



OFFICE OF ARTS & CULTURE

SEATTLE

Volunteer Park Trust

Dear **Jeff Rinedahl**,

This letter is to inform you that **Volunteer Park Trust** has been recommended for Seattle Office of Arts & Culture (ARTS) *Cultural Reopening Recovery Grants* funding. The community panel responsible for selecting awardees for this funding, has made this recommendation and it has been approved by ARTS' Acting Director royal alley-barnes.

Due to federal requirements related to this recovery funding, **we are able to provide you with a provisional award amount of \$2,500.**

This provisional award was based on recommendations from the community panel; your reported loss from 2019 through 2020; and information about other federal recovery funding that you have been awarded from 4Culture and/or the City of Seattle.

Before this provisional award is final, your organization must provide the following, within two weeks from receipt of this letter:

- verification of your organization's revenue in 2019 and 2020 through tax forms
- proof of a current City of Seattle Business license.

Below are the required, follow-up steps to finalize your award:

- **2019 and 2020 Tax forms:** You need to submit your organization's forms 990, 1040, or similar 2019 and 2020 IRS returns, to verify your organization's total revenue. We do not need any of the tax schedules or attachments. We only need the primary tax form up to and including the signature line.
- **Update your City of Seattle Business License:** Our records show that your business license has lapsed, or you do not have a City of Seattle Business License account. Please reach out to FAS by emailing tax@seattle.gov or calling 206-684-8484 with your current customer number or UBI # and they will assist you in bringing your business license to a current status. You are responsible for paying all business license fees. If you have a Fiscal Sponsor, please first follow-up with a project manager before reaching out to FAS.
- **Completed Federal Funding Attestation:** Submit an attestation form verifying federal recovery funding received from 2019 through 2020, if any. This could include but not limited to, federal recovery funds received from 4Culture or other City of Seattle departments. A program manager will send you a link to complete this step.

Bruce Harrell, Mayor | royal alley-barnes, Acting Director

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Tel: (206) 684-7171 Fax: (206) 684-7172 arts.culture@seattle.gov www.seattle.gov/arts

- **Register or Update your account in Fluxx:** ARTS will be administering these awards through its City of Seattle City-wide Grants system. If you have applied or received funding through our office recently, make sure that your account is up to date. If you have not yet registered, create a user account at [City of Seattle \(fluxx.io\)](https://cityofseattle.fluxx.io).

A project manager will be in touch with you following this notification with more detailed steps and timeline.

Once you have completed all requirements detailed above, ARTS will confirm and finalize your award. ARTS staff will also send instructions for receiving your funding.

Thank you in advance for submitting this information. Your due diligence and timely follow-through are greatly appreciated.

If you have questions, please contact Jenny Crooks, ARTS Recovery Manager via jenny.crooks@seattle.gov.

Sincerely,


Royal Alley-Barnes (Jun 14, 2022 23:41 PDT)

royal alley-barnes, MAT

Acting Director, Seattle Office of Arts & Culture