Ogden City Arts Grants Application 2021-22

OGDEN CITY ARTS, CULTURE, & EVENTS (ACE) is managed by Ogden City Government and works to provide all persons with equal access to arts and culture programming regardless to race, religion, gender, national origin, disability, age, or sexual orientation.

OGDEN CITY ARTS ADVISORY COMMITTEE (OCAAC) is a citizen-based committee that performs a valuable service through and under the direction of ACE in the areas of arts advocacy, administration of the Public Art program, the Arts Grants program, the Mayor's Awards in the Arts, and Arts on the Town. They also advise on the First Friday Art Stroll and work to create change using the Ogden City Master Plan for Arts and Culture. OCAAC is given the authority to recommend grant funds provided by Ogden City in Fiscal Year 2021/22 to support arts organizations and artists in Ogden City and to provide access to the arts for the people of Ogden City.

*before starting the application please read the guidelines, terms and conditions, and you will also want to read the Master Plan for Arts and Culture. Ogdencity.com/artsmasterplan

Guidelines

The OGDEN CITY ARTS GRANTS PROGRAM, funded through an annual appropriation from the General fund by City Council, 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, emerging artists, and arts projects.

Grants are made available on a yearly basis, and new applications must be submitted each year. ACE support should not be considered the primary source of funding for any arts organization or project; grant applicants are expected to seek other funding sources. The OGDEN CITY ARTS GRANTS PROGRAM is competitive. An award for the current year does not guarantee an award for the following year. The award of these grants is made at the sole discretion of OGDEN CITY.

Please carefully read these guidelines and the Terms and Conditions on the last page of the application before signing. Should a grant be awarded, these terms become part of the legally binding contract between the applicant and Ogden City Corp.

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

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

You must apply in only one category; General Support and Project Support Grants will not be awarded to the same recipient. Applicants may only apply for one General Support Grant, or one Project Support Grants. An individual may apply for a personal Project Support Grant, outside of the scope of their arts organization.

GENERAL SUPPORT GRANTS

GENERAL SUPPORT GRANTS offer general, non-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 are made available to 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, whose primary purpose is arts programming, support, or services.

•   Applicant must submit copy of IRS tax-exemption letter with application.

•   Be based in Ogden City and benefit Ogden residents.

•   GENERAL SUPPORT GRANTS must be funded on a (1:1) matching basis. Matching funds may be anticipated at time of application but must be verified and reported in the Final Report. In-kind services and goods may be used as a portion of the matching funds.

•   Applicants for GENERAL SUPPORT must include in their application the organization's total estimated current fiscal year budget, showing revenue and expenditures anticipated. We want to see what portion of your program is being funded by an Ogden Arts Grant.

•   Applicants for GENERAL SUPPORT are limited to requests of no more than 15% of their preceding year's operating budget.

PROJECT SUPPORT GRANTS

PROJECT SUPPORT GRANTS are available to individuals and 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.

Eligibility

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

•   Request support only for arts projects, or projects that incorporate arts into their activities.

•   Projects must be based in Ogden City and support Ogden residents.

•   PROJECT SUPPORT GRANTS must be funded on at least (1:1) matching basis. 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 be used as a portion of the matching funds.

•   Applicants for PROJECT SUPPORT GRANTS are limited to requests of no more than 50% of their project budget.

Review Criteria

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

1. Quality of the mission and objectives for the organization or project.

2. The applicant's history and ability to administer and implement the programs or project.

3. The artistic quality of programs, services or projects offered.

4. Number of people served through the programs or project.

5. Number of contributing artists or creators are participating in programs or project.

6. Community involvement and collaboration efforts. Demonstration of professional community relations and support for artists and the arts community.

7. Programs and services free or open to the public and not restricted to members only. Access for underserved populations and/or community outreach.

