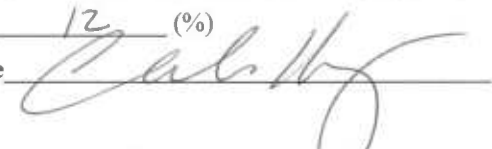


TOURISM PROMOTION PROGRAM • APPLICATION FOR FUNDING

APPLICANT INFORMATION

Project Title: Admiral Theatre Sustainability During Covid
 Project Dates: Beginning: January 1, 2021 Ending: December 31, 2021
 Name of Organization Admiral Theater Web Site http://admiraltheater.org
 Mailing Address: 515 Pacific Avenue, Bremerton WA 98337
 Contact Person: Chad Haight E-Mail: chad@admiraltheater.org Phone: 206-755-5555
 Amount Requested: \$ 50,000 Total Project Cost: \$ 403,627
 Portion of Total Project Cost Requested: 12 (%)
 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

TYPE OF PROPOSAL

SUBMISSION REQUIREMENTS

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

ADMIRAL THEATRE SUSTAINABILITY DURING COVID

Proposal

For more than 78 years now, the Admiral Theatre has attracted visitors as Kitsap County's premier live entertainment and events venue. As is the case with many tourist attractions, the Admiral Theatre Foundation (501c3 nonprofit) is facing dire circumstances due to the ongoing COVID-19 pandemic. We were forced to close in March 2020 and are planning to reopen when conditions allow in 2021, but only if we can sustain operations until that time.

We are seeking support from the Kitsap County Lodging Tax as a small percentage of the costs involved for the Admiral Theatre Foundation to sustain our existence. The re-opening and continuing presence of the Admiral Theatre Foundation is of critical importance to the theatre, of course, but also to the county as a major generator of tourism and visitors from Northwest states and Canada.

Normally, we focus on a single event for the purposes of this grant application. But the only event that matters at this point is the actual re-opening of the theatre and its continued existence as an institution important to Kitsap County.

In order to re-open successfully, we have reduced our staffing, paid salaries, and expenses to a core group needed to put together all of the plans needed for a successful re-opening. This core group includes administrative management, marketing, fundraising, and accounting personnel required. At present we are asking our board of directors to retain these key personnel in order to be ready when the time comes. Losing any of these people could disrupt our ability to successfully re-open. In addition, we face high costs needed for re-opening itself: PPE, training, disinfecting, new egress, ticketless entry, and many other safety measures. We are seeking funding to just help us mitigate any potential expense in retaining key personnel and startup expenses. Because we anticipate much more limited income, we are faced with a serious shortfall in cashflow and affordability.

We are asking the county to fund 12% (\$50,000) of our anticipated payroll and reopening expenses (\$403,627) during the 2021 year. We could certainly use more help than that but understand fully the county has only limited funds for assistance. We are also actively pursuing other grant, sponsorship, donation, and other funding sources to head off a potential disaster.

Preparation

During our down time the theatre has taken measures to prepare for reopening, including all required protocols to open safely for our patrons. We are training the staff on just how to manage all aspects of hygiene, cleaning, egress, paperless tickets, screening, safety protocols, and many other required aspects of working in the "new normal." The safety of our patrons is our foremost concern. We do not feel we can re-open until we feel assured of that safety.

Wyer

Tourism Magnet

Our track record has demonstrated the theatre's ability to bring people to Kitsap County from within the county itself and from adjacent counties, including Mason, Pierce, Clallam, and King counties. In our most recent years our records indicate that 11,121 people traveled 50 miles or more in order to attend an event at the theatre. Of these long-distance attendees we anticipate that over 6,000 of them stayed in a hotel somewhere in Kitsap County. This is but one of the many reasons the theatre serves as a tourism generator.

In the year 2019, an economic generator calculator from Americans For The Arts, a performing arts research group, showed that the presence of The Admiral has created over 73 full-time jobs locally, created \$1.6-million in household incomes, contributed \$76,500 to local governments, and \$89,820 to state government.

Marketing

The Admiral Theatre is supported by a professional marketing effort that gives depth and exposure and success to our efforts to bring people to Kitsap County. Our marketing efforts include major print and online advertising, major branding efforts, brochures, posters, direct mail, playbills, videos, and performer interviews. We have seen annual growth in attendance, revenue, and other success indicators, much of it due to our marketing efforts.

