


TOURISM PROMOTION PROGRAM • APPLICATION FOR FUNDING

APPLICANT INFORMATION

Project Title: Bremerton Symphony Association 2021 Season Promotion
 Project Dates: Beginning: 1/1/2021 Ending: 12/31/2021
 Name of Organization BSA Web Site bremertonsymphony.org
 Mailing Address: PO Box 996 Bremerton WA 98337
 Contact Person: James Kneuer E-Mail: james@bremertonsymphony.org Phone: 360 373 1722
 Amount Requested: \$ 5,000.00 Total Project Cost: \$ 163,000
 Portion of Total Project Cost Requested: 3.0 (%)
 Signature of Authorized Representative 

 Tourism Infrastructure:

Support tourism-related facilities, which is defined as real or tangible personal property with a usable life of three or more years or constructed with volunteer labor and used to support tourism, performing arts, or to accommodate tourist activities.

 Tourism Marketing Activities:

Activities 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 of special events and festivals designed to attract tourists (*not a current funding priority*).

APPLICANTS MUST SUBMIT THE FOLLOWING:

1. A one-page budget including all income and expenses for the entire project (including matching funds and in-kind contributions) and clearly showing expenses for which County lodging tax dollars will be used.
2. Documentation of non-profit status.
3. Your organization's **most recent tax return** or most recent annual financial statement created by an independent source should a tax return not be available. Other documentation showing financial viability may be considered if agency is newly created and the documentation is prepared by an independent source.
4. A two-page document including a description of the proposed project with an explanation of how it will assist in building tourism and/or promoting events or activities that will bring tourists to Kitsap County. Include marketing plans and examples of performance indicators and well as plans for future sustainability. For more information see the included template.
5. No additional materials will be accepted.
6. If these basic criteria are not met, the application will not be reviewed
7. Certificate of Insurance evidencing that any required insurance coverages are, or will be, in effect through the 2021 calendar year.

Send Completed Application and Required Documentation to:

Please submit by mail to: **OR**

MAILING ADDRESS
 Vicki Martin, Buyer
 Kitsap County Purchasing Office
 614 Division Street, MS-7
 Port Orchard, WA 98366

Hand deliver to:
PHYSICAL ADDRESS
 Vicki Martin, Buyer
 Kitsap County Administration Building
 Purchasing Office – Fourth Floor
 619 Division Street
 Port Orchard, WA 98366

All documentation must be received by deadline and contain ALL submission requirements to be considered for funding. Please provide (7) copies of submission package without staples. Questions? Call Vicki Martin at 360 337 4788 or e-mail vmartin@co.kitsap.wa.us

TYPE OF PROPOSAL
SUBMISSION REQUIREMENTS

| <u>INCOME</u> | | <u>APPROVED</u> <u>2019-20</u> | <u>PROPOSED</u> <u>2020-21</u> | <u>ANNUAL</u> <u>CHANGE</u> |
|---------------|-------------------------|-----------------------------------|-----------------------------------|--------------------------------|
| 1 | Tuition and Fees | \$13,720 | \$8,190 | 60% |
| 2 | Admissions | \$77,900 | \$14,200 | 18% |
| 3 | Grants | \$32,500 | \$24,462 | 75% |
| 4 | Sponsorship | \$57,000 | \$40,975 | 72% |
| 5 | Program Advertising | \$6,500 | \$4,000 | 62% |
| 6 | Contributed Income | | | |
| 7 | Individual Gifts | \$69,112 | \$80,000 | 116% |
| 8 | Special Events | \$24,000 | \$30,000 | 125% |
| 9 | Memberships | \$6,000 | \$97,200 | 1620% |
| 10 | Reserved (Scholarships) | \$200 | \$0 | 0% |
| 11 | Merchandise | \$500 | \$300 | 60% |
| 12 | TOTAL INCOME | \$287,432 | \$299,327 | 104% |

