



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
April 3, 2023 – 4:30 p.m.**

Heritage Advisory Board meetings will be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or rachel.weed@clallamcountywa.gov

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

BUSINESS ITEMS

- 2023 Heritage Fund budget applications - Review and Recommendations
 - a. Review Project Eligibility
 - b. Review the tentative ranking
 - c. Review project application and select elements to fund
 - d. Determine funding level for projects.

Forward committee recommendations to Clerk of the Board for consideration by the commissioners.

Reminder to all: At this Review and Recommendation meeting, no comments will be asked for or received by the applicants on any particular application. All applications will rise or fall SOLELY on the written presentation/application.

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – Monday, May 1, 2023

ADJOURNMENT

Heritage Advisory Board
Draft minutes
March 6, 2023



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of March 6, 2023

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:33 p.m., Monday, March 6, 2023. Also present were Roberta Griset, Paula Hunt, Nancy Messmer, Margaret Owens, Judy Stipe, and Mike Doherty. Larry Lang was absent.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Stipe moved to approve as presented, Griset seconded, motion carried unanimously.

APPROVAL OF MINUTES

- February 6, 2023

ACTION TAKEN: Hunt moved to approve the minutes as presented, Stipe seconded, motion carried unanimously.

BUSINESS ITEMS

1. Procedure review for April Project request review

Because there are only two projects to review the April meeting will start at its usual time 4:30 pm.

2. Grant application update

- a. Given Attorney's comment on eligibility determination for the PAFAC request, it was suggested to ask the attorney the basis of their determination. Current guidelines do not require curriculum formulation by a qualified professional or institutional program. The Guidelines simply state "Research, design, production, and management of traveling exhibits for school" as an eligible Public Programming activity
- b. On the rating sheet the PA Fine Arts project will be broken into its two phases: Collections storage and Curriculum. This will allow the Board to be preprepared to discuss the requests once we hear from the Attorney.
- c. Officially notify the Board of the date the Rating sheet is due back to the Deputy Clerk
 - Paul Gleeson will contact prosecutor concerning eligibility determination
 - Paul Gleeson will provide board with updated rating sheet, Date for submittal and copy of current Guidelines.

3. Discussion of draft field trip/meeting plans & presentation from ad hoc field trip committee

- a. Based on guidance to comply with the Open Meetings guidance, the discussion focused on field trips that would be open to the public.
- b. Field trips
 - Visit the 4 Spot Rayonier locomotive site in Port Angeles
 - Visit the Sequim Museum and the Dungeness Audubon center
 - Visit the Dungeness Light house
 - Visit the Forks Timber Museum and meet with members of the heritage community in the Forks area.

Paula Hunt, Nancy Messmer and Margaret Owens will fine tune possible field trips for discussion at next meeting

CLALLAM COUNTY HERITAGE ADVISORY BOARD
MINUTES of March 6, 2023
Page 2

ITEMS FOR THE GOOD OF THE ORDER

- Round robin of board members covering current activities at their organization.

NEXT MEETING DATES: Monday, April 3, 2023 at 4:30 p.m.

ADJOURNMENT

Meeting concluded at 5:37 p.m.

ACTION TAKEN: Griset moved to adjourn, Hunt seconded, motion carried unanimously

DRAFT

Heritage Advisory Board

Summary Evaluation Scores

Average Points and Ranking based on individual evaluation scores adjusted for recusals and abstentions

[illegible]

Heritage Advisory Board Applications

Heritage Advisory Board

**Grant application request
Sequim Museum and Arts**



RECEIVED
CLALLAM CO. COMMISSIONERS

FEB 21 2023

1...2...3...A...

Clallam County Heritage Grant Program 2023 Application Form Check List and General Information

Grant Applications are due Wednesday, February 22, 2023 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4th Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size

The following should be included:

- ☒ One original, signed, completed application, and one additional copy.
- ☒ Completed budget forms
- ☒ Bids, cost estimates, and/or condition assessments
- ☒ Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- ☒ W-9 form if you have not previously received grant funding funds from Clallam County
- ☒ Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- ☒ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

For projects relating to historic buildings and/or capital improvements:

- ☒ If a historic preservation project, confirmation that the building is on a Historic Register
- ☒ Digital photographs illustrating the need for the funding – a "Before" picture.
- ☒ A prevailing wage statement of intent from the Washington State Department of Labor & industries.

FEB 21 2023

1...2...3...A...

Clallam County Heritage Grant Program

2023 Application Form

1. Summary

A. Project Title: Captain Morris House

B. Project Description: New floor and structural supports to stabilize the house from further deterioration.

C. Project Type (1) ☐ Public Programming, (2) ☒ Capital improvements and Equipment, (3) ☐ Collections Management, (4) ☐ Training.

D. Heritage Grant Funds Requested Amount: \$10,000

2. Project Applicant

Organization: Sequim Museum and Arts

Authorized Official: Judy Stipe Title Director

Project Leader: (same)

Primary Contact: (same)

Organization Address: 544 N. Sequim Avenue, Sequim, WA 98382

Phone: (602) 312-8868 Fax

E-mail address: judithstipe@gmail.com

Federal Tax ID 601-401-830

Non-profit status: Yes ☐ X ☒ No ☐

3. Project Details: Use a separate sheet of paper to answer these questions.

A. Clearly describe the project and its goals

B. Explain the historical significance or heritage content of your proposed project

C. Why is your proposed project a priority?

D. What is the intended public benefit of this project to the community?

E. How will you document your project?

F. Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

G. List other sources made available for the project (i.e., other grants, budgeted funds,

A. Project and Goals:

Stabilize the house from further deterioration; replacing existing floor, siding, windows, doors and wall supports as needed.

