



2017 Lindon City  
PARC Mini Grant Application

Date Application Received
---------------------------

Organization Name: \_\_\_\_\_

Grant Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Is your organization a non-profit? \_\_\_\_\_ If yes, what is the non-profit designation? \_\_\_\_\_

Name of Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ Date of incorporation: \_\_\_\_\_

**Total \$ of Grant Requested** \_\_\_\_\_

Is your organization and spending plan eligible for PARC TAX funds \_\_\_\_ Y \_\_\_\_ N \_\_\_\_ (See Appendix A)

What is your organization's mission statement and primary focus?

If granted monies, when do you plan to spend the funds?

Anticipated budget is \$15,000 total. The City Council reserves the right to award less than is requested as per amount of applications and budget availability. All applications are due by 5:00 PM the Second Tuesday in April. They can be submitted electronically to: hbateman@lindoncity.org. Any approved grants shall be disbursed in June, of the grant year, and must be expended by May 1 of the same year

The applicant hereby acknowledges that the submitted information is correct to the best of his or her knowledge.

\_\_\_\_\_  
**SIGNATURE** **DATE**



## PARC TAX MINI GRANT APPLICATION

### Narrative Questions:

1. Please categorize your organization's primary discipline and activity type:

2. How will the requested PARC funds be used?  Specific Project/Program  Operating Expenses  Both

3. Did you receive PARC funding in the past?

If so, how much and when?

\$

4. Has the previous funding been spent?

If yes, has the financial report been sent to the City?

If not, when do you plan to spend the funds?

5. Describe how the Parks, Arts, Recreation and Culture funds will be used to support the organization's mission and primary focus.

6. Describe how your organization advances or preserves its artistic or cultural discipline within Lindon City.

7. Describe your organization's major activities and issues in the past year. Specify particular successes and challenges.



8. Describe how your organization is funded. What sources of funding has your organization secured in the past 12 months.

9. Define how you promote your work to your target audiences. Describe the outreach efforts your organization undertakes. What marketing and or audience development strategies do you use?

10. What are the short-term and long-term goals and objective for your organization? How will PARC funds help accomplish your goals?

11. Does your organization sell discounted tickets, or do you give free tickets to residents of Lindon City? If yes, please describe:

12. How would you describe your primary and/or target audience? Explain how your organization intends to maintain and/or grow its audience over the next year:

13. Please provide the following information on your organization's staff and audiences/constituents for the period in which you received PARC Funds:

Number of paid full-time staff:

Number of paid part-time staff:

Number of contract personnel:

Number of volunteers:

Number of artists, educators, curators, scholars or other discipline based professionals:

Total audience:

Tickets distributed for free to other nonprofits/the public/other:



14. How many Lindon City citizens did your organization serve with the previous PARC Tax grant monies?

15. Describe how your organization partners with other organizations and service providers located within Lindon City:

16. Describe the internal and external challenges and opportunities you faced during the past year, and how your organization addressed them:

**Proposed Project Funding:**

If your organization is requesting funds for a specific project or program, what is the total budget of your proposed project or program? \$

<b>Proposed Use of Requested PARC Funds</b>	<b>Amount</b>
Collections/Exhibits	
Contracted Services	
General Administration (excluding salaries)	
Marketing/Advertising	
Performance/Production	
Total Salaries (Administrative)	
Total Salaries (Other)	
School Outreach Program	
Space Rental	
Travel	
Other Expenditures*	
<b>**TOTAL:</b>	

\*Please attach additional information detailing other expenditures.

\*\*The total should equal the requested amount of PARC funds.

## APPENDIX A

### 1.0 PARC TAX MINI GRANT POLICY

- 1.1 Qualifying organizations must have, or commit to have, a significant presence within Lindon City and must be a qualifying organization as defined in this policy. Competitive mini grants are available only for Cultural Arts Organizations.
- 1.2 All applications must be received by Lindon City by 5:00pm on the second Tuesday in April. Grants will be awarded by the end of June of each year. Distribution of grant funding will not be made until after July 1<sup>st</sup> of each year and is subject to actual funds be accrued by the City.
- 1.3 Grant applicants must complete an application form and then submit the information to the Lindon City Parks & Recreation Director for completeness review. A sample form is attached, which may be modified from time to time. The Parks & Recreation Director will forward this application to the City Administrator who will schedule the grants to be reviewed by the Lindon City Council. The City Council will evaluate all mini grant applications for eligibility on a broad spectrum of cultural arts disciplines including visual arts, performing arts, literary arts, historic preservation, arts education, etc.
- 1.4 PARC funds granted to cultural organizations may not be used for capital construction expenses, payments into an endowment fund, expenditures for programs outside of Lindon, activities not available to the general public, political lobbying, fundraising expenses related to capital or endowment campaigns, or for other expenses not related to the organization's primary cultural purpose or directly related to or for the direct benefit to the residents of Lindon City. Also, the portion of this revenue designated for cultural arts is intended to support nonprofit cultural arts organizations rather than individuals.
- 1.5 PARC grant funding for cultural organizations may not be used for the following expenditures:
  - 1.5.1 Accumulated deficits or debt retirement;
  - 1.5.2 Capital improvements;
  - 1.5.3 Public Schools and/or school programs or hiring of temporary or permanent staff in any school or school system;
  - 1.5.4 Lobbying Expenses;
  - 1.5.5 Scholarships, purchase awards or cash prizes;
  - 1.5.6 Magazines or newspapers;
  - 1.5.7 Broadcasting network or cable communications systems;
  - 1.5.8 Performances, events and activities that take place outside of Lindon City;
  - 1.5.9 Activities intended primarily for fundraising;
  - 1.5.10 Recreational, rehabilitative, or therapeutic programs;
  - 1.5.11 Social service programs;
  - 1.5.12 Fireworks;
  - 1.5.13 Rodeos;
  - 1.5.14 Non-cultural celebratory events;
  - 1.5.15 Activities that are primarily religious in purpose;
  - 1.5.16 Cash reserves;



- 1.5.17 Start-up organizations;
- 1.5.18 Private Foundations.
- 1.6 Qualifying organizations requesting funds must be a nonprofit entity with 501(c)(3) status at the time of the application from deadline, or a municipal cultural and/or historical council.
- 1.7 All qualifying organizations may apply for mini grants once per calendar year.
- 1.8 A submitted application form must be accurate, complete and all supplemental information included prior to the deadline. Late submissions will not be accepted. It is not the responsibility of the PARC staff to contact the applicants regarding information missing from their application.
- 1.9 By the second Tuesday in April, each qualifying organization must submit a Compliance Report detailing how it expended the funds it received pursuant to these policies and procures. Award recipients must use the funds within the 12 month before the next application cycle begins. (second Tuesday in April)
- 1.10 The purpose of the Compliance Report is to account for grant funds distributed to cultural organizations. The report must be submitted by the deadline indicated. Future PARC funding may be withheld due to inadequate, incomplete, or non-submitted Compliance Reports.
- 1.11 Grant selection is competitive. The Lindon City Council will be the final decision and approval authority for all grant applications. In conformance with these policies and guidelines the City Council reserves the right to award all or portions of requested grants, or reject all or portions of any grants. Submittal of a grant application and/or award of grant is not a guarantee of funding.