EXPENSES

| <u>Program</u> | | | | |
|----------------|--------------------------------|------------------|------------------|------------|
| 13 | Program Salaries | \$92,606 | \$85,556 | 92% |
| 14 | Payroll Taxes | \$12,039 | \$11,122 | 92% |
| 15 | Payroll Benefits | \$9,000 | \$9,500 | 106% |
| 16 | Guest Artists/Imports/Fees | \$20,475 | \$9,125 | 45% |
| 17 | Venue Expense | \$12,381 | \$5,000 | 40% |
| 18 | Stage Management/Event Support | \$2,000 | \$1,200 | 60% |
| 19 | Program Print Production | \$5,375 | \$2,000 | 37% |
| 20 | Marketing/Advertising | \$31,300 | \$31,550 | 101% |
| 21 | Music Purchase/Rental | \$500 | \$2,005 | 401% |
| 22 | Equipment Purchase/Rental | \$1,600 | \$4,950 | 309% |
| 23 | Dues/Fees/Licenses | \$1,200 | \$1,200 | 100% |
| 24 | Liability Insurance | \$1,477 | \$750 | 51% |
| 25 | Total Program Expense | \$185,003 | \$163,958 | 89% |

Administration

| | | | | |
|----|-------------------------------------|-----------------|------------------|-------------|
| 26 | Administrative Salaries | \$58,200 | \$77,500 | 133% |
| 27 | Payroll Taxes | \$11,640 | \$13,320 | 114% |
| 28 | Payroll Benefits | \$5,400 | \$5,400 | 100% |
| 29 | Rent | \$8,488 | \$8,613 | 101% |
| 30 | Bank/Processing Fees | \$4,500 | \$4,000 | 89% |
| 31 | Phone/Internet | \$3,000 | \$4,000 | 133% |
| 32 | Information Technology | \$7,500 | \$4,500 | 60% |
| 33 | Insurance | \$830 | \$830 | 100% |
| 34 | Professional Services | \$1,500 | \$1,485 | 99% |
| 35 | Postage | \$1,500 | \$2,500 | 167% |
| 36 | Business Expense | \$150 | \$1,000 | 667% |
| 37 | Fundraising Expense | \$8,100 | \$7,500 | 93% |
| 38 | Total Administration Expense | \$98,643 | \$130,648 | 132% |

Concessions & Merchandise

| | | | | |
|----|--------------------------------|------------------|------------------|-------------|
| 39 | Cost of Goods Sold | \$0 | \$0 | 0% |
| 40 | Total C&M COGS | \$0 | \$0 | 0% |
| 41 | TOTAL EXPENSES | \$283,646 | \$293,449 | 103% |
| 42 | Capital Investment Gain/Loss | \$0 | \$0 | 0% |
| 43 | TOTAL REVENUE (OR LOSS) | \$3,786 | \$5,878 | 155% |



Board of Directors

Connie Lord, President
Jerry McDonald, First Vice President
Dr. Ronald Morse, Treasurer
Devon Steele, Secretary
Richard Asche
Steve A. Bard
Tom Cameron, PhD
Jerry McDonald
Tom Jacobs
Carol Slade
Al Dillan, Emeritus

Staff

Alan Futterman, Music Director
LeeAnne Campos, Chorale Director
Derick Polk, Youth Jazz Director
Gary Dahl, Associate Conductor
Tames Alan, Stage Manager
Tricia Soriano, Office & Operations Manager
Brienne Perron, Music Librarian
James Knauer, Business Manager

Kitsap County Administrative Services
614 Division St., MS-7
Port Orchard, WA 98366

2021 Lodging Tax

Bremerton Symphony Association was founded in 1942 following the celebratory suggestions given by President Franklin Roosevelt to “wave flags, and make music!” We are proud to continue our stewardship of this elder organization into its 78th season, which will run July 2020 through June 2021. Kitsap County has long been a supporter of the Symphony, and we are excited to share some key changes in our marketing plan from past seasons.

The funds we receive from Kitsap County are applied strictly to our program expenses, which represent the artistic costs of producing our events. We rely on our generous donors and other fundraisers to cover BSA’s operating expenses, and are not included in this request.

