



**FY 2016/2017 South Jordan City Arts Council
GRANT APPLICATION**

Date of Application: _____

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, TO THE BEST OF MY KNOWLEDGE, THAT:

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

If you are tax exempt or 501c3, what year was your organization granted tax-exempt status by the Internal Revenue Service? _____

Art Council Chair _____

Art Council Liaison _____

⇒ The South Jordan City Arts Council reserves the right to reject any application for any reason, including but not limited to applications that are incompletely or improperly filled out. **This especially applies to mathematical errors; check your calculations carefully!** Grant recipients will be notified within two weeks of the Council's funding decision.

South Jordan City Arts Council Application
(Attach additional sheets as necessary)

1. Please give a brief description of your organization.

2. What is your organization's mission statement or purpose of your event?

3. Describe the project or event for which support is being requested: (Be specific. Include date and location.)

4. What are you doing to serve our South Jordan community? Describe those that will benefit from your project or event and describe how you have determined that your purpose and mission is needed by them?

FINANCIAL INFORMATION – South Jordan City Arts Council is not designed to, nor does it desire to be the sole-funding source for any arts organization, project/event.

Proposed Project/Event Budget

| Revenue COMPLETE APPLICABLE LINES | AMOUNT CASH | INKIND |
|---|------------------------|---------------|
| 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 | | |
| Expense 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/BREAK-EVEN | | |

South Jordan Arts Council EVALUATION FORM

TO BE COMPLETED BY SOUTH JORDAN ARTS COUNCIL ONLY

APPLICATION WITHDRAWN APPLICATION INELIGIBLE APPLICATION ELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

Total Project Revenue
(cash only-include grant request)

\$ _____

Total Project Cost (cash only)

\$ _____

In-Kind Contributions

\$ _____

Total Org. Expenses (most recently completed FY)

\$ _____ FY _____

APPLICATION # _____ GRANT REQUEST \$ _____ DISCIPLINE _____

AMOUNT RECOMMENDED \$ _____

AMOUNT AWARDED \$ _____

Sound Management (20%) _____

Community Involvement (40%) _____

Artistic Merit (40%) _____

Sound Management - 20%

- Evidence of *clear evaluation methods* that indicate programming effectiveness and audience development
- Clear financial information that indicates *diverse income sources* and support

Community Involvement and access - 40% (purpose)

- Understanding of the community served and the *needs* of the community
- How new, nontraditional and underserved audiences were reached

Artistic Merit - 40%

- Artistic merit of the performing artist, as evidenced in the application narrative
- Processes used to ensure excellence

Scoring Guide
9-10 Excellent
7-8 Good
5-6 Average
3-4 Below Average
0-2 Poor

APPLICATION FOR FUNDING FY 2016-2017 SOUTH JORDAN ARTS COUNCIL GRANT PROGRAM

South Jordan City Arts Council funding is administered through the City Council and City Staff.

What is this grant program? This is an application for funds from the South Jordan City Arts Council for “projects of artistic excellence” in South Jordan City. This means that you should take great care to develop a worthy project in the arts only and prepare a thorough and detailed proposal for funding. The intent of this funding program is to encourage artistic development and artistic excellence at the local level. **It is for ARTS activities and projects only!** Applicants will be expected to demonstrate a high degree of professionalism in sponsoring or producing arts activities. Proposals should be for high quality programs, which are feasible and reasonable given the allotted time and budget. 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.

Who is eligible to apply? Applicant organizations and/or individuals must be based in South Jordan City and perform the majority of their programming in South Jordan City.

What is expected of the applicant? Submittal of a FINAL REPORT is required. This report should evaluate the project and document actual expenses, as well as statistics on artists and audience. Failure to submit a final report renders an organization ineligible for future funding. Applicants should read through and review all guidelines and provide all requested information — DO NOT assume that the arts council members come to the table fully informed about your organization and its programs.

How is the proposal evaluated? All applicants are reviewed by the arts council and scored on the artistic excellence and feasibility of the proposed program and thorough completion of the application.

If your project receives funding, don't forget that the following line must appear on all printed materials (flyers, programs, banners, posters, press releases, post cards, etc.) which are related to your program:

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

and include the logo.

