

AGENDA
Gig Harbor Arts Commission Special Meeting
Monday, November 17, 2025 at 1:00 p.m.
Community Rooms A/B or via Zoom

Zoom link: <https://us06web.zoom.us/j/97936452399>
Call-in: (253) 215-8782 Meeting ID: 979 3645 2399

Call to Order / Roll Call

Approval of Minutes: Minutes of October 29, 2025

Discussion Items:

- 1) 2026 Creative Endeavor Grant Documents
- 2) Finholm View Climb Mosaic Art Installation Proposal

Commissioner Reports & Comments

Public Comment

Adjourn

Next Regular Meeting: January 20, 2026 at 11:00 a.m.



Gig Harbor Arts Commission 2026 Creative Endeavor Grant Application

- Please submit the completed application as an attachment to an email and send to cityclerk@gigharborwa.gov.
- Applications must be received by **March 2, 2026**.
- Funding recommendations will be announced at the Arts Commission meeting on March 17, 2026.

Date of Application			
Organization or Individual's Name		Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Contact			
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the city on the applicant's behalf.</i>			
Address			
Phone Number		Email	
Project Title			
Date(s) of Project <i>Final project report and invoice must be received by December 7, 2026.</i>			
Amount Requested	\$		
Total Budget <i>Attach detailed budget</i>	\$		
Admission Charged	\$		
Donations Accepted			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there at least one free or "pay what you wish" performance?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant/project received grant funding in the past?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If funding was received before, was the project successful?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list other sponsoring agencies to whom you have applied.			



Please limit responses to 500 words or less, per question.

1. Provide a summary of the project for which you are requesting financial support.

2. Describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.



3. Explain how the city's funding will support this project. If the project can still be done without city funding, show how the requested funds will improve the project, even if only partially funded.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to potential visitors.



Venue Accessibility Information

If this project involves a venue – is the venue ADA accessible*? Yes No

If you answered no, what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker, or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied. This includes access to parking, building entry, and restroom/toilet facilities.*

Please direct questions about the application or application process to cityclerk@gigharborwa.gov.



Gig Harbor Arts Commission 2026 Creative Endeavor Grant

Funding Guidelines

The Arts Commission's goal is to support as many new artistic projects by individuals and organizations as possible. The decision on whether to fund a project is based on the following guidelines:

1. The applicant demonstrates the public benefit/value to the community and how the project will increase public access to the arts in Gig Harbor.
2. The project or event would not occur without Arts Commission funding. If the project could still be done without Arts Commission funding, the application explains how the requested funds will improve the project.
3. The target audience is Gig Harbor and adjacent communities, or the project is intended to bring in visitors from outside the area. Events outside of summer months/tourist season will be given preference. The applicant should demonstrate that the event will be broadly advertised to the community. If intended to bring in visitors, the advertising has been designed for that purpose.
4. The event is accessible financially so that members of the public are not excluded based on ability to pay admission.

For example: Will admission be charged? Will there be donations at the door? Will there be an opportunity to "pay what you wish"?

5. **Logo credit:** Grant recipient is required to acknowledge support from the City of Gig Harbor in all formats, including printed and digital materials, live and recorded performances, or media interviews.

Sample text: "This program is supported, in part, by a grant from the Gig Harbor Arts Commission."



The Commission funds for results (events, performances, exhibits, or workshops) - not general expenses.

Grants will only support the direct costs of an event or project. Direct costs include, but are not limited to, the following:

- Project-specific purchases: supplies, materials.
- Rentals: space, supplies, materials, equipment.
- Personnel costs directly related to the planning and/or execution of the event.
- Creation and/or documentation of the work, event, or performance.
- Production costs: events, installations, exhibits, programs.
- Travel necessary for the event.
- Marketing and promotion.

The following are generally not considered direct costs and are not eligible for funding:

- Permanent equipment.
- Overhead costs (such as general salaries, mortgage payments, etc.).
- Personal travel.
- Re-granting of the funds.
- Scholarships.
- Hospitality expenses: food, beverages, flowers, receptions, or similar items.

