



Dear Arts Organizations,

Enclosed, please find information and an application for arts funding through Sandy City. Go over all the information carefully to be sure you understand the requirements and you qualify for funding.

In a resolution adopted by the Sandy City Council (Resolution #02-16 C (July 2, 2002)) funding limits were established. Those limits are as follows:

Specific Project Funding – not more than 50% of the total cost of the project.

General Support Funding – not more than 30% of the organizations' total operating budget.

Some organizations have been applying annually. For those organizations, the funding levels can be reduced by 5% a year until those funding levels are met. This may affect the amount of money awarded during this fiscal year. As a reminder, funding in past years in no way guarantees funding this year or beyond.

Good luck with your endeavors this fiscal year, and thank you for all the work you do to make Sandy City a great city. If you have any questions about requirements for funding or the City Council resolution, contact me at 568-6057.

Sincerely,

Mearle Marsh  
Community Events Director

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Sandy Community Events  
10000 South Centennial Parkway, #310  
Sandy, UT 84070  
(801) 568.6097

# REQUIREMENTS FOR FUNDING

Sandy City Community Events desires to provide support to individuals and organizations that contribute to the cultural life of our community. In order to obtain funding from the Sandy City department of Community Events, applicants must provide the appropriate documentation and meet the following criteria:

1. The applicant must be a 501(c)(3) nonprofit organization
  - A. As a verification of nonprofit status, an applicant must submit, with their application, a copy of the applicant's Utah Certificate of Incorporation.
  - B. An applicant must submit a copy of the Internal Revenue Service letter granting 501(c)(3) Federal Tax Exempt Status.
    - 1). If the applicant is not separately incorporated and uses the nonprofit status of another organization as its "umbrella", a statement must be submitted with this application identifying the organization from which nonprofit eligibility is derived. When possible, copies of the umbrella organization's Certificate of Incorporation and Internal Revenue Service letter should accompany the application.
2. Applicants must submit a copy of their annual audit.
3. Applicants must submit a copy of their annual budget.
4. Applicants must submit a copy of their mission statement.
5. Applicants must submit a copy of their articles of incorporation.
6. Applicants must submit a list of their board.
7. Applicants must submit a breakdown of their community outreach efforts
  - A. This can include education programs, school outreach, workshops in the community, volunteer participation, etc.
8. Applicants must submit a list of other sources of revenue
  - A. Sandy City Community Events is not designed to, nor does it desire to be, the sole source of funding for any arts organization. Current City policy has funding caps at certain percentages of an organizations budget, depending on the type of organization. Each organization must show sources of other income.
    - 1). Examples include: Corporate Support, Government Support, Foundation Support, Other Private Support, Earned Income (tickets sales, merchandise, rentals) etc.
9. Use of City facilities will require the following conditions:
  - A. The rental costs will be determined by type of use (\$100 for rehearsals, \$200 for performances).
  - B. Use of City facilities will be subject to availability.
  - C. Applying organizations will need to meet the same required terms and conditions for use of a City facility as the general public (i.e. meet minimum levels of insurance coverage through an approved insurance company, material

that meets community standards, rules of conduct, etc.) Organizations will be required to sign a contract for the use of the City facility.

10. During the term of funding, the applying organization shall maintain in full force and effect (and shall provide to the City satisfactory written evidence of) the following insurance coverage through carriers acceptable to the City:

A. General liability. Commercial general liability of \$1,000,000 combined single limit per occurrence / \$2,000,000 aggregate for bodily injury, property damage and personal injury. Broad Form General Liability is required.

B. Automobile liability. \$1,000,000 combined single limit per occurrence. "Any Auto" coverage is required.

C. Workers Compensation and Employers Liability. Workers compensation coverage as required by the Labor Code of the State of Utah and Employers Liability limits of \$100,000 per accident.

D. The City shall be named as an additional insured on the General Liability and Auto coverage. All coverage shall be provided as an "occurrence" basis.

1). Sandy City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the applying organization; products and completed operations of the applying organization; premises owned, leased, hired or borrowed by the applying organization. The coverage shall contain no special limitations on the scope of protection afforded to Sandy City, its officers, officials, employees or volunteers.

E. Prior to the effective date of the funding the applying organization will provide Certificate(s) of Insurance or other evidence of insurance that demonstrates compliance with these provisions. All certificates or evidence of insurance shall be provided in a form acceptable to the City.

F. The parties acknowledge the applicability of the provisions of Sections 78-19-2 and 78-19-3, Utah Code concerning liability protection for volunteers.

#### 11. Legal Assurances

A. The financial accounts shall be subject to audit by appropriate agencies of Sandy City. The applying organization will be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the organization's files for a period of three years.

B. It is mutually agreed that all parties shall comply with Title VI of the Civil Rights Act of 1964; Fair Labor Standards under Section 5(j) of the National Foundation on the Arts and Humanities Act of 1965; Section 504 of the Rehabilitation Act of 1973; and Title IX.

12. Sandy City Community Events can only support seasons/projects that take place within Sandy City limits.

13. Sandy City Community Events retains the right to determine whether the work funded by Community Events fits within community standards and reserves the right to decline or withdraw funding for work that does not meet those standards.

For more information, contact Sandy City Community Events at (801) 568-6097.