(Please see requirement sizes on page 10)

WHAT IS THE FORMAT FOR SUBMITTAL? Follow the instructions on the application form. Feel free to include photos, videos, 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.

HOW MANY APPLICATIONS DO I SUBMIT? A total of fourteen copies are needed; one for each member of the South Jordan City Arts Council, with the original counting as one. They should be mailed or delivered to Lori Edmunds at the Gale Center, 10300 S. Beckstead Lane, South Jordan City, Utah, 84095.

REQUIRED DOCUMENTATION: a copy of (a) and (b). (If applicable)

- a. Documentation of incorporation as a non-profit in the State of UT, documentation of registration with UT, documentation of IRS tax-exempt status
- b. Proof of liability insurance.

GRANT GUIDELINES:

Fiscal Year (FY) 2016-17 Grant Period: July 1, 2016 – June 30, 2017.

- 1. Organizations with missions exclusively devoted to arts are the first priority on funding decisions. Organizations whose primary purpose is not the arts are on the second tier of funding priority.
- 2. All applicants must comply with the Fair Labor Standards, The Civil Rights Act of 1964 the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which bar discrimination on the basis of race, color, sex, national origin or handicap. All programs must take place in facilities that are ADA accessible.
- 3. A final report shall be submitted no later than 2 weeks post production of event and/or show. The report must include a thorough and detailed description of the completed activities funded by the grant and documentation of expenditures. It should also include a random sampling of your promotional materials highlighted to show the credit line.
- 4. The art council should be placed on your mailing list (snail mail or email) to receive all press releases and notices of funded programs (10300 So. Beckstead Lane). As part of the board's on-site evaluation process, tickets to funded programs should be made available to South Jordan Art Council for use by reviewer.
- 5. If a project is having difficulty and there is potential that it cannot be completed, you must contact the office immediately.
- 6. **This grant will NOT fund:** Administrative salaries; construction or renovation costs; travel outside South Jordan City; reimbursement of deficits; projects which take place 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.

QUESTIONS? CALL Lori Edmunds @ 801-254-3742

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

Signature _____ **Date** _____

Grant Criteria, Special Interests & Evaluation Process

Awards based on the following criteria:

High artistic quality; Sound governance, management and operations; Financial soundness with evidence of primary & secondary support; Broad public benefit, accessibility and community interest; Commitment to arts education and promoting understanding and public awareness of the arts; Ability to complete by deadline required reporting including the application and final report; Strong fulfillment of one or more areas of Special Interest. (See below)

Areas of Special Interest to the South Jordan City Arts Council:

- Employing, engaging or presenting South Jordan artists.
- Producing or presenting works by South Jordan artists, especially living South Jordan artists.
- 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 presentation.
- 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 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.

The Evaluation Process:

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

1. Applications are categorized by discipline.
2. Applications are delivered to 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.)
3. At the end of the review period, the arts council will make recommendations on each grant.
4. In making recommendations, council members have the following options:
 - a. Recommending full funding of request.
 - b. Recommending partial funding of request.
 - c. Denying the request for funding.
5. All decisions and recommendations by the South Jordan City Arts Council are final.
6. Awards will be by South Jordan City check in the name of the event or the event Sponsor.

South Jordan City Arts Council logo guidelines and acknowledgement expectations



If you are receiving funding please use the following requirements for logo size and use on the credit line of your brochures, posters, program materials etc.,

- The logo must be legible and therefore never be printed smaller than 3/8 inch
- In the event the marketing piece is less than 4 inches tall, the South Jordan City Art Council logo must never be less than 5% of the marketing pieces height.
- The South Jordan City Arts Council logo should always be the same size as other sponsor logos on an organization's marketing material. It can appear bigger if South Jordan City Art's Council is the primary funder of your event.
- Do not change logo coloration
- Do not extend or condense the logo
- Do not rotate or tilt the logo

Presenting Sponsor Clarification

Whenever donors are listed on a brochure, playbill, etc., South Jordan Arts Council must be acknowledged in an organization's donor list at the donation level of funds received from the arts council.

When you absolutely cannot use the South Jordan City Arts Council logo, (if you don't have a printed program) and can only provide written or verbal acknowledgement, please use the phrase:

“ [organization name] is funded in part by the South Jordan City Arts Council”.