8. Ability to form and execute an effective marketing plan.

9. Ability to identify and use assessment tools to evaluate the programs or project.

10. Demonstrate an overall benefit to the citizens of Ogden.

11. Organizational or Project match to the goals and objectives outlined in the Ogden City Master Plan for Arts and Culture

12. A realistic budget and projected income that reflects cash and in-kind match from a broad range of sources. 13.

13. Determination to present professional quality arts experiences as evidenced by paid performers, fair honoraria to artists, staff, etc.

14. Completeness and clarity of application.

Tax Exemption

As verification of tax exemption, General Support and Project Support (organization) applicants must submit with their application a copy of their Internal Revenue Service letter granting 501(c)(3) federal tax-exempt status.

Project Support grants for individuals do not require an IRS 501(c)(3) federal tax-exempt letter.

If the applicant organization is not separately incorporated and uses the nonprofit status of another organization as its "umbrella", a statement must be submitted with your application identifying the organization from which nonprofit eligibility is derived.

Matching Funds

Both OGDEN CITY ARTS GRANTS categories described in these guidelines have a matching fund requirement. During evaluation of all applications, the grants review panel looks for a balance in the amounts and sources of funds. Because OGDEN CITY ARTS GRANTS funds are limited, applicants are required to seek additional sources of support, including contributions from individuals, businesses, and corporations, earned income, and grants from other government agencies. A balance of revenue sources demonstrates good fiscal planning as well as broad community support.

In-kind contributions are allowable as *a portion* of the required match and considered as evidence of commitment to the applicant or project by others. Both cash and in-kind support are recommended.

On-Site Review

All grantees will be required to submit to ACE the dates, times, and locations of their project or events. In addition, if requested, two free admission tickets for on-site evaluations of program activity. ACE, the Arts Grants Sub Committee, and Ogden City Arts Advisory Committee will make every effort to attend and evaluate the programs or projects. This is not an adjudication or critique, just a report on promised deliverables for Ogden Arts Grants Funding.

Final Report

All grant recipients will be required to submit a Final Report form to ACE within thirty (30) days of project/season completion and/or no later than June 30, 2022. This form, which is provided upon award of grant funding, includes similar narrative questions that are seen in the application. Additionally, applicant will be responsible for building assessment tools that are appropriate for the project. Keep these questions and assessment tools in mind during your process and use them to report on final product/program. **Grantees must request an extension in writing by March 15, 2022 if their project will not be completed before the June 30th deadline.**

Payment to Grantees

The grant fund will be released in two payments, 50% of the awarded grant funds will be released after the grants are officially approved by Ogden City Council. The final 50% payment will be made to grantees upon completion of the project/season and receipt of the Final Report form to ACE. In case of non-compliance with the conditions of the grant, ACE reserves the right to refuse payment of the grant. Be prepared to front the costs. An awardee is responsible for any payments for artists/creatives or laborers.

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 when the hearing is scheduled. While not mandatory, participation in this is strongly encouraged and looks good for future applications.

ACE strongly encourages all applicants to independently pursue some form of insurance coverage, both for project participants and for audience members, as a good business practice. Proof of insurance is not required to receive grant funds.

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 ACE.
2.   Projects completed prior to application date.
3.   Projects that take place outside of Ogden city.
4.   Projects that occur outside of the Fiscal Year. (July 1, 2021-June 30, 2022)
5.   Projects that do not reasonably fit withing the parameters of Art or Arts Programming.

Documentation

The Ogden City Logo (provided upon request) must be included on all printed and digital materials in relation to the grant project/programming. If your project occurs within the boundaries of the Nine Rails Creative District (24-26th Streets from Grant Ave to Madison Ave) the Nine Rails Logo will also need to be included on all printed and digital materials that pertain to the grant project/programming.

It is also good practice to document your programming/project with high quality photos. A minimum of five, high quality photos of your event or programming will be required to be included with your Final Report. Not doing this will give you negative marks for future applications. ACE or OCAAC may request a reprint of all posters or documents at your expense.

