



City of St. George  
Arts Component  
2020/2021 RAP Tax Grant



## St. George Rap Tax Application Packet

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. Although some of the City’s grant programs have been reduced based on estimates of lower receipts of sales tax revenues due to the economic downturn, the City of St. George has worked hard to continue to provide \$275,000 to be awarded for Art Grants in their fiscal year 2020-2021 budget. 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. Due to Covid-19 and economic changes we will likely see a shortfall of sales tax revenue for the coming year and the City has determined that only approximately 25% of the funds can be paid each quarter. As a way to best balance budgets we are asking that Grantees receive monies in quarterly installments depending on the individual constraints of the grantees perhaps the funds will be dispersed as available in partial payments at different times of the year. Please fill out the questions below to help us determine which quarter you will need funds or if a quarterly installment throughout the year will work best for you. We appreciate your detailed application to help us determine how to best disperse funds in fiscal year 2020-2021, which begins July 1, 2020 and ends June 30, 2021. The City will make the final determination in how and when the funds will be distributed.

### **Projected Schedule for Submission/Review/Approval of RAP Funding Requests**

Guidelines/Application Available Online:

Friday, May 22, 2020

Deadline for Submission of funding requests:

Friday, June 12, 2020

Deadline for Grant Reports from 2019 cycle:

Friday, June 12, 2020

*(Grants that received funding in 2019 will not be considered for 2020 without Reports.*

*[Click here for Grant Report Form](#)).*

City Council Authorization to Fund Approved Projects:

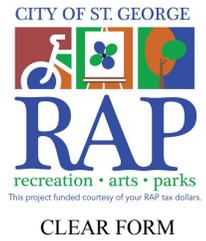
Thursday, July 2, 2020

Disbursement of funds for Approved Projects: Quarterly/beginning Mid-July subject to funds availability.

Applications along with attachments shall be submitted to the City of St. George, Community Arts Division, City of St. George, 68 East Tabernacle St., St. George, Utah, 84770.



**City of St. George**  
**Arts Component RAP**  
**Tax Grant**  
**2020/21 Application**



Organization Name:  
 Grant Submitted By:  
 Person Authorized to Sign Contract:  
 Mailing Address:  
 Phone Number:  
 Organization's non-profit designation:  
 Name of Point of Contact:  
 Phone Number:  
 Email:  
 Federal Tax ID Number:  
 Date of Non-Profit Incorporation:  
 Total Annual Operating Budget:

***Recreation, Arts & Parks – Arts Component***

Amount requested \$ \*(Please refer to page 7 for preferred Distribution of Funds)

Brief description of project: (50 words or less)(please include name of event and what monies will be used for).

What is your organization's mission statement and primary focus? (50 words or less)

**In the past year, please list all public grant monies received:**

Granting Entity	Project	Amount
Federal:		\$
State:		\$
County:		\$
City:		\$
Other:		\$

**In the past year, please list your top eight grant monies (private and public) received: (Highest to Lowest)**

Granting Entity	Project	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

All applications are due on or before 5pm Friday, June 12, 2020.

Applications along with attachments shall be completed and submitted to the City of St. George, Community Arts Division, City of St. George, 68 East Tabernacle St., St. George, Utah, 84770

The applicant hereby acknowledges that the submitted information is correct to the best of his or her knowledge.

Applicant agrees to allow City of St. George to post all information

**SIGNATURES :**

Signatures of two officers required.

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Fiscal Officer or 2<sup>ND</sup> Responsible Person with the Organization

Date of Application:

Notification of grant award or rejection should be mailed to:

Name:

Address:

City:

State:

Zip Code:

Email:

***Before completing the application, please see the "2020/21 Application Guidelines"***

**Narrative Questions:**

1. Please categorize your organization's primary discipline and activity type: (check all that apply)

Arts Education

Local Arts Agency

Theater

Literature

Music

Visual Art

Media Arts

Natural History

History

Dance

Presenting Organization

2. Please initial below.

\_\_\_\_\_ General Operating Expenses

3. Describe how the RAP funds will be used to support the organization's mission and primary focus. (50 words or less)

4. Describe how your organization advances or preserves its artistic or cultural discipline within the City of St. George.

