



## 2018 Annual Report

### Directions

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Please complete this form, answer the questions below in two pages or less, not including financials, and submit as one PDF with your invoice to [RLassoff@bainbridgewa.gov](mailto:RLassoff@bainbridgewa.gov) by **January 18, 2019**. Be candid and specific in your answers. This information helps us understand and account for the impact of our funding on both your organization and the City of Bainbridge Island.

### Organization Information

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Organization Name: **IslandWood**

Contact Person: **Emily Crandall**

Position/Title: **Foundation/Corp. Relations Manager**

Email Address: **emilyc@islandwood.org**

Mailing Address: **4450 Blakely Ave NE**

Address Line 2:

City: **Bainbridge Island**

State: **WA** Zip Code: **98110**

Phone (work or daytime): **206-855-7026**

### Award Information

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Award Title: **IslandWood Community Programs**

Brief Description of Award Purpose: *"To support..."*

**This grant supports IslandWood's Community Programs which includes more than twenty free or low-cost public education events, including at least three arts-focused, held on the IslandWood campus or at partner organizations.**

Total Amount Awarded: **\$10,000/2 years**

Have there been any changes to the scope of service since you received this award?

No  Yes (If yes, please explain in narrative section.)

Authorized Signature: 

Date: 1/15/2019

Print Name: **Emily Crandall, Foundation and Corporate Relations Manager**

## 2018 Annual Report Questions

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### Dates Covered by Report

From: **Jan 1, 2018**

To: **Dec 31, 2018**

#### 1) Progress

- a) Describe the project or work your organization has completed with Cultural Funding to-date. How is it going?

Thank you for the generous Cultural Funding grant from the City of Bainbridge Island in 2018. With your support of \$10,000 over two years, IslandWood has executed 27 educational events in 2018 for the people of Bainbridge Island and surrounding communities. These programs included art workshops, such as Gifts from the Landscape: Weaving a Ribbed Gathering Basket, a Trashion Show featuring up-cycled garbage into wearable art, A Living History Walk of Fort Ward in partnership with the Friends of Fort Ward, and many more. Together, we are educating our community members through engaging, family-friendly events throughout the year.

Our most popular events in 2018 were Howl-o-ween, our annual Halloween celebration, and the Mochi Tsuki Celebration (in partnership with Bainbridge Island Japanese American Community) held in January to celebrate the new year in traditional Japanese fashion. Combined, these events brought more than 1500 people to the IslandWood campus to explore and learn alongside each other.

- b) Briefly describe progress made during the first year of funding against each of the indicators of success and/or metrics you identified in your proposal.

In order to measure our success, we have identified two metrics to help evaluate our Community Programs: number of Community Programs attendees and number of Community Programs events offered. In 2018, we served a total of 3,567 individuals through 27 events, as shown in the table below.

ISLANDWOOD Community Programs	Q1 Jan – Mar 30	Q2 April – June 30	Q3 July 1 – Sept 30	Q4 Oct 1 – Dec 31	TOTAL for 2018
Metric 1: # of Community Program attendees	1,174	998	771	624	<b>3,567</b>
Metric 2: # of Community Program events offered	9	8	6	4	<b>27</b>

- c) What were the broader goals and objectives for your project or organization for 2018 and have they been achieved? If so, how? If not, why not? Are you on track to meet your goals for 2019? If not, are there any changes needed in evaluation or scope of work?

IslandWood's Community Programs team has achieved the following goals in 2018:

- Provided exceptional programming that facilitates awareness and knowledge of the biodiversity and complexity found within natural and cultural systems.
- Nurtured authentic partnerships that allow us to support social and ecological wellbeing in the Puget Sound region, collaborating to meet the needs of the community.
- Connected and empowered community members with thematically relevant resources, programs, and collaborative projects in their communities, facilitating their path to stewardship and lifelong learning.
- Programming included diverse perspectives and implementation supported equitable access for audiences that are economically, generationally, and culturally diverse.

We do not foresee any significant changes to our stated goals and objectives for Community Programs in 2019. However, we do have one scheduling change to note. The Bainbridge Island's Japanese American Community's (BIJAC's) Mochi Tsuki Celebration will be held at Woodward Middle School in January 2019. For the past 14 years, IslandWood has hosted this celebration at no cost to BIJAC. This year, the event organizers expect to exceed IslandWood's campus capacity. We continue to partner with BIJAC to support this beloved event in other ways, such as providing volunteers and helping with promotion.

In 2019, our Community Programs staff remains the same and brings a combined sixteen years of experience to this work. Our Community Programs staff includes:

- Mary Meier, Community Education Manager
- Christina Doherty, Community Education Coordinator
- Tamar Kupiec, Volunteer Programs Coordinator

## 2) Financials and Financial Narrative

For a project award, provide an actual income and expense statement relative to the project budget for the first year of funding. Please explain any changes and variances.

Attached, please find the requested financials.

We are proud to report that we successfully completed the Community Fund endowment challenge, raising \$250,000 from our community members which was matched by a local family foundation. At the time of our proposal submission, we had not yet completed this matching challenge. This endowment started to provide income for our Community Programs this year (\$40,905). In 2019, we expect this income to increase. While some of that income will support our Community Programs budget, some of it will be used to open our campus to other nonprofit organizations. This income, along with the generous support of COBI grant funding in 2019, will ensure that our Community Programs are fully funded next year.

In addition, please note that while we budgeted \$2,500 in donations from program participants, these funds were used for general operating support, not project support. In total, we received approximately \$3,000 from program participants, all of which was used to support IslandWood's mission in 2018. Also note that the \$5,000 grant from the Bainbridge Community Foundation was not applicable to this project budget. Only a small portion (\$863) offset the costs in the Community Programs budget below.

	<b>2018- Jan 1 - Dec 31</b>	
	<b>Total Project Budget Year 1</b>	<b>Actual Revenue &amp; Expenses Year 1</b>
<b>Revenue</b>		
Program fees	\$ 4,500	\$ 5,644
Donations from program participants	\$ 2,500	\$ -
Bainbridge Community Foundation - committed	\$ 5,000	\$ 863
Community Fund endowment Income	\$ -	\$ 40,905
Peg and Rick Young Foundation - committed	\$ 2,500	\$ 2,500
<b>Total Revenue</b>	<b>\$ 14,500</b>	<b>\$ 49,912</b>
<b>Expenses</b>		
Community Program Manager	\$ 6,005	\$ 8,282
Community Program Coordinator	\$ 19,100	\$ 22,571
Volunteer Manager	\$ 3,410	\$ 5,280
Program Delivery Staff	\$ 3,220	\$ 3,365
Facilities and Kitchen staffing	\$ 2,000	\$ 2,229
Staff training/professional development	\$ 925	\$ 185
Promotion/Marketing/Design	\$ 2,890	\$ 224
Complimentary refreshments	\$ 1,000	\$ 1,315
Instructor Fees (honorariums for speakers, artists, etc.)	\$ 3,000	\$ 2,757
Materials and supplies	\$ 1,000	\$ 1,643
Organizational overhead - 10%	\$ 4,255	\$ 4,785
<b>Total Expenses</b>	<b>\$ 46,805</b>	<b>\$ 52,637</b>