Additionally, the following types of projects or events are not eligible for funding:

- Brick and mortar projects.
- Events in which the sole purpose is political or religious.
- Events closed to the public.
- Events in which the purpose is fundraising.



Gig Harbor Arts Commission
2026 Creative Endeavor Grant
Funding Process and Procedures

1. Applicants submit a complete proposal, including a budget, for an event or project that will take place in calendar year 2026.
2. Proposals are reviewed by the Gig Harbor Arts Commission.
3. Discussion and funding recommendation will occur at the March 17, 2026 Arts Commission meeting.
4. Applicants are notified of award, partial award, or non-award of funds. *The Arts Commission may elect to award only a portion of the funding requested.*
5. City issues contracts.
6. Grant recipients complete proposed projects.
7. Applicants submit a final report to the city within two weeks after conclusion of the event, and no later than **December 7, 2026**. The final report should include the following:
 - Project Completion Form
 - Invoice
 - Receipts
 - Photo(s) from the Event or of the Completed Project
 - Promotional Material for the Event/Project
 - W-9
8. City issues payment after approval by the city council.



Gig Harbor Arts Commission
2026 Creative Endeavor Grant
Sample Invoice

To:

City of Gig Harbor
Attn: City Clerk
3510 Grandview Street
Gig Harbor, WA 98335

From:

Name of Organization
Name of Event/Project
Date of Invoice

Item/Description of Line Item	Cost of Item
Item 1: A description of each item with a receipt for reimbursement.	\$000.00
Item 2: Repeat with a description of next item with a receipt.	000.00
Continue until all items are listed with receipts attached.	
Total Balance (this should total the amount of the grant)	\$000.00

Make checks payable to:
Name of Grant Recipient

Mail payment to:
Address Here



Gig Harbor Arts Commission
2026 Creative Endeavor Grant

Project Completion Form

If you or your organization has received a **Creative Endeavor Grant**, we ask you to complete this form within 14 days of the event or completion of your project. Your timely submission of this follow-up report is essential for prompt payment by the City of Gig Harbor. Once completed, please email the report to the cityclerk@gigharborwa.gov. Include copies of your receipts and at least one photo of your project or event.

NOTE: Reports/invoices will not be accepted after December 7, 2026.

Title of Project

Organization/Individual

Address

Phone | Email

Contact Person

Brief Description of Project as Completed

(If pertinent, compare the outcome with your own expectations.)



Attendance Data

(Include comparison with previous events/projects, if applicable.)

Summary of Expenses – Please Attach Receipts

(Such categories as materials, royalties, technical production, location rental, professional services, publicity.)

Summary of Revenues, if Applicable

(Sales, door receipts, awards, etc.)

Comments

Attach one or more photos of the project/event to this report and copies of promotional material showing the city's logo.

CREATIVE ENDEAVOR GRANT SCORING MATRIX

Applicant/Project:

Non-Profit? Yes _____ No _____

Project Summary and Timeline - 5 points			Score
The summary and goal of the project is unclear. There is no clear timeline or unsure if project can be done in allotted time. (0-1)	The summary and goal of the project is somewhat defined. There is a loose schedule, but the timeline is not clearly defined. (2-3)	The summary and goal of the project is clearly defined. There is a proposed schedule and assignment of duties. (4-5)	
Community Need - 10 points			Score
There is no need in the community or there is insufficient explanation of need. (0-3)	There is some need in the community but unsure if this project can sufficiently address the need. (4-7)	There is sufficient need in the community and this project will fulfill the need. (8-10)	
Funding Need - 5 points			Score
The project can still occur without funding. There is little to no need for funding. (0-1)	The project can still occur without funding, but it will not have as great of an impact on the community. There is some need for funding. (2-3)	The project will not occur without funding. There is a great need for funding. (4-5)	
Project Reach - 10 points			Score
This project will only reach those currently involved in the group and/or a small group of people. (0-3)	This project will reach a large group of people or provides for public participation. (4-7)	This project will reach across communities or will extend reach through collaboration with other community partners. (8-10)	
TOTAL SCORE			



Gig Harbor Finholm View Climb Mosaic Art Installation

This project will immerse students in the multifaceted process of creating a large-scale public art installation, from initial concept to final execution, under the direct mentorship of industry professionals.

