

SCOPE OF WORK - EXHIBIT A [2025-2026]

SECTION 1—Work Products

The Agency will provide the following programs each year at a fee for service, based on the following Budget:

<u>Programs to be held within the City of Lake Forest Park</u>	<u>Cost</u>
1. Arts in the Park Events	\$20,000
A. Two (2) summertime arts events in Animal Acres Parks (June, July, August) One (1) of these events must be a concert One (1) of these events must be free	
B. One (1) arts and culture event (Feb-Nov)	
2. Youth Arts Education	\$7,000
A. Two (2) Hands-on-Art activities	
B. Programming or classes specifically designed for K-12 age groups (may be in LFP surrounding areas, but must include LFP targeted advertising)	
C. Where possible, programming will include providing materials to LFP K-12 schools:	
i. Brookside Elementary	
ii. Lake Forest Park Elementary	
iii. Kellogg Middle School	
iv. Shorecrest High School	
D. Materials provided to schools will be free to the schools	
E. Programming includes scholarship or flexible payment options where possible	
3. Community Outreach/Family Events	\$3,000
A. One (1) free special or family event	
B. Publicity and Outreach (example: annual report, Enews, social media efforts)	

Program Changes

The Agency will contact the City for approval prior to making changes in work products or reallocation of costs that are identified in this Agreement.

PROGRAM BUDGET - EXHIBIT B [2025-2026]

Budget Category	LFP Funds	LFP Funds
	2025	2026
Personnel Costs and Program/Operating Expenses like: Marketing, Supplies, Artist Fees	30,000	30,000
Total:	\$30,000	\$30,000

INVOICE FOR SERVICES - EXHIBIT C [2025-2026]

SECTION 1—Invoice

Payer:

City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155
 Attn: Cory Mattson, Community Programs Planner
 (206) 957-2814

Payment to:

Shoreline Lake Forest Park Arts Council
 18560 1st Ave. NE
 Shoreline, WA 98155
 Agency Contact: Laura James, Executive Director
 (206) 417-4645

Billing Period:	Total Quarter Request:
Date submitted:	
Yearly Contract Amount	\$30,000
Amount Billed this Report	
Amount Previously Billed	
Total YTD	
Contract Balance Remaining	

Payment Request For Services

Service	Fee	This Request	Previous Request	YTD	Balance
Total					

Under penalty of perjury under the laws of the State of Washington, I swear and affirm that the information provided in this invoice is true and correct.

Printed Name: _____
Authorized Signature: _____

Title: _____
Date: _____

INVOICE FOR SERVICES - EXHIBIT C [2025-2026]

SECTION 2—Service Report

Agency: Shoreline/Lake Forest Park Arts Council

Reporting Dates: _____ to _____

	Program/Activity	Event Date	Event Location	Actual # of Attendees	Projected # of Attendees
1.					
2.					
3.					
4.					
5.					
6.					

SECTION 3—Service Summary Report

1 Describe your achievements for the quarter in implementing program activities:

2 Programs Lessons Learned: