



2024 Rap Tax Grant Guidelines

General Operating Support

Please use this document as a guideline to help prepare your application.

The City of St. George has designated a portion of the sales and use tax to fund Recreational, Arts and Parks (the “RAP Tax”) for support of facilities and cultural activities. The St. George Arts Commission oversees the process of receiving applications for funding and making recommendations to the City Council for approval of disbursements from these funds. The City will make the final determination in how and when the funds will be distributed.

Please note: This is a competitive grant process. The citizens of Washington County and its various cities have generously voted to allow their tax dollars to fund art, cultural activities, programs and organizations in our community. This is a gift and a responsibility for each successful applicant.

Grantees must be a non-profit organization operating inside of St. George, UT.

Items of Note:

- All organizations must be registered with the State of Utah.
- If your organization name does not match your 501(c)(3) letter, you must provide an explanation in letter form, signed by a corporate officer and attach any necessary documentation.
- If you do not have a computer, you may complete the application with computers at the library.
- RAP funds should not be the sole source of funding received by applicant organizations. Priority consideration will be given to organizations that can solicit and receive matching funds (cash or in-kind).
- It is expected that organizations will also seek funding or grants from other agencies or sources (such as the Utah Division of Arts and Museums, foundations, corporations, businesses, individuals, etc.).
- Clarity and brevity in answers is strongly encouraged.

Character Limits: There will be a 100 word limit on each narrative question. Please use the space wisely.

RAP Will Not Fund

- Accumulated deficits or debt retirement
- Public schools and/or school programs or hiring of temporary or permanent staff in any school or school system
- Lobbying Expenses
- Scholarships, purchase awards or cash prizes
- Magazines or newspapers
- Broadcast network or cable communications systems
- Performances, events and activities that take place outside of the City of St. George
- Activities intended primarily for fundraising
- Recreational, rehabilitative or therapeutic programs
- Social Service Programs
- Fireworks
- Sister-city programs
- Rodeos
- Non-cultural celebratory activities
- Activities that are primarily religious in purpose
- Cash reserves
- Cultural Organization does not include (a) any agency of the state; (b) any political subdivision of the state; and (c) any educational institution whose annual revenues are directly derived more than 50% from state funds.

Compliance with Laws

Each recipient will comply with all federal, state and local laws, rules and regulations that govern and apply to its operations and in particular those laws created to protect the rights of individuals including, but not limited to, those laws requiring access for persons with disabilities as well as the laws governing nondiscrimination against all protected.

Time Constraints

This application covers the period from July 1, 2022 through June 30, 2023. The project or operations you are requesting RAP funding for needs to take place during a 12-month period within this time frame.

Applications, guidelines, and budget templates can be found at: sgcity.org/artscommission/

Please read all questions before beginning your application. You can download a PDF version of the application on the website, but you must submit your responses on the online form. If you have any trouble, please contact us at ArtAdmin@sgcity.org

RAP Tax Grant Schedule

(Subject To Change)

January 1st, 2024 - Guidelines Available on Website

February 1, 2024 - Applications Open

March 15, 2024 - Applications Due

April - May 2024 - Arts Commission Deliberation and Voting

June 30, 2024 - 2023 Report Forms Due

July 11, 2024 - City Council Vote to Approve Funding

July 12, 2024 - Award Letters Sent

August 1, 2024 - Deadline to Return Award Paperwork

GENERAL INFORMATION

Unscored Section

Organization Name

If the name of your organization is different from the name on your 501(c)(3) letter, you must submit a letter of explanation. Wanting to use a different name is not a valid reason for the names to be different. However, there are 4 acceptable reasons for why a different name may be used:

1. You are an affiliate of a larger organization. For example, The Saltaires Chorus is an affiliate of the Society for the Preservation and Encouragement of Barbershop Quartet Singing America. In this case submit a letter from your parent organization stating you have the ability to use this IRS letter and sign contracts.
2. You are a program of a university.
3. You have legally changed your business name. Show documentation that supports this change.
4. You are using a valid 501(c)3 as a pass through agency as you await your own designation.

