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JUN 30 2016

City of Longview, WA

2017-2018 REQUEST FOR FUNDING

APPLICATION DUE: Wednesday, July 5, 2016

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
If so, what is your IRS designation? 501 (c) 3
[Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Dave Campbell, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization Cowlitz County Historical Museum			Activity Name		
Activity type: Event/Festival, Marketing or Facility Facility					
Address 405 Allen Street					
City Kelso	County Cowlitz	State Washington	Zip 98626		
Contact Person					
Name David Freece					
Title Museum Director				Phone (360) 577-3119	
Project Information					
Title and brief description of project: The Cowlitz County Historical Museum is submitting a request to the City of Longview for funding support for 2017 and 2018. Funds will be used to promote tourism and support special exhibits and programs. Our request is for \$10,000 for two years.					
Special Exhibits and Associated Programs Funds will be used to maintain current exhibits, install one special exhibit. Exhibits are created with volunteer labor, staff and consultants. Costs associated with exhibits include Include research, design, materials, carpentry electrical, graphics and photographs. \$5,000					
Publicity and Advertising Funds will support the cost of producing and distributing publicity materials for the museum and for exhibits and programs that are planned for 2017-2018. \$5,000					
Timeline for project: 2017-2018		Geographic area served by this project: Southwest Washington, Northwest Oregon			
Overall predicted attendance: 110,000 (10,000 at museum; 100,000 off-site)		Attendance, # predicted to travel 50+ miles to attend: 87,000			
Attendance, # predicted to travel from out of state/out of country: 20,000		Attendance, # predicted to pay for overnight lodging: 3,000			
Attendance, # predicted to <u>not</u> pay for overnight lodging: 107,000		Predicted paid lodging nights: 1,000			
2017	Amount requested from City of Longview \$5,000	Total project cost: \$241,269		Date of project: From 1/2017 to 12/2017	
2018	Amount requested from City of Longview \$5,000	Total project cost: \$241,269		Date of project: From 1/2018 to 12/2018	

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Cowlitz County	\$130,269*
Cowlitz County Historical Society (2016) – membership, fund drives, museum store, photograph sales, investment earnings.	\$91,000*
* Numbers are from 2016 as 2017-2018 budgets for Cowlitz County and Cowlitz County Historical Society are not yet adopted.	

List any other sources of funding you have applied for:

Source	Amount	Status
City of Kelso Lodging Tax Fund	\$15,000	Pending. This was the 2016 amount.

Specifically how will this grant be used? How do you document your results?

Funds will support the production of publicity materials such as the newsletter, program flyers, sending email notices and updating the museum's reader board, website and Facebook page

Funds will support the maintenance of our new long term exhibit and installation of a new special exhibit.

Educational and public programs will be assisted with support from this fund.

How will this project be financed in the future?

Thanks to the support from the cities of Kelso and Longview, Cowlitz County and fund raising efforts of the Cowlitz County Historical Society the museum has acquired sufficient funds to publicize and present special exhibits and associated programs. It is the museum's plan to use these resources for these purposes.

Signature

David Freese

Date

June 28, 2016

GRANT REPORT

2015 amount received from the City of Longview for this project:

\$5,000.00

2016 amount received from the City of Longview for this project:

\$5,000.00

Note: If project is in process for 2017, please estimate the answers to the following:

How were these funds used?

Funds were used to support the production of publicity materials such as the newsletter, program flyers, sending email notices and updating the museum's reader board, website and Facebook page.

Our new long-term exhibit currently under construction was also supported with lodging tax funds.

And support for educational and public programs came from this source of funds.

How did you measure your results? Please document the achievement of your goal.

Publicity was measured by numbers of publications produced and distributed which included three newsletters and four *Cowlitz Historical Quarterlies* in 2016. Also number of times website and Facebook were accessed.

Programs totaled eight First Thursday presentations plus several others. Educational programs totaled 76 in eight schools in the 2015-2016 school year.

Expenditures on exhibits exceeded \$30,000 for 2016 to date and include carpentry, painting, exhibit mural and exhibit cases.

How will this project be financed in the future?

Thanks to the support from the cities of Kelso and Longview, Cowlitz County and fund raising efforts of the Cowlitz County Historical Society the museum has acquired sufficient funds to publicize and present special exhibits and associated programs. It is the museum's plan to use these resources for these purposes.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	2017	2018
The figures listed for costs are for actuals for 2015 operating budget. The museum's budget from the county and historical society for 2017 and 2018 has not been prepared yet. It is anticipated that like 2016 they will not vary significantly.		
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$136,589	\$136,589
Goods & Services:		
Contract Services – Consultant Fee	\$7,900	\$7,900
Materials/Supplies/Equipment	\$1,762	\$1,762
Construction Cost	\$	\$
Other Misc. Expenses Security, storage	\$2,558	\$2,558
Total Goods & Services:	\$12,220	\$12,220
Operations:		
Facility Rent	\$	\$
Utilities	\$27,277	\$27,277
Other postage, insurance, computers	\$27,460	\$27,460
Total Operations:	\$54,737	\$54,737
Other: printing,	\$16,205	\$16,205
	\$666	\$666
	\$	\$
TOTAL COSTS:	\$220,417	\$220,417

List all funding sources for this project:	2017	2018
Cowlitz County (2016 numbers)	\$130,269	\$130,269
Historical Society – Memberships, fund drives, etc. (2016 numbers)	\$91,000	\$91,000
City of Kelso Lodging tax, pending (2016 number)	\$15,000	\$15,000
	\$	\$
TOTAL OTHER REVENUE:	\$236,269	\$236,269