B. Historical Significance:

Capt. Morris house ca. 1875 was located at the corner of Clark Road and Marine Drive in Dungeness, Washington. The Sequim Museum acquired it from Clallam County in 1976. It's located on the museum's property in Sequim and is used to store artifacts donated by county residents. The museum will use \$5,000 of its own funds towards this restoration/stabilization project, in addition to monies from the Clallam County Heritage Grant.

C. Why is the proposed project a priority?

The house is in desperate need of attention before it passes the brink of no return. Meantime, it's crucial to have storage space for items not on display in the museum proper. Looking ahead, we could open it up for public display to county residents, etc.

D. Intended benefit to the community:

Capt. Morris House is the oldest remaining stick-built home in Clallam County in existence. Excellent source of architectural design study.

E. Documenting the project:

Receipts for labor, materials and current updates to the Clallam County Heritage Commission will be provided. Including an after-action report of all steps taken.

F. Sequence of steps to complete project:

Assessment of needs – done. Materials list – provided with this submission. Volunteer labor lined-up.

G. Other sources available for project:

\$5,000 in-kind labor cost, small fund raiser added additional \$500 to the project.

gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

4. Budget Request: Expenditures and Income

The budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- Step description – What is to be accomplished.
- Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
Cash Match: \$5,000 from the Sequim Museum.
- In-kind Contributions - include cash value of donated materials, equipment, and services.
e.g., Labor @ \$37/hr., equipment, etc.
- Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income

a. Step Description	b. Requested Grant Funds	c. Cash Match Income	d. In-kind Contributions	e. Total Project Expenditures
Repairs, Restore	\$10,000	\$5,000	\$500	\$15,000

Use additional paper if needed.

Sum Total: \$15,000
(Projected)



Signature of Project Lead

02/21/2023

Date



Signature of Authorized Official/ Title
Executive Director

02/21/2023

Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4/Room 150
Port Angeles, WA 98362
360-417-2233

HERITAGE GRANT INFORMATION

rachel.weed@clallamcountywa.gov

WEBSITE:

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>



(206) 890-9367
<https://www.hamrnl.com/>
shawn@hamrnl.com

Estimate

21 Feb 2023

Project

Sequim Museum & Art Center • 544 N Sequim Ave
544 N Sequim Ave
Sequim WA 98382

Client

Attn: Sequim Museum & Art Center .
544 N Sequim Ave
Sequim WA 98382

Items

Building Materials

1 EACH • 10,000.00

Lumber, Windows, Doors

Labor

1 EACH • 5,000.00

Construction Labor

Subtotal

15,000.00

Sales tax

8.8% tax on prices derived from general 1,320.00

Project total

\$16,320.00

ITEM	EACH	COST	TOTAL
4x4x10'	10	14.92	\$ 149.20
2x4x10'	128	10.62	\$ 1,359.36
Plywood	42	51.65	\$ 2,169.30
Siding	156	27.82	\$ 4,339.92
Windows	4	216.98	\$ 867.92
Doors	2	329.86	\$ 659.72
Nails	5	8.16	\$ 40.80
Screws	4	5.67	\$ 22.68
TOTAL			\$ 9,608.90

UNITED STATES OF AMERICA

The State of Washington

Secretary of State

I, KIM WYMAN, Secretary of State of the State of Washington and custodian of its seal,
hereby issue this

CERTIFICATE OF EXISTENCE/AUTHORIZATION
OF
MUSEUM AND ARTS CENTER IN THE SEQUIM-DUNGENESS VALLEY

I FURTHER CERTIFY that the records on file in this office show that the above named Non-Profit Corporation was formed under the laws of the State of WA and was issued a Certificate Of Incorporation in Washington on 7/15/1992.

I FURTHER CERTIFY that as of the date of this certificate, MUSEUM AND ARTS CENTER IN THE SEQUIM-DUNGENESS VALLEY remains active and has complied with the filing requirements of this office.

Date: March 18, 2013

UBI: 601-401-830



Given under my hand and the Seal of the State
of Washington at Olympia, the State Capital

Kim Wyman

Kim Wyman, Secretary of State



STATE OF
WASHINGTON

MASTER LICENSE SERVICE REGISTRATIONS AND LICENSES

UNIFIED BUSINESS ID #: 600 329 836
BUSINESS ID #: 001
LOCATION: 0001

SEQUIM-DUNGENESS MUSEUM
175 W CEDAR
SEQUIM WA 98382

TAX REGISTRATION
UNEMPLOYMENT INSURANCE

INDUSTRIAL INSURANCE

The above entity has been issued the business registrations or licenses listed
DEPARTMENT OF LICENSING, BUSINESS & PROFESSIONS DIVISION,
P.O. BOX 9034 OLYMPIA, WA 98507-9034 (360) 664-1400

Fred Stephens
Director, Department of Licensing

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: April 18, 2006

MUSEUM AND ARTS CENTER IN THE SEQUIM-
DUNGENESS VALLEY
175 W CEDAR ST
SEQUIM, WA 98382-3318

Person to Contact:

Jo Ann Cunningham
ID# 31-07757

Toll Free Telephone Number:
877-829-5500

Employer Identification Number:

Dear Sir or Madam:

This is in response to your request of March 2, 2006, regarding your tax-exempt status.

