



TOWN OF PORTSMOUTH

2200 East Main Road, Portsmouth, RI 02871  
www.portsmouthri.com

CIVIC SUPPORT  
REQUEST FORM FY 2020

**Applicant Information**

Name of Organization: Portsmouth Arts Guild, Inc

Address: 2679 E. Main Road, P.O. Box 463

Phone: 401-293-5278

City: Portsmouth

State: RI

Zip: 02871

Primary Contact: Wendy Davis

Email: wendybdavis@hotmail.com

Title: Secretary / Board Member

Secondary Contact: Sarah Oesting

Email: SKOAGO@gmail.com

Title: President / Board Member

**Funding Request**

Amount requested for FY 2020: \$ 4,000

Amount granted in previous year: \$ 0

Time period over which funds will be used

From: 1/1/2020

To: 12/31/2020

Explain any increases in your request over last year: We did not request a grant from the Town of Portsmouth in 2019. We are requesting funds in 2020 to help pay for Art instructors to increase the number of classes offered and enhance the quality of instruction.

**Organization Information (attach additional pages if needed)**

Organization description: The mission of Portsmouth Arts Guild is to unite creative people and supporters of the arts to promote, celebrate, and share talents and skills and to provide a cultural enclave for the education and benefit of the community.

Indicate the purpose of the appropriation: (Please be specific with respect to how the funds will be used.)

Funds will be used to pay Art Instructors for Art classes for adults and children.

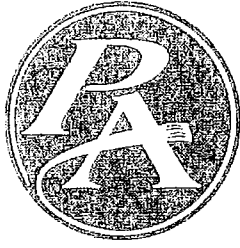
Identify the population of Portsmouth that is served by your organization: (Please also be specific with respect to the number of Portsmouth resident supported by your organization.)

We have over 70 members, most of whom are Portsmouth residents. In 2019, over 80 students, adults and children, attended classes in Portsmouth.

**Signature of Applicant**

Date: 12/12/2019

Applicant's Signature:



# Portsmouth Arts Guild

## *Center for the Arts*

P.O. Box 463 • 2679 E. Main Rd. • Portsmouth, RI 02871

PortsmouthArts.org 401-293-5278

TAX ID # 55-0812765

**MISSION.** The Mission of the Corporation is to unite creative people and supporters of the arts to promote, celebrate, and share talents and skills and to provide a cultural enclave for the education and benefit of the community.

**HISTORY.** The Portsmouth Arts Guild is a growing association of more than 150 artists from Rhode Island and nearby Massachusetts who are devoted to the mission of expanding the arts and art appreciation in the region. Located in the historic St. Paul's Episcopal Church Parish House, the Guild has operated an art gallery since 2006. The Guild was incorporated and designated by the IRS as a 501(c) (3) not-for-profit in 2008.

**PROGRAMS.** The Guild offers classes for children and adults year-round. A variety of techniques are explored in the classes, including watercolor, drawing, photography, printing, and sculpture. An association of local home-schooling parents collaborates with the Guild to offer art classes for home-schooled children, with 12 enrolled for the 2019 school-year. Summer programs are offered for children of all ages. Educational trips to museums and other artistic centers are facilitated by the guild and open to the public. Monthly exhibits are presented in the gallery, open to all artists, with public opening receptions. Open studio space for artists is available several days per week. The Guild serves as a community recreation center where local residents can meet to collaborate, communicate, and create.

A special exhibit of quilts by the Prudence Island Quilters Guild will be presented in January, as part of the partnership between these Guilds.

**GOALS.** Our goal is to offer innovative instruction to educate and inspire emerging artists and to support and nurture creators of art and those who appreciate art. In 2020, we plan to offer exceptional classes with prestigious instructors.

**ACCOMPLISHMENTS.** In recent years the Guild has presented up to ten exhibits per year. Several of these exhibits are juried, with cash prizes awarded. Other exhibits are open to all artists. Instruction for emerging artists have been successfully attended by dozens of students, including homeschoolers, other children, and adults.

