



BREMERTON ARTS COMMISSION

Application for the ROOSEVELT SMITH MEMORIAL GRANT

In honor of Bremerton Arts Commissioner Roosevelt Smith, the Arts Commission is pleased to offer a mini grant to support local individual artists and arts organizations. The Bremerton Arts Commission (BAC) is dedicated to celebrating and fostering the arts and to enriching our community's environment and experiences. Roosevelt Smith embodied this commitment through his unwavering dedication to cultural expression and diversity in Bremerton.

Appointed by Mayor Greg Wheeler in February 2020, Roosevelt brought extensive experience from his service on the Kitsap County Arts Commission and numerous other esteemed organizations. He was a passionate advocate for Bremerton's diverse community and its rich African American heritage. Notably, Roosevelt played a key role in the Quincy Square Mural project, ensuring African American representation in both the selection of the artwork and the artist. His love for history, particularly Bremerton's, was also evident through his tenure on the Kitsap History Museum's board of trustees.

Roosevelt's leadership, positivity, and friendship will be deeply missed by all, especially by the Bremerton Arts Commission.

The Bremerton Arts Commission supports:

- Public Art Works
- Public Performances
- Public Arts Education
- Art Diversity

CRITERIA

The Bremerton Arts Commission is offering mini grant opportunities to individuals and organizations to promote the Arts in Bremerton. These grants may be used for any art form or activity, including literary, culinary, performing, visual or media arts.

Proposed projects must be of benefit and accessible to Bremerton residents. A broad range of artistic and cultural expression that reflects Bremerton's diversity is encouraged. Complete applications must be submitted at least 90 days prior to the installation or event.

ELIGIBILITY REQUIREMENTS:

- Anyone may apply
- Applications will be taken throughout the year, but the project or activity must be carried out within the calendar year in which the grant is awarded
- The project or activity must have the arts as a main component
- Any performance or activity must take place within the City of Bremerton
- Any performance or activity must be free of charge to the public
- Any written or visual art will become the property of the City of Bremerton
- Eligible applicants should exhibit the capability of carrying out the grant

- Funds may be used for materials and the promotion and/or production of the project, but may not be used for salaries
- Applicants may only submit one application per grant (quarterly)

We welcome project proposals that offer clear public access, positively impact the community, and reflect Bremerton’s diverse artistic and cultural expressions. Please submit complete applications at least 90 days prior to your installation or event

The Bremerton Arts Commission supports:

- Public Art Works
- Public Performances
- Public Arts Education
- Art Diversity

REVIEW PROCESS

The BAC will evaluate all grant applications and inform applicants of their status in the process. Grants are awarded quarterly.

REQUIRED APPLICATION INFORMATION THAT APPLY

Completed Application

Illustrations/plans/schematic drawings of proposed project

Detailed project budget including funds secured to date (if applicable).

2 References

Board of Directors List (if applicable)

Copy of 501(C)(3) document (if applicable)

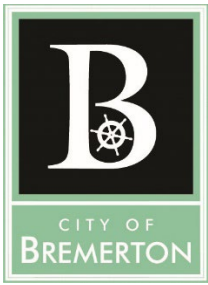
Copy of most recent 990 (if applicable)

Copy of City of Bremerton Business License (if applicable)

Final report submitted no longer than 90 days after project/performance/installation if required

GRANTEE REQUIREMENTS

- Artists/Organizations who receive funding or in-kind donations must acknowledge the City’s support by stating “Funded by (or in part) the City of Bremerton Arts Commission” on all promotional materials, printed and online.
- The Artist/Organization must provide a final report to the BAC within 90 days of the completed project/performance/installation if required. The BAC encourages grant recipients to share their successes and accomplishments.



ROOSEVELT SMITH MEMORIAL GRANT

1. Applicant Information:

- **Name:** _____
- **Organization/Institution:** _____
- **Address:** _____
- **Email:** _____
- **Phone Number:** _____

2. Project Title:

3. Project Description: Briefly describe the purpose of your project. What community need does it address?

Activities: Outline the main activities you will undertake to achieve your objective.

4. Target Audience: Describe who will benefit from your project and how many individuals you expect to reach.

5. Budget:

- **Total Amount Requested:** (up to \$500)

6. Budget Breakdown: Provide a detailed list of expenses. (Example: Art Supplies: Workshop Facilitator Fees: Marketing Materials) See attached Budget Worksheet.

7. Additional Documents-Attach additional Documents (See Grant requirements, If applicable)

8. Expected Outcomes: What do you hope to achieve with this project? Include specific, measurable outcomes.

9. Timeline: Provide a brief timeline for your project’s execution. (Example: Month 1: Purchase supplies and finalize workshop schedule, Months 2-3: Conduct weekly workshops, Month 4: Showcase participant artwork in a community exhibition)

10. Conclusion: Summarize why your project warrants funding.

11. References: Please list up to 3 references

Name _____	Relationship _____
Name _____	Relationship _____
Name _____	Relationship _____

Signature _____	Date _____
Parent/guardian Signature _____	Date _____

Example of Budget Worksheet

Art Project Budget Worksheet

Item/Category	Description	Estimated Cost	Actual Cost	Notes
Materials				
- Paints	Acrylic, watercolor, etc.	\$50		Check for sales
- Brushes	Various sizes	\$20		
- Canvas/Paper	Different sizes	\$30		
- Other Supplies	Palette, rags, etc.	\$15		
Total Materials Cost		\$115		
Equipment Rental				
- Easel	Rental fee	\$25		
- Lighting	Studio lighting rental	\$40		
Total Equipment Cost		\$65		
Labor				
- Artist Fee	Compensation for time	\$200		
Total Labor Cost		\$200		
Marketing				
- Posters	Design and print costs	\$30		
- Online Ads	Social media promotion	\$50		
Total Marketing Cost		\$80		
Grand Total		\$460		

Instructions

1. Fill in the **Estimated Cost** column with your projected expenses.
2. As you incur costs, update the **Actual Cost** column.
3. Use the **Notes** column for any additional information or reminders.