(50 words or less)

5. Describe your organization's major activities and issues in the past year. Specify particular successes and challenges.

6. Define how you promote your work to your target audiences. Describe the outreach efforts your organization undertakes. What marketing and or audience development strategies do you use?(150 words or less)

7. What are the short-term and long-term goals and objectives for your organization? How will RAP funds help accomplish your goals? (150 words or less)

8. Does your organization sell discounted tickets, or do you give free tickets to residents of the City of St. George: If yes, please describe. (150 words or less)

9. How would you describe your primary and/or target audience? Explain how your organization intends to maintain and/or grow its audience over the next year. (150 words or less)

**10.** Please provide the following information on your organization's staff and audiences/constituents for the period in which you will receive RAP funds:

Number of paid full-time staff:

Number of paid part-time staff:

Number of contract personnel:

Number of volunteers:

Professionals:

Total attendance:

Tickets... Public/Other:

**11.** Describe how your organization partners with other organizations and service providers located within the City of St. George: (150 words or less)

**12.** Describe the internal and external challenges and opportunities you faced during the past year, and how your organization addressed them: (150 words or less)

**Documents to be submitted with application:**

- | Date of 501(c)(3) status, and copy of IRS letter
- | Utah Business Registration Entity Number
- | Basis for contractual authority (signing authority)
- | Organizational chart with total salary and benefits for the organization
- | Board Members List including names, addresses, and phone numbers of Members
- | List of any “non-core” activities
- | Articles of Incorporation (Only if this is your first time applying)

**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 and initials by each item. This application shall become part of the legally binding agreement between the applicant and the City of St. George.

INITIAL

\_\_\_\_\_

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 Arts Component/RAP TAX Grant 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 and Arts Component/ RAP TAX Grant. Grantees must use City of St. George and Arts Component/RAP TAX Grant Logos (provided at [www.sgcity.org/arts/artscommission](http://www.sgcity.org/arts/artscommission)) in printed materials and publicity. When no printed information is used, verbal credit shall be given prior to each performance or presentation.

\_\_\_\_\_

6. Provide complimentary ticket distribution for special audiences or free performance.

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.

\_\_\_\_\_

7. 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.

\_\_\_\_\_

8. 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 applicant and otherwise to act as the authorized representatives in connection with this application.

\_\_\_\_\_

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

\_\_\_\_\_

10. Organization Representative to attend St. George Arts Commission, Arts Summit, September 17, 2020.



# City of St. George - RAP- Arts Component

## Grant Application

### BUDGET



Entity Applying for Award Grant: \_\_\_\_\_

Year FISCAL Year 2020/2021

Completion date \_\_\_\_\_

Applicant Entity Projected Budget		
2020/21 Fiscal Year		Explanations
<b>Project Cash Income</b>		
Ticket Sales/Admissions		
Program fees (tuition, etc.)		
<b>STG - RAP-Arts Component Funds Requested</b>		
Other Public Support Grants (specify)		
Private Individual Contributions		
Foundation Contributions		
Corporate Contributions		
Fundraising Events (specify)		
Total Cash Income:		
<b>Project Cash Expenses</b>		
Administrative Salaries/Benefits		
Artistic/Creative Salaries/Benefits		
Artistic/Creative Contractor Fees		
Exhibition Production Expenses		
Exhibition Materials & Supplies		
Royalties/Licensing Fees		
Other Artistic/Creative Expenses		
Office Expenses & Supplies		
Travel/Housing		
Advertising & Promotion		
Financial Sponsor Fee (if any)		
Other Acctg/Legal Fees		
Fundraising Expenses		
Facility Rent/Utilities		
Insurance		
Capital Construction Expenses		

