

GRANT APPLICATION GUIDELINES

Section I – Introduction

Mission Statement

South Jordan Arts Council strives to provide opportunities for individuals and families to experience the arts through education, participation, and performance.

The intent of this funding program is to assist financially during the establishment of an art program or art project that encourages artistic development and excellence at the local level and not as a perpetual funding source. Arts Council funding is administered through the City Council and City Staff.

The Arts Council invites organizations and/or individuals to submit a grant application during Round A and/or Round B. Round A will draw up to 70% of the Grant program funding; the remaining funds will be awarded during Round B.

Round A: March 1, 2018 – June 1, 2018. Arts Council will review all submissions in June 2018 and award applicants between July 2018 and August 2018. *Grant must be used by February 1, 2019.

Round B: September 1, 2018 – February 1, 2019. Arts Council will review all submissions in February 2019 and award applicants between March 2019 and April 2019. *Grant must be used by August 1, 2019.

Goals of the South Jordan Arts Council Grant Program

The areas of special interests to the South Jordan Arts Council are:

- Employing, engaging and/or presenting South Jordan artists and their works.
- Producing or presenting new works of art and works that strive to make significant contributions to the advancement of the art form.
- Preserving or conserving art forms and cultural history/heritage through public representation.
- Promoting arts education, understanding of the arts, life-long learning in and through the arts.
- Promoting public awareness of the arts and their value to the quality of life.
- Encouraging access to and participation in the arts by persons in all areas; promoting access to the arts for persons despite economic circumstances or disadvantages; and removing the practical, perceptual or experiential impediments to arts participation.
- Promoting accessibility to the arts for people with disabilities. Applicants are expected to comply with the Americans with Disabilities Act and make their programs as accessible as possible to the widest number of people and to work to remove barriers that block accessibility. This includes the structural, programmatic, and attitudinal barriers that keep people with disabilities from fully participating in arts programs.
- Expanding the number and breadth of programs and projects that work to make the arts a vital part of community life and commerce; programs and projects that are undertaken with other sectors of the community.
- Making the arts a vital part of economic development and cultural tourism.

Section II – Funding Availability

Maximum Applications

Each organization/individual may submit only one application in this current grant funding cycle.

Applicant organizations and/or individuals must be based in South Jordan City and perform the majority of their programming in South Jordan City.

Applicants are expected to demonstrate a high degree of professionalism in sponsoring or producing arts activities.

Because this grant program is competitive, an award for the current year does not guarantee that an agency will continue to be funded in subsequent years, nor does it guarantee that the amount awarded will remain unchanged in following years.

Grant Guidelines:

- Organizations with missions exclusively devoted to arts are the first priority on funding decisions.
- South Jordan Arts Council is not designed to, nor does it desire to be the sole funding source for any arts organization, project, or event.
- All applicants must comply with the Fair Labor Act, the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act as Amended. All programs must take place in facilities that are ADA accessible.
- If unforeseen circumstances arise, resulting in a potential project that cannot be completed, you must contact the Arts Council Liaison immediately.

We do NOT fund:

- Administrative salaries
- Capital costs
- Travel outside South Jordan City
- Projects that take place exclusively outside of South Jordan City
- Projects in educational or religious institutions which are exclusive to students or congregational members and do not involve the public at large.
- Scholarships, awards, or re-granting

Section III – Grantee Responsibilities

Liability Insurance - Required

Proof of liability insurance must be submitted with the grant application.

The City of South Jordan must be listed as an additional insured for your project or event.

Documentation – Required

Documentation of incorporation as a non-profit in the State of Utah, documentation of business registration with Utah, and/or documentation of IRS tax-exempt status.

Notification

The South Jordan Arts Council should be placed on your mailing list (snail mail or email) to receive all press

releases and notices of funded programs. As part of the board’s on-site evaluation process, tickets to funded programs should be made available to South Jordan Arts Council for use by reviewer.

Grant Evaluation - Required

A Grant Evaluation must be submitted **no later than 30 days post production** of event and/or show. The Evaluation includes a Final Report Form and Narrative. It should also include a random sampling of your promotional materials highlighted to show the credit line. The Grant Evaluation can be found at the end of this document or at www.sjc.utah.gov

Acknowledgment

Funded organizations *must acknowledge the support of South Jordan Arts Council* in advertisements and promotional materials. The following line must appear on all printed materials (flyers, programs, banners, posters, press releases, postcards, etc.) which are related to your program:

“Funding has been provided in part by South Jordan Arts Council”

And include the logo



When you absolutely cannot use the South Jordan Arts Council logo (if there is no printed program) and can only provide written or verbal acknowledgment, please use the phrase:

“[Organization name] is funded in part by the South Jordan Arts Council”

South Jordan Arts Council Logo Guidelines

Funded organizations must use the following requirements for South Jordan Arts Council logo size:

- **No Alterations.** You may not alter the appearance of the logo or use the logo as a feature or design element or incorporate it into any other service logo. You may never use the symbol without the logotype “South Jordan Arts Council.”
- **No Partial Uses.** All parts of the logo must be used together. The logo may never be redrawn or modified in any way.
- **Color Restrictions.** You may not use the South Jordan Arts Council logo other than the green version provided herein without the express permission of the Arts Council.
- **Logo Placement and Size Minimums.** The South Jordan Arts Council logo must follow minimum limitations to assure readability under various backgrounds and applications. Any resizing of the logo must be done proportionally using the original artwork. Any stretching, condensing, rotating, or tilting of the logo is prohibited.
 - Standard minimum size: 1.25” x .75”
 - In the event the marketing piece is less than 4 inches tall, the South Jordan Arts Council logo must never be less than 5% of the marketing pieces height.
 - The South Jordan Arts Council logo may appear bigger than other sponsor logos, if South Jordan Arts Council is the primary funder of the event.

