



## St. George Arts Commission RAP Tax Grant Guidelines

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

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 must be responsibly utilized by each successful applicant.

The City of St. George has designated a portion of its Recreation, Arts, and Parks funding to support facilities and cultural activities in St. George. The St. George Arts Commission oversees the process of receiving grant applications for funding and making recommendations to the City Council for approval of disbursements from these funds. The St. George City Council will make the final determination on how and when the funds will be distributed.

This is a competitive process. Clear and Complete applications will be given priority consideration. This includes the Financial Budget Worksheet and the prior year's Grant Report Form, if applicable. Past funding of an organization will not be considered as setting a precedent for future funding. Each year, requests will be reviewed based on their current merits.

### Items of Note:

- Grantees must be a non-profit organization with a current city business license operating in the City of St. George, UT.
- If you do not have a computer, you may complete the application with computers at the Washington County Public 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.).
- Character Limits: There will be a 100-word limit on each narrative question. Please use the space wisely. Clarity and brevity in answers is strongly encouraged.

**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 in the online form. If you have any trouble, please contact us at [ArtAdmin@sgcity.org](mailto:ArtAdmin@sgcity.org)**

### **St. George Art Commission RAP Will Not Fund:**

- Accumulated deficits, debt retirement, or Cash reserves
- Activities intended primarily for fundraising or Lobbying Expenses
- Scholarships, purchase awards, or cash prizes
- Magazines, Newspapers, Broadcast networks or cable communications systems
- Performances, events, and/or activities that take place outside of the City of St. George
- Recreational, rehabilitative, therapeutic, or Social Service Programs
- Fireworks or Rodeos
- Sister-city programs
- Non-cultural celebratory activities
- Activities that are primarily religious in purpose
- Cultural Organizations that are: (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 1st of the city budget award year through June 30th, of the city budget award year. The project or operations for which you are requesting RAP funding need to take place during this time frame.

Applications, guidelines, and budget templates can be found at: [sgcity.org/artscommission/](http://sgcity.org/artscommission/)

# RAP Tax Grant Schedule

*(Subject To Change)*

**February 1st** - Guidelines Available on the Website

**February 15th** - Applications Open

**3rd week of February** - Application Workshop

**March 31st** - Applications Due

**April - May** - Application Review

**3rd Thursday in June** - City Council Approval

**July 1st** - Award Letters Sent & Previous Year Report Forms Due

**August 1st** - Deadline to Return Award Paperwork

## Application Checklist

Before you start the RAP Application make sure that you have these additional documents available to upload with your application:

- ☐ Articles of Incorporation
- ☐ Most Recent 990 or 990EZ Form
- ☐ W9 <https://sgcityutah.gov/artscommission/w9>
- ☐ 501c3 letter for your organization (IRS Determination letter)  
Sample: <https://sgcityutah.gov/artscommission/IRSDeterminationLetterSample>
  - ☐ If the name on your 501c3 letter does not match the business name then you need a letter from a board officer explaining the discrepancy along with any other relevant paperwork - (DBA)  
<https://corporations.utah.gov/business-entities/dba/>
- ☐ Business license (current) for the city of St George  
[https://sgcityutah.gov/departments/community\\_development/business\\_licensing.php](https://sgcityutah.gov/departments/community_development/business_licensing.php)  
Sample: <https://sgcityutah.gov/artscommission/BusinessLicenseCertificateSample>
- ☐ Certificate of Existence/Good Standing from the State of Utah  
<https://tax.utah.gov/business/good-standing>  
Sample: <https://sgcityutah.gov/artscommission/CertificateofExistenceSample>

# GENERAL INFORMATION

## *Required*

- **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.
- **\*One Application Per Organization:**

*Only one application per grant cycle is allowed for a parent organization or its affiliates. Subgroups of a larger organization must coordinate to ensure only one submission is made. Duplicate applications from a parent organization and its affiliates will not be considered.\**

- **Total Grant Request Amount**

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

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

- **Board Information (Executive Members Only)**

Name	Title	Phone Number	Years Served
<hr/>	<hr/>	<hr/>	<hr/>
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- **Organization Mailing Address**

- Street Address
- Street Address Line 2
- City State / 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)
  5. University, or school with less than 50% state funding

- **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 sign contracts
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)**
  
- **Provide your organization's Mission statement.**
  - *Please include Vision and Values if applicable*
  
- **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?**
  
- **How many people interact with your organization through ticketed or non-ticketed events, programs, or projects? Please use a best guess!**
  
- **How many performance days, exhibit days, or event days will be offered in this RAP Funding Year? (Enter 0 if n/a)**
  - 1. Performance days \_\_\_\_\_
  - 2. Exhibit Days \_\_\_\_\_
  - 3. Event Days \_\_\_\_\_

## **Budgets**

Please use the budget templates found on the website: [sgcityutah.gov/artscommission/](http://sgcityutah.gov/artscommission/) to complete this section.

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

# APPLICATION QUESTIONS

- **Background of Your Organization** (There will be a 100 word limit)

*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?**

- 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.**

*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 Arts and Culture in St George. This is your space to talk up the quality and importance of your work! 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?**
  - 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?
- **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](mailto:artadmin@sgcity.org)

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.
4. 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.
5. Your organization must provide complimentary ticket distribution for special audiences. This can be satisfied in one of three ways:
  - a. 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.
  - b. 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.
  - c. 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.
6. 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.
7. 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 application for and on behalf of said application, and otherwise to act as the authorized representatives in connection with this application.
8. The grant award is contingent upon the availability of funds as authorized by the St. George City Council.