How to Apply

When application is complete email, or mail the application, budget and signature pages to the address listed below. Helpful hint: Save this PDF document to your computer under a new name so that you can save your progress while completing the application.

All applicants, but especially first-time applicants, are invited and encouraged to contact the Arts Coordinator with any questions that may arise. Alternatively, a grant writing workshop will be held on February 3, 2020, at 12:00 pm and 6:00 pm for anyone with questions about the application or grant process.

ZOOM LINK: Hint-copy link into calendar.

12pm Meeting https://us02web.zoom.us/j/88340271793?pwd=NEhrVzczcm5ObzJrdVVZRmNtSnJoZz09

 Meeting ID: 883 4027 1793
Passcode: 010891
One tap mobile
+16699009128,,88340271793#,,,,,,0#,,010891# US (San Jose)
+12532158782,,88340271793#,,,,,,0#,,010891# US (Tacoma)
Dial by your location
    +1 669 900 9128 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
    +1 646 558 8656 US (New York)
    +1 301 715 8592 US (Washington D.C)
    +1 312 626 6799 US (Chicago)

Meeting ID: 883 4027 1793
Passcode: 010891
Find your local number: https://us02web.zoom.us/u/kdcMkV64T8

6pm Meeting- https://us02web.zoom.us/j/89993989781?pwd=anVnTHNlTmlqRjhNSVZvUEtPZnpyUT09
Meeting ID: 899 9398 9781
Passcode: 541808
One tap mobile
+13462487799,,89993989781#,,,,,,0#,,541808# US (Houston)
+16699009128,,89993989781#,,,,,,0#,,541808# US (San Jose)
Dial by your location
    +1 346 248 7799 US (Houston)
    +1 669 900 9128 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 312 626 6799 US (Chicago)
    +1 646 558 8656 US (New York)
    +1 301 715 8592 US (Washington D.C)
Meeting ID: 899 9398 9781
Passcode: 541808
Find your local number: https://us02web.zoom.us/u/keo4Goggpo

Only completed applications will be reviewed. Applications determined to be incomplete may be ruled ineligible for funding. Applications and budget information in other formats will **NOT** be accepted. You **must** use the format we have provided.

The application can be provided in a printable PDF or WORD format if needed, please contact Lorie Buckley to have it sent you via email, or physical mail. You may also arrange to pick up an application at the city offices.

Application Deadline: Friday, March 19, 2021, 4:00pm
Lorie Buckley, Arts Coordinator
Ogden City Arts
2549 Washington Boulevard, Suite 915   Phone: (801) 629-8718   Email: arts@ogdencity.com

Ogden City Arts Grants Application 2021-22

- *Applications not completed on this form will <u>NOT</u> be accepted.*
- *Answer all questions in the space provided on the form; incomplete information may invalidate your application.*
- *Do not extend to supplemental pages. Please, no special binders or folders.*
- *Submit one electronic copy <u>or</u> one (single sided) printed copy.*
- *Double check your addition on budget pages to make sure it is correct. Incorrect budgets will be docked points.*
- *Sign and date **Terms and Conditions**.*
- *Keep a copy of the application for your records.*

Application for (check one)	☐ **General Support**	☐ **Project Support**

Applicant Name **or** Organization Name: _____

Mailing Address: _____ City: _____ State: ____ Zip Code: _____

Email Address: _____ Phone:_____

Main Contact Person: _____ _____ Phone:_____

Secondary Contact Person: _____

Social Media handle _____

(Facebook ,Instagram, etc.)

Info required for General Support Grants

Date of Incorporation: _____ Federal Tax ID #: _____ Organization type: _____

*General Support Grant Applicants, please submit a copy of IRS letter granting 501(c)(3) federal tax-exempt status.

Info required for Project Support Grants

Working Project Title: _____ Project Location: _____

Project Beginning Date: _____ Project End Date: _____

* Project Support Organization Applicants, please submit a copy of IRS letter granting 501(c)(3) federal tax-exempt status.