Select the Discipline(s) that most closely align with your organization's work

- Arts Education Literature Media Arts Dance
- Local Arts Agency (this is a designated body such as the St. George Arts Commission)
Music
- Natural History
- Presenting Organization (this is an organization who produces shows from other organizations, teams or individuals)
- Theater Visual Art History

Organization Mailing Address

Street Address
Street Address Line 2
City State / Province Postal / Zip Code

Organization Phone Number

Organization's Non-Profit Designation

If your organization is a 501(c)(3), it should also be a Utah Non-Profit, so please select 501(c)(3) if your organization has both designations.

1. Utah Non-Profit
2. Non-Profit (application pending)
3. 501(c)(3)
4. 501(c)(3) (application pending)

Date of Non-Profit Incorporation Federal Tax ID Number if Applicable

State EIN Number

Grant Submitted By:

Grant Submitter Title:

Person Authorized to Sign Contract:

1. this person is an officer of the corporation
2. the board has given authority for this person to contract
3. this person has the authority under the groups governing documents or
4. this person has been delegated the authority by local ordinance (if you are under a municipality).

Signee's Title:

Name of Point of Contact Regarding Grant

Grant Contact Title

Grant Contact Phone Number

Grant Contact Email Address

Organization's Website (not required)

How many full-time employees does your organization employ?

How many part-time employees does your organization employ?

How many contract personnel does your organization employ in a typical year?

How many volunteers does your organization have in a typical year?

What is the estimated annual engagement of audiences with your organization?

How many people interact with your organization through ticketed or non-ticketed events, programs, or projects? Please use a best guess!

Provide your organization's Mission statement. Please include Vision and Values if applicable

Budgets

This section is unscored but gives the St. George Arts Commission insight to how your organization is being fiscally responsible. Please use the budget templates found on the website: sgcity.org/artscommission to complete this section. For ease of use, these are similar to the budgets used by state granting programs.

Total Income for Upcoming Fiscal Year (based on uploaded budget)

Total Expenses for Upcoming Fiscal Year (based on uploaded budget)

Total Grant Request Amount:

Amount Requested:

The SGAC will determine the amount given based on a variety of criteria. Some of which include the overall score of your application, your organization's qualifying expenditures, and the amount of in-kind contributions.

If your organization has a General Operating Budget of over \$10,000, you may only request up to 15% of your General Operating Budget.

If your organization has a General Operating Budget of under \$10,000, you may only request up to 30% of your General Operating Budget

GENERAL OPERATING EXPENSES APPLICATION

Scored Section

Your answers to each of the following questions will be scored by individual members of the St. George Arts Commission. For your convenience, we have included with each question a brief description of what we are looking for in your answers and how we will weigh each of the questions. A question can be worth either 5, 11, 13, or 15 points based on importance to your application. The total score based off questions is 54 points. In addition, each Commission member will be able to give your application an "overall score" worth an additional 11 points.

Background of Your Organization (15 points)

Relevant details may include, but are not limited to:
Why your organization was founded
Your organization's size
Your organization's purpose
Your organization's community impact

Who are your collaborators or partners in the community?
Demographics served. Include information about any efforts to deepen or increase the participation and inclusion of underrepresented individuals within your organization and in the broader arts field. Be as specific as possible when describing the communities you plan to engage, and clearly explain how you plan to reach these communities.
Why is what you do important and how are you impacting the world around you?

How does your organization fulfill its mission? (11 points)

Mission Statements help to keep organizations focused on their purpose for existence and give direction to its members and the community.
Tell us about your programming, operations and goals and how they relate to your Mission.
What are you doing to actively achieve goals based on your mission?
What are some of those goals?
How will the funds you receive from this grant help you achieve these goals?

Describe how your organization advances or preserves and promotes the mission of the St. George Arts Commission. (11 points)

SGAC Mission: To foster, encourage, and promote the arts in the City of St. George for the purpose of enriching and improving the lives of its residents and visitors. This will be accomplished through the creation, advocacy, and facilitation of arts programming.

