



City of St. George
Arts Component
2021/22 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. The City of St. George currently provides \$275,000 to be awarded for Art Grants during their fiscal year 2021-2022 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. 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: Monday, March 1,2021
- Deadline for Submission of funding requests: Thursday, April 15, 2021
- Deadline for Grant Reports from 2020 cycle: Friday, April 30, 2021
(Grants that received funding in 2019 will not be considered for 2021 without Reports.
Click here for Grant Report Form.)
- City Council Authorization to Fund Approved Projects: City Council June Meeting
- Disbursement of funds for Approved Projects: Quarterly/beginning Mid-July subject to funds availability.
- Deadline for Grant Reports from 2021 cycle: Friday, April 15, 2022

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



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RAP Tax Grant
2020/21 Application



GENERAL INFORMATION

*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: _____

*See Items of Note in Guidelines packet if your organization name differs from that on your 501(c)3

Recreation, Arts & Parks – Arts Component

Amount requested \$ _____

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

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

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

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Arts Education | <input type="checkbox"/> Local Arts Agency | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music | <input type="checkbox"/> Visual Art |
| <input type="checkbox"/> Media Arts | <input type="checkbox"/> Natural History | <input type="checkbox"/> History |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Presenting Organization | |

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: _____
 Total attendance: _____
 Tickets... Public/Other: _____

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

Granting Entity	Project	Amount
Federal:		\$
State:		\$
County:		\$
City:		\$
Other:		\$
Other:		\$
Other:		\$
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 Thursday, April 15, 2021.

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

The applicant hereby acknowledges that the submitted information is correct to the best of their knowledge. Applicant agrees to allow City of St. George to post all information.

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: _____
 State: _____ Zip Code: _____
 Email: _____

Before completing the application, please see the "2021/22" Application Guidelines"

NARRATIVE QUESTIONS

1. Describe how the RAP funds will be used to support the organization's mission and short and long term goals. (150 words or less)
2. Describe how your organization advances or preserves its artistic or cultural discipline within the City of St. George. (50 words or less)
3. Describe how your organization partners with other organizations and service providers located within the City of St. George. (150 words or less)
4. How would you describe your primary and/or target audience? Define how you promote your work to your target audience. Describe the outreach efforts your organization undertakes. What marketing and or audience development strategies do you use? (150 words or less)

Documents to be submitted with application. Please use this as a checklist to ensure all of your documents are submitted. Applications without proper documents may not be considered.

- Date of 501(c)(3) status, and copy of IRS letter
- Form 990 for previous fiscal year
- 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. If awarded funds for General Operating Expenses or other nonspecific project expenses, Grantee agrees to keep careful attendance and participation records of all events and activities if applicable.
- _____ 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 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.
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 (68 East Tabernacle St., St. George, Utah, 84770) 30 days prior to the event. These tickets will be a cross section of seats available.
Tickets will be provided to the public and/or special audience free of charge 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.
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 23, 2021.
- _____ 11. The Grantee agrees to submit events to the City of St. George Calendar of Events.



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BUDGET



Entity Applying for Award Grant: _____ Year: FISCAL YEAR 2021/2022

Completion Date: _____

Please Check One: _____ Project Specific _____ General Operating Expenses

Applicant Entity Projected Budget		Explanations
2021/2022 Fiscal Year		
Project Cash Income		
Ticket Sales/Admissions		
Program fees (tuition, etc.)		
STG - RAP-Arts Component Funds Requested		
Other Public Support Grants (specify)		
Private Individual Contributions		
Foundation Contributions		
Corporate Contributions		
Fundraising Events (specify)		
Total Cash Income:		

Project Cash Expenses	Outline expenses used to cover compensation for your company's personnel. You may calculate salaries and wages as a percentage of annual income or based on an hourly rate.
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	
Total Cash Expenses:	

In-Kind Services		Explanations
Donated/Volunteer Services		
Donated Goods		
Facilities/Location		
Facilities/Utilities		
Other:		
Other:		
Other:		
Total In-Kind:		

TOTAL REQUESTED: \$ _____