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Sandy, UT 84070  
(801) 568.6097

## APPLICANT INFORMATION

Applicant / Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Sandy, UT ZIP \_\_\_\_\_

Phone Day \_\_\_\_\_

Evening \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

As verification of nonprofit status, all applicants must submit with their application a copy of the organizations:

- Utah Certificate of Incorporation.
- Articles of incorporation.

Applicants must also submit a copy of their:

- Internal Revenue Service letter granting 501(c)(3) Federal Tax Exempt Status.

If your organization is not separately incorporated and uses the nonprofit status of another organization as its "umbrella," submit a:

- Statement with this application identifying the organization from which nonprofit eligibility is derived.

When possible, include a copy of:

- The umbrella organization's Certificate of Incorporation and Internal Revenue Service letter.

## ORGANIZATION INFORMATION

Please give a complete description of your organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach an extra sheet if necessary)

Year organization was founded: \_\_\_\_\_

Incorporation date of organization: \_\_\_\_\_

Please list the names of your organization's board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Attach an extra sheet if necessary)

Organization's Mission Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Attach an extra sheet if necessary)

## REQUEST INFORMATION

Type of Support Requested:

General Support

**General support amount not to exceed 30% of previous year's actual income.**

Specific Project

**Specific project amount not to exceed 50% of total project budget.**

## PROJECT INFORMATION

Describe the project for which support is being requested: Please be specific

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Attach an extra sheet if necessary)

List a breakdown of the applicants community outreach efforts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Attach an extra sheet if necessary)

# FUNDING INFORMATION

Sandy City Community Events is not designed to, nor does it desire to be, the sole source of funding for any arts organization. Current City policy has funding caps at certain percentages of an organizations budget, depending on the type of funding (project funding 50% or general support 30%). Each organization must show sources of other income.

## Revenue - Earned Income

Admissions / Tickets: \$ \_\_\_\_\_

Contracted Revenue: (Fees for service, performance fees, workshops etc.) \$ \_\_\_\_\_

Other Revenue: (concessions, advertising space in programs, investment income etc.) \$ \_\_\_\_\_

## Support - Unearned Income (do not include In-Kind contributions, list them below)

Corporate Support: (Please itemize corporation(s) and amount(s)) \$ \_\_\_\_\_

_____	_____
_____	_____
_____	_____

Foundation Support: (Please itemize foundation(s) and amount(s)) \$ \_\_\_\_\_

_____	_____
_____	_____
_____	_____

Other Private Support: (Please itemize sources(s) and amount(s) include fundraisers) \$ \_\_\_\_\_

_____	_____
_____	_____
_____	_____

Government Support: (Federal, State, County DO NOT include Sandy City) \$ \_\_\_\_\_

_____	_____
_____	_____
_____	_____

Funding Requested: (no more than 50% of project budget or 30% for general support) \$ \_\_\_\_\_

Total Cash Income: (Note: Total Cash Income must equal Total Cash Expenses) \$ \_\_\_\_\_

In-Kind Contributions: (please itemize, should reflect fair market values. If listing volunteers, list the number of volunteers, how many hours and determine dollar amount based on minimum wage) \$ \_\_\_\_\_

_____	_____
_____	_____
_____	_____

## Cash Expenses

Personnel: (wages, salaries, benefits)	\$ _____
Administrative _____	Number of Positions: _____
Artistic _____	Number of Positions: _____
Technical/Production _____	Number of Positions: _____
Outside Artistic Fees and Services: (Provide description and rate i.e. musicians)	\$ _____
_____	_____
_____	_____
Outside Other Fees and Services: (Provide description and rate)	\$ _____
_____	_____
_____	_____
Space Rental: (Identify location and rates)	\$ _____
_____	_____
_____	_____
Travel: (Identify who, where and why)	\$ _____
_____	_____
_____	_____
Marketing: (Include costs for marketing/publicity/promotion)	\$ _____
Remaining Operating Expenses:	\$ _____
Phone/Postage _____	
Rentals (itemize) _____	\$ _____
_____	_____
_____	_____
Royalties _____	\$ _____
Supplies/materials (itemize) _____	\$ _____
_____	_____
_____	_____
Insurance _____	\$ _____
Other (Include fundraising expenses and itemize) _____	\$ _____
_____	_____
_____	_____
Total Cash Expenses: (Note: Total Cash Expenses must equal Total Cash Income)	\$ _____

## BUDGET DOCUMENTATION

In order to determine the amount of funding available to an applicant, all applicants must submit a copy of the organizations:

Annual audit.

Applicants must also submit a copy of their:

Annual budget.

And their:

Annual report (if available).

## COMMUNITY ENHANCEMENT INFORMATION

Describe how your organization, or this project will be of value to the citizens of Sandy City.

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(Attach an extra sheet if necessary)

## OFFICE USE ONLY

Date Received	<input type="text"/>	Previous Funding	\$ <input type="text"/>
Type of Organization	<input type="text"/>	Amount Requested	\$ <input type="text"/>
Discipline	<input type="text"/>	Amount Awarded	\$ <input type="text"/>
Panel Review Date	<input type="text"/>	1st payment date	<input type="text"/>
		2nd payment date	<input type="text"/>