Project Overview: Students in the PHS Glass Arts CTE program will design, fabricate, and install a permanent mosaic art installation on the risers of the lowest section of steps at the Gig Harbor Finholm View Climb. Each individual riser will serve as a segment of a cohesive, larger mosaic design, intended to be viewed both as a unified piece from the main foot traffic area of Gig Harbor and as a series of engaging details for those ascending the steps. This project will transform a public space, providing a lasting artistic legacy created by the students themselves.

Detailed Activity Breakdown:

1. Project Inception & Professional Consultation (Phase 1: Planning & Design)

- **Introduction to the Site:** Students will conduct multiple site visits to the Finholm View Climb, analyzing the physical dimensions of the risers, assessing environmental factors (lighting, weather exposure), and considering the public viewing angles. They will research the history and character of Gig Harbor to inform design themes.
- **Conceptual Design Workshops:** Under the direct guidance of the CTE instructor and the local glass mosaic artist, students will brainstorm, sketch, and develop initial design concepts. This will involve understanding principles of public art, durability requirements for outdoor installations, and the unique challenge of a multi-segment (riser-by-riser) whole. The local artist will share insights into large-scale mosaic planning, material sourcing, and public art approval processes.
- **Client & Stakeholder Interaction:** Students will participate in meetings with relevant community stakeholders (e.g., Gig Harbor city officials, arts commission representatives, public works, Finholm View Climb management) to present their concepts, receive feedback, and navigate approval processes. This will simulate real-world client engagement.
- **Material Selection & Sourcing:** Guided by the mosaic artist, students will research and select appropriate glass materials, adhesives, and grouts suitable for outdoor, high-traffic, freeze-thaw conditions. They will learn about durability, color fastness, and cost-effectiveness. The artist will assist in identifying suppliers for bulk materials.
- **Budgeting & Resource Management:** Students will gain an understanding of project budgeting, estimating material costs, and potentially exploring grant opportunities or community fundraising for additional resources.

2. Fabrication & Skill Mastery (Phase 2: Production)

- **Technical Workshops:** The local mosaic artist will lead workshops demonstrating advanced mosaic techniques relevant to the project, including precise cutting of different glass and tile types, adhesive application for outdoor

resilience, and specialized grouting methods for large surfaces. They will learn how to transfer large-scale designs to individual riser panels.

- **Studio Production:** Working primarily in the school's Glass Arts studio (a simulated professional environment), students will fabricate the mosaic panels for each riser. This will involve hands-on cutting, shaping, and adhering thousands of individual glass pieces according to their approved designs. They will learn quality control and problem-solving as they work with the materials.
- **Quality Control & Iteration:** Regular critiques and guidance from the CTE instructor and mosaic artist will ensure quality and adherence to the overall design vision. Students will learn to identify and correct imperfections, a critical skill in professional fabrication.

3. **Site Preparation & Installation (Phase 3: Execution)**

- **Site Preparation:** Under expert supervision (potentially a contractor, public works, or the mosaic artist with the necessary permits), students will participate in preparing the riser surfaces for installation, learning about surface cleaning, priming, and ensuring proper adhesion conditions.
- **On-Site Installation:** Students, under the direct supervision of the local mosaic artist, will physically install the fabricated mosaic panels onto the Finholm View Climb risers. This involves precise alignment, application of industrial-grade adhesives, and the final grouting on-site. They will experience the challenges and logistics of working in a public outdoor environment.
- **Site Safety:** Throughout the installation phase, students will rigorously adhere to all site safety protocols, including wearing appropriate PPE, understanding public access management during installation, and safe tool handling in an outdoor setting.

