



# application

2006 - 2007 CITY ARTS GRANTS

City Arts Grants applications are available on-line at: <http://www.slcgov.com/arts> ■ Application Deadline: Monday, June 12, 2006

## FREQUENTLY ASKED QUESTIONS

*Throughout the year we are asked a variety of questions about the grant guidelines and applications; following are answers to the most commonly asked questions:*

### 1) Who evaluates the grant applications?

Applications are first reviewed by the Grants Committee, composed of members of the board of directors of the Arts Council. Committee recommendations for funding are submitted to the full board of directors for final approval. Collectively, the members of the Grants Committee have a working knowledge of all arts disciplines and are a mix of artists and community representatives.

### 2) How are applications reviewed?

Copies of all grant applications are prepared for each member of the Grants Committee to review. The Committee meets several times to discuss the applications and to formulate recommendations for the full board to review. In addition to the funding criteria listed in the guidelines, the decisions are based on the merit of the proposal, the amount of funds available, numeric scoring, and the number of grant applications deemed appropriate for funding. If questions arise, the Grants Officer will contact the applicant for clarification or additional information.

### 3) When are grants decisions announced?

Applicants are notified of City Arts Grants decisions by September 5. Please note that projects in a given year may not begin before October 1.

### 4) How should I handle the matching funds requirement if I am not applying as a nonprofit organization?

The cash match may be generated by sponsorships from other sources, personal funds, ticket sales, etc.

We understand that it may be more difficult to find matching funds when the applicant is not a non-profit corporation. At the same time, the Arts Council would like to see evidence of community support for the project and matching funds are one indication of that support.

### 5) Does submitting additional printed materials with my application improve my chances for getting a grant?

No, supplementary materials not specifically requested will not be forwarded to the members of the Grants Committee with the grant applications. However, if a Grants Committee member makes a request to see any of the supplementary materials, they are made available at the Grants Committee meetings.

### 6) What are the Mini Grant deadlines and when will I be notified?

Mini Grants applications are accepted quarterly; the deadlines for 2006-2007 are as follows:

FOR PROJECTS SCHEDULED:

QUARTERLY DEADLINE:

October 2005-

September 2006 . . . . . MONDAY, August 28, 2006

January-

September 2006 . . . MONDAY, November 27, 2006

April-

September 2006 . . . . . MONDAY, February 26, 2007

July-

September 2006 . . . . . TUESDAY, May 29, 2007

Applicants should contact the Grants Officer to confirm these dates.

2006-2007 CITY ARTS GRANTS 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.

Application For (check one): [ ] General Support [ ] Project Support

Funding Requested (check one only; must correspond to "grant amount requested from the SLC Arts Council," page 4):

- [ ] \$500 [ ] \$750 [ ] \$1,000 [ ] \$1,500 [ ] \$2,000 [ ] \$2,500 [ ] \$5,000 [ ] \$6,000 [ ] \$6,500 [ ] \$7,500 [ ] \$10,000

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.

NONPROFIT ORGANIZATION APPLICANTS

Federal Employee Identification #: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Date of Incorporation:

Describe your organization and the services it provides: (Individual artists: give a brief biographical sketch and a statement describing your work.)

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 2006:

ESTIMATED FOR FISCAL YEAR ENDING IN 2007:

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ 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. [ ] Attached

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**PROJECT NARRATIVE**

- *ALL nonprofit organization applicants must submit a current list of Board of Directors/Trustees, including their community affiliations.*
  - *If you are applying for General Support, do not respond to question 2. Instead attach a list of planned activities for 2006-2007 (October 1, 2006– September 30, 2007). Also include your organization’s mission and goals.*
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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 2006-2007 (e.g., commissioning of new work, additional outreach activities, new venues, etc.); please describe.

4. How will the project be promoted to the general public? Describe your publicity strategy.

5. Estimate the number of individuals to benefit directly from your project; i.e., the total audience, participants, students, etc. (excluding employees and/or participating artists). If programs are also presented outside Salt Lake City, include only individuals served in the city limits. Estimate number for broadcasts or large public events like performances in the park. *A single specific number is required. Do not say "hundreds" or "thousands" and do not use a range such as 100-300:* \_\_\_\_\_

6. Estimate the number of artists participating: i.e., the total number of artists directly involved in providing art or artistic services specifically identified with the project. A single specific number is required: \_\_\_\_\_

7. If applicable, describe services provided to those other than the general public, and identify the recipients (i.e. underserved or alternate constituents such as people with disabilities, youth-at-risk, seniors or others). Include physical and program access for people with disabilities, arrangements for transportation, ticket distribution, publicity, involvement, etc.

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**PROJECT FUNDING**

1. List other projected sources of funding, and include in the budget section on the next page.

2. In-Kind Contributions (donated services and materials); do not add this total to the expense section of your budget. *Be sure to include rate information showing how you calculated dollar value for in-kind contributions. For example, if you show a dollar value of \$100 for volunteer services, how many volunteers are anticipated for how many hours at what rate per hour?*

Services Rendered / Materials Contributed	Donor	Rate	Dollar Value
_____			\$ _____
_____			\$ _____
_____			\$ _____
_____			\$ _____
_____			\$ _____
		Total In-Kind Contributions:	\$ _____

**PROJECT BUDGET: CASH INCOME**

*NOTE: Applicants for General Support must estimate the organization's total Fiscal Year 2006-2007 budget and are limited to requests of no more than 20% of the organization's operating budget for the preceding fiscal year. All other applicants estimate budget for the project described in this application, requesting no more than 50% of project costs from the Salt Lake City Arts Council.*

1. **Admissions** Itemize below, description and rate(s). Include revenue from admissions, 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), etc.: \$ \_\_\_\_\_

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**

\$500 \$750 \$1,000 \$1,500 \$2,000 \$2,500 \$5,000 \$6,000 \$6,500 \$7,500 OR \$10,000: \$ \_\_\_\_\_

**TOTAL PROJECT / SEASON CASH INCOME:** \$

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

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**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.

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## LEGAL ASSURANCE FOR CITY ARTS 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 from the 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 by September 30, 2006, and within 30 days after project completion, the Evaluation Report. Payment will be made approximately two weeks after receipt of the report. **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 season / project described 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 ticket distribution for underserved audiences or a free performance, the following options are suggested:
  - A. Tickets may be provided to 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 Report.
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.
9. 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.

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**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: \_\_\_\_\_

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## 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?
- If you are a nonprofit organization, have you included a copy of your IRS letter granting federal tax-exempt status, and a current list of Board of Directors/Trustees, including their community affiliations?
- If you are applying for General Support, have you included a copy of your planned activities, mission and goals?
- 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.