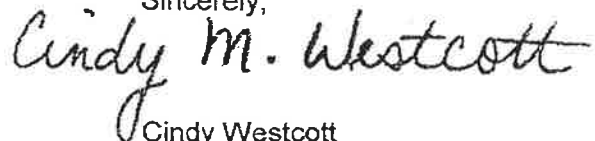
Our records indicate that a determination letter was issued in December 1992 that recognized you as exempt from Federal income tax. Our records further indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott
Manager, Exempt Organizations
Determinations

SEQUIM - DUNGENESS MUSEUM

GIFT CERTIFICATE and RECEIPT

Donor Name DR. J. B. TIERSCH Donor Number 9

Address 7552 34th N.W. SEATTLE Date Received

City SEQUIM SEATTLE State WA Zip Code 98148

I hereby give and donate, without limiting conditions, to the Sequim-Dungeness Museum, the following items:

- 1) CAPT. MORRIS HOUSE - DUNGENESS
- 2) " " OUTHOUSE
- 3) BUILDING IS SOUND & SQUARE, WITH
- 4) POSSIBILITIES FOR TOTAL RESTORATION
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

(Please state the name and description, condition and history of the item, if known)

JW
Donor signature

The Sequim-Dungeness Museum accepts this gift on the understanding that it is unrestricted and offered without limiting conditions.

SEQUIM - DUNGENESS MUSEUM

1093 see attached document
Donor signature

JW Dungeness
Received by

(Please record form in duplicate, one for Donor, one for record)

CYTO LAB. INC. P.S.

5334 TALLMAN AVE. N.W.
SEATTLE, WASHINGTON 98107
782-2342

J. C. BELLAMY, M.D.
J. A. MEEKINS, M.D.
J. B. THIERSCH, M.D.
PATHOLOGISTS

September 16, 1976

Sequim-Dungeness Museum
% Robert Clark
Route 3 Box 209
Sequim, Washington

Attn: Doctor Paddock

Dear Doctor Paddock

We, the undersigned herewith, donate the historic house of Captain Morris which is over 110 years old and located at the corner of Clark Road and Marine Drive, Dungeness:

CLALLAM COUNTY, WASHINGTON
TAX # 1917 - LOT 4 - E OF CLARK RD & S OF OLD TOWN RD
-0.23A S 26 T31N R 4 Dist 202

to the Sequim-Dungeness Museum.

In return, we expect a written documentation of its historic value by a competent appraiser of antiquities.

Sincerely yours

John B. Thiersch
Jean M. Thiersch

John B. Thiersch, M.D.
and
Jean M. Thiersch

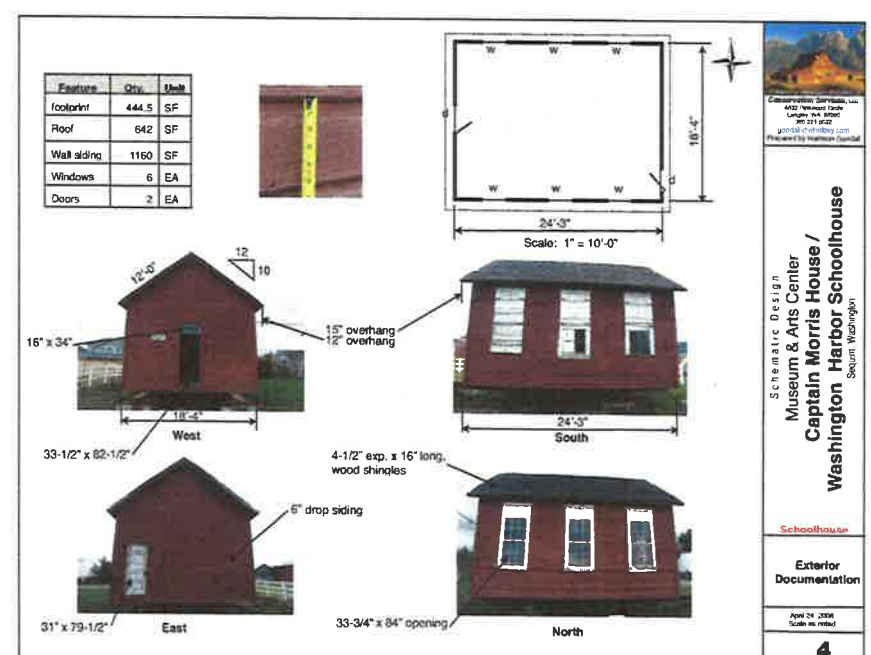
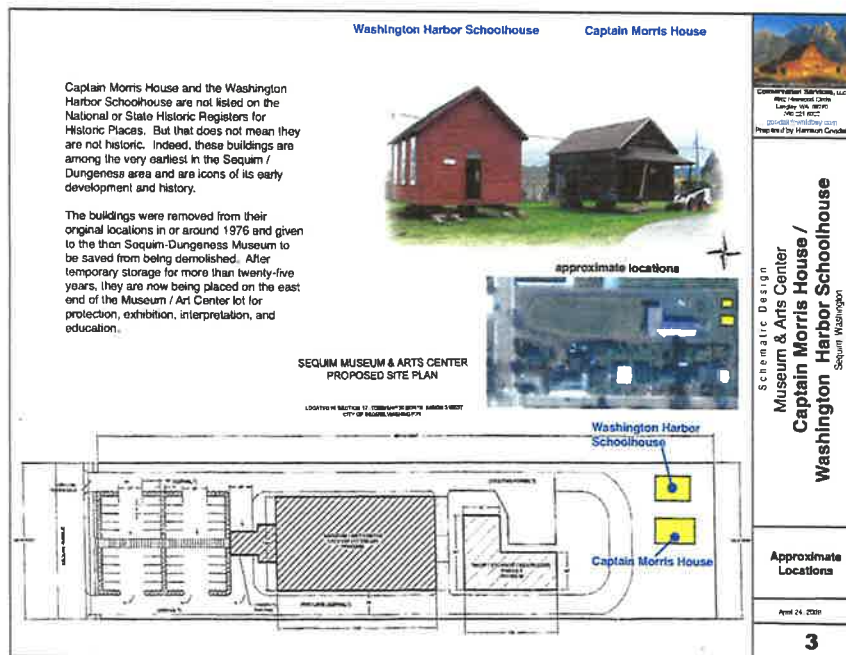
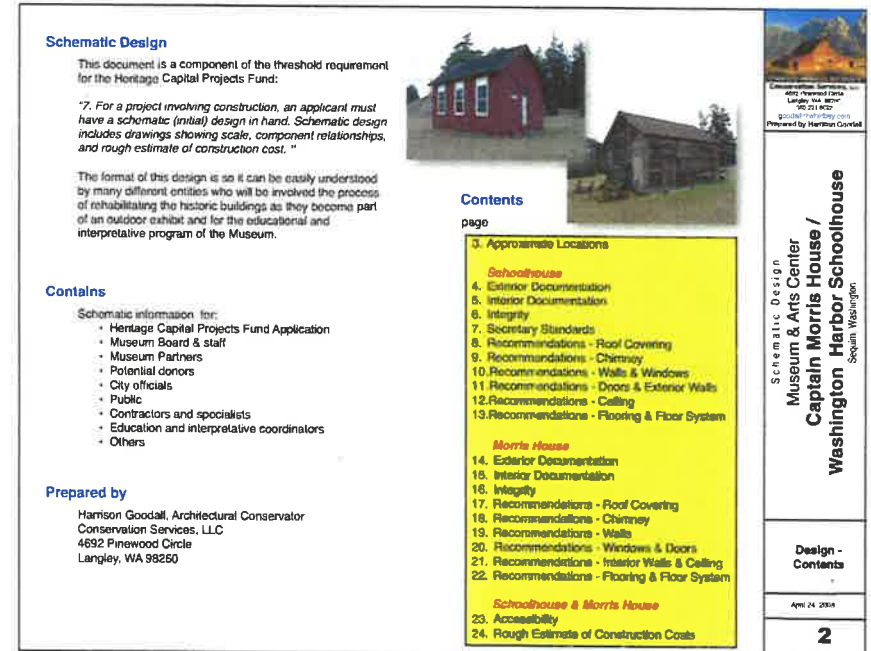
JBT/jn