Info required for General Support Grants & Project Support Grants

Please identify the City Council District for your organization and/or project location:

District 1____   District 2____   District 3____   District 4____

(For City Council District information, contact the Ogden City Recorder's Office at 629-8150.)

Grant Amount Requested $_____

General/Project Support Applicant Questions:

1. Ogden City Arts Grants are very competitive. Yearly, Ogden City Arts receives more grants requests for funding than the amount allocated for the current grant cycle. Would you be able to complete your programming or project if you were to receive partial funding?

*check box for your answer

YES	NO

2. Have you or your organization applied for and received Ogden City Arts Grant funding in previous years?

YES	NO

   a. If so, how much funding did you receive, and for what grant cycle? (only go back 2 years if applicable) If your project is a long-term/ongoing or yearly endeavor, please include how many years your have applied for, or received funding.

   b. Are you currently in a grant extension for a past grant? When will this project/extension be resolved? Please include details and timelines.

3. If you or your organization has received previous funding, is there anything new and different to your project or programming this year?

Narrative Questions

1- **General Support Grants:** What is your Organization's artistic mission and objective?

Project Support Grants: What is the artistic mission and objective of your project?

Character Limit 3500

2- General Support Grants: Describe the pandemic-safe programs your organization will be offering for this grant cycle. Project Support Grants: Describe your pandemic-safe project. What is the project, what do you plan to do? Include dates and locations. How will the project be accomplished and by whom? Character Limit 3500

3- A strong application has programming that is safe for the current COVID-19 pandemic. Should these safety restrictions be lifted, how can your program pivot/adapt to be in person (if applicable).
Please provide details.   Character Limit 3500

4- Describe the number of individuals to benefit directly from your organization or project showing real groups of people. Include examples: the size of the audience, the number of museum guests, students, or participants, etc. Use this information to estimate as close as you can to an actual number. Character Limit 500

Total estimate of individuals:

5- Describe the number of creatives or supporting staff directly involved in providing art or artistic services specifically related to your organization or project. Use this information to estimate as close as you can to an actual number. Also include a short narrative showing if/how they will be compensated. Character Limit 500

Total estimate of creatives:

6- Describe specific community involvement and collaboration related to your organization or project: (Identify committees, art groups, volunteers, schools, etc., who will be involved in any way in carrying out your organization's mission or project.)   Character Limit 3500

7- Please describe if any of your programs or projects are free/affordable, open to the public, or offer any community outreach. Applications that show efforts toward accessible programming are favored.   Character Limit 2000

8- Does your organization or project provide accessibility to underserved populations*?
If so, then to whom?   Character Limit 2000

9- All awardees are required to include the Ogden Arts social media handles, hashtags, and approved logo(s) in their marketing efforts. What other tools or strategies do you plan to use to market and promote your organization or project? Please include a breakdown of your marketing budget as part of your answer.   Character Limit 3500

10- What strategies and tools will you utilize to assess the success of your organization or project? This assessment must be reflected in your final report.   Character Limit 3500

11-Describe how your organization or project will benefit the citizens of Ogden in the following areas: economically, culturally, aesthetically, improving education, etc. A good grant application also has special consideration to elements of safety, health, or moral well-being in the community. Refer to the goals and strategies in the Master Plan for Arts and Culture for help answering this question.

Character Limit 3500

Funding Sources and Budget

12- What other sources of cash funding are being sought for this Organization or Project? How do they contribute to the overall success of the project?

Character Limit 1000

13- What sources of In-Kind contributions (Donated services and materials) are being sought for this Organization or Project? Refer to the F.A.Q's for in-kind labor rates where applicable.

Character Limit 1000

The total of matching cash and/or in-kind must equal or exceed amount of your grant request. 1:1 minimum match required.

