



Dear Grant Applicant,

Thank you for your interest in being a potential recipient of a Tooele City Arts Council (TCAC) grant. The TCAC provides grants to nonprofit organizations whose primary purpose is to promote, advance, and preserve the arts in Tooele City. Interested applicants should carefully read the following guidelines and minimum qualifications and must complete the Tooele City Arts Council Request for Grant Application. All 2016 grant applications must be received by **Friday, January 15, 2016 by 4:00 p.m.** Grants are to be submitted to:

Tooele City Hall  
Attention: Megan Garcia  
90 North Main Street  
Tooele, UT 84074

You will not be considered for a grant from TCAC unless the following is completed by **January 15, 2016**:

1. All grant application questions are answered;
2. Provide a stamped copy of your Articles of Incorporation;
3. Provide a copy of the Internal Revenue Service tax exemption determination letter. If an Internal Revenue Service tax exemption letter has not been issued, provide a letter from the IRS indicating that you have filed for your nonprofit status;
4. Complete and submit the budget summary which is included in the TCAC grant application;
5. Provide a copy of your most recent Federal Form 990 or other accounting of your income and its sources if a Form 990 is not filed;
6. One (1) original copy of all documentation is provided. To expedite your grant's review process, send a PDF copy of all requested documentation to [megang@tooelecitey.org](mailto:megang@tooelecitey.org);
7. If you received a grant last year, an end of project report must have been received by the TCAC by December 1, 2015.

The TCAC Board will review all applications. Final recommendations will be made at the discretion of the TCAC Board. Applicants are not guaranteed to receive funding or may receive partial funding. Awarded grants must be used for a project, activity, or event and must be held within Tooele City limits. If the grant is approved, the applicant will receive an award letter and grant agreement. The grant agreement will provide requirements for submitting an end of project report, including a project financial summary, and must be signed prior to any disbursement of funds. All organizations awarded funding will receive 80% of the grant before the approved project, activity or event is completed and the final 20% after completion of the end of project report.

The end of project report is due to the Tooele City Arts Council by December 1, 2016. If you need an extension, please file a request with Megan at [megang@tooelecitey.org](mailto:megang@tooelecitey.org).

If you have any questions, please contact Megan at 435-843-2141 or at [megang@tooelecitey.org](mailto:megang@tooelecitey.org).

Sincerely,

*Tooele City Arts Council Board*