

# Holladay Arts Council

## Sub-grant Guidelines

### Introduction

The Holladay Arts Council (HAC) has available \$4,000 in *one-time* funding for Holladay arts organizations and artists, or non-profit/government/civic organizations like senior citizen centers, parent-teacher associations, schools, churches, etc. as long as they use funding for community-based art projects taking place within the City of Holladay. Two (2) grants will be awarded in the amount of \$500 and two (2) grants will be awarded in the amount of \$1,500.

### Goals

The Holladay Arts Council funds are designated to:

- Promote community engagement through the arts
- Directly benefit Holladay artists and residents
- Build partnerships between artists and local non-profit/civic organizations to address broad community needs with arts programs

### Eligibility

Eligible projects include: visual art exhibits, concerts, cultural festivals, arts-in-education programs, readings, storytelling, theatrical performances, folk art projects, dance performances, film programs, workshops, or acquisition of materials and supplies that will facilitate art reaching a wider audience.

Funded activities must be accessible and open to the general public or specifically designed to reach underserved populations.

### Matching Requirements

Grantees must match in cash 50% of all funds awarded – OR – must match in-kind goods and services 100%. For example, if a grant is awarded for \$500, the grantee would match this amount with \$250, or would provide \$500 worth of goods and services, which could include performance or display space, supplies, or staff time, etc.

### Sponsor Acknowledgement

In all publicity, promotion, and program information for the funded project, the grantee must acknowledge the grant with the following: “This project is partially supported by the Holladay Arts Council through funds received from Salt Lake County Zoo, Arts, and Parks.” Print materials must include the logo for the Holladay Arts Council.

### Deadlines

Deadline for application submission is Monday, December 4, 2017 at 5:00 p.m. Grant recipients will be

notified by December 15, 2017. Grant funds must be expended between December 15, 2017 and May 31, 2018. Final evaluation reports are due by June 30, 2018.

Mail or deliver one **signed** original plus 3 copies (4 applications total) to Sheryl Gillilan, Executive Director, Holladay Arts Council, 4580 S 2300 E, Holladay, UT 84117 by 5:00 p.m. on December 4, 2017. Applications postmarked by December 4<sup>th</sup> will be accepted.

### **Grant Application Requirements**

Provide the narrative on 8.5" x 11" paper, not to exceed three pages of text. List the project leader and pertinent contact information at the top of the first page.

Your application should address the following:

- Short mission statement for your organization or a brief artist statement
- Title of your project and what you will do
- Artistic mission of your project – What needs does it address? What are your goals?
- How you intend to engage Holladay residents
- How you will market the project
- The number of people your project will serve
- Specific ways you will measure the success of the project
- How your project will benefit the City of Holladay
- Your budget for the project, including all revenue and expenses AND your cash or in-kind match requirement (see attached budget form)

### **Review Panel and Process**

The application is submitted to the Holladay Arts Council executive director for review and completeness and accuracy. Any clarification or correction will be requested before the panel review meeting.

A review panel comprised of select members of the Holladay Arts Council will score all applications received and make a recommendation to the full Council for final approval.

The evaluation includes a ranking system and written comments. Each application has a possible score of 100 points based on the following: Engaging the broader Holladay community (40); Capability of the artist's or organization's ability to accomplish the proposed project (20); Benefits to the City of Holladay (20); and, Indication of need for the project (20).

**Disbursement of Funds to Grantees**

Holladay Arts Council will disburse 80% of the awarded grant monies upon return of the signed award contract. The remaining 20% will be disbursed upon receipt of the final report.

**Final Report**

Submit a 1-2 page report that addresses the following:

- Summation of your project
- How you engaged Holladay residents
- The number of people your project served
- The success of your project and how it benefitted the City of Holladay
- Your final budget for the project

For questions or more information, please contact Sheryl Gillilan at 801-527-2677 or [SGillilan@cityofholladay.com](mailto:SGillilan@cityofholladay.com).

# Holladay Arts Council

## Project Budget

Title of project

Revenue	Description	Cash	In-kind
Admission	_____	_____	_____
Donations - individual	_____	_____	_____
Donations - corporate	_____	_____	_____
Donatons - foundation	_____	_____	_____
Government support	_____	_____	_____
Other	_____	_____	_____
Holladay Arts Council request	_____	_____	_____
	<b>TOTAL Revenue</b>	_____	_____

Expenses	Description	Cash
Personnel	_____	_____
Outside fees and services	_____	_____
Materials & supplies	_____	_____
Space rental	_____	_____
Marketing	_____	_____
Other operating expenses	_____	_____
	<b>TOTAL Expenses</b>	_____