

THE OGDEN CITY ARTS GRANTS PROGRAM

GRANT APPLICATION GUIDELINES – Read this carefully!

Ogden City Arts Advisory Committee

OGDEN CITY ARTS, a Citizen Advisory Committee of Ogden City, is given the authority to recommend grant funds provided by Ogden City in Fiscal Year 2016-17 to support arts organizations and artists in Ogden City and to provide access to the arts for the people of Ogden City.

OGDEN CITY ARTS provides all persons with equal access to programs without regard to race, religion, gender, national origin, disability, age, or sexual orientation.

The OGDEN CITY ARTS GRANTS PROGRAM, funded through an annual appropriation from Ogden City, makes direct grants to individuals and organizations that contribute to the cultural life of our community. OGDEN CITY ARTS GRANTS support projects in every art form, for both well-established institutions and emerging artists and arts projects. The OGDEN CITY ARTS GRANTS PROGRAM is competitive. The award of these grants is made at the sole discretion of OGDEN CITY.

All grants are made on a yearly basis, and new applications must be submitted each year.

All grant applications require at least a 1:1 cash funding match. In-kind contributions are not allowable as a portion of the required match, although they will be considered by the committee when reviewing applications as evidence of commitment to the applicant and project by others.

Please read carefully the Legal Assurances on the last page of the application before signing the application. In the event that a grant is awarded, these assurances become part of the legally binding contract between the applicant and OGDEN CITY ARTS.

Grants are made in two areas: **GENERAL SUPPORT GRANTS** and **PROJECT GRANTS**.

GENERAL SUPPORT GRANTS

GENERAL SUPPORT GRANTS offer general, and project support to Ogden City's established arts organizations which have developed a broad range of programming and have contributed extensively to the cultural life of the city. GENERAL SUPPORT GRANTS assist arts organizations with general operating expenses and the continuation or expansion of arts programming for the people of Ogden.

ELIGIBILITY

In order to be eligible for a GENERAL SUPPORT GRANT, the applicant must:

- Be a nonprofit, 501(c)(3) tax-exempt arts organization for at least three years, whose primary purpose is arts programming, support, or services.
- Be based in Ogden City.
- Have a record of professional management and programming.

- Show determination to present professional quality arts experiences as evidenced by paid performers, fair honoraria to artists, staff, etc. Guidelines
- Applicants for GENERAL SUPPORT are limited to requests of no more than 15% of their preceding year's total operating budget.
- GENERAL SUPPORT GRANTS are awarded on a yearly basis. Services must be performed within a twelve-month (grant year) period beginning no earlier than July 1 and ending by June 30 of each year.
- Applicants for GENERAL SUPPORT must make two free admission tickets available to OGDEN CITY ARTS for on-site evaluations of program activity.
- Applicant must submit copy of IRS 501© tax exemption letter with application.
- Recipients of other OGDEN CITY ARTS GRANTS during the same grant year are ineligible for GENERAL SUPPORT GRANTS.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.
- GENERAL SUPPORT GRANTS must be matched with cash on at least a 1:1 ratio. Matching funds may be anticipated at time of application but must be received and obligated by the ending date of the grant as indicated in the application. In kind services and goods may not be used in the match.

PROJECT SUPPORT GRANTS

PROJECT SUPPORT GRANTS are available to nonprofit organizations for specific arts projects and programs that have been determined to be of value to the community. Exhibits, concerts, performances, festivals, shows, workshops, and readings are among projects eligible for funding through PROJECT SUPPORT GRANTS. Projects may also include consultant assistance related to improving the quality or management of arts or cultural programs, such as program planning, marketing, facility design, fundraising, long-range planning, and board development.

ELIGIBILITY

In order to be eligible for a PROJECT SUPPORT GRANT, the applicant must:

- Request support only for arts projects.
- Have a record of professional management and programming.
- Show determination to present professional quality arts experiences as evidenced by paid performers, fair honoraria to artists, staff, etc.
- Be based in Ogden City.
- PROJECT SUPPORT GRANTS must be matched with cash on at least a 1:1 ratio. Matching funds may be anticipated at time of application but must be received and obligated by the ending date of the grant as indicated in the application. In kind services and goods may not be used in the match.

- Applicants for PROJECT SUPPORT are limited to requests of no more than 25% of their project budget
- In addition to project budget information, applicants for PROJECT SUPPORT GRANTS must include in their application the organization's total estimated current fiscal year budget, showing all revenue and expenditures anticipated.
- Service must be performed within a period beginning July 1st, and ending by June 30th of the fiscal year. A request for an extension on the completion date for a project may be requested and will be granted at the sole discretion of Ogden City Arts.
- Applicants for PROJECT SUPPORT GRANTS must make two free admission tickets available to OGDEN CITY ARTS for on-site evaluations of program activity.
- Only completed applications will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

REVIEW CRITERIA

The following criteria are considered during the review and approval process for applications in both categories:

- Artistic quality.
- Ability to administer and implement the project, including the development of a realistic budget.
- Projected income that reflects cash and in-kind match from a broad range of sources.
- Constituency served and number of people served through this project.
- Sound organizational planning and fiscal management.
- Community impact as evidenced by community support, public profile, types of programs, and services offered.
- Payment of professional fees to artists.
- Programs and services open to the public and not restricted to members only.
- Access for underserved and general populations (e.g., disabled, minority, senior, at risk youth, lower income, rehabilitative, etc.).
- Demonstration of professional community relations and support for artists and the arts community as it relates to this project.
- Completeness and clarity of application.