STATE OF WASHINGTON) ss.
COUNTY OF King

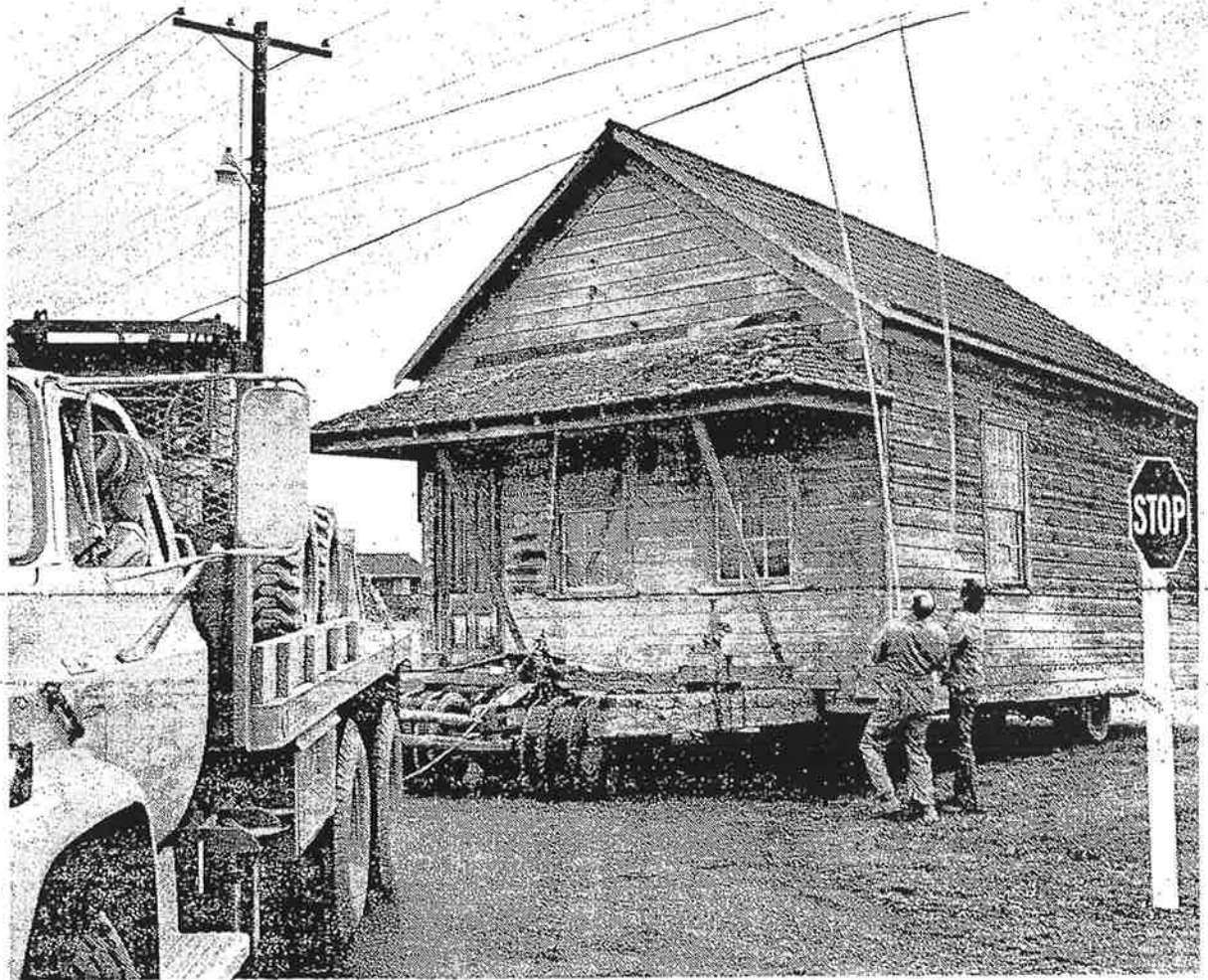
Subscribed and sworn to before me this
16 day of SEPTEMBER, 1976.