4. **Documentation, Public Relations & Project Completion (Phase 4: Culmination & Legacy)**

- **Project Documentation:** Students will document the entire process through photography, videography, and written logs, creating a portfolio of their work.
- **Public Presentation:** Students will participate in a public unveiling or presentation of the completed installation, explaining their artistic vision and the technical challenges overcome. This develops public speaking and communication skills.
- **Maintenance Considerations:** Discussions with the artist and city officials will cover long-term maintenance needs for public art, providing students with insight into the longevity of their work.

Meeting Federal Perkins V Requirements: "Sustained Interactions with Industry or Community Professionals"

This Finholm View Climb mosaic project **specifically and robustly meets the Federal Perkins V requirement** for "sustained interactions with industry or community professionals in real workplace settings... that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction."

Here's how:

1. **Sustained Interactions with Industry/Community Professionals:**

- **Local Glass Mosaic Artist:** This professional serves as a continuous, hands-on mentor throughout all phases. They provide guidance during conceptualization, lead technical workshops, offer expert advice on material sourcing, troubleshoot fabrication challenges, and directly supervise the on-site installation. This is far more than a single guest lecture; it's an embedded, long-term mentorship.
- **Community Stakeholders (City Officials, Arts Commission):** Students will engage in direct meetings and presentations with these professionals, learning about city permits, public art policies, community input, and governmental approval processes. These interactions simulate real-world client and regulatory engagement.
- **Potential Contractors/Public Works:** During site preparation and installation, any interaction with these groups would provide exposure to construction logistics and coordination with other trades.

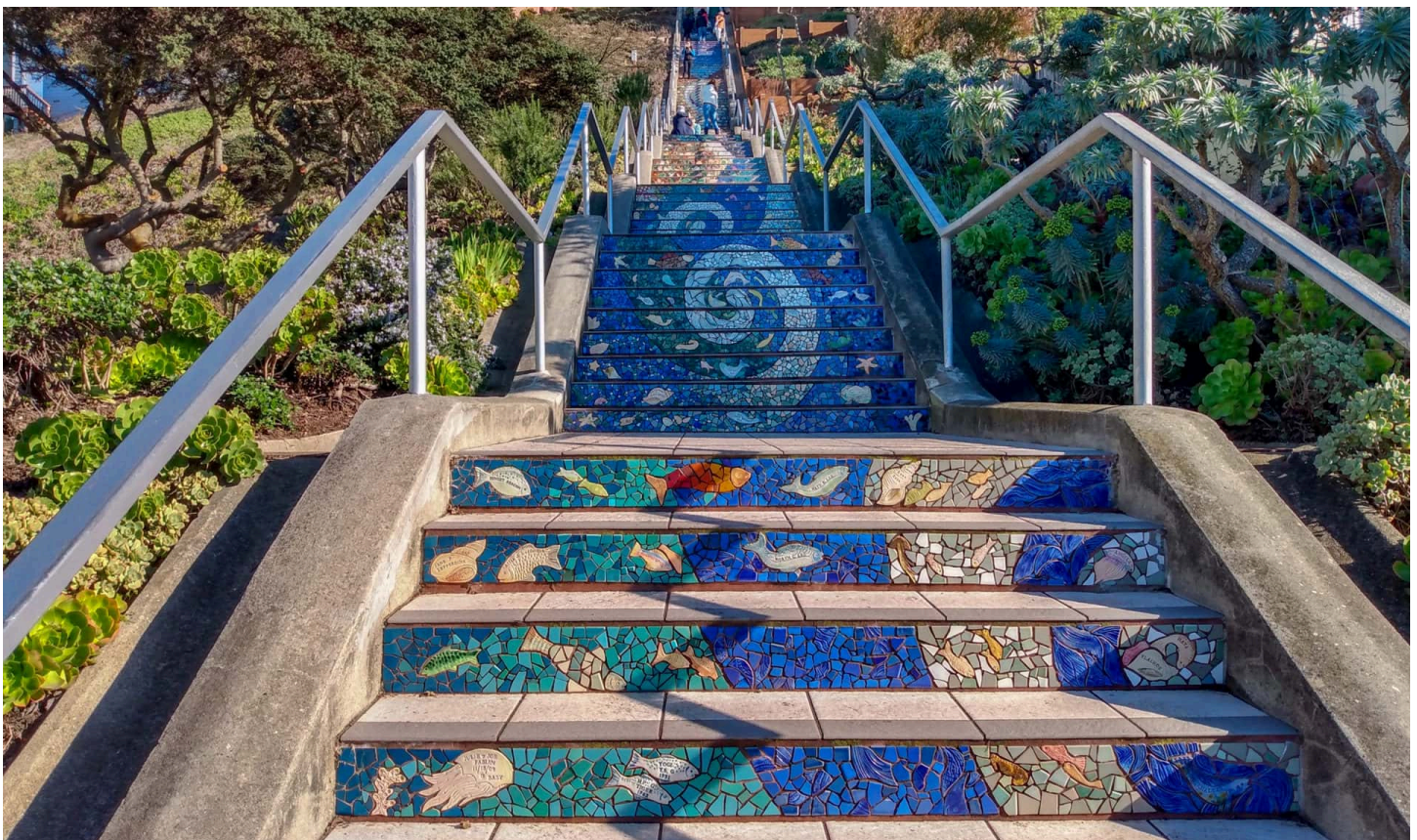
2. **Real Workplace Settings (to the extent practicable) or Simulated Environments:**