Major changes in scope, budget, or schedule must be submitted in writing and approved.

TAX EXEMPTION

As verification of tax exemption, GENERAL SUPPORT GRANT applicants must submit with their application a copy of their Internal Revenue Service letter granting 501(c)(3) federal tax exempt status or a Utah Nonprofit charter.

Nonprofit charter information:

Articles of Incorporation Nonprofit form:

<http://corporations.utah.gov/pdf/incnonprofit.pdf>

Fax/email cover sheet: <http://corporations.utah.gov/pdf/FaxCoverLetter.pdf>

Email address: corpucc@utah.gov

CONFIRMATION OF AWARD

Upon receipt of the OGDEN CITY ARTS notification of award, the grantee must confirm acceptance of the grant by returning the **Request for Release of the Grant Funds**.

PAYMENT OF GRANT FUNDS

50% of the grant award will be paid after receipt of the Request for Release of the Grant Funds and the Summary of Standards forms from the Grant recipient.

The final 50% payment will be made to all grantees upon completion of the project/season and receipt of the Final Report form at OGDEN CITY ARTS. Grantees should be aware that the final 50% payment will be available not less than two weeks following receipt of the Final Report form. In case of non-compliance with the conditions of the grant, OGDEN CITY ARTS reserves the right to refuse payment of the grant.

ON-SITE REVIEW

All grantees will be required to submit to OGDEN CITY ARTS the dates, times, and locations of their project or events. Every effort will be made by OGDEN CITY ARTS, Grants Committee, and staff members to evaluate grantees. Grantees will be requested to admit reviewers to their projects/ events free of charge.

DOCUMENTATION

The grantee shall give credit to OGDEN CITY CORPORATION in promotion, publicity, advertising, and programs. Copies of these materials should accompany the Evaluation Report form.

All grant recipients are required to document their projects and submit such documentation with their Final Report. Documentation should consist of photographs and/or video and a written description

FINAL REPORT

All grant recipients are required to submit a FINAL REPORT form to OGDEN CITY ARTS within thirty (30) days of project/season completion and no later than July 30, 2015. Grantees must request an extension in writing by June 30, 2015 if their projects have not been completed. **Please read through this form before initiating your project and create assessment tools that relate to it.** The form will be mailed to grantees with the notice of the grant award. Copies can also be requested from the Ogden City Arts.

INSURANCE

OGDEN CITY ARTS strongly encourages all applicants to pursue on their own some form of insurance coverage, both for project participants and for audience members, as a good business practice.

CANCELLATION

In cases where documents are not submitted in a timely manner, OGDEN CITY ARTS may, without notice, withhold or cancel grant funds. This includes the SUMMARY OF STANDARDS form and the FINAL REPORT form.

ACUMULATED DEFICIT

An organization that has sustained, increased, or failed to reduce an operating or capital budget deficit must demonstrate that it has made a significant effort to address this deficit. A deficit elimination plan, reviewed and approved by the organization's governing body, must accompany the application.

OGDEN CITY ARTS FUNDING LIMITATIONS

OGDEN CITY ARTS cannot fund:

1. Projects that do not demonstrate a broad base of funding from sources other than OGDEN CITY ARTS.
2. Projects completed prior to application date.
3. Travel or programming outside of Ogden.
4. Tuition for college/university study in the U. S. and abroad.
5. Deficits.

HOW TO APPLY

All applicants, but especially first-time applicants, are invited and strongly encouraged to contact the Arts Director of OGDEN CITY ARTS. Late applications will not be reviewed. For further information about the grants program, or if you have questions regarding preparation of your application, please call or write:

Diane Stern, Ogden City Arts Coordinator (801) 629-8719 dianestern@ogdencity.com

Robin McCaul, Associate Ogden City Arts Coordinator (801)629-8718 robinmccaul@ogdencity.com

Download application to your desktop, fill it out completely and email to arts@ogdencity.com or mail to: Ogden City Arts, 2549 Washington Boulevard, Suite 915 Ogden, Utah 84401 to arrive BEFORE the deadline.

PUBLIC HEARING

In compliance with Utah State Code 10-2-8, a public hearing must be conducted prior to awarding grant funds to selected applicants. Therefore, applicants may be requested to attend a public hearing that will be held in conjunction with an Ogden City Council meeting. A notice of date and time will be sent to all applicants at least two weeks prior to the hearing.

FAQs

Who evaluates the grants applications?

Applications are first reviewed by the Grants Committee, composed of OGDEN CITY ARTS ADVISORY COMMITTEE sub-members with a representative from the Community and Business Development office and a City Council member. Recommendations for funding are submitted to the full membership for final approval.

Those recommendations then go to the Ogden City Director of Community and Business Development for approval.

They then go to the City Council in a work session for their review and recommendations

Based upon City Council's advice, the awards are amended as necessary by the Ogden City Arts Advisory Committee and are presented in a public hearing held in conjunction with a normal City Council meeting. The hearing date will be determined by the Ogden City Council. Applicants will be notified of the public hearing two weeks prior and are encouraged to attend for input to the City Council and City Administration. However, attendance is not mandatory.

Does submitting additional printed materials with my application improve my chances for getting a grant?

No -- supplementary materials that are not specifically requested will not be mailed to the review committee.

When will the awards be announced and delivered to the successful grantees?

After the City Council has approved the awards, the successful grantees will be mailed a packet with a Letter of Agreement and a Request for Release of Funds form.