William F. Osburn
Notary Public in and for the State of
Wash, residing at
Lynnwood

Commission expires 11/14/76







With professional movers Jeff Monroe behind the wheel of the house-moving truck and Tom Monroe and a Pacific Northwest Bell employee moving telephone lines out of the way, the historic Capt. John Morris house is moved to a temporary site just east of an old car wash in Sequim. The temporary site was donated by Glen Wood,

Sequim Route 3, Box 284. A permanent site is needed for it and two other buildings which have been donated to the Sequim-Dungeness Museum. Windows of the Morris house were covered with plywood to protect them from vandalism. The house is more than 100 years old. — Daily News photo by Tom Thompson

Museum houses need home

SEQUIM—Trustees of the Sequim-Dungeness Museum have three historical buildings on their hands and no place to put them.

One of the three, the Capt. John Morris house built in the early 1870s, was moved to a temporary site Wednesday just east of the old car wash on the east side of Sequim. It had to be moved because the owner, Dr. John B. Thiersch of Seattle, wanted it moved off his property, according to Frances Seagle, a member of the board of trustees.

The Morris house is the last remaining building from the original townsite of Dungeness, said Bob Clark, chairman of the board.

The trustees hope to move the Morris house to a permanent museum site along with a house donated by Mrs. Fred Beale currently on North Sequim Avenue and the Washington Harbor School located on Washington Harbor Road. The Beale home has been earmarked to be the museum building.

The trustees are hoping someone will donate a fair-sized lot, close in, for the three buildings, Mrs. Seagle said. If property is not donated there may have to be a fund-raising project to raise the money to buy land, she added.

There have been some offers but the sites donated were not large enough or were not close enough to town, she said.

The next meeting of the museum board is 7:30 p.m. Monday at Sequim City Hall.

Return of Organization Exempt From Income Tax

2022

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.Open to Public
Inspection

A For the 2022 calendar year, or tax year beginning

, 2022, and ending

, 20

B Check if applicable:

☐ Address change☐ Name change☐ Initial return☐ Final return/terminated☐ Amended return☐ Application pendingC Name of organization **SEQUIM MUSEUM & ARTS**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

544 NORTH SEQUIM AVENUE

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

SEQUIM, WA 98382

D Employer identification number

E Telephone number

(360) 681-2257

G Gross receipts

\$ **72,534**F Name and address of principal officer: **HAZEL AULT****544 NORTH SEQUIM AVENUE SEQUIM WA 98382**H(a) Is this a group return for subordinates? ☐ Yes ☒ NoH(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3)☐ 501(c)() (insert no.)☐ 4947(a)(1) or ☐ 527

J Website:

WWW.SEQUIMMUSEUM.COMK Form of organization: ☒ Corporation☐ Trust☐ Association☐ OtherL Year of formation: **1992**M State of legal domicile: **WA**

Part I Summary

1 Briefly describe the organization's mission or most significant activities: **TO BE THE STEWARDS OF SEQUIM'S CULTURAL HERITAGE BY ENGAGING THE PUBLIC IN PRESERVATION, STUDY AND INTERPRETATION**2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.3 Number of voting members of the governing body (Part VI, line 1a) **3**4 Number of independent voting members of the governing body (Part VI, line 1b) **6**5 Total number of individuals employed in calendar year 2022 (Part V, line 2a) **6**6 Total number of volunteers (estimate if necessary) **0**7a Total unrelated business revenue from Part VIII, column (C), line 12 **20**b Net unrelated business taxable income from Form 990-T, Part I, line 11 **0**8 Contributions and grants (Part VIII, line 1h) **43,784**9 Program service revenue (Part VIII, line 2g) **36,064**10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) **55**11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) **16,321**12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) **11,205**13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) **71,310**14 Benefits paid to or for members (Part IX, column (A), line 4) **0**15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) **0**16a Professional fundraising fees (Part IX, column (A), line 11e) **0**b Total fundraising expenses (Part IX, column (D), line 25) **0**17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) **0**18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) **142,231**19 Revenue less expenses. Subtract line 18 from line 12 **142,231**20 Total assets (Part X, line 16) **(70,921)**21 Total liabilities (Part X, line 26) **(29,102)**22 Net assets or fund balances. Subtract line 21 from line 20 **1,584,938**

Sign

Here

DELBERT KNAPP

Signature of officer

DELBERT KNAPP, PRESIDENT

Type or print name and title

Date

2/2/23Paid
Preparer
Use Only

Print/Type preparer's name

RANDY KIENTZ

Preparer's signature

Date

02-02-2023Check ☒ if PTIN

self-employed

P00516798

Firm's name

Omega Business Center

Firm's address

PO Box 700**Sequim WA 98382**

Firm's EIN

Phone no.