Section IV – Evaluation Process

After applications are received, a multi-level evaluation process begins with Liaison Staff review for completeness:

- Applications are delivered to Arts Council Members, along with guidelines and evaluation sheets. Council members review all applications and note their findings on the evaluation form. They also review the support materials submitted with the application and closely review the budget page(s).
 - If applicants would like to meet the Arts Council in person, please contact the Arts Liaison (801-253-5203 Ext. 1407) to schedule an appropriate time.
- At the end of the review period, the Arts Council will make recommendations on each grant.
- In making recommendations, Arts Council members have the following options:
 - Recommending full funding of request
 - Recommending partial funding of request
 - Denying the request for funding
- All decisions and recommendations by the South Jordan Arts Council are final.
- Awards will be by South Jordan City Check in the Name of the Event or the Event Sponsor.

Section V – Review Criteria and Procedure

The South Jordan Arts Council consists of eight volunteer residents of South Jordan City. These Council members read, review, and evaluate all applications and determine funding allocations for the South Jordan Arts Granting Program.

The Arts Council considers the following criteria when evaluating applications:

- **Quality of Project / Scope of Work**
 - The project exhibits quality in the Arts
 - Project fits South Jordan Arts Council goals
 - Scope of work is relevant to the larger industry of the Arts
- **Public Benefits / Community Outreach**
 - Project provides direct public benefit to South Jordan City residents
 - Organization has an effective marketing and outreach approach
 - Evidence of community involvement in planning for the project
- **Administrative & Leadership Capacity**
 - Strong leadership with proven track record of success
 - Organizational capacity to raise funds and acquire resources to carry out project
 - Evidence of strategic planning
- **Financial Status & Fiscal Management**
 - Evidence of controls to ensure proper management of funds
 - Clear financial information that indicates diverse income sources and support
 - Submitted a complete budget report (required)

Section VI – How to Apply

Applications must be submitted by 5:00 p.m. on the last day of Round A/B window. A total of **10 hard** copies should be mailed or delivered to the Arts Liaison at the Gale Center, 10300 So. Beckstead Lane, South Jordan City, Utah 84095. Along with the hard copies, a digital copy must be emailed to SoJoArts@sjc.utah.gov.

Feel free to include photos, brochures, news clippings, posters, etc. about your organization, the programs you have done in the past, the artists or program you are planning as part of this proposal. If you have received funding in the past, please highlight the credit line on your brochures, posters, program materials, etc.

QUESTIONS? Call Administrative Services @ 801-254-3742

I HAVE READ AND REVIWED THE ABOVE GUIDELINES AND AM COGZNIZANT OF THE FACT THAT FAILURE TO COMPLY WITH THE GUIDELINES WILL MAKE THIS ORGANIZATION INELIGIBLE FOR FUTURE FUNDING FROM THE SOUTH JORDAN ARTS COUNCIL GRANT PROGRAM.

Signature _____ Date _____



GRANT APPLICATION
FY 2018/2019 South Jordan Arts Council
Round A: March 1, 2018 – June 1, 2018
Round B: September 1, 2018 – February 1, 2019

Date of Application: _____ Application Round: _____

Name of Organization or Individual _____

Contact Person _____

Director _____

Address _____

City _____ State _____ Zip _____

Website _____

Phone _____ Fax _____

Project Name _____

Purpose _____

Amount Requested _____ Total Project Cost _____

Beginning and Ending dates of Project Begins _____ Ends _____

I CERTIFY THAT:

1. The tax-exempt status of this Organization is still in effect; (if applicable), and
2. All of the information on this application is true and correct to the best of my knowledge.

Signature _____ **Date** _____

If your organization is tax-exempt, what year was your organization granted tax-exempt status by the Internal Revenue Service? _____

Proposed Project/Event Budget

Revenue COMPLETE APPLICABLE LINES	AMOUNT CASH	IN-KIND
1.Grants		
Local Government		
State Government		
Foundations		
Corporations		
Individuals		
2.Earned Income		
Ticket Sales		
Events		
Others		
3.Membership Income		
4.In-kind Support		
5.Other (Sponsorship)		
TOTAL REVENUE		
Expenses COMPLETE APPLICABLE LINES		
Salaries		
Consultants/Professional Fees (be specific)		
Marketing (be specific)		
Operations:		
Rent Sound Equipment and Stage		
Utilities		
Postage		
Printing/Copying		
Equipment		
Supplies		
Other		
TOTAL EXPENSES		
NET PROFIT		