

Summit County Cultural RAP Tax 2019 Application Guidelines

This application has been streamlined and most of the instructions have been placed in this guide.

A completed application and attachments must be submitted by the required deadline of 12:00 PM(noon), Friday March 29, 2019. An incomplete application or any missing documentation will disqualify the organization from receiving 2019 RAP Grant funding.

Additional information regarding the RAP program can be found on our website at <http://www.summitcounty.org/374/Grant-Information>. Concerns or questions may be directed to Anita Lewis at 435-336-3220 or email alewis@summitcounty.org

Notable Changes:

- All 501(c)(3) organizations must be registered with the State of Utah. This does not apply to municipalities i.e. a local arts agency that applies under the auspices of their city.
- If your organization name does not match your 501(c)(3) letter, you must provide an explanation in letter form, signed by a corporate officer and attach any necessary documentation.
- Organizations will be asked about their contracting authority.

General Instructions:

- Do not exceed twelve (12) pages for the total application.
- Minor reformatting of the application is allowed to ensure paper is not wasted, but the order of the information must be maintained.

Best Practices:

- 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). Priority consideration will also be given to organizations that can demonstrate a strong connection to the community, have a substantial track record and show financial and stable history.
- 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, corporation, businesses, individuals, etc.).
- Clarity and brevity in answers are strongly encouraged.
- RAP grantee organizations are expected to maintain professional and ethical standards. Joining the Utah Nonprofits Association provides resources to assist nonprofits in this effort. Please visit www.utahnonprofits.org for more information.

Funding Amount Considerations

- Organizations requesting \$15,000 or less may not receive more than 50% of their annual operating budget from RAP funds. In-kind contributions may count toward the 50% match.

- Organizations submitting one year of audited financial statements may not receive more than 35% of their G&A expenditures, or 50 % of project or program expense.

Scoring Applications:

- 1) Artistic/Cultural Vibrancy = 5 points
 - 2) Public Benefit/Outreach = 5 points
 - 3) Organizational Capacity = 5 points
- Total of 15 points possible per organization

<u>Score</u>	<u>Rank</u>	<u>Rank Description</u>
5	Exceptional	The applicant provides overwhelming evidence throughout the application that demonstrates all funding criteria are met. The application is clear, well-articulated, and appropriate. The budget is realistic, comprehensive, and carefully aligned with the narrative. The applicant documents their activities are of the highest quality, highly relevant, and lead to a deeper understanding of the organization and its project.
4	Strong	The applicant provides clear evidence throughout the application that demonstrates funding criteria are met. The application is clear, well-articulated, and appropriate. The budget is realistic, comprehensive, and carefully aligned with the narrative. The applicant documents their activities are of high quality, highly relevant, and lead to a deeper understanding of the organization and its project.
3	Good	The applicant provides sufficient evidence throughout the application that demonstrates funding criteria are met. The application is clear and appropriate. The budget is realistic and reasonably aligned with the narrative. The applicant documents their activities are of good or average quality, relevant, and lead to a deeper understanding of the organization and its project.
2	Fair	The applicant provides limited evidence throughout the application that demonstrates funding criteria are met. The application is appropriate but with limited detail. The budget is not particularly well-aligned with the narrative. The applicant provides limited documentation of the quality of activities.
1	Weak	The applicant provides very limited evidence in the application that demonstrates funding criteria are met. The plans lack detail and are hard to understand. The budget is unrealistic and poorly aligned with the narrative. Information documenting the quality of activities is insufficient and/or of poor quality.
0	Non Competitive	The applicant provides insufficient information and does not meet the minimum.

An application which demonstrates exceptional Artistic/Cultural Vibrancy:

- Engages qualified and diverse arts/cultural professionals
- Inspires and contributes to vibrant/energetic cultural community in Summit County
- Provides unique, impressive, and noteworthy contributions to its field
- Supports work that has merit and connects with the audience

An application which demonstrates exceptional Public Benefit/Outreach:

- Clearly demonstrates the organization understands, works with, and serves its community
- Connects with the target audience
- Makes an effort to also reach out to underserved populations
- Demonstrates meaningful relationships with other stakeholders
- Is open to the public and welcomes all

An Application which demonstrates exceptional Organizational Capacity:

- Clearly demonstrates the organization is well managed and stable
- Has engaged, active and qualified board, staff and/or volunteers
- Demonstrates strong partnerships with other art & cultural agencies
- Demonstrates diverse funding sources
- Sets goals and measures progress
- Sets a realistic and appropriate annual budget
- Clearly demonstrates the ability to implement project(s) and/or operations

It is the applicant's responsibility to thoroughly describe the project, how it will be accomplished and the roles of those involved. If requesting general operating expenses, the applicant must describe how the organization's mission and goals warrant funding.

