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CARSON CITY
EXECUTIVE OFFICES

Carson City, a Consolidated Municipality

Application for

Community Support Services Funding

Fiscal Year 2012-2013

Name of Organization: The Children's Museum of Northern Nevada

Amount Requested: $4,500.00

Contact Person: Luana Olsen, Executive Director

Mailing Address: 813 N. Carson Street

City: Carson City State: NV Zip Code: 89701

Phone Number: 775) 884-2226 E-mail: info@cmnn.org

501(c)3 Taxpayer I.D. Number: 88-0236615

Date Submitted: January 30, 2012

Please mail completed application and attachments to:
Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701

Carson City Community Support Services
APPLICATION FOR GRANT FUNDS
Fiscal Year 2012-2013

Organization Information

1. What is the overall purpose or goal of your organization?

The Children's Museum of Northern Nevada, Inc. is dedicated to providing education and entertainment - "edutainment"- to children and families in the greater Carson City community (including Northern Nevada and California) and to the tourists that travel to the region.

Our museum provides exhibits and programs that focus on the Arts, Sciences, and Humanities. Our exhibits and programs are based on Nevada State educational standards, current and historical culture, or kinetic movement.

2. How long has your organization been in existence? 22 Years __ Months

How long has your organization been in Carson City? 22 Years __ Months

3. Describe in general the activities or services of your organization:

Family learning through interactive exhibits, special events, dance classes for all ages, African dance and drumming, pottery/ceramics painting, plays, cultural events, science workshops, holiday celebrations, and more.

4. How many people do you intend to serve during this Fiscal Year 2012-2013?

# of Youth 18,000 # of Adults 7,000 # of Seniors 4,000

5. How many people served this Fiscal Year 2012-2013 will be Carson City residents?

# of Youth 15,000 # of Adults 6,000 # of Seniors 3,500

6. How many paid employees/volunteers does your organization employ?

# of full-time employees 1 # of part-time employees 6

7. Percentage of organizational funds to be utilized for administrative costs (i.e., salaries, travel, training, etc): 20%

8. Describe how your organization is managed and governed (i.e., Board of Directors).

Executive Director and Board Of Directors

9. Please provide information on your Executive Board members or contact person:

Name	Title	Phone
Lu Olsen	Executive Director	884-2226

Program/Proposal Information

10. Amount of funds requested? $ **4,500.00**

11. Purpose of Program/Proposal: Describe the program/proposal, target population, number to be served, what the grant will specifically fund. Explain your organization's qualifications to deal with the issue.

The purpose of this program is to teach children about Nevada history and the science that propelled us to becoming a state. We are planning four mining workshops, each one hour long, to be taught by Nevada State credentialled teachers, for students between 6-14 years old. Last year our workshops averaged 43 students. Our target this year is 50 per workshop. Each workshop will be led by two paid certified teachers, and a volunteer certified teacher. The workshops will be offered on Saturday mornings and as a workshop for classroom field trips.

This grant will fund low-income families free admission and provide all the materials needed. (see #15).

12. Goals, Objectives & Measurable Outcomes: The events and/or services must assist the City to fulfill its vision statement and accomplish one or more of the City's Goals. Please indicate which goal(s) will be met. Clearly state measurable outcomes of the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project):

The workshops are geared to teach over 200 students, although using the sluice as an exhibit as well, the exhibit will bring in even more excited learners. The size of the exhibit makes it possible to display in front of the museum during the summer and for special events. Thus, bringing even more excitement. One workshop is scheduled for the summer and one for the fall. Field trip workshops would be available for 100 students as teachers make reservations.

Students of all ages will be able to demonstrate the mining techniques used by the early settlers of the State. Participants will practice these mining skills and will then weigh their findings just as the miners estimated the richness of their samples. They will do this in the Assay Office.

