



Ogden City Arts Grants Application Guidelines

OGDEN CITY ARTS (OCA) is managed by Ogden City Government and works to provide all persons with equal access to arts and culture programming without regard to race, religion, gender, national origin, disability, age, or sexual orientation. This office works directly with the **OGDEN CITY ARTS ADVISORY COMMITTEE (OCAAC)** who is a citizen based committee that performs a valuable service through and under the direction of OCA 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 oversee the First Friday Art Stroll and have helped with implementation of the Ogden City Master Plan for Arts and Culture.

OGDEN CITY ARTS ADVISORY COMMITTEE (OCAAC) is given the authority to recommend grant funds provided by Ogden City in Fiscal Year 2018/19 to support arts organizations and artists in Ogden City and to provide access to the arts for the people of Ogden City.

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[The Grants Program](#)

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, emerging artists, and arts projects.

All grants are made available on a yearly basis, and new applications must be submitted each year. OCA 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 as well. 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 read carefully these guidelines and the Terms and Conditions on the last page of the application before signing. In the event that a grant is 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](#).

Applicants may only apply for one General Support Grant, or up to two Project Support Grants. General Support and Project Support Grants will not be awarded to the same recipient. You must apply in only one category.

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

Tax Exemption

As verification of tax exemption, [General Support](#) 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 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 and project by others. Both Cash and In-kind support are recommended.

On-Site Review

All grantees will be required to submit to OCA the dates, times, and locations of their project or events. In addition, if applicable, two free admission tickets for on-site evaluations of program activity. OCA, the Arts Grants Sub Committee, and Ogden City Arts Advisory Committee will make every effort to attend and evaluate the programs or projects.

Evaluation of Grantees

All grant recipients will be required to submit a Final Report form to OGDEN CITY ARTS within thirty (30) days of project/season completion and no later than June 30, 2019. **Grantees must request an extension in writing by June 30, 2019 if their projects have not been completed.** Please read through this form before initiating your project and create assessment tools that relate to it.

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 OCA. In case of non-compliance with the conditions of the grant, OCA reserves the right to refuse payment of the grant.

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.

Insurance

OCA 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. With that being said, 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 OCA.
2. Projects completed prior to application date.
3. Projects that take place outside of Ogden city.

How to Apply

All applicants, but especially first-time applicants, are invited and encouraged to contact the Arts Coordinator with any questions that may arise. A grant writing workshop will be held on February 1st, 2018, 11:00 am at WSU Downtown, 2314 Washington Blvd, for anyone with questions about the application process.

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. 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 format if needed, please contact Lorie Buckley to have it sent you via email.

Application Deadline: Thursday, March 15th, 2018, 4:00pm

Lorie Buckley, Arts Coordinator

Ogden City Arts

2549 Washington Boulevard, Suite 915

Phone: (801) 629-8718

Email: arts@ogdencity.com

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 for at least three years, whose primary purpose is arts programming, support, or services.
- Be based in Ogden City and benefit Ogden residents.
- GENERAL 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 GENERAL SUPPORT are limited to requests of no more than 15% of their preceding year's operating budget.
- Applicants for GENERAL SUPPORT must include in their application the organization's total estimated current fiscal year budget, showing revenue and expenditures anticipated.
- Applicant must submit copy of IRS tax-exemption letter with application.

PROJECT SUPPORT GRANTS

PROJECT SUPPORT GRANTS are available to individuals and 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.



Ogden City Arts Grants Application 2018-19

- READ these instructions and the attached **Grant Guidelines & Terms and Conditions** carefully before filling in your application.
- Applications not completed on this form will NOT 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 **or** one (single sided) printed copy.
- Double check your addition on budget pages to make sure it is correct.
- Sign and date **Terms and Conditions**.
- Keep a copy of the application for your records.

Application for (check one)	<input type="checkbox"/> General Support	<input type="checkbox"/> Project Support
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Applicant Name **or** Organization Name: _____
 Mailing Address: _____ City: _____ State: ____ Zip Code: _____
 Email Address: _____ Contact Person: _____ Phone: _____
 Secondary Contact Person: _____ Phone: _____
 Web Address if applicable: _____
 Social Media Links: _____

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**

Project Title: _____ Project Location: _____
 Project Beginning Date: _____ Project End Date: _____

Info required for **General Support Grants & Project Support Grants**

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

Ward 1____ Ward 2____ Ward 3____ Ward 4____
 (For City Council Ward information, contact the Ogden City Recorder’s Office at 629-8150.)

Grant Amount Requested: \$ _____

Narrative Questions

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

2- Please give a brief description/history of your organization and the services it provides: (for individual artists applying for Project Support Grants, give a brief biographical description of yourself and a statement describing your work.)

3- **General Support Grants:** Describe the programs your organization offers. **Project Support Grants:** Describe your project. What is the project, what do you plan to do? Include dates and locations. How will the project be accomplished and by whom?

4- Estimate the number of individuals to benefit directly from your organization or project: (Include the total audience, participants, students, etc.) Do not say 'hundreds' or 'thousands'. Estimate as close as you can to an actual number.

5- Estimate the number of artists participating: (Identify the total number of artists directly involved in providing art or artistic services specifically related to your organization or project.)

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.)

7- Are any of your programs or projects free or open to the public or offer any community outreach? Does your organization or project provide special consideration to underserved populations, if so whom?

8- How do you plan to market and promote your organization or project?

9- What strategies and tools will you utilize to evaluate the success of your organization or project?

10- Describe how your organization or project will benefit the citizens of Ogden in the following areas: economically, culturally, aesthetically, improving education, safety, health or moral well-being in the community, etc.

11- Relate how your organization or project supports the goals and objectives outlined in the Ogden City [Master Plan for Arts and Culture](#).

Funding Sources and Budget

12- What other sources of cash funding are being sought for this Organization or Project? What sources of In-Kind contributions (Donated services and materials) are being sought for this Organization or Project?

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: _____ TO _____ - Operating Income: \$_____ Operating Expenses: \$_____

EST. CURRENT FISCAL YEAR: _____ TO _____ - 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.*

Project Support Budget:

PROJECT INCOME

	Description	Amount
Admissions, tickets, subscriptions, etc.		\$
Service fees, workshop fees, etc.		\$
Merchandise or other sales revenue		\$
Private, corporate or foundation support		\$
Government Support, federal or state		\$
Ogden City Grant (Requested)		\$
Other Grant Funding		\$
Applicant Cash		\$
In-Kind Support		\$
Other		\$
Other		\$
	TOTAL:	\$

PROJECT EXPENSES

	Description	Amount
Personnel (employee salaries, wages, benefits)		
Administration / # of positions		\$
Artist Fees / # 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		\$
Postage		\$
Other		\$
Other		\$
	TOTAL:	\$

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 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, 2018. 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 in brochures, news releases, programs, publications, and other printed materials. Copies of such printed materials must accompany the Final Report. When no printed information is used, verbal credit shall be given prior to each performance or presentation The City 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.

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.*

Supplementary Information / FAQ's

1) *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 general public, 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.

2) *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 to review. 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.

3) *When are grants decisions 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.

4) *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.

5) *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.

6) *How do I fill out an editable PDF form?*

First open and 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. Save and attach your saved file to an email and send to arts@ogdencity.com. Hand filled out versions of the printed out PDF are also acceptable.