Taking the time to prepare an exemplary and complete application helps to demonstrate your ability to carry out proposed plans.

RAP Will Not Fund

- Accumulated deficits or debt retirement
- Capital Improvements
- Public schools and/or school programs or hiring of temporary or permanent staff in any school or school system
- Lobbying Expenses
- Scholarships, purchase awards or cash prizes
- Magazines or newspapers
- Broadcast network or cable communications systems
- Performances, events and activities that take place outside of Summit County
- Activities intended primarily for fundraising
- Recreational, rehabilitative or therapeutic programs
- Social Service Programs
- Fireworks
- Sister-city programs
- Rodeos
- Non-cultural celebratory activities
- Activities that are primarily religious in purpose
- Cash reserves
- Cultural Organization does not include (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.

Tentative 2019 Timeline	
RAP Application Due	12:00 PM(noon) Friday, March 29, 2019
Committee Review	April, 2019
Interviews of Applicants	May, 2019
RAPAC'S recommendation to County Council	June, 2019
Council Approves	June, 2019

Instructions for Completing the Application

If the name of your organization is different than 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.

There are 3 acceptable reasons:

1. You are an affiliate of a larger organization. For example the 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.

Qualifying Information - answer all the questions with the appropriate response.

This application covers the period from July 1, 2019 through June 30, 2020. The project or operations you are requesting RAP funding for needs to take place during a 12-month period within this time frame.

List your Utah Business Registration Entity Number. It is simple to acquire a business license from the State of Utah. Business registration fees range from \$22 to \$52 and can be acquired in as little as 15 minutes or two (2) days. For more information visit <https://secure.utah.gov/osbruser/user/welcome.html> Utah Business Registration must be completed prior to applying for RAP funds. If your organization applies under the auspices of a municipality, write NA.

Basis for Contractual Authority - let us know how the person signing this application can sign the contract and why. Such as: 1) this person (include name) is an officer of the corporation 2) the board has given authority for (name of person) to contract 3) this person (include name) 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). If the person signing the application does not have the authority to sign the contract, you can indicate on the signature page of this application who does have the authority to sign (and will be signing this year's contract).

Project Title: should either be a) General Operating Expenses or b) the specific name of the project you are applying for.

Funding Request –The RAPAC will determine the amount based on a variety of criteria. Some of which include, the overall score of your application, your organization’s qualifying expenditures, and the amount of in-kind contributions.

Summary Table – we do not expect you to recalculate data. Please use the figures of your most recently completed fiscal year.

If an item does not apply – type in “NA” RAP Eligible Disciplines:

Arts Education	Local Arts Council
Botanical	Public Radio Programming
Dance	Music (please indicate whether it is choral, orchestral or other
Folk Arts	Natural History
Cultural Arts	Theatre
Performance Art	Visual Arts

- Subscribers means season subscribers or season ticket holders
- Members means those individuals that are affiliated as members
- Individuals donors means contributing above the membership category

What are the number of types of educational/outreach programs you provide? If you do a lecture demonstration in the schools, host teacher workshops and provide free tickets to students, this would be three separate programs. Please list the different types of programs. How many times do you offer these programs (#10) to the public? How many times you do each educational program?

NARRATIVE questions

This section is designed to provide the RAPAC and staff with detailed information about your organization, community outreach, and how RAP funds will be used. Clarity and brevity in answers are encouraged. Provide information that will assist the reviewers in understanding your organization. Do not assume that the readers know anything about your organization. Remember that the total length of your application should not exceed 12 pages.

Proposed Use of RAP Funding

Explanations helps the committee better understand how you will use the funds. Example: Program Expenses, \$4,000, purchase of fabric for costumes, wood, paint and materials for sets.