**OTHER SUPPORTERS:** In 2019, the guild has received significant donations from: GMI Architects, Saccucci Honda, and Bank Newport

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUL 28 2008

THE PORTSMOUTH ARTS GUILD  
C/O CHRIS ALVANAS  
PO BOX 463  
PORTSMOUTH, RI 02871

Employer Identification Number:  
55-0812765

DLN:

17053270029015

Contact Person:

CARA D FRAN CZAK

ID# 31452

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a) (2)

Form 990 Required:

Yes

Effective Date of Exemption:

December 23, 2002

Contribution Deductibility:

Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

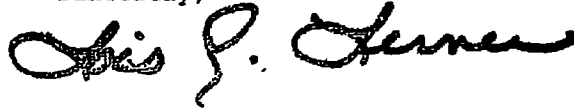
Letter 947 (DO/CG)

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THE PORTSMOUTH ARTS GUILD

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)



# Portsmouth Arts Guild

*Center for the Arts*

P.O. Box 463 • 2679 E. Main Rd. • Portsmouth, RI 02871

PortsmouthArts.org

Budget FY 2019

## INCOME

Membership dues:	\$2500
Show entry fees	\$5000
Class Fees paid by students (net of instructor fee)	\$2800
Fundraising	\$6854
Grants, annual appeal, Sponsors, donations, Auction event	

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<b>Total Income:</b>	<b>\$17,154</b>
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## EXPENSES

License fee for use of building	\$4800
Utility costs	\$2300
Administrative expense	\$7954
Insurance, phone, internet, Office supplies, wages Payroll, licenses	
Show Expenses	\$2100
Judges, awards, invitations Receptions, post cards	

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<b>Total Expenses</b>	<b>\$17,154</b>
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<b>Net cash flow (income minus expenses)</b>	<b>\$0</b>
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Portsmouth Arts Guild

Notes to Budget FY 2019

Income anticipated of \$2800 for class fees paid by students is indicated as net of fees paid to instructors. The gross amount anticipated to be paid by students was \$12,800, with \$10,000 to be paid to instructors, leaving \$2800 as net income to the Guild.

The 2020 budget indicates the gross income from student fees (\$14,000) and the \$10,000 to be paid to instructors as an expense.

## Projected 2020 Budget

Income:	Membership Dues	\$ 2000	
	Show Entry Fees	\$ 4000	
	Student Fees	\$14000	
	Fund Raising/Donations	\$ 7900	
Total Income			\$27900
Expenses:	Rent	\$ 4200	
	%Building Costs	\$ 2500	
	Phone/Internet	\$ 1200	
	Insurance	\$ 1000	
	Payroll Expenses/Wages	\$ 6000	
	Instructors	\$10000	
	Office supplies/Mailings	\$ 500	
	Misc	\$ 1000	
	Show Expenses	\$ 1500	
Total Expenses			\$27900





<b>Classes</b>						
<b>2019</b>						
<b>Class Title</b>	<b>Date</b>	<b>Instructor</b>	<b>Student Fee</b>	<b>Supply Fee</b>	<b>Instructor Pay</b>	<b>PAG Net</b>
DWG 101	3/5-26 Tues	Suzanne Lewis	\$470.00		\$325.50	\$117.50
Acrylic/Oil	3/18-4/15 Mon	Lynn DeBeer	\$480.00		\$360.00	\$120.00
Paint Pouring	3/24 Sun	Nadine Aerts	\$175.00	\$35.00	\$166.25	\$43.75
Alcohol Ink 101	3/20 Sat	Mary Wojciechowski	\$410.00		\$307.50	\$102.50



## Annual Financial Report

Jan 1-Dec 31, 2018

Income

4005-Members Dues	\$2550.00 (\$2605.00)
4015-Gallery Sales Commissions	\$356.25 (\$588.00)
4020-Show Entry Fees	\$5903.00 (\$4411.00)**
4035-Student Fees	\$10,386.00 (\$10,263.00)
4040-Fund Raising Events	\$162.00 (Yard Sale)
	\$285.00 (Paint Party)
	\$665.00 (Holiday sale)
4030-Donations-Individual	\$345.00 (for Show Awards)
	\$400.00 (from Clements)
	\$2500.00 (Annual Appeal)**
4042-Trips	\$1320.00
Total Income	\$24872.25 (\$21,566.00)