This project will meet many of the City's goals. It will be accomplished in a safe and secure environment. The students will be actively engaged in rich history and culture. The workshop is dedicated to excellence in education, that is why our workshops are only taught by certified teachers, but the information will be available to all who would like to learn.

13. Indicate who will benefit from the use of these funds, and how they will benefit. If this is an ongoing event, please state how you intend to fund the program in future years.

The low-income families will benefit from free admission. Every student will grow to have a deeper appreciation of the settlers and families who raised their families in the "old west". This grant will take care of our start up costs, which will allow us to sustain the exhibit activites outside of classtime.

14. Are you aware of any other private sector/nonprofit/governmental/agencies in the area providing the same services as your program/proposal? If yes, please explain how your project will compliment other existing programs?

The Nevada State Museum has a sluice on display during during their coin show, but it is not available for use. The Children's Museum would use the sluice for workshops, as well as for an interactive exhibit year round.

15. Please include a detailed budget for this program/event, and detailed list of intended expenditures and revenues.

Mining Sluice (trough)	$1,800.00
Labelling fee	300.00
Seed bags with gold/silver (3.00 each, 50 per workshop)	600.00
Seed bags with gems (8.00 each, 50 total)	400.00
Fluorencence rock kits (6)	115.00
2 Embossers for asssay office	60.00
scale for assay office	300.00
vials for findings (4.40 for 10 pack x 200)	88.00
Free admission for 100 low-income students	800.00
	$4,463.00

16. Has your organization been funded by Carson City previously? ☒ Yes ☐ No
If yes, please list:

Year	Amount	Program/Event
2009	$1,000	From Partnership Carson City for multi-cultural event
2011	$1,000	Grant from Partnership for Science Workshops
2011	$5,000	For Lego Travelling Exhibit

Required Attachments:

X ✓ A copy of your 501(c)3 Designation Letter from the IRS. For branches of a larger organization (i.e., local troop of Boy Scouts of America), please provide the letter for your umbrella organization.

X ✓ A copy of your most recent audited financial statement. For smaller organizations, or branches, a more simple budget showing income and expenses is acceptable. Also include an IRS form 990.

X ✓ **Previous Grantees: If your organization received grant funding in Fiscal Year 2011-2012 you must complete and submit an Annual Report form detailing how those funds were spent. Applications for former grantees will not be considered if an Annual Report has not been included.**

X ✓ Signed Guidelines for Grants (please keep a copy for your files).

Carson City, A Consolidated Municipality

Guidelines for Grants

Fiscal Year 2012-2013

Vision

A leader among cities as an inviting, prosperous community where people live, work and play!

Mission

Preserve and enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

City's Goals

A Safe and Secure Community
A Healthy Community
An Active and Engaged Community
A Clean and Healthy Environment
A Vibrant, Diverse and Sustainable Economy
A Community Rich in History, Culture and the Arts
A Community Dedicated to Excellence in Education
A Physically and Socially Connected Community
A Community Where Information is Available to All

1. The competitive grant review process seeks to identify and fund those projects and programs with the greatest potential for furthering the City's goals while benefitting the community.
2. Funding is provided on a year to year basis only. Funding is strictly limited by the availability of funds.
3. Upon approval by the Board of Supervisors of the request, the grant money will be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing. However, the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.
4. The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.
5. The applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
6. These guidelines shall not prevent the City from entering into a contract to provide grant money for a term of years.
7. These guidelines shall not control any grants of money provided by any other public or private entity.

8. Approval of each request for funds and/or other forms of consideration shall have a condition that the applicant must complete an Annual Report form detailing all funds utilized, measurable outcomes and benefit to the citizens of Carson City. The completed Annual Report must be submitted to the City Manager's Office no later than March 2, 2012.

9 Any and all individuals and/or entities desiring a grant from the City must complete and execute an "Application for Grant Funds" form and include the required attachments as listed in the application.

10. The **original and nine (9) copies** of the application packet must be submitted to the City Manager's Office no later than **5:00 p.m. on January 31, 2012.** An electronic pdf version may also be e-mailed to cceo@carson.org.

