

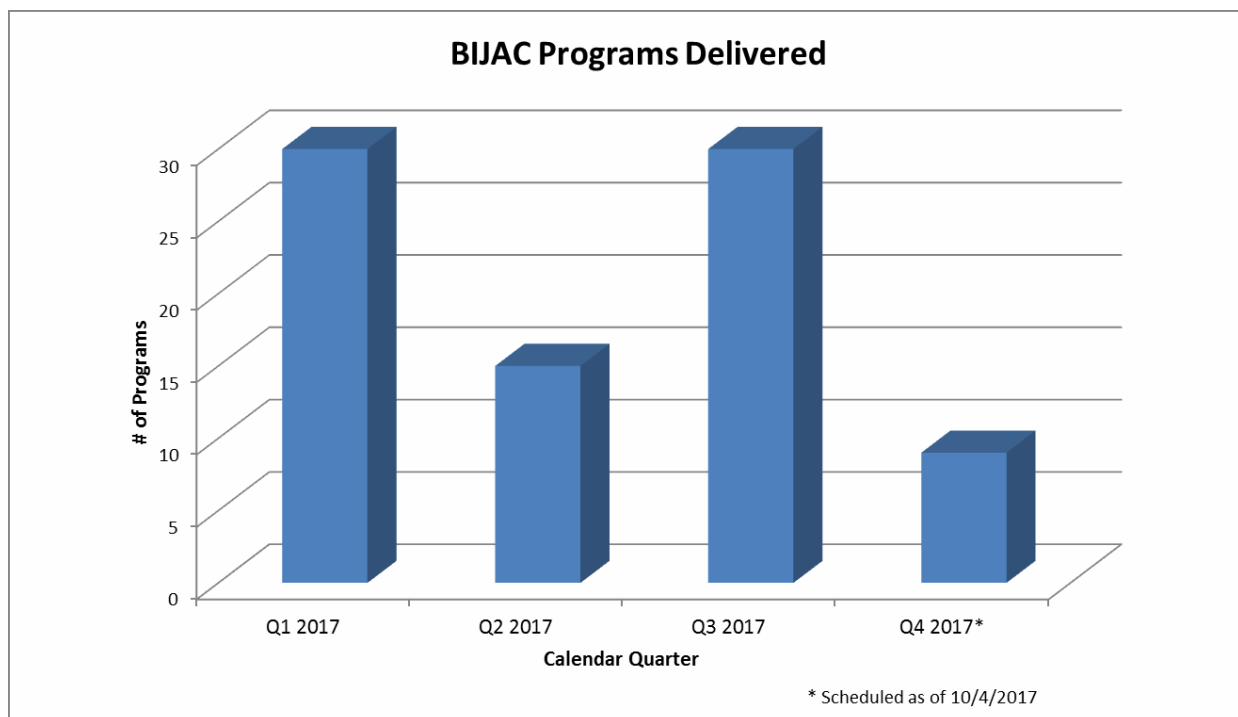
# About Our Request

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## Proposal Description and Purpose

BIJAC is seeking a two-year Cultural Funding grant for general operating support. The funds will be earmarked for professional staffing to support education and outreach. This will be the first time the organization has engaged dedicated, paid staff to help with administration and knowledge transfer. It is anticipated that the staff member will be shared by BIJAC, BIHM, and potentially BIJAEMA.

In order to continue to effectively deliver programs at the pace and volume we are experiencing in 2017, it imperative that we evolve to address the constraints of a devoted, but small and aging volunteer staff. We are fortunate to still have a handful of members who are original survivors of the World War II incarceration. Their stories are incredibly compelling and truly impart meaning and relevancy to “Nidoto Nai Yoni”.



BIJAC delivers educational programs to over one thousand Bainbridge Island school children each year. Our organization receives dozens of ad hoc requests through the Museum, our board, partner organizations, the BIJAC web site, and by word-of-mouth. By securing Cultural Funding, our overall goal is to ensure our “brain trust” can continue to deliver education and outreach without being overwhelmed with administrative tasks. We further acknowledge that it takes time and resources to continue to document, record, preserve, and make accessible historical content and materials for the

benefit of future generations. The Museum has been working with BIJAC for many years to document and display our history. By formally engaging shared staff, we will further strengthen this partnership.

