

Supplemental Information Form for Tacoma Creates Funding Comprehensive Organizational Support

1. **Public Benefit.** How will your organization offer public benefit for the community during the months of April, May, and June? This may include providing programs or services online (please share links if applicable), shifting to offer new programs and services that respond to the pandemic, planning and development for programs to be delivered later this year, or other creative and innovative efforts. Please list the programs, services, and planning you will be doing, including who will be involved in the work and who will be served. If you are focusing on planning, please list the specific steps that will be completed by the end of June.

2. **Financial Needs.** Help us understand your current financial needs; general estimates are fine.
 - a. Income lost due to cancelled programming, March-May _____
 - b. Amount needed to cover staff/contractors/benefits for April-June _____
 - c. Amount needed to cover critical facilities/rent/overhead expenses for April-June _____
 - d. Amount needed to cover materials/supplies/communications or other non-staff expenses related to the programming you are able to provide, April-June ____

3. **Employment Impacts.** How many jobs was your organization supporting during pre-pandemic operating circumstances, and how many jobs are you providing now? Please answer for each of the staffing categories below:
 - a. Number of Full Time Employees:
 - i. Pre-pandemic
 - ii. Now
 - b. Number of Part-Time Employees:
 - i. Pre-pandemic
 - ii. Now
 - c. Number of Contractor positions:
 - i. Pre-pandemic
 - ii. Now

4. **Planned Expenses:** Based on the amount of Phase 1 funding that Tacoma Creates is able to provide at this time, please complete this budget chart to show how you intend to spend these funds.
 - This budget should cover immediate expenses in April, May, and June
 - Focus on payments to individuals and support for public benefit work, as well as other critical expenses to sustain your organization.
 - Staffing costs for producing any programs and services should be included in the “Cultural Workers” section of the budget. You may add additional categories of expenses as needed in each section.
 - Please plan to track expenses for future reporting.

Cultural Workers	April	May	June
Wages/Salaries for Employees			
Health Insurance / Other Benefits			
Fees to Contractors (Artists, Instructors, Other Cultural Workers not on staff)			
Facilities			
Rent/Occupancy			
Utilities			
Insurance			
Non-Staff costs for Public Benefit Programs / Services			
Materials			
Communications			
TOTAL			

5. Your organization must be available to participate in focus groups or other planning processes organized by the Office of Arts & Cultural Vitality, related to recovery and re-imagination efforts as our community recovers from this pandemic. Do you see any issues with being able to participate?

Person completing this form, if other than primary contact for overall application

Name

Title

Email

Phone