General Support Budget:

MOST RECENT FISCAL YEAR: 2020 TO 2021   Operating Income: $_____   Operating Expenses: $_____

EST. CURRENT FISCAL YEAR: 2021 TO 2022   Operating Income: $_____   Operating Expenses: $_____

If your organization is not an arts organization, budget figures should reflect only the arts portion of your budget. General Support applicants must estimate the organizations total Fiscal Year budget and are limited to requests of no more than 15% of the organizations operating budget for the preceding fiscal year.

General/Project Budget Detail:

INCOME		
	Description	**Amount**
Event admissions, tuition, etc.		$
Service/workshop fees collected, etc.		$
Merchandise or other sales revenue		$
Private, corporate or foundation support		$
Government Support, federal or state		$
Ogden City Grant (Requested this cycle)		$
Other Grant Funding		$
Organization/Applicant Cash*		$
In-Kind Support		$
Other		$
Other		$
TOTAL:		$

EXPENSES		
	Description	**Amount**
Personnel (if applicable)		
Administration / # of positions		$
Staff / # of positions		$
Technical Production / # of positions		$
Outside Services (contracted artists, contracted tech labor, other contracted services)		
Artist Fees		$
Technical Support		$
Space Rental		$
Marketing		$
Other Project Expenses		
Rentals		$
Supplies/Materials		$
Insurance		$
Printing/Postage		$
In-Kind Expense Equivalent		$
Other		$
TOTAL:		$

Budget Narrative- Please provide a brief budget narrative summarizing key cost categories and how the budget aligns with the project deliverables. Character Limit 3500

Frequently Asked Questions

What is in-kind and how do we account for it?

In-kind contributions include any non-cash support your organization receives. Panelists want to know what kind of non-monetary support you receive. Volunteer time should be included in in-kind services and should be accounted for at a rate that is consistent with your accounting. This could be minimum wage or a nationally accepted Independent Artists, Writers, and Performers rate (rounded to $25/hr). Volunteers providing professional services (such as lawyers and accountants performing legal and accounting services) can be counted at the professional's going rate. Materials and supplies such as waived rent and utilities should be included in in-kind goods. Estimate the value your organization would pay at full price.

What if our fiscal year is different from Ogden's fiscal year?

That is acceptable. You need to plan to spend any grant money that you receive from Ogden City within the city's fiscal year, which runs July 1- June 30.

*What is considered an underserved population?

Any group of peoples or communities that regular programming is not normally directed at. Consider those living with disability, senior citizens, people of color, those that speak English as a second language (or not at all).

*What is applicant cash?

Applicant cash refers to the money that comes from the organization's general operating budget or reserves. This can be funds contributed from an individual for a project.

What if our income and expenses do not match?

Projected budgets should balance, while actuals probably will not. Projected budgets balance because you are providing a picture of what you think you will spend and where that funding will come from. Your actual budget will be shown in your final report.

Who evaluates the grants applications?

Applications are first reviewed by the Art Grants Subcommittee. This group is composed of at least 5 voting members from Ogden City Arts Advisory Committee, the Ogden City Diversity Officer, a member of City Council or their designee, and the Director of Community and Economic Development or the director's designee. Recommendations for funding are submitted to the full Arts Advisory Committee and then to City Council for final approval.

How are applications reviewed?

Copies of all grant applications are prepared for each member of the Grants Sub Committee to review. The Committee meets several times to discuss the applications and to formulate recommendations for City Council. In addition to the funding criteria listed in the guidelines, the decisions are also based on the amount of funds available and the number of grant applications deemed appropriate for funding. If questions arise, the Arts Coordinator will contact the applicant for clarification or additional information. I still think we should add something like: It may be necessary to change or adjust the Title of the project for funding to occur (to fit community guidelines/standards?)

When are grant awards announced?

Ogden City Arts will notify grant applicants about the public hearing date for final City Council approval of the Ogden City Arts Grants recommendations. The hearing date will be determined by the Ogden City Council. Applicants are encouraged to attend the public hearing for input to the City Council and City Administration. However, attendance is not mandatory. Official awardee notification takes place after City Council approval.

