



**FY 11/12 PUBLIC ART AND CULTURAL DEVELOPMENT BOARD
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.

Board Chair _____

Project Director _____

⇒ The PACDB 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 Board's Funding Decision

**Public Art And Cultural Development Board
Application**

1. Please give a brief description of your organization.(if applicable)

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. Attach additional sheets as necessary)

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

4. 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?

5. How will your project or program be of value to the citizens of South Jordan?

6. Please include on a separate sheet the names of all the people on your board or those assisting with your project/event.

FINANCIAL INFORMATION – South Jordan Public Arts & Cultural Development Board is not designed to, nor does it desire to be the soul-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		
Operations:		
Rent Sound Equipment and Stage		
Utilities		
Postage		
Printing/Copying		
Equipment		
Supplies		
Other		
TOTAL EXPENSES		
NET PROFIT/BREAK-EVEN		

PUBLIC ART AND CULTURAL DEVELOPMENT BOARD EVALUATION FORM

TO BE COMPLETED BY PACDB BOARD 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 \$ _____

NOTES:

**APPLICATION FOR FUNDING FY 2009-2010
PUBLIC ART & CULTURAL DEVELOPMENT GRANT PROGRAM**

South Jordan City Public Arts & Cultural Development Board (PACDB) funding administered through the City Council and City Staff.

What is this grant program? This is an application for funds from the PACDB 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 PACDB members come to the table fully informed about your organization and its programs.

How is the proposal evaluated? All applicants are reviewed by the PACDB 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 Public Art and Cultural Development Board”

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 ten copies are needed. One for each member of the PACDB, with the original counting as one. They should be mailed or delivered to Lori Edmunds at the Municipal Building 10996 S. Redwood Road.

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) 2009-10 Grant Period: July 1, 2009 – June 30, 2010.

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. PACDB should be placed on your mailing list (snail mail or email) to receive all press releases and notices of funded programs (10996 S. Redwood Rd., South Jordan, Utah 84095. As part of the board's on-site evaluation process, 2 tickets to funded programs should be made available to PACDB 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 THE ADMINISTRATIVE OFFICE OF Parks and Recreation at 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 PACDB GRANT.

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 PACDB:

- 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 Board Members, along with guidelines and evaluation sheets. Board 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 PACDB will make recommendations on each grant.
4. In making recommendations, Board 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 Public Art and Cultural Development Board are final.
6. Awards will be by South Jordan City Check in the Name of the Event or the Event Sponsor.