How does your organization foster, encourage, and promote the Arts in St George.
This is your space to talk up your quality of work and the importance of your art!
How are you serving underserved communities within St. George?

Your organization must provide a plan for complimentary ticket distribution for special audiences in this section. This can be satisfied in one of three ways:

1. The grantee will provide tickets to the St. George Arts Commission for distribution to special audiences or the general public. Tickets must be at the Community Arts office 30 days prior to the event. These tickets will be a cross section of seats available.
2. Tickets will be provided to the public, and/or special audience by the grantee organization. Documentation will be required on the evaluation form indicating event date, number of tickets and to whom distributed for verification purposes.

3. A free performance for the general public will be scheduled and announced. The St. George Arts Commission will be notified of this 30 days in advance. Press releases or other suitable documentation of the free performance will accompany the evaluation form.

What other sources of funding does your organization actively seek? (9 points)

This is not a trick question. We want to see how self sustaining your organization is and how this grant will help you to continue to reach your goals and keep operating.

We are encouraging you to find other funding sources in addition to the SGAC grant. Some organizations are small in size and budget and may not need much funding.

However, this granting program is never 100% guaranteed and may go away one day in the future.

How is your organization working to operate without this grant? Are you being fiscally responsible?

Describe the internal and external challenges and opportunities you faced during the past year, and how your organization addressed them. (5 points)

The last couple of years have been challenging for everyone. How has your organization dealt with the challenges they have faced?

How can the SGAC be of help to your organization? Brag about your management skills!

UNSCORED: Here is a text box for you to say anything else you would like to say about your organization. This question is optional - but if the other questions did not allow you to tell your story in the way you were hoping for, here is your chance. There is no penalty for not answering this question.

Legal Assurances and Signatures

Please read through each of these assurances and make sure your organization can uphold each item. If you have questions or concerns, please reach out to us at artadmin@sgcity.org

Legal Assurances

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 agreement between the applicant and the City of St. George.

1. The grant cannot be assigned to a different project or transferred without prior written approval of the St. George Arts Commission.
2. The grantee shall submit to the St. George Arts Commission the dates, times and locations of projects for possible on-site review by the St. George Arts Commission. The grantee is requested to provide free admission to projects/events for reviewers.
3. The grantee agrees to keep careful attendance and participation records of the project herein.
4. The financial accounts shall be subject to audit by appropriate agencies of the City of St. George. The grantee will be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three years after completion of the project and submission of the final expenditure report.
5. Credit must be given the City of St. George and the St. George Arts Commission in brochures, news releases, programs, publications, and other printed materials with the following credit line: "This project is supported by the St. George Arts Commission, with funding from the City of St. George. Grantees must use City of St. George and St. George Arts Commission logos in printed materials and publicity. When no printed information is used, verbal credit shall be given prior to each performance or presentation.
6. Your organization must provide complimentary ticket distribution for special audiences. This can be satisfied in one of three ways:
7. The grantee will provide tickets to the St. George Arts Commission for distribution to special audiences or general public. Tickets must be at the Community Arts office 30 days prior to the event. These tickets will be a cross section of seats available.
8. Tickets will be provided to the public, and/or special audience by the grantee organization. Documentation will be required on the evaluation form indicating event date, number of tickets and to whom distributed for verification purposes.
9. A free performance for the general public will be scheduled and announced. The St. George Arts Commission will be notified of this 30 days in advance. Press releases or other suitable documentation of the free performance will accompany the evaluation form.
10. The grantee agrees to indemnify and hold harmless the City of St. George, the St. George Arts Commission, Mayor, City Council, agents, staff and 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 City of St. George Monies.
11. The filing of the application has been authorized by the governing body of the applicant, and the undersigned representatives have been authorized to file this
12. application for and on behalf of said application, and otherwise to act as the authorized representatives in connection with this application.
13. The grant award is contingent upon the availability of funds as authorized by the St. George City Council.