



# guidelines

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## CITY ARTS GRANTS PROGRAM

*The Salt Lake City Arts Council, founded in 1976, provides a variety of programs and services. Its mission is to expand public awareness, access and participation in the arts through the support of artists and arts organizations in Salt Lake City. The City Arts Council provides all persons with equal access to programs without regard to race, religion, gender, national origin, disability, age or sexual orientation.*

The City Arts Grants program was established to provide direct support for artists and arts organizations offering quality cultural programs for the citizens of Salt Lake City.

City Arts Grants have supported projects in every art form, for both well-established institutions and newly formed groups. A description of each of the grant categories begins on page three.

The Grants Committee commends all those in the community who are working to present quality arts programming for Salt Lake City residents and visitors. Because City Arts Grants are supported with public tax dollars, the Committee will place a priority on those programs that best address the Arts Council's mission: To expand public awareness, access and participation in the arts through the support of artists and arts organizations in Salt Lake City.

The City Arts Grants program includes the following features:

- **The maximum grant award is set at \$10,000.**
- **A series of grant award levels are specified in the budget section of the application.** Applicants may request any one of the grant award levels that best meet the applicant's budget and need. The Grants Committee will determine if each applicant merits support, and at what level, also selecting from one of the identified grant award levels.
- **Individuals and groups without nonprofit status may apply in the Project Support category.**

Salt Lake City Arts Council support should not be considered the primary source of funding for any arts organization or project.

***The Arts Council expects applicants to seek other funding sources as well. City Arts Grants can only support seasons/projects which take place within Salt Lake City limits.***

***This grants program is highly competitive. An award for one year does not guarantee an award for the following year; an updated application must be submitted each year.***

Please read carefully the Legal Assurances on the last page of the application before signing it. In the event that a grant is awarded, these assurances become part of the legally binding contract between the applicant and the Salt Lake City Arts Council.

The award of these grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the Council is final. If major changes occur from the original application (i.e. scope,

budget or schedule), notification of such changes must be submitted in writing and approved by the Council to continue funding.

### REVIEW CRITERIA

The following criteria are considered during the review and approval process for applications in all categories:

- Artistic quality;
- Ability to administer and implement the project, including the development of a realistic budget;
- Projected income that reflects cash and in-kind contributions from a broad range of sources;
- Constituency served and number of people served through this project;
- Sound organizational planning and fiscal management;
- Community impact as evidenced by community support, public profile, types of programs and services offered;
- Demonstrated need for support;
- Payment of professional fees to artists;
- Programs and services open to the public and not restricted to members only;
- Access for underserved and alternate constituents (e.g., disabled, ethnic, senior, at-risk youth, lower income, rehabilitative, etc.);
- Demonstration of professional community relations, and support for artists and the arts community, as it relates to this project;
- Completeness and clarity of application.

### TAX EXEMPT STATUS

As verification of tax exemption, nonprofit organization applicants must submit with their application a copy of their Internal Revenue Service letter granting 501(c)(3) federal tax-exempt status.

### MATCHING FUNDS

Each City Arts Council grant category—except for the Artist-In-The-Classroom category—described in these guidelines has a matching fund requirement. During evaluation of all applications, the Grants Committee looks for a balance in the amounts and sources of matching funds.

Because City Arts Grants funds are limited, applicants are required to seek additional sources of support, including contributions (from individuals, businesses and corporations), earned income and grants from other government agencies. A balance of revenue sources demonstrates good fiscal planning as well as broad community support.

In-kind contributions are not allowed as a portion of the required match, although they will be considered by the Council as evidence of commitment to the applicant and project by others.

### **SERVICES TO UNDERSERVED POPULATIONS**

The Salt Lake City Arts Council places an emphasis on services to underserved populations in Salt Lake City. Underserved populations may be defined as people who would not ordinarily have an opportunity to participate in arts or cultural events, and may include seniors, at-risk youth, disabled, ethnic, rehabilitative or lower income individuals.

For example, services rendered by the grantee to underserved populations may include distributing complimentary tickets, involving members of underserved populations in event production, or providing classes and workshops for them.

### **CONFIRMATION / ACKNOWLEDGEMENTS**

Upon receipt of the Salt Lake City Arts Council notification of award, the grantee must confirm acceptance of the grant by returning the Summary of Standards form which will accompany the grant award letter.

The grantee shall give credit to the SALT LAKE CITY ARTS COUNCIL in promotion, publicity, advertising and programs. Copies of these materials should accompany the Evaluation Report Form.

### **ON-SITE REVIEW**

All grantees will be required to submit to the Salt Lake City Arts Council the dates, times and locations of their project or events. Every effort will be made by the City Arts Council Board, Grants Committee and staff members to review grantees' projects or events. Grantees may be requested to admit reviewers to their projects/events free of charge.