Sustainability

Please understand that we are reaching out to our county for help in order to keep the Admiral Theatre in existence. We have come to understand that our ability to re-open successfully will only be possible when this pandemic has been overcome, most likely through the advent of a successful vaccine anticipated during the 2021 calendar year. The Admiral Theatre has a strong track record of sustained performance since 1997. We remain confident that after getting through this pandemic period, the theatre will be able to sustain operations into the future.

The county's grant would offer significant assistance in our effort to continue as an important venue that has demonstrated its ability to serve as a generator of tourism, community, and economic success for Bremerton and Kitsap County,

We appreciate your consideration.



ADMITH1

OP ID: WD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/04/2020

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. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgren Hecker & Lemmon Ins Inc P.O. Box 986 Poulsbo, WA 98370 Rich Hecker	360-779-4448	CONTACT Wendy Dailey NAME: PHONE (A/C, No, Ext): 360-779-4448 FAX (A/C, No): 360-697-4598 E-MAIL ADDRESS: wendy@ehlinsurance.com
	INSURER(S) AFFORDING COVERAGE INSURER A: American Alternative Ins. Co. NAIC # 19720 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Admiral Theatre Foundation Brian Johnson 515 Pacific Avenue Bremerton, WA 98337		

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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NPIP202158541	06/01/2020	06/01/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Kitsap Bank PO Box 390231 Minneapolis, MN 55439-0231	KITSBAB 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 <i>Wendy J. Dailey</i>
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Budget Summary 2021

8/4/20

REVENUE	BUDGET	
Donations-Grants	\$172,500	35%
Sponsorship	\$35,000	7%
Special Events	\$50,000	10%
Ticket Sales	\$185,000	38%
Beverages-Bar	\$29,000	6%
Food Sales	\$4,800	1%
User Event Revenue	\$12,000	2%
Total Income	\$488,300	100%
COST OF GOODS EXPENSES		
Artist Costs	\$122,075	25%
Cost of Goods House	\$29,000	6%
Cost of Goods Payroll	\$44,500	9%
Advertising & Promotion	\$35,000	7%
Special Events	\$7,500	2%
Total COGS	\$238,075	49%
Gross Income	\$250,225	51%
EXPENSES		
Payroll (Overhead)	\$316,627	65%
Overhire Payroll	\$0	0%
Reopening Supplies	\$13,500	3%
Occupancy	\$60,333	12%
Interest	\$15,985	3%
Equipment, etc.	\$4,500	1%
Other General Expenses	\$6,205	1%
Fundraising Expense	\$3,500	1%
Special Events Expense	\$7,500	2%
Total Expense	\$428,150	88%
Net Ordinary Income	(\$177,925)	-36%
Depreciation & Amortization	\$159,000	33%
Total Other Expense	\$164,102	34%
Net Other Income	(\$143,951)	-29%
Net Income	(\$407,062)	-83%

Orange Highlight shows expenses for which we seek funding support.

**Application for Recognition of Exemption
 Under Section 501(c)(3) of the Internal Revenue Code**

Read the instructions for each Part carefully.

A User Fee must be attached to this application.

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.

Part I Identification of Applicant

1a Full name of organization (as shown in organizing document) The Admiral Theatre Foundation		COPY	2 Employer identification number (If none, see instructions.) 91 : 1478193
1b c/o Name (if applicable) Ruth Waibel			3 Name and telephone number of person to be contacted if additional information is needed Ruth Waibel (206) 377-8831
1c Address (number and street) 515 Pacific Avenue		4 Month the annual accounting period ends December 31	
1d City or town, state, and ZIP code Bremerton, WA 98310		5 Date incorporated or formed February 27, 1990	
6 Activity codes (See instructions.) 088 062 090		7 Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> 501(k)	
8 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? If "Yes," attach an explanation.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9 Has the organization filed Federal income tax returns or exempt organization information returns? If "Yes," state the form number(s), years filed, and Internal Revenue office where filed.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

- 10** Check the box for your type of organization. BE SURE TO ATTACH A COMPLETE COPY OF THE CORRESPONDING DOCUMENTS TO THE APPLICATION BEFORE MAILING.
- a Corporation— Attach a copy of your Articles of Incorporation, (including amendments and restatements) showing approval by the appropriate state official; also include a copy of your bylaws.
 - b Trust— Attach a copy of your Trust Indenture or Agreement, including all appropriate signatures and dates.
 - c Association— Attach a copy of your Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of your bylaws.

If you are a corporation or an unincorporated association that has not yet adopted bylaws, check here

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here _____
 (Signature) (Title or authority of signer) (Date)

For Paperwork Reduction Act Notice, see page 1 of the Instructions.

Complete the Procedural Checklist (page 7 of the Instructions) prior to filing.

Part II Technical Requirements (Continued)

- 7 Is the organization a private foundation?
 Yes (Answer question 8.)
 No (Answer question 9 and proceed as instructed.)

- 8 If you answer "Yes" to question 7, do you claim to be a private operating foundation?
 Yes (Complete Schedule E)
 No

After answering this question, go to Part IV.

- 9 If you answer "No" to question 7, indicate the public charity classification you are requesting by checking the box below that most appropriately applies:

THE ORGANIZATION IS NOT A PRIVATE FOUNDATION BECAUSE IT QUALIFIES:

- | | |
|--|--|
| (a) <input type="checkbox"/> As a church or a convention or association of churches (MUST COMPLETE SCHEDULE A.) | Sections 509(a)(1) and 170(b)(1)(A)(i) |
| (b) <input type="checkbox"/> As a school (MUST COMPLETE SCHEDULE B). | Sections 509(a)(1) and 170(b)(1)(A)(ii) |
| (c) <input type="checkbox"/> As a hospital or a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital (MUST COMPLETE SCHEDULE C). | Sections 509(a)(1) and 170(b)(1)(A)(iii) |
| (d) <input type="checkbox"/> As a governmental unit described in section 170(c)(1). | Sections 509(a)(1) and 170(b)(1)(A)(v) |
| (e) <input type="checkbox"/> As being operated solely for the benefit of, or in connection with, one or more of the organizations described in (a) through (d), (g), (h), or (i) (MUST COMPLETE SCHEDULE D). | Section 509(a)(3) |
| (f) <input type="checkbox"/> As being organized and operated exclusively for testing for public safety. | Section 509(a)(4) |
| (g) <input type="checkbox"/> As being operated for the benefit of a college or university that is owned or operated by a governmental unit. | Sections 509(a)(1) and 170(b)(1)(A)(iv) |
| (h) <input checked="" type="checkbox"/> As receiving a substantial part of its support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. | Sections 509(a)(1) and 170(b)(1)(A)(vi) |
| (i) <input type="checkbox"/> As normally receiving not more than one-third of its support from gross investment income and more than one-third of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). | Section 509(a)(2) |
| (j) <input type="checkbox"/> We are a publicly supported organization but are not sure whether we meet the public support test of block (h) or block (i). We would like the Internal Revenue Service to decide the proper classification. | Sections 509(a)(1) and 170(b)(1)(A)(vi) or Section 509(a)(2) |

If you checked one of the boxes (a) through (f) in question 9, go to question 14.

If you checked box (g) in question 9, go to questions 11 and 12.

If you checked box (h), (i), or (j), go to question 10.

DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91754

DEPARTMENT OF THE TREASURY

Date: JUL. 19, 1991

THE ADMIRAL THEATRE FOUNDATION
C/O RUTH WAIBEL
515 PACIFIC AVENUE
BREMERTON, WA 98310

Employer Identification Number:
91-1478193
Case Number:
951171030
Contact Person:
CARDI MOCHIZUKI
Contact Telephone Number:
(213) 725-7874

Accounting Period Ending:
December 31
Foundation Status Classification:
See Attached
Advance Ruling Period Begins:
Feb. 27, 1990
Advance Ruling Period Ends:
Dec. 31, 1994
Addendum Applies:
No

Dear Applicants:

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

Letter 1045(CG)

THE ADMIRAL THEATRE FOUNDATION

makes a final determination of your foundation status.

If notice that you will no longer be treated as a publicly supported organization is published in the Internal Revenue Bulletin, grantors and contributors may not rely on this determination after the date of such publication. In addition, if you lose your status as a publicly supported organization and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that the Service had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date such knowledge was acquired.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not

