburg for the Labor Day weekend Ellensburg Rodeo. More than just an annual event, the rodeo is a significant part of the local experience, as is the town's 100-plus years of history. Around every corner, Ellensburg shows its rich Western heritage is rooted to something deeper than the topsoil at the bottom of travelers' cowboy boots. Between the rolling hills of the Manastash Ridge that drops into the valley and the Cascade Range that provides a picturesque backdrop, you'll find acres of farmland, fields of grazing Angus cattle, and a storied downtown with architecture that predates even the 94-year-old rodeo.

Walking down Main Street and through downtown, I am charmed by Ellensburg's Old West appeal. From the three-cent milk advertisement murals painted on the brick walls to the Mom-and-Pop-size bookstores and the century-old buildings they are housed in, experiencing Ellensburg is like listening to a well-loved Western fable.

Along the streets, the eclectic shops, restaurants, saloons, museums, and studio apartments are nestled into buildings visibly dated to the early 1900s. During a visit at the Kittitas County Museum, I am told that much of the architecture in town is original. A fire in July of 1889 reduced the town's initial infrastructure to little more than ash in hours.

Motivated by the prospect of earning the title of Washington's capital city in a bidding war, the community rallied to rebuild downtown. Ellensburg made a strong case for itself, and even built a castle, which was to serve as the governor's mansion. Ultimately, the valley was deemed "too inaccessible," (and one could jokingly argue, "too windy") and Olympia won the capital-city bid. But visitors can still drive by the original Ellensburg Castle. It sits intact at the base of Craig's Hill on the corner of Chestnut Street and Third, though it has since been remodeled to accommodate residential housing.

As a consolation prize, the town became the location for the state's first Normal School. The all-women's school attracted aspiring teachers from around the northwest. In its time, it was one of the most well recognized teaching schools in the country. "The campus is beautiful," says Kittitas County Museum Assistant Todd Goings. The original building is now the shop front for Central Washington University. "As you walk on to campus, the first building you see is the original Normal School that started in 1891,"

Travel

Goings shares. "At first, students stayed with family or were hosted by members of the community. Eventually, a dormitory was built, and you can see how campus grew from there." Goings shares that CWU is still recognized for its education department, and claims most teachers in the northwest as members of its alumni. It has also earned acclaim for its arts programs, which play a natural role in the greater Ellensburg art culture.

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The John Clymer Museum and Gallery is a tangible link to Ellensburg's rich heritage in Western tradition. "It's fitting that the museum is here," says Jami-Lynn Tate, Clymer Museum and Gallery Executive Director. "He was born and raised here as well as his wife Doris Schnebly."

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Art found Clymer early in life, and his parents recognized his natural inclination. After two of his pen-and-ink drawings were purchased by Colt Firearms his junior year of High School, so began his professional career that would span the course of six impressive decades. Well known for his contributions to advertising, marketing, and his depictions of nature and the frontier in paintings, the museum seeks to recognize Clymer's accomplishments and display his work.

I am struck by the immenseness of Clymer's portfolio as I walk around the museum. Between 1940 and into 1960, Clymer was a household name. His work



VISIT THE CLYMER MUSEUM OF ART TO ADMIRE WORKS FROM THE FAMED ELLENSBURG ARTIST.

was often published on the covers of the *Saturday Evening Post* and included on the pages of additional titles, such as *Field and Stream*, *Good Housekeeping*, and *True and Sports Afield*. Two entire walls of the museum's gallery are dedicated to his original ad pieces. Companies such as Chrysler Automotive, Stetson Hats, Goodyear Tires, Coca Cola, and Acme Boots are just a small selection of his clientele. Probably because of my own love of good boots, I am particularly drawn to a piece from an Acme campaign that depicts a

ris, Clymer retired to Jackson Hole, Wyo., to pursue nature and scenery painting. The post-retirement section of his portfolio seems to contain the body of work most relevant to today's Western art and receives much acclaim from historians.

"I like to do, and always did, what you call story-telling pictures," Clymer was once quoted saying. Many of his paintings portray a time of homesteaders, frontiersman, and good-ol' cowboy types that are likely reminiscent of Ellensburg's early residents and echo the nostalgic downtown of my experience.

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The fabric of Ellensburg's early populations was also made up by miners, and the ridge today's travelers drop over when arriving from Yakima was once a boomtown location. Then, productive farmlands spread across the valley's low, lush acreage, putting Ellensburg on the global market's map by exporting fruit and wine, and especially hay and beef.

In addition to the valley's well-known exports, there are a few names that garner equal recognition. Anderson is one

steer wrestler competing at a local rodeo. Or perhaps, I am attracted to the pleasing Western lifestyle the ad endorses—a certain breed of satisfaction that comes only from such activities as casually jumping a steer while friends watch in amusement.

At the end of the tour, near the display of Clymer's late-career pieces, a bison is mounted and serves as the head on a wall mural. The physical obstruction is a perfect metaphor for the shift in Clymer's work after he left the world of commercial art. With his high-school sweetheart Do-

plant is located right outside of the main stretch of town. The 50-year-old Anderson Hay Corporation ships Timothy grass hay from Kittitas County to the Pacific Rim. The primary buyers are racehorse owners in Japan. Stateside, Angus cattle are bred and raised to serve thousands. Black Angus Steakhouse restaurants from New Mexico to Alaska and Hawaii serve patrons a healthy serving of surf-n-turf from this same valley. I'm told that the chain's founder, Stuart Anderson, of Seattle, Wash., is a relation of Ellensburg's original Anderson family. He ensures that diners enjoy Western-themed décor at his

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\$99 Road Trip: To Ellensburg and Cle Elum for history and a good steak

One of our favorite independent bookstores, Pearl Street **Books and Gifts** (421 N. Pearl, pearlstreetbooks.com), is housed in the 1888 Building, the only structure in downtown Ellensburg to survive the July 4, 1889, fire that destroyed much of the town.

Across the street, the old Ramsay Hardware Building is home to the **John Ford Clymer Museum and Gallery** (416 N. Pearl St., clymermuseum.com), a showcase of the **work of the hometown son**, American artist and illustrator who lived 1907-1989. Among the museum's permanent collection are illustrations Clymer did for corporate advertisements and paintings featured in the Saturday Evening Post magazine.

Clymer once said of his work, "I like to do, and always did, what you call storytelling pictures." Two galleries to the side of the museum feature the work of other artists. You can find items made in Kittitas County and Washington state as well as Western-themed goodies in the museum store. Admission is free, donations suggested. Closed Sundays.



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Internal Revenue Service
District Director

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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



APPROVAL DOCUMENTATION
DOI(C)3



FOR YOUR INFORMATION

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

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

Ralph Munro, Secretary of State

Exhibit "B"

Guidelines and Requirements for Advertising Expenditures of Lodging Tax

Section 1. 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 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.

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

Section 2. 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 10 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, a signed statement from the contractor that the list is accurate and a copy of the poster/flyer 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.