360-683-4149

May the IRS discuss this return with the preparer above? See instructions

For Paperwork Reduction Act Notice, see the separate instructions.

☒ Yes ☐ No

Heritage Advisory Board

Grant application request

**Port Angeles Fine Arts
Center**

RECEIVED
CLALLAM CO. COMMISSIONERS
FEB 22 2023
1...2...3...A...

Clallam County Heritage Grant Program

2023 Application Form

1. Summary

- A. Project Title: Port Angeles Fine Arts Center Collection Management and Education
- B. Project Description: (Four lines maximum – brief overview)
As we launch year two of the PAFAC Collections Management Project, we will build a storage closet to house our newly established archive and we will increase access to our archive through website integration, the development of a collections educational kit, and the design of related lessons plans for classroom and field trip education.
- C. Project Type (1) ☒ Public Programming, (2) ☐ Capital improvements and Equipment, (3) ☒ Collections Management, (4) ☐ Training.
- D. Heritage Grant Funds Requested Amount: \$7000

2. Project Applicant

Organization: Port Angeles Fine Arts Center

Authorized Official: Christine Loewe Title Executive Director

Project Leader: Christine Loewe

Primary Contact: Christine Loewe

Organization Address: 1203 E. Lauridsen Blvd. Port Angeles WA, 98362

Phone: (360) 207-8005 Fax

E-mail address: christine@pafac.org

Federal Tax ID 94-3029546

Non-profit status: Yes ☒ No ☐

3. Project Details: Use a separate sheet of paper to answer these questions.

- Clearly describe the project and its goals
- Explain the historical significance or heritage content of your proposed project
- Why is your proposed project a priority?
- What is the intended public benefit of this project to the community?
- How will you document your project?
- Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

3. Project Details

3-A: Clearly describe the project and its goals (A brief, clear, concise description):

Port Angeles Fine Arts Center holds the single largest collection of artwork by Esther Webster, representing over 60 years of artistic work documenting her life in Port Angeles.

Unfortunately, while there was evidence of previous inventorying, staff did not have a full record of this collection. Therefore, last year PAFAC requested funds from the Clallam County Heritage Advisory Committee to support efforts to develop an archive.

Using the funds provided from year one of this project, staff have successfully assessed the condition of our permanent collection, created an accurate digital inventory of items in the collection, have purchased and placed all of our inventory in appropriate archival storage boxes, and have developed collections management policies and procedures.

We are now in the process of evaluating the best location to store this archive within our building and we would like to assess which items in our collection to put into public rotation for educational purposes.

With additional funds in year two of this project we would like to:

- Complete the construction of archival storage space within our building.
- Develop an education kit of items from our collection that can be safely transported and shared during classroom visits and field trips.
- Develop lesson plans aligned with our education kit for PAFAC staff or teachers to make use of in the classroom.
- Integrate our online archive and lesson plans with our current website to invite the community to experience and learn from our collection.

3-B : Explain the historical significance or heritage content of your proposed project:

As we have shared previously, Port Angeles Fine Arts Center holds the single largest collection of artwork by Esther Webster, including original paintings, drawings, prints, and sketches representing nearly 60 years of artistic work. Combining a keen eye for local imagery with a cutting-edge contemporary artistic approach, Webster's iconic

artworks offer a unique vantage into local history. From the dirt streets of Depression-era Port Angeles to a bustling county fair; from a breathless sweeping vision of Mount Angeles to a quiet rendition of still waters at Lake Dawn, these artworks offer an intimate perspective into a world that will soon exist beyond the reach of living memory.

In addition to original artwork, PAFAC also holds journals, photos, and correspondence documenting Webster's remarkable life, from studying art in Prohibition-era NYC to hosting an award-winning radio show on KONP to planning the organization that would become the Fine Arts Center.

With this collection now inventoried, we recognize the wide range of educational enrichment that can come from our archive if curated and made accessible to the public.

3-C: Why is your proposed project a priority at this time?

The first phase of this archiving project was prompted by the discovery of moisture ants in the walls and ceiling of the closet where our permanent collection was stored.

As we bring the first year of this project to a close with the archival work completed and storage processes begun, it is our priority to see this work through to completion to ensure that this priceless historic collection will be utilized and preserved for future generations.

Additionally, given that staff have spent the last several months culling through our collection and brainstorming ways to make these items accessible and relevant to the public, now is the most opportune time to determine which items from the archive we would like to use for a traveling education kit to enhance our current education offerings. Given that our archival boxes and framed artwork have not yet been placed into storage this is the perfect time to design additional themes within our collection and pull items for educational use.

It is worth noting, in the last year we have engaged more than 500+ students through our classroom education, field trips, and workshops. We are well positioned to add history and architectural design into our arts integration framework and we believe this will be well received by teachers in our district.

3- D: What is the intended public benefit of this project to the community?

We are very excited to give new life to the artworks and artifacts in our collection and we recognize that several public benefits will be derived from this next phase of the project. Our archive is now accessible via the online platform Artwork Archive. Through this platform we have the ability to develop themed online collections and we can integrate these collections into our website as we see most relevant for the community. This will provide the public with a unique glimpse of Port Angeles through the eyes of artist Esther Webster. Additionally, through the development of curriculum and an education kit we have the ability to move these items of historic significance out of the closet and safely into the hands of our community to build a deeper connection to our local history.