### **EVALUATION PROCESS**

All grant recipients will be required to submit an Evaluation Report Form to the Salt Lake City Arts Council within thirty (30) days of project/season completion. No funding for a new grant award will be disbursed until all paperwork from any previous award is completed and submitted.

The Evaluation Report Form will be mailed to grantees with the first 50% payment of the grant award. Please read through this form before initiating your project.

The final 50% payment will be made to all grantees upon completion of the project/season and receipt of the Evaluation Report Form at the Salt Lake City Arts Council. Grantees should be aware that the final 50% payment will be available no earlier than two weeks following receipt of Evaluation Report Form.

### **INSURANCE**

As a good business practice, the Salt Lake City Arts Council strongly encourages all applicants to pursue on their own some form of liability insurance coverage, both for project participants and for audience members.

### **CANCELLATION**

In cases where documents, specifically the Summary of Standards Form and the Evaluation Report, are not submitted in a timely manner, the Salt Lake City Arts Council may, without notice, withhold or cancel grant funds.

Satisfactory submission of these forms is considered by the Salt Lake City Arts Council when assessing the ability of applicants to complete projects. If the Summary of Standards is not received by September 30, 2004, and if the Evaluation Report is not received **30 days** after completion of project, the 50% balance of your grant will be canceled and a note will be attached to any subsequent applications reflecting your failure to complete the grant process.

### **ACCUMULATED DEFICIT**

An organization which has sustained, increased or failed to reduce an operating or capital budget deficit must demonstrate that it has made a significant effort to address this deficit. A deficit elimination plan, reviewed and approved by the organization's governing body, must accompany the application.

### **SALT LAKE CITY ARTS COUNCIL FUNDING LIMITATIONS**

The Salt Lake City Arts Council cannot fund:

1. Projects which do not demonstrate a broad base of funding from sources other than the Salt Lake City Arts Council.
2. Projects completed prior to application.
3. Travel or programming outside of Salt Lake City.
4. Tuition for college/university study in the U.S. and abroad.
5. Deficits.

No portion of a Salt Lake City Arts Council grant or the required cash match can be assigned to the indirect costs of the recipient institution.

### **HOW TO APPLY**

Only completed applications will be accepted. All applications must be postmarked by midnight of the deadline date specified for each grant category. Late applications may not be reviewed.

First-time applicants are invited and strongly encouraged to contact the City Arts Council's Grants Officer.

For further information about the Grants Program or if you have questions regarding preparation of your application, please call or write:

Kim Duffin, Grants Officer  
Salt Lake City Arts Council  
54 Finch Lane, Salt Lake City, UT 84102  
Phone: (801) 596-5000  
Fax: (801) 530-0547

## GRANTS CATEGORIES

### GENERAL SUPPORT GRANTS

General Support Grants offer general operating support to Salt Lake City's arts organizations which have developed a broad range of programming and have contributed extensively to the cultural life of the city. Made available on at least a one-to-one cash matching basis, General Support Grants assist arts organizations with general operating expenses and the continuation or expansion of arts programming for the citizens of Salt Lake.

*An award in this category for the new grant year is not guaranteed because a previous award has been granted; take the time to update the application each year.*

#### ELIGIBILITY

In order to be eligible for a General Support Grant, the applicant must:

- Be a nonprofit, 501(c)(3) tax-exempt arts organization for at least three years, whose primary purpose is arts programming, support or services.
- Have a record of professional management and programming.
- Have paid administrative staff and a permanent office location.
- Show determination to present professional quality arts experiences as evidenced by payment for artists, production and management staff, etc.
- Be based in Salt Lake City.

#### GUIDELINES

*General Support Grant application review includes an assessment of the advancement of artistic excellence, the season, the budget, and how the organization meets City Arts Council objectives. The review also includes the assessment of the strength of the season/program, community support and the number and profile of people served.*

- General Support Grants must be at least equally cash matched (1:1). Matching funds may be anticipated at time of application, but must be received and obligated by the ending date of the grant year as indicated in the application.
- Applicants for General Support are limited to requests of no more than 20% of their preceding year's operating budget.
- Applicants for General Support must include in their application the organization's total estimated current fiscal year budget, showing all revenue and expenditures anticipated.
- General Support Grants are awarded on a yearly basis. Services must be performed within a twelve-month (grant year) period beginning no earlier than October 1, 2004 and ending no later than September 30, 2005.
- Programs for which support is requested must take place in Salt Lake City.
- Applicant must submit copy of IRS tax-exemption letter with application.

