

**The mission of the Salt Lake City Arts Council, founded in 1976, is to promote, present and supports, artists, arts organization and arts activities in order to further the development of the arts community and to benefit the public by expanding awareness, access and participation. The City Arts Council offers equal access to programs and services without regard to race, religion, gender, national origin, disability or sexual identity.**

The City Arts Grants program is designed to provide financial support for arts programs and projects in Salt Lake City that merit public funding. There are five City Arts Grants categories, each with its own eligibility standards, guidelines and review criteria. They are: General Support, Project Support, Mini Grants, Arts Learning and Artist-in-the-Classroom.

The City Arts Council board members appreciate the hard work and creative spirit of the arts community and are strong advocates for support through the City Arts Grants program. Because City Arts Grants are supported with public tax dollars, the board places a priority on those programs that best reflect the Arts Council's mission and serve the residents of Salt Lake City. City Arts Grants can support only those programs and projects which take place within Salt Lake City limits.

The City Arts Grants program is competitive and includes a rigorous application review process. A newly completed application must be submitted each year, and a grant award in one year does not guarantee an award for the following year. The award of City Arts Grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the board is final.

## **APPLICATION & REVIEW PROCESS**

All applications must be completed and received at the City Arts Council office no later than the deadline stated in each category with one hard copy and one copy sent electronically. Applications postmarked but not received by the deadline will be marked as late and may not be reviewed.

Applicants are encouraged to contact the appropriate Arts Council grants staff person for any questions or clarification on the application and guidelines.

The Grants Committee, comprised primarily of City Arts Council board members with knowledge of the arts community, educational system and the community-at-large, meet regularly to review City Arts Grants applications. Committee members are provided with the applications in advance in order to review the materials prior to each meeting. Applications are reviewed by category, and decisions for funding are based on comprehensive discussions on the merits of each application, and on the budget allocated for the City Arts Grants program.

The grant award recommendations from the Grants Committee are provided to the full board for discussion and approval and the applicants are then notified of the board's decision by mail. The City Arts Grants awards are published in the Arts Council's quarterly newsletter and on the Arts Council's website.

## **SERVICES TO UNDERSERVED POPULATIONS**

The Salt Lake City Arts Council encourages applicants to consider providing access to underserved populations. These populations may be defined as people who would not ordinarily have the opportunity to participate in arts or cultural activities. Examples include seniors, people of ethnic background, people with disabilities, or those from lower income households.

## **INSURANCE**

As a good business practice, the Salt Lake City Arts Council encourages all applicants to purchase some form of liability insurance, appropriate to the activity, for both project participants and audience members.

## **ACKNOWLEDGEMENTS**

Grantees shall give credit to the Salt Lake City Arts Council in all publicity, advertising and program-related materials. City Arts Council logos are available electronically upon request. Copies of materials acknowledging Salt Lake City Arts Council support must accompany the Evaluation Report.

## **SITE REVIEWS**

Board and staff members will attend site reviews of programs funded in part by a City Arts Grant as their schedules allow. Grantees are requested to provide dates, times and locations of their programs with adequate advance notice. If the event requires an admission fee, the Salt Lake City Arts Council may request up to four complementary tickets for the purposes of a site review.

## **PAYMENT and EVALUATION PROCESS**

The Salt Lake City Arts Council will disburse the first 50% of grant funds according to the date requested on the Summary of Standards and the final 50% upon submission of the Evaluation Report.

Grantees are required to submit a completed Evaluation Report no later than 30 days following the completion of the program. The Evaluation Report is available on-line at [www.slcgov.com/arts](http://www.slcgov.com/arts). No new grants will be awarded unless the Summary of Standards and Evaluation Report have been completed and submitted according to the schedule as designated in each category.

In cases where documents are not submitted as required, the Salt Lake City Arts Council may, without notice, withhold or cancel grant funds. Compliance with these requirements in previous grant years is considered by the Grants Committee during the application review process.

## **CITY ARTS GRANT FUNDING LIMITATIONS**

A City Arts Grant cannot be awarded for:

- Projects already underway or completed prior to the grant year as designated in the application;
- Programs or travel outside of Salt Lake City;
- Tuition for college or university study;
- Programs provided by a for-profit business, such as a corporation or LLC;
- Deficit reduction.