Finally, as staff and volunteers have honed their skills in historic art preservation and archival storage through the work completed in the first phase of this project and soon to be finalized in phase two, PAFAC staff can now offer themselves as a resource for individuals and organizations who seek to learn more about the preservation of artwork and we will offer this service on our artist resources web page.

3-E: How will you document your project? (Photos, reports, public presentations, presentation to the Clallam County Commissioners, receipts etc.).

We will document and inform the public about this project in a number of ways. Once we finalize our storage and implement our online collection on our website we will share photos and stories via our social media, blog, and e-news to celebrate this accomplishment. Additionally, we will generate a press release once we have our online archive and education materials on our website to inform the public about the ways they can access this information.

The primary public documents or items generated for this project will be the newly built closet, education kit, and lesson plans. These lesson plans will additionally be available on our website and will be advertised to teachers as we promote our menu of available youth programming throughout the year.

Finally, in terms of tracking the progress and completion of this project we will maintain receipts for all expenditures and will provide a final report to the committee as required. We would also be happy to give a presentation to the Heritage Advisory Board and Clallam County Commissioners upon request.

3-F: Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

Our entire collection is now inventoried and items not in frames have been placed in archival storage boxes. With this work complete we now have an accurate picture of the amount of storage space we will need to carve out in our building. Over the next month we will develop a design plan for the new storage space and will begin to purchase needed materials for this build as we close out the first phase of our project using the last of our funds from our 2022 grant.

Additionally, as we close out the first year of our project we will determine which items we would like to be part of our education kit. Identifying these items will leave us well positioned as we enter year two of the project to design and purchase materials needed for our traveling kit and to design curriculum related to the items in the kit.

Project Step 1: Utilize the designs created and materials purchased from the first phase of this project to build out our storage space. (April- Sept 2023)

Estimated Cost: \$6000

- Work with city staff to approve final designs prior to the close of year one.
- Work with the contractor and volunteers to set a schedule for the closet installation.
- Place archived items and purchased shelving units into the storage space.

Project Step 2: Purchase materials needed to safely transport our education kits to schools or for safe use of these items during art center workshops or field trips. (May 2023)

Estimated Cost: \$1100

- PAFAC staff will identify and purchase items needed and assemble the kit.
- The completed kit will be stored in our archive closet

Project Step 3: Our Education Staff will develop lesson plans aligned with Washington State Art and History standards for use during classroom visits and field trips. This curriculum and menu of educational offerings will be made available on our website and ready for use beginning in September 2023. (June- August)

Estimated Cost: \$1520

- Staff will develop a set of 5 lesson plans designed to help students and our community build a deeper sense of place while connecting with themes such as art, history, and architectural design.
- Staff will add information about these educational opportunities to our youth programs webpages.

3.G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

We will provide a cash match of staff time to directly support this project and volunteers will provide in-kind support to help us prepare the area where we will build out our closet, implement shelving and racks, and place the archive boxes.

With support from grant funds from the Washington State Arts Commission and private donations we are able to employ our Youth Education Coordinator who will be responsible for implementing the education kit and the curriculum once developed.

G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

4. Budget Request: Expenditures and Income

The budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- Step description – What is to be accomplished.
- Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
- In-kind Contributions - include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income

a. Step Description	b. Requested Grant Funds	c. Cash Match Income	d. In-kind Contributions	e. Total Project Expenditures
(See Attached doc.)				

Use additional paper if needed.

Sum Total \$7000

Budget Request: Expenditures & Income

Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.

- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested HB1386 funds.
- In-Kind: Breakout labor (\$25/hour), material, and equipment
- See Guidelines for information about eligible expenses.

	Requested HB1386 Funds	Cash Match Income	In-kind Contributions	Total Project Expenditures
Project Step 1				6000
Project Manager (40 hours @ \$25/hr)	\$500	500		
Contracted Labor (\$50/hr at 40 hrs)	\$2000			
Closet Building Materials	2500			
Volunteer Time (20 hrs @ \$25/hr)			500	
Project Step 2				\$1100
Purchase equipment for traveling education kit	700			
Staff time to research and		\$400		

assemble the kit. (16 hrs. @ \$25/ hr)				
Project Step 3				\$1520
Curriculum Development (40 hrs @ \$25)	\$1000			
Website Modifications (12 hrs @ \$25)	\$300			
Project Marketing and Public Awareness (10 hrs @ \$22)		\$220		
Project Totals	\$7000	\$1120	500	\$8620

Original Location of the Permanent Collection Storage at PAFAC
(photographed Feb 19, 2022)



Most of Esther Webster's framed artworks and stretched canvases were tightly wedged into studio-style cubbies that were never intended for long-term archival storage.

Historic woodcut print blocks & sketchbooks stacked together with non-archival boxes



containing artwork, photos, & correspondence. Note the accumulated debris, indicative of a moisture and ant infestation. Multiple ant swarms were also observed in this area of the building during the summer and fall of 2021.



Archivist Jana Kelly- PAFAC contracted with Jana Kelly who also serves as the Archivist and Librarian for the Pilchuck School of Glass to lead our archiving project. In addition to developing the archive, Jana has helped us develop a set of key documents and policies that will help us manage our collection over the long term. This includes a collections manual, a collection development policy, donation form for accepting new artwork into our archive, and a deaccession form.