Specifically, BSA will engage these partnerships:

Print Media: Contracts with Kitsap Sun, Sound Publishing, and Classical King FM;

Social Media: Contracts with Facebook, Twitter, WordPress, and MailChimp for integrated delivery of electronic marketing materials;

Washington Ferries: Color posters for upcoming events and our whole season will be posted on all ferries;

Bremerton/Kitsap Airporter: Color posters for upcoming events and out whole season will be posted on all BKA transportation vehicles, catching people moving to and from SEATAC.

Season Brochure: Half-sized color booklet that describes the season, with forms for ordering season subscriptions and making donations. Almost 500 of these have already been distributed to the community.

Concert Program: Full-sized color booklet with color inserts that is supported by dozens of paid local advertisers. The per season audience size for these programs is 6,000 people.

Heads In Beds: Many of our events run late, and several of these have receptions scheduled afterwards, in which our patrons, musicians, and staff linger often well past midnight. They will choose to stay on this side of the water, giving our community a tourism

Form **990**

Return of Organization Exempt From Income Tax

GMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2018

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2018 calendar year, or tax year beginning **JUL 1, 2018** and ending **JUN 30, 2019**

| | | | |
|--|--|---|--|
| B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending | C Name of organization Bremerton Symphony Association | | D Employer identification number 91-0836954 |
| | Doing business as | | E Telephone number 360-373-1722 |
| | Number and street (or P.O. box if mail is not delivered to street address) | Room/suite | G Gross receipts \$ 273,460. |
| | PO Box 996 | | H(a) Is this a group return for subordinates? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | City or town, state or province, country, and ZIP or foreign postal code Bremerton, WA 98337 | | H(b) Are all subordinates included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| F Name and address of principal officer: Connie Lord PO Box 996, Bremerton, WA 98337 | | H(c) Group exemption number ▶ 3518 | |
| I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 | | | |
| J Website: ▶ www.bremertonsymphony.org | | | |
| K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ | | L Year of formation: 1967 M State of legal domicile: WA | |

Part I Summary

| | | | |
|--|---|----------------------------------|---------------------|
| Activities & Governance | 1 Briefly describe the organization's mission or most significant activities: We unite and enrich West Sound communities by sharing a passion for live music, preserving artistic | | |
| | 2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets | | |
| | 3 Number of voting members of the governing body (Part VI, line 1a) | 3 | 10 |
| | 4 Number of independent voting members of the governing body (Part VI, line 1b) | 4 | 10 |
| | 5 Total number of individuals employed in calendar year 2018 (Part V, line 2a) | 5 | 27 |
| | 6 Total number of volunteers (estimate if necessary) | 6 | 0 |
| | 7a Total unrelated business revenue from Part VIII, column (C), line 12 | 7a | 0. |
| | 7b Net unrelated business taxable income from Form 990-T, line 38 | 7b | 0. |
| Revenue | 8 Contributions and grants (Part VIII, line 1h) | Prior Year | Current Year |
| | 9 Program service revenue (Part VIII, line 2g) | 108,156. | 128,503. |
| | 10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) | 225,404. | 143,931. |
| | 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) | 37. | 243. |
| | 12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 17,975. | 783. |
| | | 351,572. | 273,460. |
| Expenses | 13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) | 0. | 0. |
| | 14 Benefits paid to or for members (Part IX, column (A), line 4) | 0. | 0. |
| | 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) | 216,104. | 199,628. |
| | 16a Professional fundraising fees (Part IX, column (A), line 11e) | 0. | 0. |
| | b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0. | | |
| | 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) | 139,547. | 112,453. |
| | 18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) | 355,651. | 312,081. |
| 19 Revenue less expenses. Subtract line 18 from line 12 | -4,079. | -38,621. | |
| Net Assets or Fund Balances | 20 Total assets (Part X, line 16) | Beginning of Current Year | End of Year |
| | 21 Total liabilities (Part X, line 26) | 112,633. | 49,290. |
| | 22 Net assets or fund balances. Subtract line 21 from line 20 | 50,614. | 25,973. |
| | 62,019. | 23,317. | |