## **HOW TO APPLY**

Only completed applications will be accepted. All applications must be received by 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 staff. For further information about the grants program or if you have questions regarding preparation of your application,

call or write the following:

## **CONTACT**

Kelsey Moon • email: [kelsey.moon@slcgov.com](mailto:kelsey.moon@slcgov.com)

## FREQUENTLY ASKED QUESTIONS

- **May I submit more than one grant application?**

Applicants who meet the eligibility requirements for a Project Support or General Support grant may also apply for an Arts Learning grant. Please ensure that the project or program for which you're requesting support is different for each of the two applications. Contact Arts Council grants staff if you're planning to submit an application for an Arts Learning grant and either a Project Support or General Support grant for further clarification.

- **May I include materials in addition to those required for the application?**

Supplementary materials not specifically requested will not be included with the application information sent to the Grants Committee members. These materials will be brought to the Grants Committee meeting and made available upon request, although the Committee generally relies solely on the merits of the application.

- **Are schools eligible for a City Arts Grant?**

Artist-in-the-Classroom is the one category for which elementary schools associated with the Salt Lake City School District can apply. This category supports bringing an artist in residence to your elementary school. Other City Arts Grants categories may include schools as a partner.

- **I am an artist; may I apply for a grant for a project I have in mind?**

Individual artists can apply for City Arts Grants in two categories: Arts Learning and Project Support. The Arts Council does not offer artists' fellowships; these grants support projects that have either a community or school component and require matching funds. Please read the guidelines for each category carefully and contact the grants staff if you have questions.

- **When are City Arts Grants decisions announced?**

All applicants will be notified by mail. Mini Grant applicants will be notified within a month following the submission of their application.

- **What is the payment schedule if a grant is awarded?**

Upon receipt of your grant award notification letter, you must return within 30 days the completed Summary of Standards, which includes the date on which you designate when you'd like your first grant payment. At that time, you will be mailed a check in the amount of 50% of your grant award. When you have submitted a completed Evaluation Report within 30 days after the end of your program, and your program has met the terms of the grant, you will be mailed a check for the second half of the grant award. ■

## MINI GRANTS

Mini Grant applications are accepted on a quarterly schedule for projects or programs that develop after the annual City Arts Grant deadline in June has passed. Mini Grants are available only to nonprofit organizations. The funding for this category is limited. In general, grant awards will be \$500 or less. The Mini Grant category is not an alternative for submitting late applications or missing deadlines in other categories.

General Support, Project Support, and Arts Learning grant recipients are ineligible for Mini Grant funding. Only one Mini Grant may be awarded per year to eligible applicants.

- Mini 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 as indicated in the application;
- Programs for which support is requested must take place in Salt Lake City.

- 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 September 1, 2012 and ending no later than August 30, 2013.
- **Applicants must submit a current list of Board of Directors/Trustees-including their community affiliations-and a copy of their IRS tax-exemption letter.**
- 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.
- Late applications may not be reviewed.

All applications must be completed and received at the City Arts Council office no later than the deadline stated in each category with **ONE hard copy mailed or hand-delivered and ONE copy sent electronically to [kelsey.moon@slcgov.com](mailto:kelsey.moon@slcgov.com).**

### **DEADLINES FOR 2012-2013**

Mini Grant applications are reviewed quarterly. The 2012-2013 deadlines are as follows:

#### **For projects scheduled during:**

#### **Quarterly deadline:**

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September 2012-August 2013 .....	Monday, July 23, 2012
December 2012-August 2013.....	Monday, November 26, 2012
March-August 2013.....	Tuesday, January 22, 2013
July-August 2013.....	Monday, April 22, 2013

### **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 specifically an arts project or program occurring in Salt Lake City;
- Show evidence of effective and accountable management;
- Make an effort to present quality arts programming, address good management practices and compensate participating artists.

### **REVIEW CRITERIA**

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

- Artistic quality;
- Ability to administer and implement the project, including the development of a realistic budget;
- Project income that reflects cash and in-kind contributions from a broad range of sources;
- Constituency served and number of people served through this project;
- Effective and accountable management practices;
- Community impact as evidenced by community support, public profile, types of programs and services offered;
- Demonstrated need for support;
- Value to the community as evidenced by community support, public profile and public participation
- Payment of professional fees to artists;
- Programs and services open to the public and not restricted to members only;

- Access for underserved constituents (e.g. disabled, ethnic, senior, underserved, lower income, rehabilitative, etc.);
- A community-based board of directors or trustees;
- Completeness and clarity of application.

## **MATCHING FUNDS**

Mini Grants are matched 1:1. Because City Arts Grants funds are limited, applicants are expected to seek additional sources of support, including contributions (from individuals, businesses and foundations), 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 other.

## **ACCUMULATED DEFICIT**

An organization which has sustained, increased or failed to reduce an operating 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. ■