

MINI GRANT APPLICATION

Deadline:

Monday, July 29, 2013 Monday, October 28, 2013 Monday, January 28, 2014 Monday, April 29, 2014

APPLICATION CHECKLIST

- Submit TWO copies of the application:
 - a) Send one electronic PDF copy (not a scanned image) via email to kelsey.moon@slcgov.com
 - b) Mail or deliver one hard copy with NO STAPLES, FOLDERS OR BINDERS to **54 Finch Lane, Salt Lake City, UT 84102**
- Submit a current list of Board of Directors/Trustees, including the members' community or business affiliations
- Submit a copy of IRS letter granting federal tax-exempt status

APPLICANT INFORMATION

Funding amount requested:

Generally, grant awards will be \$500 or less.

Applicant / Organization:

Address:

City, ST Zip:

Website (if applicable):

Contact Person:

Phone:

Email Address:

Alternate Contact:

Phone:

Email Address:

Program Title:

Project Location:

Program/project beginning date:

Program/project ending date:

Note: Program must take place between September 2013 and August 2014.

Federal Identification Number:

Date of Incorporation:

DUNS Number:

Identify the City Council District where your programming takes place:

District 1

District 2

District 3

District 4

District 5

District 6

District 7

For City Council District information visit <http://council.slcgov.com/pages/mapHelp.htm>.

PROJECT DESCRIPTION

1. Identify the discipline(s) used in your programming: (check all that apply)
Dance Theatre Music Opera
Media Arts Design/Architecture Literary Arts
Visual Arts Folk Arts/Folklore Multidisciplinary

2. Please provide the mission statement for your organization and describe the programs and services you provide.

3. Estimate the number of individuals to benefit directly from your programming. If programs are also presented outside of Salt Lake City, include only individuals served in the City limits.

Total participants. A specific number is required. Do not say "hundreds" or a range such as "100-200"

4. Estimate the number of artists who will participate.

8. Please describe the demographic profile of your audience.

BUDGET

1. List 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	Source	Rate	Dollar Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total In-Kind Contributions:	\$

TOTAL INCOME: PROJECTED BUDGET • CASH INCOME

Project Support applicants must estimate the budget for the program/project described in this application

1. **Earned Income** \$
Itemize below, description and rate(s). Include revenue from tuition, class fees, contracted services, concessions, merchandise sales, ticket sales, etc.

2. **Private Support** \$
Itemize below, source(s) and dollar amount(s) of individual, corporate, and foundation contributions.

3. **Public Support** *Identify agency source and amount(s)* \$
 Federal: \$
 State: \$
 County: \$

4. **Applicant Cash** \$

Subtotal \$

Grant Amount Requested \$

TOTAL INCOME \$

Total Income must equal total expenses.

TOTAL EXPENSES: PROJECTED BUDGET • CASH EXPENSES

Project Support applicants must estimate the budget for the program/project described in this application

- 1. **Program Staff** \$
Itemize below, number of staff and employee salaries, wages, and benefits.

- 2. **Payment to Artists** \$
Itemize below, payments for contracted artists including pay rate and number of hours worked.

- 3. **Facility Rental and other Facility-Related Expenses** \$

- 4. **Publicity and Marketing** \$

- 5. **Remaining Expenses** \$
Itemize below, office supplies, art supplies, and materials, photocopying, postage, insurance, etc.

TOTAL EXPENSES \$

Total Income must equal total expenses.

SIGNATURES

Submitting this application indicates authorization to do so by the governing body of the applicant and the undersigned representatives are authorized to act on behalf of the applicant in connection with this application.

The grant award is contingent upon the availability of funds to the Salt Lake City Arts Council.

CONTACT

Signature

Date

ALTERNATE CONTACT

Signature

Date