



City of Port Townsend Arts Commission Application for Financial Support

*Use additional space as needed. We encourage applicants to submit the application as an attachment to an email.
Please submit by the 20th of the month prior to the next grant review meeting.*

Return completed applications to artscomm@cityofpt.us

Date of Application			
Organization Name (if any)			
Primary Contact			
<i>If under age 18, please provide the name of an adult willing to sign an agreement with the City on the applicant's behalf</i>			
Phone Number		Email	
Project or Event Name			
Event Location			
Date(s) of Event(s)			
Amount Requested			
Admission Charge	\$	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
Total Budget	\$	Please attach the proposed budget for this event.	
Has the venue for the event(s) been assessed as ADA accessible? (If yes, please attach a copy of the assessment report or complete the attached Venue Accessibility Statement.)			<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe how your project will benefit and consider the diverse population of the greater Port Townsend community:

Explain how the City's funding will support the project. If the project can still be done without City funding, show how the requested funds will improve the project:

Explain how the project will either target Port Townsend/East Jefferson residents or, if the event is designed to bring in visitors from the area, how you will advertise to those visitors:

If this event has received Arts Commission funding in the past, please explain any proposed changes to the event and any change in the requested funding amount.

Please attach the proposed budget for this event.

Venue Accessibility Statement

According to the Americans with Disabilities Act of 1992, individuals with disabilities are protected from discrimination "in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others in the services, programs, or activities provided or made available [funded] by local governments, their instrumentalities or agencies."

To operate legally and to ensure that ALL members of our community may benefit from arts events funded (wholly or in part) through the Port Townsend Arts Commission, any event receiving funding must be held in an accessible venue, and accessibility and any inaccessible aspects of a venue be noted in the publicity for each event.

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

The accessibility of several Port Townsend area venues is on record. If you are not sure, DASH (Disability Awareness Starts Here) has agreed to do assessments free of charge. Call 360-385-1790.

Please check each question below. For further information, consult the booklet "People First: Planning Events Everyone Can Attend," which is available in City Hall, 2nd floor.

Can a person with mobility issues or using walker, crutches, wheelchair, or scooter:

- Park near venue in a handicapped parking space?
- Enter the building without assistance? (i.e. no stairs or barriers to entry, door(s) able to be opened with closed fist and not too heavily weighted)
- Enjoy and participate in the event as fully as a temporarily able-bodied person? (i.e., wheelchair seating, elevator or lift if more than one floor)
- Are the restroom facilities accessible? (i.e., toilet at least 17" high, grab bars)