How should I handle the matching funds requirement if I am an individual artist and am applying for a Project Support Grant?

Cash match for a Project Support Grant may be generated by sponsorships from other sources, personal funds, ticket sales, etc. We understand that it may be more difficult to find matching funds when the applicant is not a nonprofit corporation. At the same time, OGDEN CITY ARTS would like to see evidence of community support for the project and matching funds are one indication of that support.

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 given to the members of the Grants Sub Committee with the grant applications. Instead, they will be disposed of and not returned to applicant.

How do I fill out an editable PDF form?

First open and chose the "save as" option to save the PDF document to your computer. You may then begin to fill in the open sections on the application. You can save and re-open your document to make changes as many times as needed until your application is ready to submit. Attach your final saved file to an email and send to arts@ogdencity.com. Applications filled out by hand are also acceptable but must be mailed or hand delivered.

VERY IMPORTANT: Please ensure that all text is visible in the answer boxes on your saved version. If in question, print it out to preview your completed application. If your answers are cut-off, make edits to ensure that it is fully legible.   Text will auto shrink in a fillable PDF. Please ensure text is not so small that it is hard to read. Longer answers are not always better answers. Be concise, it is not necessary to fill the entire box with text.

TERMS AND CONDITIONS FOR OGDEN CITY ARTS GRANTS

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 OGDEN CITY ARTS.

1. The grant cannot be assigned to a different project or transferred without prior written approval of OGDEN CITY ARTS. Grantee must present major changes in original proposal in writing (email, letter) to OGDEN CITY ARTS for approval.

2. The grantee shall submit the completed final report form with project summary and budget to OGDEN CITY ARTS within 30 days of project completion and no later than June 30, 2022. Payment will be made after official approval of the recommend grants by City Council. In cases where documents (including this form) are not submitted in a timely manner, OGDEN CITY ARTS may, without notice, withhold or cancel grant funds. This includes the Final Report form and Request for Release (provided to grantees with award letter).

3. Grantee must maintain records and other evidence pertaining to costs incurred and revenues acquired during the contract project for the project herein.

4. Credit must be given to OGDEN CITY CORPORATION online and in brochures, news releases, programs, publications, and other printed and digital materials. Copies of such marketing and printed materials must accompany the Final Report. When no printed/digital information is used, verbal credit shall be given prior to each performance or presentation. The City, and Nine Rails logo will be provided upon request.

5. The grantee agrees to indemnify and hold harmless the City of Ogden, OGDEN CITY ARTS, and their 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 OGDEN CITY ARTS grant monies.

6. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.

7. The grant award is contingent upon the availability of funds to OGDEN CITY ARTS.

I have read and understand the guidelines, criteria, terms and conditions established by the OGDEN CITY ARTS Grants Program. If an award is granted, and the grantee does not comply with these stated policies, OGDEN CITY ARTS reserves the right to withhold funding.

I/Our organization understands that as grant recipients, we are expected to participate in the annual Arts on the Town Event to be held in the spring of each year. A specific date will be established at a later time and a notice of date and time will be given to grant recipients. Participation in this event will help to ensure future grant funding. Ten points will be deducted from future grant applications if grantee chooses not to participate.

I certify that the information provided in this grant application is true and correct to the best of my knowledge, and that the applicant organization/individual will adhere to the Terms and Conditions.

Applicant Signature _____

Print Name_____

Date of Application_____

- *If you are applying for a General Support Grant, have you included a copy of your IRS letter granting federal tax-exempt status? If your organization is not separately incorporated, did you instead enclose a statement identifying the organization from which your nonprofit eligibility is derived? These supporting materials must be submitted with this application, even if they have been submitted in previous years.*

- *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 are uncertain as to how to respond, contact the Ogden City Arts Grants Coordinator.*