



CENTENNIAL EVENT/PROJECT GUIDELINES

EVENT/PROJECT CRITERIA: Any event, festival, original work, restoration, historic research, publication, or product which is representative of some aspect of historical or contemporary Tukwila is appropriate, particularly those which emphasize Tukwila's heritage, culture and economy while simultaneously commemorating 100 years of city hood. The Tukwila Centennial Steering Committee will issue certificates for Sanctioned Events/Projects seeking recognition as a Centennial Event and/or funding support, if any funds are available.

EVENT/PROJECT APPLICATION: A written application is required. Supporting documents may be attached; however, section 7 of the application form will serve as the official project description. Renderings, slides or photos may be submitted. Videos, tapes, CD's, manuscripts and published works seeking approval must be submitted with the application form. Please do not submit originals; the Centennial Steering Committee cannot guarantee return of materials. All approved projects can submit a rendering, slide, photo or digital image (color preferred) for publicity and historical purposes.

EVENT/PROJECT FUNDING: The individual, group or organization shall secure a significant part of the project funding or commitments for such, prior to seeking approval. Although the Steering Committee will support the individual, group or organization in securing funding, the Centennial Steering Committee cannot guarantee project funding. Sanctioned Events/Projects may also be eligible for matching funding from the Centennial Committee, not to exceed \$1,000. Organizations seeking matching fund grants must be a 501(c)(3) or 501(c)(6).

EVENT/PROJECT REVIEW: The Centennial Steering Committee will review applications regularly and bring its recommendations to Mayor's Office. The Mayor's Office will make the final decision concerning project approval.

EVENT/PROJECT APPLICATION DEADLINES: To receive priority consideration (maximum exposure and possible funding), applications must be received by November 1, 2007. Committee meetings will be held throughout 2007 and 2008. Applications must be received at least two months prior to a Committee meeting. Receipt of application does not guarantee the project will be considered by the Committee at a forthcoming meeting.

EVENT/PROJECT PRESENTATION: Applicants may be asked to present their event/project to the Steering Committee. Sponsors of projects considered by the Steering Committee will receive official notification of action by mail.

BENEFITS AN OFFICIAL CENTENNIAL DESIGNATION OFFERS: (1) the right to use the official Tukwila Centennial logo; (2) inclusion in the Tukwila Centennial Calendar of Events; (3) inclusion in the permanent list of Approved Projects; (4) promotion with other Centennial projects through press releases, newsletters, websites, and other vehicles from the Centennial Committee; and (5) receipt of an Official Centennial Project Certificate at a Centennial Steering Committee meeting.

Questions or concerns can be directed to the Centennial Steering Committee:

Katherine Kertzman
14200 Interurban Ave S #130
Tukwila, WA 98168
206-575-2489 Fax 206-575-2529
Katherine@SeattleSouthside.com

Tracy Gallaway
12424 42nd Ave S
Tukwila, WA 98168
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tgallaway@ci.tukwila.wa.us

If you wish to make a donation to the Centennial, please make your check payable to the City of Tukwila Centennial and mail to 6200 Southcenter Boulevard Tukwila, WA 98188. Thank you.

**City of Tukwila
Centennial Community – SANCTIONED EVENT
Grant Application**

Requester's Name	
Company, Agency, or Non-Profit Club Name	
Project Title	
Date of Request	

Please describe the following:

- 1. How much funding is being requested? (\$1,000 Maximum)**

- 2. How will requested funds be used? (Promotion? Operations?)**

- 3. How will the event/project contribute to the vision, mission and goals of the Tukwila Centennial Celebration as outlined In the Tukwila Centennial At A Glance Document?**

- 4. Risk Considerations (What are potential risks to the project's success? What steps have been taken to ensure the project's success?):**

Marketing Plan:

Time Frame:

Benefits/Opportunities for Publicity:

Event Budget: (Please list budget and In-kind donations received and expected)

Please submit Grant Application to Katherine Kertzman at Katherine@seattlesouthside.com or Seattle Southside Attn: Katherine Kertzman 14220 Interurban Ave S #130 Tukwila, WA 98168