- Recipients of other Salt Lake City Arts Council grants during the same grant year are ineligible for General Support Grants.
- Recipients of General Support must make available four free admission tickets — when applicable — to the Salt Lake City Arts Council for on-site evaluations of program activity.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

### PROJECT SUPPORT GRANTS

Project Support Grants are made available to individuals, groups and nonprofit organizations for specific arts projects and programs which are determined to be of value to the community. Exhibits, concerts, performances, festivals, workshops and readings are examples of projects eligible for funding through Project Support Grants. Projects may also include consultant assistance related to improving the quality or management of arts programs, such as planning, marketing, facility design, fundraising and board development. Project Support Grants must be funded on at least a one-to-one cash matching basis.

Assistance with capital purchases such as permanent equipment to streamline administrative operations or to improve the artistic process is also available with the added stipulation that funds used for this purpose must be matched two-to-one.

#### ELIGIBILITY

In order to be eligible for a Project Support Grant, the applicant must:

- Request support specifically for arts projects.
- Have a record of professional management and programming.
- Show determination to present professional quality arts experiences as evidenced by payment for artists, production and management staff, etc.
- Be based in Salt Lake City.

#### GUIDELINES

- Project Support Grants must be at least equally cash matched (1:1) with the exception of grants awarded for capital expenditures (e.g., permanent equipment) which must be matched 2:1. Matching funds may be anticipated at time of application, but must be received and obligated by the ending date of the grant year as indicated in the application.
- When applicable, in addition to project budget information, Project Support applications must include the organization's total estimated current fiscal year budget, showing all revenue and expenditures anticipated.
- Project Support Grants are awarded on a yearly basis. Services must be performed within a twelve month (grant year) period beginning no earlier than October 1, 2004 and ending no later than September 30, 2005.

- Programs for which support is requested must take place in Salt Lake City.
- If a nonprofit corporation, applicant must submit copy of IRS tax-exemption letter with application.
- Recipients of Project Support must make available four free admission tickets — when applicable — to the Salt Lake City Arts Council for on-site evaluations of program activity.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

## MINI GRANTS

The Salt Lake City Arts Council's Mini Grants provide flexibility for limited funding requests that may arise during the year. Mini Grants are available to nonprofit organizations who develop a project during the year out of special circumstances or unusual opportunities. The funding for this category is limited. In general, grant awards will be \$500 or less.

Organizations funded through General or Project Support are ineligible for Mini Grant funding. The Mini Grant category is not an alternative for submitting late applications or missing deadlines in other categories.

Applications for Mini Grants are reviewed quarterly, and may be submitted to the Arts Council on **August 30, 2004; November 29, 2004; February 28, 2005; or May 31, 2005**. Only one Mini Grant may be awarded per year to eligible applicants. Decision of the Grants Committee will generally be announced 10 working days following each date.

## ELIGIBILITY

In order to be eligible for a Mini Grant, the applicant must:

- Be a nonprofit, 501(c)(3) tax-exempt organization in existence for at least one year.
- Request support only for arts projects.
- Demonstrate professionalism in management and programming.
- Show determination to present professional quality arts experiences as evidenced by payment for artists, production and management staff, etc.
- Be based in Salt Lake City.

## GUIDELINES

- Mini Grants must be at least equally cash matched (1:1) *with the exception of grants awarded for capital expenditures (e.g., permanent equipment) which must be matched 2:1*. Matching funds may be anticipated at time of application but must be received and obligated by the ending date of the grant as indicated in the application.
- In addition to project budget information, applicants for Mini Grants must include in their application the organization's total estimated current budget, showing all revenue and expenditures anticipated.
- Services must be performed within the Arts Council's twelve month (grant year) period beginning no earlier than October 1, 2004 and ending no later than September 30, 2005.
- Programs for which support is requested must take place in Salt Lake City.
- Applicant must submit copy of IRS tax-exemption letter with application.
- Recipients of other Salt Lake City Arts Council grants during the same grant year are ineligible for Mini Grants. Only one Mini Grant may be awarded per organization per grant year.
- Recipients of Mini Grants must make available four free admission tickets — when applicable — to the Salt Lake City Arts Council for on-site evaluations of program activity.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

## ARTIST-IN-THE-CLASSROOM GRANTS

Recognizing that arts education is one of the basic building blocks for a healthy cultural environment, the City Arts Council established the grant category, "Artist-in-the-Classroom." This is the only category of the City Arts Grants program in which schools can apply, and due to limited funds, Artist-in-the-Classroom grants are limited to elementary schools in the Salt Lake City School District. Funds awarded in the category are available for artists' fees and supplies for artists' residencies. For the guidelines and application, call the City Arts Council at 596-5000.



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