Additionally, by the close of year one Jana and staff will have provided two public community talks designed to share the process of archiving and the artistic evolution of Esther Webster's artwork.



Current progress from
year one of the
archiving project.

Feb 2023



Block prints from our collection
created by Esther Webster that we
would like to incorporate into our
education materials.



Signature of Project Lead

2/20/23

Date



Signature of Authorized Official/ Title

2/20 /23

Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

MAIL / DELIVER APPLICATION PACKET TO:

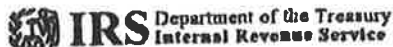
Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4/Room 150
Port Angeles, WA 98362
360-417-2233

HERITAGE GRANT INFORMATION

rachel.weed@clallamcountywa.gov

WEBSITE:

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248560116
July 28, 2009 LTR 4168C E0
94-3029546 000000 00
00012801
BODC: TE

FRIENDS OF THE FINE ARTS CENTER
PO BOX 1695
PORT ANGELES WA 98362-0085



001334

Employer Identification Number:
Person to Contact: Ms. Harper
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of July 17, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in August 1987, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.**2021****Open to Public
Inspection**

A For the 2021 calendar year, or tax year beginning 01/01/2021 and ending 12/31/2021	
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization PORT ANGELES FINE ARTS CENTER FOUNDATION
	Doing business as
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1203 E Lauridsen Blvd
	City or town, state or province, country, and ZIP or foreign postal code Port Angeles, WA 98362
	F Name and address of principal officer: Katherine Occhiogrosso 1203 E Lauridsen Blvd, Port Angeles, WA 98362
D Employer identification number	
E Telephone number 360-457-3532	
G Gross receipts \$ 454,463	
H(a) Is this a group return for subordinates? ☐ Yes ☒ No	
H(b) Are all subordinates included? ☐ Yes ☒ No	
If "No," attach a list. See instructions.	
H(c) Group exemption number ▶	
I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527	
J Website: ▶ www.pafac.org	
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶	
L Year of formation: 2009	
M State of legal domicile: WA	

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <u>Provide support and funding for program development at the Port Angeles Fine Arts Center.</u>
	2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3 Number of voting members of the governing body (Part VI, line 1a) 3 8
	4 Number of independent voting members of the governing body (Part VI, line 1b) 4 8
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a) 5 7
6 Total number of volunteers (estimate if necessary) 6 100	
7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0	
b Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0	
Revenue	8 Contributions and grants (Part VIII, line 1h) 117,590 153,079
	9 Program service revenue (Part VIII, line 2g) 28,699 61,975
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 117,885 24,873
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 65,512 214,536
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) 329,686 454,463
	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3) 0 0
	14 Benefits paid to or for members (Part IX, column (A), line 4) 0 0
Expenses	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) 153,413 157,781
	16a Professional fundraising fees (Part IX, column (A), line 11e) 0 0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 37,312
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) 58,717 123,347
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) 212,130 281,128
19 Revenue less expenses. Subtract line 18 from line 12 117,556 173,335	
Net Assets or Fund Balances	20 Total assets (Part X, line 16) 1,583,835 1,758,007
	21 Total liabilities (Part X, line 26) 125,626 111,008
	22 Net assets or fund balances. Subtract line 21 from line 20 1,458,209 1,646,999

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign
Here**

Signature of officer

Date

Katherine Occhiogrosso, Board President

Type or print name and title

**Paid
Preparer
Use Only**

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if
self-employed

PTIN

Gina Luellen**P02157034**Firm's name ▶ **The Balanced Act LLC**

Firm's EIN ▶

Firm's address ▶ **1706 Lower Elwha Road, Port Angeles, WA 98363**

Phone no.

303-520-2155

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11282Y

Form **990** (2021)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐

- 1** Briefly describe the organization's mission:
Provide support and funding for program development at the Port Angeles Fine Art Center.
- 2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
 If "Yes," describe these new services on Schedule O.
- 3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
 If "Yes," describe these changes on Schedule O.
- 4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 204,696 including grants of \$ 0) (Revenue \$ 61,378)

In 2021 the Port Angeles Fine Arts Center was proud to carry our vision of inspiring the artist in every person forward. Through our programs we connected 3,800 people to the arts and supported more than 150 artists in exhibiting and selling their work through our gallery, gift store, Wintertide Maker's Market, and Art Park. We additionally, welcomed more than 25,000 visits to Webster's Woods Sculpture Park. Our 2021 programming included special evening community conversations, 4 gallery receptions, 4 gallery exhibitions, 2 outdoor exhibitions, 11 youth, family and adult workshops, youth education programming for nearly 1000 students per month-long maker's market, and 3 outdoor art festivals. A few highlights of our 2021 programming include rekindling our Summertime Solstice Festival, featuring open-air art installations, hands-on art activities, live poetry, and music performances for more than 500 community members. Additionally, we were proud to fill a significant need for youth arts enrichment with two weeks of Nature Art Summer Camp for 50 students, class room education with more than 600 students, and free field trips to our campus for over 250 students. Finally, we started a new tradition of igniting community hope and holiday joy with our 1st annual Wintertide Festival of Lights, lantern parade, and enhanced light experience in December 2021. The Port Angeles Fine Art Center receives
 (Continued on Schedule O, Statement 1)

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)

(Expenses \$ 0 including grants of \$ 0) (Revenue \$ 0)

4e Total program service expenses **▶** 204,696

First Program Service Accomplishments Description

Description

generous support through our volunteer program which generated approximately 1,200 hours from volunteer services: 700 hours for events and 500 docent hours.