


# 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	<b>TOTAL INCOME</b>	<b>\$287,432</b>	<b>\$299,327</b>	<b>104%</b>
 <u>EXPENSES</u>				
<b>Program</b>				
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	<b>Total Program Expense</b>	<b>\$185,003</b>	<b>\$163,958</b>	<b>89%</b>
 <b>Administration</b>				
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	<b>Total Administration Expense</b>	<b>\$98,643</b>	<b>\$130,648</b>	<b>132%</b>
 <b>Concessions &amp; Merchandise</b>				
39	Cost of Goods Sold	\$0	\$0	0%
40	<b>Total C&amp;M COGS</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
41	<b>TOTAL EXPENSES</b>	<b>\$283,646</b>	<b>\$293,449</b>	<b>103%</b>
42	Capital Investment Gain/Loss	\$0	\$0	0%
43	<b>TOTAL REVENUE (OR LOSS)</b>	<b>\$3,786</b>	<b>\$5,878</b>	<b>155%</b>





#### **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 78<sup>th</sup> 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](http://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>B</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	<b>C</b> Name of organization <b>Bremerton Symphony Association</b>		<b>D</b> Employer identification number <b>91-0836954</b>
	Doing business as		<b>E</b> Telephone number <b>360-373-1722</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	<b>G</b> Gross receipts \$ <b>273,460.</b>
	<b>PO Box 996</b>		<b>H(a)</b> 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 <b>Bremerton, WA 98337</b>		<b>H(b)</b> Are all subordinates included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>F</b> Name and address of principal officer: <b>Connie Lord</b> <b>PO Box 996, Bremerton, WA 98337</b>		<b>H(c)</b> Group exemption number <b>▶ 3518</b>	
<b>I</b> 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			
<b>J</b> Website: <b>▶ www.bremertonsymphony.org</b>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L</b> Year of formation: <b>1967</b> <b>M</b> State of legal domicile: <b>WA</b>	

**Part I Summary**

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

**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.

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

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

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
7/31/2020

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

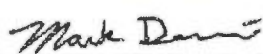
<b>PRODUCER</b> Propel Insurance Tacoma Commercial Insurance 1201 Pacific Ave, Suite 1000 Tacoma, WA 98402	CONTACT NAME: <b>Jessica Zomerdyk</b> PHONE (A/C, No, Ext): <b>800 499-0933</b>	FAX (A/C, No): <b>866 577-1326</b>	
	E-MAIL ADDRESS: <b>Jessica.Zomerdyk@propelinsurance.com</b>		
<b>INSURED</b> Bremerton Symphony Association Inc Bremerton Youth Symphony PO Box 996 Bremerton, WA 98337	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>Philadelphia Insurance</b>		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2105971	04/29/2020	04/29/2021	EACH OCCURRENCE                      \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence)    \$ <b>100,000</b> MED EXP (Any one person)            \$ <b>5,000</b> PERSONAL & ADV INJURY                \$ <b>1,000,000</b> GENERAL AGGREGATE                    \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG            \$ <b>2,000,000</b> \$
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2105971	04/29/2020	04/29/2021	COMBINED SINGLE LIMIT (Ea accident)    \$ <b>1,000,000</b> 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                                      \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	PHPK2105971 WA Stop Gap	04/29/2020	04/29/2021	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT                      \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE            \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT            \$ <b>\$1,000,000</b>

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

<b>CERTIFICATE HOLDER</b>  Kitsap County Dept of Administrative Services 614 Division St, MS-7 Port Orchard, WA 98366	<b>CANCELLATION</b>  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 
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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