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

| | | | | | |
|-------------------------------|---|--------------------------------|-------------------------------|--|-----------------------|
| Sign Here | Signature of officer | Date | | | |
| | Connie Lord, President Type or print name and title | | | | |
| Paid Preparer Use Only | Print/type preparer's name | Preparer's signature | Date | Check if self-employed <input checked="" type="checkbox"/> | PTIN P01069978 |
| | Firm's name ▶ Huddleston, McKenzie & Associates, PLLC | Firm's EIN ▶ 91-2004637 | Phone no. 360-698-9665 | | |
| | Firm's address ▶ 3500 NW Anderson Hill Road Silverdale, WA 98383 | | | | |

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

boost. When an event concerns our youth musicians, we sell many tickets to extended relatives who are in town to see their young ones on stage. For them, it's a big family to-do, and they spend money on local food and lodging.

Marketing Representative: We have created a new paid staff position to conduct marketing activities throughout the season, as we seek to widen our presence in Bremerton, Silverdale, Poulsbo, Kingston, Bainbridge Island, Port Orchard, Belfair, Shelton, and Gig Harbor.

Youth Programs: Musical experiences for children create memories that last a lifetime, instilling a quiet mental discipline that uplifts everyone around them. For youth, we conduct a jazz program that attracts 10 students each season. They play concerts, as well as in local community venues, such as retirement facilities and club halls. For them, we set aside scholarship funds each season to assist those families with financial stress. We also conduct an annual concerto competition for young artists, and feature these talented musicians in a special concert each Spring, this season in Poulsbo. Finally, each Spring, we conduct OrKIDStra, where the Symphony invites fourth and fifth grade classes from Kitsap County to the Bremerton High School Performing Arts Center to enjoy what for many is their first symphonic experience in a large venue. And we pack the hall year after year!

Artistic Partners: We partner with two local organization each season, Peninsula Dance Theater and Kitsap Opera. Peninsula Dance Theater is typically involved with OrKIDStra, as the show often contains a sort of ballet. All three organizations rely on cross-promotion to bring people into our community to experience fine art.

Thank you for your attention to this matter, and we look forward to working with Kitsap County in 2021.

James Knauer, Business Manager, BSA

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Propel Insurance, Tacoma Commercial Insurance, 1201 Pacific Ave, Suite 1000, Tacoma, WA 98402
CONTACT NAME: Jessica Zomerdyk, PHONE: 800 499-0933, FAX: 866 577-1326, E-MAIL ADDRESS: Jessica.Zomerdyk@propelinsurance.com
INSURER(S) AFFORDING COVERAGE: Philadelphia Insurance

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: Kitsap County Dept of Administrative Services, 614 Division St, MS-7, Port Orchard, WA 98366
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Mark Davis

Address any reply to: Sixth and Lenora Bldg., Seattle, Wash. 98121

US Treasury Department

District Director

Internal Revenue Service

Date: December 30, 1968 In reply refer to: L-178, Code 414:JVS
SEA:EO:68-412

Bremerton Symphony Association, Inc.
2135 Marine Drive
Bremerton, Washington 98310



Gentlemen:

Purpose: Charitable and Educational
Address Inquiries and File Returns with District
Director of Internal Revenue: Seattle, Washington

Form 990-A Required: Yes No
Accounting Period Ending: July 31

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

Neal S. Warren
District Director

FORM 15-A
11-65
PART 4

**NOTICE OF EMPLOYER
IDENTIFICATION NUMBER**

Please make a separate
record of this number for
use in case this notice
should be lost or destroyed.

91 0836954

Bremerton Symphony Association, Inc.

3421 Kitsap Way, c/o G. F. Asbury

Bremerton, Washington

98310

Kitsap

The Identification Number shown above will be used by the Internal Revenue Service to identify your Federal tax returns, and other documents, i.e., 1120, 940, 941, etc., and your payments of the taxes reported on such returns. Your Identification Number should be shown on such returns, documents, and on any related forms or correspondence.

If you change your address, please report the new address to the District Director for the Internal Revenue District in which the new address is located. You should continue to use the same Identification Number even though you change the address of your principal place of business.

District Director of Internal Revenue