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	2/18/26		
Organization or Individual's Name	Gig Harbor Open Studio Tour	**Non-Profit?** ☒ Yes ☐ No	
Name of Contact	Beth Owen		
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.			
Address	15485 Peacock Hill Rd SE, Olalla, WA 98359		
Phone Number	253-514-1865	**Email**	GHOpenStudioTour@gmail.com
Project Title	Gig Harbor Open Studio Tour		
Date(s) of Project *Final project report and invoice must be received by **December 7, 2026**.*	Sept 18 - 20, 2026		
Amount Requested	$3,000		
Total Budget *Attach detailed budget*	$15,090		
Admission Charged	$0		
Donations Accepted		☐ Yes ☒ No	
Is there at least one free or "pay what you wish" performance?		☐ Yes ☒ No	
Has the applicant/project received grant funding in the past?		☒ Yes ☐ No	
If funding was received before, was the project successful?		☒ Yes ☐ No	
Please list other sponsoring agencies to whom you have applied.	We are launching requests for sponsors now. It seems that our response rate is lower this year than in the past, though it's still too early to tell.		

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

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

The Gig Harbor Open Studio Tour was founded by a group of accomplished Gig Harbor artists and crafts persons in 1993. Our group of craft and fine artists believed that having an opportunity for the public to meet artists working in their studios provides an educational opportunity as well as a celebration of our community's local talent.

We are celbrating 33 years of growth and success. The Gig Harbor community looks forward to our annual event with a desire to discover what's new with our local artists. Witnessing the creative process firsthand offers insights into the materials, tools, techniques, and decision-making that artists employ to make their creations.

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

Creativity and entrepreneurship are foundational to the greatness of our country.

With diminishing funding for arts education in schools, fewer individuals have access to the transformative power of artistic experiences. Children, in particular, are deprived of the chance to cultivate their creativity and engage in hand-on activities that stimulate their cognitive development.

Entering the workspace that is an artist's studio exposes the visitors to the sensory delights of artistic mediums, techniques and concepts that can be profoundly influential and thought-provoking. The opportunity to meet multiple artists during a weekend stimulates meaningful conversations about art and the creative process.

Community members are able to watch artists at work as well as ask questions about the processes used.

Through the Studio Tour, our artists have developed deep and lasting relationships with community members. Our artists are also often asked about classes and mentoring opportunities, which indicates a deep desire for art education from our local community.

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.

Our Studio Tour is primarily supported through a participating membership fee of $225 per artist. Unique to our tour, all of the artists are required to participate in volunteer efforts to produce and publicize the tour, which greatly helps to offset our expenses.

Our budget includes essential expenses such as website maintenance and renumeration for a graphic artist tasked with designing the tour brochure, the cost of brochures and advertising signs, digital and social media advertising, SaniCan fees for the public use, and the cost of installation and insurance for our large street banner over Harborview Drive. We also offer a scholarship for participating artists who can not afford the entire $225 fee.

This year our projected budget, even with additional support from private sponsors, is projected to be in the red by about $2500. If we don't receive a grant from the City of Gig Harbor, we will have to reduce our advertising somewhere, which will have a negative impact on both our tour as well as the City of Gig Harbor.

Without a Creative Endeavor grant from the City of Gig Harbor, residents in Gig Harbor and surrounding areas may not even hear about the tour.

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.

We advertize widely to Gig Harbor residents as well as to areas as far away as Olympia and Bainbridge Island.

We use a variety of advertising tools including our website, a monthly newsletter, our Facebook and Instagram social media platforms, brochures (12,000) and posters (150), street banners and digital advertising in on-line magazine and on the ferry from Bremerton to Seattle. Last year we were able to add small street signs to our advertising campaign, which proved very effective.

The surge in visitors we enjoyed in 2025, thanks partially to additional advertising we could do thanks to the 2025 Creative Endeavor grant we received, contributed to the community's prosperity, bolstering revenue for local hotels, restaurants, galleries and boutiques.

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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? Many of our studios are already ADA accessible but, if not, the majoriy of those that are not ADA accessible have set up outdoor booths on their lawn to better accommodate ADA access.
**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.

	2026 BUDGETED	NOTES
INCOME		
Artist Fees	11,250	50 artists @$225
Sponsorships	1500	Is down from 2025
Misc income		
TOTAL INCOME	**12,750**	
EXPENSES		
Website dev and maintenance	500	Should only need some minor updates
Brochure, Poster and Map Design	1000	
General Adv Signs	1000	
Artist Studio Signs	300	
Brochures/Posters	6000	
Banners	600	
Digital Advertising	400	
Social Media Advertising	300	
Summer Art Festival Booth	500	Need grid wall, table, tablecloth with logo and visual foamboard posters
Canva fees	300	
Hemleys SaniCan fees	750	
Artist scholarships	500	
PayPal/Venmo processing fees	400	
Meeting food/supplies	400	
Squarespace/Heroku -- website fees	350	
Google Workspace/Google Meet fees	90	
IRS taxes for 2025 year	1200	
Misc expenses	500	
TOTAL EXPENSES	**15090**	
INCOME minus EXPENSES	**-2,340**	

Gig Harbor Arts Commission

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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 <u>not eligible</u> 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 <u>not eligible</u> 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.

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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

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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

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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.)

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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.