ExpensesBuilding Expenses

6005-Rent Expense	\$3792.00 (\$3708.00)
6010-Rent Operating Expense	\$2290.74 (\$1792.54)**
Maintenance	\$105.00 (00)
Total Building Expenses	\$6187.74 (\$5500.00)**

Administrative Expenses

6205-Insurance Expense	\$806.00 (\$804.00)
6210-Telephone Internet	\$1206.76 (\$1208.96)
6215-Office supplies	\$430.40 (\$!72.73)**
6225-Wages-Gallery	\$3615.93 (\$4474.23)**
6230-Payroll Tax Expense	\$955.11 (\$1132.73)**
6235-Payroll Processing Fees	\$406.40 (\$324.50)**
6250-Constant Contact Fees	\$447.12 (\$324.00)**
6265-Licenses and Fees	10.00 (10.00)
Total Administrative Expenses	\$7877.72 (\$8306.15)**

Education Expenses

6410-Misc. Education Expenses	\$229.92
6415-Instructor Fees	✓ \$7447.50 (\$7971.25)
Total Education Expenses	\$7677.42 (\$8257.50)**

Show Expenses

6505-Honorarium-Judges	\$200.00
6510-Awards for Shows	\$675.00
6215-Reception Expense	\$723.40 (\$909.73)**
6525-Invitations, Postcards, etc.	\$511.29 (\$350.00)**

Total Show Expenses	\$2109.69 (\$2270.02)
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Member Programs

Trip to MFA (cancelled)	\$815.00
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Total Expenses	\$24667.57 (\$24285.21)
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Net Income	\$204.68 (-2719.21)**
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\$-1638.93 (2016)

\$-6136.75 (2015)

\$-2987.93 (2014)

# Annual Report 2017

## Income

4005- Members Dues	\$2605.00 (\$3420.00) -\$815
4015- Gallery Sales Commissions	\$588.00 (\$984.25) -\$396
4020-Show Entry Fees	\$4411.00( \$4738.00)
4035-Student fees	\$10,263.00 (\$9057.00) +\$1206
4040-Fund Raising Events	\$1676.00 (\$1257.00) +\$419
Sunday Plein Air	\$271.00 (\$60.00)
Trip	\$125.00
Donations	\$1140.00 (\$1460.00)
Birthday Party	\$127.00

Total Income \$21,566.00 (\$21,466.75) +\$100

## Building Expense

6005-Rent Expense	\$3708.00
6010-Rent Operating Expense	\$1792.54
<u>Total 6000-Building Expense</u>	<u>\$5500.54 (\$5732.02)</u>

## Administrative Expenses

6210- Telephone/Internet Expense	\$1028.96
6215-Supplies-Office/Gallery	\$172.73
6220-Postage	\$45.00 (\$148.000)*
6225-Wages-Gallery	\$4474.23 (\$3765.00)*
6320-Payroll Tax Expense	\$1132.73 (\$972.58)*
6235-Payroll Processing Fees	\$324.50 (\$466.70)*
6250-Constant Contact Fees	\$324.00 (\$192.00)*
Insurance	\$804.00
<u>Total 6200-Administrative Expenses</u>	<u>\$8306.15 (\$7495.20)*</u>

## Education Expenses

6400-Education Expenses	\$7971.25 (\$6814.00)
6410-Misc Education Expenses	286.25 (\$259.03)
<u>Total Education Expenses</u>	<u>\$8257.50 (\$7073.03)</u>

## Show Expenses

6505-Honorarium-Judges	\$200.00
6510-Awards for Shows	\$675.00
6515-Reception Expenses	\$759.73 (\$512.20)*
6525-Mailings	\$86.29 (\$276.39)*
Entertainment	\$150.00 (\$250.00)*
6525-Invitations/Postcards	\$350.00 (\$1191.84)*
<u>Total Show Expenses</u>	<u>\$2221.02 (\$2805.43)*</u>

Total Expenses \$24,285.21

Total Net income -\$2719.21 (\$-1638.93)

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