

2004-2005 MINI GRANT APPLICATION



READ THESE INSTRUCTIONS and the grant guidelines carefully before filling out your TYPED application.

- Answer all questions in the space provided on the form; incomplete information may invalidate your application.
• Do not extend to supplemental pages unless specified; please, no special binders or folders.
• Double check your addition on budget pages to make sure it is correct.
• Sign and date the Legal Assurances form.
• Make a copy of the application for your records.

Mini Grant Application Deadline: [] August 30, 2004 [] November 29, 2004 [] February 28, 2005 [] May 31, 2005

Funding Requested: \$ _____ Funding for this category is limited. Generally, grant awards will be \$500 or less.

Applicant/Organization:
Address:
City, State, Zip:
Contact Person:
Daytime Phone:
Address (if different from organization):
Fax number:
E-mail address:
Alternate Contact:
Daytime Phone:
Project Title (if applicable):
Project/Season Beginning Date:
Project/Season Ending Date:
Project Location:

If applicant maintains a current website, please indicate address: www.

Identify the City Council District for: a) your organization and/or b) project location. Fill in "a", "b", or "a/b" in the spaces below:

District 1 _____ District 2 _____ District 3 _____ District 4 _____ District 5 _____ District 6 _____ District 7 _____
For City Council district information, contact the Salt Lake City Council Office at 535-7600

NONPROFIT ORGANIZATION APPLICANTS

Federal Employee Identification #: _____ - _____ - _____ Date of Incorporation: _____

Describe your organization and the services it provides:

TOTAL ORGANIZATIONAL FISCAL ACTIVITY If your organization is not an arts organization, budget figures should reflect only the arts portion of your budget.

MOST RECENTLY COMPLETED FISCAL YEAR ENDING IN 2004:

ESTIMATED FOR FISCAL YEAR ENDING IN 2005:

_____ to _____
Operating Income \$ _____ \$ _____
Operating Expenses \$ _____ \$ _____

ACCUMULATED DEFICIT

If your organization has sustained, increased or failed to reduce an operating or capital budget deficit, attach on a separate sheet a deficit-elimination plan, as approved by your organization's governing body. [] Included

PROJECT NARRATIVE

■ *Mini Grant applicants must submit a current list of Board of Directors/Trustees, including their community affiliation.*

1. How does the proposed season/project benefit the community and why does it merit public funding from the Salt Lake City Arts Council?

2. Describe the project for which Arts Council support is requested. What is the project? What do you plan to do? When? Where? Identify participating artists by name if possible. Please be specific.

3. If you are introducing new program initiatives for 2004-2005 (e.g., commissioning of new work, additional outreach activities, new venues, etc.); please describe.

PROJECT BUDGET: CASH INCOME

1. **Admissions** Itemize below, description and rate(s). Include revenue from sale of admissions, tickets, subscriptions, memberships, etc.: \$ _____

2. **Contracted Services Revenue** Itemize below, description and rate(s); examples include workshop fees, contracts for services, performance or residency fees, tuition, etc.: \$ _____

3. **Other Revenue** Itemize below, source(s) and amount(s). Include revenue derived from catalog sales, advertising space in programs, gift shop income, interest concessions, etc.: \$ _____

4. **Private Support** Itemize below, corporate, foundation or other private support for project; include source(s) and amount(s): \$ _____

5. **Government Support** Identify agency source and amount(s):

Federal: \$ _____
State: \$ _____
County: \$ _____ \$ _____

6. **Applicant Cash** Funds from accumulated resources or savings \$ _____

Total Applicant Revenue, items 1 - 6: \$ _____

Fill in the grant amount requested from Salt Lake City Arts Council: \$ _____

TOTAL PROJECT / SEASON CASH INCOME: \$

NOTE: Total project/season cash **INCOME** must equal total project/season **EXPENSES** on page 5.

PROJECT BUDGET: CASH EXPENSE

1. **Personnel** (Itemize below payments for employee salaries, wages and benefits)

Administration / Number of Positions: _____ \$ _____
Artists / Number of Positions: _____ \$ _____
Technical Production / Number of Positions: _____ \$ _____ \$ _____

2. **Outside Services** (contracted artists, technical, legal, accounting, etc.) \$ _____

3. **Facility Rental** \$ _____

4. **Publicity and Promotion** \$ _____

5. **Remaining Expenses**

a. Supplies / materials \$ _____

b. Insurance \$ _____

c. Administration (postage, utilities, phone, photocopying, etc.) \$ _____

d. Other (itemize) \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____ \$ _____

Total **Remaining Expenses** (items a - d): \$ _____

TOTAL PROJECT/SEASON CASH EXPENSES \$

***NOTE:** Total project/season cash **EXPENSES** must equal total project/season **INCOME** on page 4.*

LEGAL ASSURANCE FOR MINI GRANTS

In the event a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicants' signatures. This application shall become part of the legally binding contract between the applicant and the Salt Lake City Arts Council.

1. The grant cannot be assigned to a different project or transferred without prior written approval of the Salt Lake City Arts Council. Grantee must present major changes in original proposal in writing to the Salt Lake City Arts Council for approval.
2. The grantee shall submit to the Salt Lake City Arts Council the Summary of Standards upon notification of award, and within 30 days after project completion, the Evaluation Report. Payment will be made approximately two weeks after receipt of form. **In cases where documents are not submitted in a timely manner, the Salt Lake City Arts Council may, without notice, withhold or cancel grant funds. This includes both the Summary of Standards Form and Evaluation Report.**
3. Grantee must maintain records and other evidence pertaining to costs incurred and revenues acquired during the contract project for the project herein.
4. Credit must be given to the **Salt Lake City Arts Council** in brochures, news releases, programs, publications and other printed materials. Copies of such printed materials must accompany the evaluation report. When no printed information is used, verbal credit shall be given at each performance or presentation.
5. If project description includes complimentary ticket distribution for underserved audiences or a free performance, the following options are suggested:
 - A. Tickets may be provided to the public and/or underserved audience by the grantee organization. A list of ticket recipients should be indicated on the evaluation form, including event date and number of tickets distributed.
 - B. Free performance(s) for the general public should be scheduled and announced well in advance of the event. Press releases or other suitable documentation of the free performance should accompany the evaluation form.
6. The grantee agrees to indemnify and hold harmless the Salt Lake City Corporation, the Salt Lake City Arts Council and its employees from any and all claims or actual injury, damage or loss to a person, or real or personal property that results from or is in any way connected to the use of Salt Lake City Arts Council grant monies.
7. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.
8. The grant award is contingent upon the availability of funds to the Salt Lake City Arts Council.

SIGNATURES (Signatures of two individuals required.)

Date of Application: _____

I /We have read and understand the guidelines, criteria and legal assurances established by the Salt Lake City Arts Council grants program. If an award is granted, and the grantee does not comply with these stated policies, the Salt Lake City Arts Council reserves the right to withhold funding.

Administrative Officer/

Primary Contact: X _____ Print Name: _____

Alternate Contact : X _____ Print Name: _____

CHECKLIST

- Have you matched requested Salt Lake City Arts Council funding with cash from other sources?
- Does the budget balance? Does your TOTAL CASH INCOME (page 4) equal your TOTAL CASH EXPENSES (page 5)? Did you check your addition to make sure it's correct?
- Have you included a copy of your IRS letter granting federal tax-exempt status, and a current list of Board of Directors/Trustees, including community affiliation?
- Has your application been signed? Did you respond to all of the questions? Do not simply leave a question blank. If it does not apply to your organization, please indicate "Not Applicable," or if you're uncertain as to how to respond, contact the Grants Officer.