Many from the BIJAC community have been volunteering for decades. Key volunteers in the delivery of educational and outreach programs in 2017 include: Lilly Kodama, Kay Sakai Nakao, Clarence Moriwaki, Frances Ikegami, Joyce Nishimura, Katy Curtis, Gary Sakuma, Hisa Masuhara, Mary Woodward, Rod Norvell, Jack Sjolseth, Kathleen Marshall, Darlene Kordonowy, Hank Helm and Ranger Ron Coglon. Dozens more volunteer at our larger community events.

## Evaluation

Approximately 1,100 Bainbridge Island school children participate in our educational programs each year. In addition, the majority of the 2,000+ Mochi Tsuki Festival attendees are islanders, and approximately 200-300 locals participate in community events like the Commemoration Ceremony and movie screenings. Conservatively, **3,000 Bainbridge Islanders** are served by our activities each year. The total for others who indicate the size of their groups when scheduling is approximately **1,100 off-islanders**.

BIJAC evaluates the effectiveness of its programming based on direct feedback, the occurrence of “repeat customers”, and new inquiries, a reflection of positive word-of-mouth.

Going forward we will continue to monitor our activities through schedule tracking with the goal of capturing actual attendance at the time of program delivery. In addition, we plan to capture more

quantitative data through our implementation of new donor management and event registration systems. We further hope to gather qualitative success metrics through post-program surveys. Our goal is to provide both more detailed quantitative and qualitative metrics to the City, which should be eminently doable with our volume of activities.

With Cultural Funding, we anticipate that we will be able to maintain our high program volume and quality with better *organization, knowledge transfer, and use of systems* without having to decline opportunities due to lack of capacity.

## BIJAC Proposal Revised Budget (12/4/2017)

Expense Category	2018 – Year 1			2019 – Year 2			Total Operating Expenses Σ Yr 1 + Yr 2
	Total Operating Expenses Year 1	COBI Cultural Funding Request Year 1	% of Total Operating Expenses Year 1	Total Operating Expenses Year 2	COBI Cultural Funding Request Year 2	% of Total Operating Expenses Year 2	
General Operating Support	\$17,880	\$9,000	50.3%	\$20,000	\$9,000	45.0%	\$37,880

- Unapproved Draft 2018 Budget recommends operating expenses of \$17,880.
- Assumption for 2019 Budget is that operating expenses will remain flat with potential for 7% increase in staff salary, insurance, etc.
- Unrestricted total revenue for 2016 from Form 990-EZ was \$7,161. Projected unrestricted total revenue for 2017 is \$7,418. Revenues for 2018 and 2019 are expected to meet or exceed the 2017 total. Our revised goal is \$8,880 for FY 2018 and \$11,000 for FY 2019, net of Cultural Funding grant. Incremental income is to be achieved through new fundraising initiatives.
- Requested Cultural Funds of \$9K for two years will be applied to salary for 1/3 of one full-time staff shared by BIJAC, BIHM, and BIJAEMA.
- Revised Budget supersedes Page 8 of the original Proposal.

## 2018-2019 CULTURAL FUNDING METRICS

### BAINBRIDGE ISLAND JAPANESE AMERICAN COMMUNITY

1. # AND TYPES OF GROUPS SERVED BY BIJAC EDUCATIONAL PROGRAMS.
2. # OF VISITORS ATTENDING AN EDUCATION/OUTREACH EVENT OR A CURATED TOUR OF THE EXCLUSION MEMORIAL.'

IN ADDITION, WE NEED TO ENHANCE OUR WEB SITE AS A DELIVERY VEHICLE FOR EDUCATIONAL CONTENT CONSISTENT WITH OUR IN-PERSON PROGRAMS AND WILL BEGIN REPORTING ON SITE ACTIVITY MID-YEAR.