I have read and understand the Guidelines for Grants. The information that is included within this application and its attachments are true to my knowledge.

CMNN Mining Workshops
Name of Program

Juana Olsen
Project Director Signature

Jan 30, 2012
Date

Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-887-2100
775-887-2286 (fax)
cceo@carson.org
www.carson.org

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: October 31, 2001

Person to Contact:
Richard Owens 31-00913
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
88-0236615

Children's Museum of Northern Nevada, Inc.
813 N Carson St.
Carson City, NV 89701-4009

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in June 1993, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of $20 a day, up to a maximum of $10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Children's Museum of Northern Nevada, Inc.
88-0236615

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of $20 a day for each day you do not make these documents available for public inspection (up to a maximum of $10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

John E. Ricketts

John E. Ricketts, Director, TE/GE
Customer Account Services

The Children's Musuem of Northern Nevada
Profit & Loss
July 2010 through June 2011

		Jul '10 - Jun 11
Ordinary Income/Expense		
Income		
Admissions		44,309.01
Contributions Income		
Donation Jar	505.82	
Unrestricted	1,375.00	
Contributions Income - Other	9,199.31	
Total Contributions Income		11,080.13
Cookbook fundraising		220.00
Errors in Cash Register		-24.38
Fund Raiser		
Tickets	3,390.00	
Trick or Treat	897.00	
Fund Raiser - Other	4,084.00	
Total Fund Raiser		8,371.00
Gift Shop		
Pottery Sales	12.50	
Gift Shop - Other	12,685.12	
Total Gift Shop		12,697.62
Grants		20,401.63
Maze Grant		42.00
Membership Dues		20,331.33
Miscellaneous Income		50.00
Museum Rent		
Birthday Rent		
Pottery Birthday	671.00	
Birthday Rent - Other	5,307.50	
Total Birthday Rent	5,978.50	
Dance	2,703.50	
Downstairs Rental	2,275.00	
Dunk Tank	950.00	
Star Lab	200.00	
Museum Rent - Other	2,410.00	
Total Museum Rent		14,517.00
Program Fees		
Art Camp	795.00	
Pottery	1,822.75	
wild horse consessions	1,994.25	
Wild Horse Play	4,100.00	
wildhorse class	385.00	
Total Program Fees		9,097.00
snacks		-2.45
Sponsor of the Month		2,500.00
Total Income		143,589.89
Gross Profit		143,589.89
Expense		
Adjustment Credit to Balance		-83.00
advertising expense		1,203.72
Bank Service Charges		4,605.42
Bathroom Expense		10,805.00
Birthday		37.47
Bounced Checks		-73.00
Consession Expense		934.18
Credit Card Expenses		1,386.45
Dues and Subscriptions		990.00
Equipment Rental		1,477.81
exhibit expenses		
Climbing Tubes	1,823.86	
Green Screen	917.64	
Lego Exhibit	2,437.50	
exhibit expenses - Other	1,059.42	

The Children's Musuem of Northern Nevada
Profit & Loss
July 2010 through June 2011

		Jul '10 - Jun 11
Total exhibit expenses		6,238.42
Facilities Expenses		3,703.77
FundRaising Expense		1,812.41
Gift shop expense		3,984.75
Insurance		
Liability Insurance	2,299.00	
Insurance - Other	932.00	
Total Insurance		3,231.00
Janitorial expenses		1,035.43
Maze Expense		5,740.99
Miscellaneous		113.39
Office Supplies		186.36
Payroll Expenses		82,142.00
Postage and Delivery		420.43
Printing and Reproduction		627.98
Program Expense		
Pottery Expense	942.60	
Teaching stipend	250.00	
Program Expense - Other	751.65	
Total Program Expense		1,944.25
Repairs		
Computer Repairs		
Software	528.99	
Computer Repairs - Other	419.92	
Total Computer Repairs	948.91	
Total Repairs		948.91
snacks expense		265.49
Telephone		2,169.10
Traveling Exhibit		5,500.00
Utilities		
Gas and Electric	9,389.11	
Total Utilities		9,389.11
Total Expense		150,737.84
Net Ordinary Income		-7,147.95
Other Income/Expense		
Other Income		
Dunk Tank Rental		-100.00
Interest Earned		3,853.29
Other Income		113.58
Total Other Income		3,866.87
Net Other Income		3,866.87
Net Income		-3,281.08