Community Impact and Outreach

The purpose of this list is to provide information on the scope and type of activities your organization does in Summit County, and the audience or constituency served. Please summarize, where appropriate; you do not need to list every individual event. For example, you may group program activity into types, such as regular season, main stage, outreach, touring, special exhibitions, educational, residencies, trainings, etc. Include only events and activities held in Summit County. Do not include radio, television or online audiences in these charts. If you wish to indicate any of these audiences, add a statement to the bottom of the page.

List the numbers from your most recently completed fiscal year. **Do not include events that have not occurred.**

If you sell tickets or use a ticketing service (such as Artix) we expect the numbers to be actuals.

Governance

A related party transaction includes any sale, lease or other transaction with a board member or affiliate, or staff member or affiliate.

In-Kind Contributions

Be sure to include rate information showing how you calculated dollar value for in-kind contributions. For example: if you show a dollar value of \$1,000 for volunteer services, how many volunteers are anticipated for how many hours and at what rate per hour? The Independent Sector recently recommended using about \$20/hr to calculate volunteer time unless the volunteer is donating services which he/she provides as part of his/her profession in which case time it is calculated at that person's professional rate. Donated materials should be

calculated at fair market value. Only donated items that are directly involved in the project or operations described in this application should be included here. Items or services unrelated to the project, program, or operations even though received by the applicant are not acceptable.

Actual Use/Compliance Report

In order to complete the evaluation section it will be best to find your 2018, or most recent, Application and refer to it as you respond to these questions. Reporting Cycle – should be the same time frame you requested in your 2018, or most recent, Application. Reporting Amount – must be the exact amount received from RAP. The Compliance Report can be found here: <http://summitcounty.org/374/Grant-Information>

Actual Use of 2017, or most recent, RAP Funds - Indicate how you spent your RAP funding. Be specific. Do not indicate expenditures not allowed by RAP Guidelines, State Statute or County Ordinance. Answer all the evaluation questions.

If your organization did not receive RAP funds in 2017, please indicate “NA – no funding received”.

General Information -

If the person with contract signing authority is different than the person submitting this application, please indicate in this section. Depending on the structure of your organization, the person that has authority to sign and submit this application may not have the authority to sign a contract or agreement with Summit County.

This application, when submitted, becomes a public document and may be requested by the public.

Documents to be submitted with application:

- Most recent IRS Form 990
- 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
- Articles of Incorporation (only if this is your first time applying)
- Financial Reporting (see guideline requirements on

application)

RAP Tax Committee Info:

NAME	EMAIL ADDRESS	CONTACT NUMBER
Melissa Marsted	mmarsted@summitcounty.org	805-618-0028
Connie Nelson	connie.nelson@summitcounty.org	435-602-2612
Kirstie Rosenfield	krosenfield@summitcounty.org	435-652-8507
Ben Castro	bcastro@summitcounty.org	801-244-2892
Loralie Pearce	lpearce@summitcounty.org	435-731-7692
Judy Horwitz	jhorwitz@summitcounty.org	847-370-6688
Amy Yost	ayost@summitcounty.org	435-640-1214

Steps to follow after Grant has been awarded

- **Contract:** Successful applicants sign agreements with Summit County before receiving any support. The contract outlines the particulars about funding.
- **Maintenance and Availability of Records:** Each applicant awarded RAP funding shall maintain accurate and complete financial records and authorize Summit County access to those records.
- **Financial Report:** Financial reporting shall be sent to Anita Lewis as outlined in the RAP Tax Agreement between County and grantee. Please refer to the Financial Reporting Guidelines located at <http://summitcounty.org/374/Grant-Information>
- **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 non-discrimination against all protected.
- **Credit:** An applicant awarded RAP funding must give Summit County Recreation, Arts and Park (RAP) credit in its list of supporters, in its promotional materials, including programs, flyers, websites, etc. The applicant must also acknowledge the public for its support of RAP.
- **Use of Funds:** If your organization is funded, it is expected that you will utilize the funding in the manner you indicated in your application. It is also expected that you will use the RAP in accordance to the specifications outlined in the agreement with Summit County.