

COMMUNITY EVENTS FUNDING REQUEST

Due: February 10, 2012

Event Name: Washington County Museum's Free! Family Day
Address: 17677 NW Springville Road, Portland, OR 97229
City, State, Zip: Portland, OR 97229
Contact Name: Karen Norris, Development Officer
Telephone Number: 503.645.5353 x110
E-mail address: karen@WashingtonCountyMuseum.org

1. **Request** (express in whole dollar amounts only)

Cash	\$1,200
In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	_____
Total Request	\$1,200

2. **Purpose of Funding Request:**

The Museum respectfully requests a \$1,200 grant to bring its *Free! Family Day* program to Tigard for one Saturday during the summer of 2012 (date to be determined). Funding will provide free hands-on arts, culture and history activities for local children and families.

Free! Family Day, our most popular program, is held at the Museum monthly on the second Saturday throughout the school year (September to June). On these Saturdays, Museum admission is free for families. Each themed event features an art and craft activity and a history activity that both relate to a specific culture or spirit of the season.

While 10 events are held monthly at the Museum, another four to six, *Free! Family Days on the Road*, take place at locations in Forest Grove/Cornelius, Tigard/Tualatin, Beaverton and Sherwood. This allows families from other Washington County communities to more easily participate without having to travel to the Museum on Portland Community College's Rock Creek Campus.

Upon notification of funding, the Museum will work with local community organizations to identify a location and available date for *Free! Family Day in Tigard*. Venue possibilities include the Tigard Public Library, John Tigard House (in conjunction with the Tigard Historical Association) or the Tigard Area Farmers Market. The Museum has successfully brought *Free! Family Day* to the Beaverton City Library and Hillsboro Tuesday Marketplace. This funding would allow us to reach the Tigard community in the same way.

The Museum presents *Free! Family Days* with partnering organization Print Arts Northwest – a local nonprofit arts organization that represents professional printmakers in the greater Northwest Region. Print Arts Northwest maintains its gallery at the Museum and provides the arts component of this program.

Through *Free! Family Days*, the Washington County Museum aims to do the following:

- Provide a free educational activity for local families.
- Expose children to a variety of cultures.
- Foster creativity and imagination in children.
- Educate children and families about local heritage.
- Introduce new audiences to the Museum and Print Arts Northwest gallery.

During the last year, children and families participated in kite-making and fish-printing, enjoyed a puppet show by Tears of Joy Theatre, heard stories from living-history presenters, learned to quilt with the Westside Quilters Guild and made beautiful print artwork. They have collected colorful leaves and made fall placemats and prints with collograph foil plates. During the holidays, they made vintage wrapping paper, ornaments and cards. The Museum also provides a variety of vintage toys and games, historical artifacts and local animal pelts for hands-on exploration.

A summer event in Tigard will be designed using some of the Museum's most popular activities and those that are relevant to the season. Funding will be used toward staffing, transportation, promotion and outreach, venue rental fee (if required), activity supplies and copies, art supplies, artist stipend, refreshments and promotional flyers.

3. How will this event benefit the Tigard Community?

The Museum serves its community by interpreting and presenting the history of the county through exhibits and programs that focus on a range of topics. Learning about local history helps both children and parents better understand the past, how it shapes the present, and informs the future – supporting them in becoming informed, civically-engaged citizens who can help guide the county's future. *Free! Family Days* are a part of this service to the community and are also a fun, free way to learn something new and spend quality time together as a family.

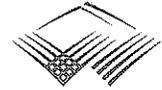
Offering *Free! Family Days* throughout the local community meets the Museum's objective to make its educational programming available to broad and diverse audiences. Making activities accessible and free also allows the Museum to serve families with limited resources who may not otherwise visit Museums, or attend other cultural events.

4. How many Tigard residents do you anticipate participating in this event (or these events)?

The Museum's *Free! Family Days* serve an average of 150 children and families when held at the Museum. Taking the event "on the road" allows the Museum to serve increased numbers, up to 400 children and families depending on location. Holding the Museum's *Family Day* event at a site already seeing a significant amount of traffic (library, farmers market, etc.) ensures these participation numbers.

5. Please submit the following information with this request:

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*



**Organization Budget
Current & Prior Year**

REVENUE	FY 2010-2011 Actual	FY 2011-2012 Budgeted
Government – County and City	\$131,206	\$131,000
Fundraising, Memberships & Special Events	\$168,541	\$208,200
Restricted Gifts and Grants	\$230,560	\$170,000
Program Fees, Registrations, Admissions	\$5,445	\$6,900
Sales Income	\$10,028	\$3,920
Investment Income	\$395	\$250
In-Kind Contributions	\$17,145	\$31,000
TOTAL REVENUE:	\$563,320	\$551,270

EXPENSES		
Personnel	\$206,528	\$318,115 (6.5 FTE)
Advertising and Marketing	\$5,867	\$4,200
Bank Charges	\$3,995	\$3,100
Cost of Items for Resale	\$2,799	\$1,250
Dues and Subscriptions	\$6,552	\$1,135
Fundraising Event Expenses	\$23,943	\$20,100
Hospitality	\$0	\$2,000
Insurance	\$7,976	\$7,000
Interest Expense	\$3,919	\$4,500
Licenses and Fees	\$939	\$4,750
Training/Professional Development	\$0	\$2,300
Materials and Supplies:	\$13,052	\$28,200
Travel/Mileage Reimbursement	\$1,970	\$200
Office Supplies	\$4,694	\$6,000
Postage and Shipping	\$4,695	\$5,000
Printing and Reproduction	\$11,606	\$25,000
Professional Fees and Services	\$56,206	\$52,720
Facilities, Maintenance and Utilities	\$26,302	\$30,248
Exhibit Rental	\$1,500	\$0
In-Kind Expense	\$17,145	\$31,000
Depreciation Expense	\$21,475	\$4,452
Temporarily Restricted Funds	\$115,325	\$0
TOTAL EXPENSES:	\$536,488	\$551,270