Carson City, a Consolidated Municipality

Annual Report
For Community Support Services Funding
Fiscal Year 2011-2012

Name of Organization: The Children's Museum of Northern Nevada, Inc.

Program/Project: Lego Exhibit", "The Art of the Brick"

Amount of Funds Received $5,000.00

Contact Person: Luana Olsen, Executive Director

Mailing Address: 813 N. Carson Street

City: Carson City State: NV Zip Code: 89701

Phone Number: 775) 884-2226 E-mail: info@cmnn.org

Date Submitted: January 30, 2012

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

2. Evaluate your achievement of the measurable outcomes listed in your application:

The goal was to bring in 5,000 visitors from June 1 - July 15, 2011. We exceeded the goal by 774 visitors.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

Everyone who visited the museum to see the Lego exhibit benefitted from the creativity and architectual abilities of the artist. About 65% of our visitors were from Carson City, the rest were tourists who travelled specially to view the Lego stautes.

4. What specific community benefit did your project provide Carson City?

The exhibit brought 5,774 visitors to the Carson City downtown area, which helped to create an active and engaged community while using Culture and the Arts to stimulate and sustain the economy. Many local restaurants and hotels also benefitted from new visitors coming to see the Lego Exhibit.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

The Lego Travelling Exhibit is cost prohibited. We are in pursuit of permanent exhibits at this time.

6. Describe any challenges that impacted your program.

Our only challenge was the cost. We thank the City for the financial help that was given. The exhibit really was a great attraction.

The Children's Musuem of Northern Nevada
Transaction Detail By Account
January 1, 2011 through January 30, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
exhibit expenses								
Lego Exhibit								
Check	4/1/2011	3344	Nathan Sawaya			City Bank Che...	2,750.00	2,750.00
Check	5/18/2011	3402	Deans & Homer	Lego Insuran...		City Bank Che...	250.04	3,000.04
Check	6/7/2011	3420	Deans & Homer	Lego transpo...		City Bank Che...	2,437.50	5,437.54
Deposit	6/16/2011		Petty Cash	LEGO moving		City Bank Che...	30.00	5,467.54
Check	6/23/2011	3435	Nathan Sawaya			City Bank Che...	2,750.00	8,217.54
Check	7/20/2011	3467	Nathan Sawaya	Shipment rel...		City Bank Che...	240.00	8,457.54
Check	8/29/2011	3508	YRC	Lego shipping		City Bank Che...	909.26	9,366.80
Deposit	8/30/2011		Petty Cash	lego truck loa...		City Bank Che...	40.00	9,406.80
Total Lego Exhibit							9,406.80	9,406.80
Total exhibit expenses							9,406.80	9,406.80
TOTAL							9,406.80	9,406.80

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Accrual Basis

The Children's Musuem of Northern Nevada

Transaction Detail By Account

January through December 2011

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Lego Grant Money								
Deposit	4/6/2011		Transfer from Restri...	Lego Partner...		City Bank Che...	2,750.00	2,750.00
Deposit	5/18/2011		Transfer from Restri...	Lego Ins.		City Bank Che...	250.00	3,000.00
Deposit	6/20/2011		Transfer from Restri...	LEGO$250 in...		City Bank Che...	3,400.00	6,400.00
Total Lego Grant Money							6,400.00	6,400.00
TOTAL							**6,400.00**	**6,400.00**

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Accrual Basis