- **Real Workplace Setting:** The **Finholm View Climb itself** is a live, public, real-world installation site. Students will experience the challenges of working outdoors, managing public interaction, adhering to site-specific safety regulations, and installing a permanent piece in a community space. This is not a simulated environment.
- **Simulated Environment:** The **Glass Arts CTE studio** serves as a simulated fabrication studio, where students will perform the bulk of the mosaic assembly using industry-standard tools and techniques learned from the professional artist. This allows for controlled, focused skill development.

3. **In-depth, Firsthand Engagement with the Tasks Required in a Given Career Field:**

- **Conceptualization & Design:** Students engage in brainstorming, sketching, scale modeling, and presenting designs—tasks directly performed by professional artists, designers, and public art creators.
 - **Material Science & Sourcing:** Understanding and selecting materials based on performance, cost, and aesthetics for outdoor application is a critical task for any fabrication artist.
 - **Technical Fabrication:** The hands-on measuring, cutting, shaping, and adhering of glass for a large-scale project directly replicates the core technical tasks of a professional mosaic or stained-glass fabricator.
 - **Project Management & Coordination:** From planning schedules to coordinating with mentors and city officials, students will be involved in the logistical tasks inherent in large art commissions.
 - **On-site Installation & Safety:** The physical act of installing the art in a public space, adhering to safety protocols, and addressing on-site challenges are direct, firsthand experiences mirroring professional installation work.
 - **Client/Stakeholder Relations:** Presenting to and receiving feedback from city officials and community groups teaches essential professional communication and negotiation skills.
4. **Aligned to Curriculum and Instruction:**
- This project directly reinforces and extends all key learning objectives of the Glass Arts CTE program: mosaic design, grouting, setting in concrete, color theory, copper foil work, stained glass construction, and zinc framing. It provides a culminating, authentic application for these skills, deepening student understanding and mastery.

In essence, this mosaic art installation project transforms theoretical classroom learning into a tangible, high-stakes, public-facing professional experience. It offers an unparalleled level of authentic engagement with industry tasks and sustained mentorship, making it an exemplary model for meeting the Perkins V work-based learning requirements.



This is an example of a similar public mosaic installation in San Francisco.

* I am considering combining forces with the Gig Harbor High School Glass Art Teacher in order to complete this project within a semester.

Ideas for the design:







