

St. George Arts Commission Arts Grant Application

Read Grant Guidelines carefully before filling out the application. Incomplete forms may invalidate your application.

Type your application

Make a copy of the application for your records

Answer all questions in the space provided on the form. Do not extend to supplemental pages unless specified.

Double check your addition for accuracy

Sign and date Legal Assurances

Application for (check one): General Support Project Support Developmental Support Mini Grant

Applicant/Organization _____

Mailing Address _____

Zip _____

Contact Person _____

Daytime Phone _____

Address (if different from organization) _____

Zip _____

Alternate Contact _____

Daytime Phone _____

Federal Employee ID no. Date of Incorporation _____

Project Title (if applicable) _____

Project/Season Beginning Date _____

Project/Season Ending Date _____

Project Location _____

Grant Amount Requested: \$ _____

Please give a brief description of your organization and the services it provides:

TOTAL ORGANIZATIONAL FISCAL ACTIVITY	MOST RECENTLY COMPLETED FISCAL YEAR	ESTIMATED FOR CURRENT FISCAL YEAR
	To	To
	mo/yr	mo/yr
Operating Income	\$ _____	\$ _____
	\$ _____	\$ _____

NOTE: If your organization is not an arts organization, budget figures should reflect only the arts portion of your budget.

PROJECT NARRATIVE

NOTE: If you are applying for General Support do not respond to questions 1 and 2. Instead, attach a list of planned activities for the fiscal year. (July 1 - June 30) Also, attach a sheet identifying your organizations goals and purposes.

1. Describe the project for which St. George Arts Commission support is requested. What is the project? What do you plan to do? When? Please be specific.

2. How will the project be accomplished and by whom? Identify participating artists by name whenever possible.

3. Estimate the number of individuals to benefit directly from your project, i.e. the total audience, participants, students, etc. (Excluding employees and/or paid performers) Estimate for broadcasts or large public events i.e. performances in the park. A single specific number is required. Do not say "hundreds" and do not use a range such as 100 - 300.

4. Estimate the number of artists participating, i.e. the total number of artists directly involved in providing art or artistic services specifically identified with the project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. A single specific number is required.

5. Specify community involvement (identify committees, art groups, volunteers, schools, etc. who will be involved in any way in carrying out your project).

6. If special audiences will be served, what are your arrangements for transportation, ticket distribution, publicity, involvements, etc.?

7. Development Support applicants only: Use the space provided below for an expanded narrative about your project according to the Development Support Grant description and Guidelines. (NOTE: Developmental Support applicants must meet with the St. George Arts Commission grants officer prior to submission of grant application).

PROJECT FUNDING

1. What other sources of funding are being sought for this project?

2. **In-kind Contributions** (donated services and materials): Do not add this total to the expense section of your budget.

Services Rendered or Materials Contributed	Donor	Rate	Dollar Value
_____			\$ _____
_____			\$ _____
_____			\$ _____
		Total In-Kind Contributions	\$ _____

Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$100 for volunteer services, how many volunteers are anticipated for how many hours and at what rate per hour?

PROJECT BUDGET: CASH INCOME

Note: Applicants for General Support must estimate the organization's total Fiscal Year (July 1 - June 30) budget, and are limited to requests of no more than 20% of the organization's operating budget for the preceding fiscal year. All other applicants for the project described in this application, requesting no more than 50% of project costs from the St. George City Council.

Admissions: Provide in the space below description and rate(s) - include revenue from sale of admission, tickets, subscription, memberships, etc.

_____ \$ _____

Contracted Services Revenue: Provide description and rate(s), i.e. revenue derived from sale of services. Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

_____ \$ _____

Other Revenue: Itemize source and amount(s), i.e. how many catalogs do you plan to sell and at what price each? Include revenue derived from catalog sales, advertising space in programs, gift shop income, concessions, etc.

_____ \$ _____

Private Support: Corporate, foundation or other private support for project. If possible, itemize source and amounts.

_____ \$ _____

Government Support: Indicate specific agency or source.

Federal _____ \$ _____
State/Regional _____ \$ _____

Applicant Cash: Funds from accumulated resources or savings _____ \$ _____

Total Applicant Revenue \$ _____

Grant Amount Requested from St. George Arts Commission \$ _____

TOTAL PROJECT/SEASON CASH INCOME (Total estimated revenue plus grant amount requested) \$ _____

NOTE: TOTAL PROJECT/SEASON CASH INCOME **MUST** EQUAL TOTAL PROJECT/SEASON CASH EXPENSES

PROJECT BUDGET: CASH EXPENSES

Personnel (i.e. payments for employee salaries, wages and benefits)

Administrative _____ Number of positions _____ \$ _____

Artistic _____ Number of positions _____ \$ _____

Technical Production _____ Number of positions _____ \$ _____

Outside Services/Artistic Fees

_____ \$ _____

Space Rental (identify)

_____ \$ _____

Publicity and Promotion

_____ \$ _____

Remaining Project Expenses

1. Rentals _____ \$ _____

2. Supplies/Materials _____ \$ _____

3. Insurance _____ \$ _____

4. Postage _____ \$ _____

5. Other _____ \$ _____

TOTAL OF ITEMS 1 - 5 \$ _____

TOTAL PROJECT/SEASON CASH EXPENSES

\$ _____

NOTE: TOTAL PROJECT/SEASON CASH EXPENSES **MUST** EQUAL TOTAL PROJECT/SEASON CASH INCOME

FUTURE PLANS

Briefly describe your organization's goals and plans for the next three years. Include plans to increase the professionalism of your organization and/or its programs.

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 contract 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.
6. 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 (provided by the Utah Arts Council) in printed materials and publicity. When no printed information is used, verbal credit shall be given prior to each performance or presentation.
7. Project description includes complimentary ticket distribution for special audiences or a free performance, please indicate below how it will be handled:
 - a. 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.
 - 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.

8. 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 an 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.

9. 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.

10. The grant award is contingent upon the availability of funds as authorized by the St. George City Council.

SIGNATURES

Signatures of two officers required.

Administrative Officer:

Fiscal Officer or 2nd Responsible
Person with the Organization:

Date of application

Notification of grant award or rejection should be mailed to:
Name

Address

City, Utah

ZIP Code

CHECK LIST

- Has your application been signed by two people? Did you respond to *all* of the questions? Do not simply leave a question blank. If it does not apply to your organization, please indicate "Not Applicable," or if you're uncertain as to how to respond, contact the Grants Officer.
- Does the budget balance?
- Did you check your addition to make sure it's correct?
- Have you matched St. George Arts Commission dollars requested with cash from other sources?

Because this application must be copied for distribution, please submit this original form to the St. George Arts Commission and make a copy for your files.

Mail or hand-deliver before 5:00 pm on Thursday, June 13, 2008 to the following address:

**St. George Arts Commission
c/o Community Arts Division
47 E 200 N
St. George, UT 84770**