



Grant Cycle Year

\_\_\_\_\_

Lindon City  
PARC Mini Grant Application

Date Application Received
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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)

• Please explain in detail your request for funding. (project, product, \$ request, expenses, etc) Use back if necessary.

• Because this is a competitive grant, if the request is not fully funded and only partial funding is available, will you still be able to continue with your requested project?

Y	N
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*Anticipated budget is \$20,000 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 following year.*



## PARC TAX MINI GRANT APPLICATION

**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? \$

Proposed Use of Requested PARC Funds	Amount
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.

**Narrative Questions:**

- What is your organization’s mission statement and primary focus?
  
- How will the requested PARC funds be used?    Specific Project/Program    Operating Expenses    Both
- Did you receive PARC funding in the past?
  - If so, how much and when?
    - a. 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?
    - b. Count or estimate how many Lindon City citizens your organization served with the previous PARC Tax grant award?

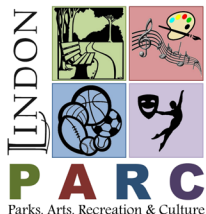


- Describe how the Parks, Arts, Recreation and Culture funds will be used to support your organization’s mission and primary focus.
  
- Describe how your organization advances or preserves its artistic or cultural discipline within Lindon City.
  
- Describe your organization’s major activities and issues in the past year. Specify successes and challenges.
  
- Describe how your organization is funded. What sources of funding has your organization secured in the past 12 months.
  
- Define how you promote your work to your target audiences. Describe the outreach efforts your organization undertakes. What marketing and audience development strategies do you use?
  
- What are the short-term and long-term goals and objective for your organization? How will PARC funds help accomplish your goals?
  
- 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 another nonprofits/the public/other:



## 5.0 MINI GRANTS (Other Groups Eligible for Funding through the PARC Tax)

- 5.1 As noted above, other ‘Cultural Arts Organizations’ may be eligible for funds. 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. Only competitive mini grants are available for Cultural Arts Organizations.
- 5.2 **Grant Application Process:** Grant applicants must complete an application form and then submit the information to the Lindon City Parks & Recreation Director for completeness review before the due date. A sample application 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.
- 5.3 **Grant Applications Due:** All applications must be received by Lindon City by 5:00pm on the second Tuesday in April. The 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.
- 5.4 **Grants Awarded:** Grants will be awarded by the end of June of each year.
- 5.5 **Funds Distribution:** Distribution of grant funding will not be made until after July 1<sup>st</sup> of each year and is subject to actual funds accrued by the City.
- 5.6 **Grant Stipulations:** PARC funds granted to cultural arts 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.
- 5.6.1 **Ineligible expenditures:** PARC grant funding for cultural organizations may not be used for the following expenditures:
1. Accumulated deficits or debt retirement.
  2. Capital improvements.
  3. Public Schools and/or school programs or hiring of temporary or permanent staff in any school or school system.
  4. Lobbying Expenses.
  5. Scholarships, purchase awards or cash prizes.
  6. Magazines or newspapers.
  7. Broadcasting network or cable communications systems.
  8. Performances, events and activities that take place outside of Lindon City.
  9. Activities intended primarily for fundraising.
  10. Recreational, rehabilitative, or therapeutic programs.



11. Social service programs.
12. Fireworks.
13. Rodeos.
14. Non-cultural celebratory events.
15. Activities that are primarily religious in purpose.
16. Cash reserves.
17. Start-up organizations.
18. Private Foundations.

- 5.7 **Grant Organization Eligibility:** 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.
- 5.8 **Grant Frequency:** All qualifying organizations may apply for mini grants once per calendar year.
- 5.9 **Required Compliance Report:** 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 procedures. Award recipients must use the funds within the 12 months before the next application cycle begins. (second Tuesday in April)
- 5.9.1 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.
- 5.10 **Competitive Process:** 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.

## 6.0 Logo use and acknowledgement expectations:

- 6.1 Grant Recipients shall display the official Lindon City PARC logo (or its approved variations) and the following statement on all written materials (digital or hard copy) including flyers, banners, posters, advertisements, programs, playbills, organization website, Facebook page, emails, newsletter, etc.: "This program/project has been funded in part by a grant from the Lindon City PARC tax program supporting Parks, Arts, Recreation, and Culture." Where feasible the PARC logo shall also be posted or displayed on any equipment funded through the grant program.
- 6.2 Acknowledgement: We require all PARC recipients to verbally thank the public just before a performance, or event begins. Whenever paying for television or radio ads use the phrase "[Organizations Name] is funded in part by the Lindon City PARC Tax Program. We thank you for your support."
- 6.3 Logo Don'ts: In order to maintain a consistent and recognizable brand, please respect the following:
- 6.3.1 Do not change colors within the logo
  - 6.3.2 Do not extend or condense the logo
  - 6.3.3 Do not rotate or tilt the logo
  - 6.3.4 Do not delete any part of the logo



Versions 1 and 2

