

TOOELE CITY ARTS COUNCIL – GRANT APPLICATION

All organizations seeking funding must complete and return this form and supporting documentation. **Please complete all sections carefully. Incomplete applications will not be considered.** This grant application and supporting documentation must be received by the Tooele City Arts Council (TCAC) by **Friday, January 13, 2017 by 4:00 p.m.** in order to be considered.

GENERAL INFORMATION

Name of Organization:

Organization Address:

Organization Phone Number:

Federal Tax ID Number:

Is your organization a 501(c)(3)? | No | Yes. If yes, please attach a copy of the IRS Tax Determination Letter.

Primary Contact Person:

Primary Contact's Phone Number:

Primary Contact's Email:

What is the organization's mission statement or primary purpose?

Grant amount requested for the 2017 calendar year:

Has your organization received TCAC funding in the past? No. Yes. If yes, please indicate the years and amounts received:

Please describe your project/event/activity and how it will positively benefit the citizens of Tooele City:

Where will your project/event/activity be held?

What date(s) will the project/event/activity be held?

Describe how the TCAC and Parks, Arts and Recreation (PAR) logos will be displayed or used for this project/event/activity:

Describe how you will notify the TCAC of your project/event/activity:

Please note TCAC is not required to advertise your project/event/activity, however, if notice of your events are provided in a timely manner, the TCAC may (at its discretion) help promote your project/event/activity.

BUDGET SUMMARY

Please complete and submit the Budget Worksheet

Identify and list other sources of funding:

Total Project Expenses:

Total Project Income:

Total Project In-Kind Contributions:

Grant application will not be considered completed unless:

1. All grant questions are answered.
2. A copy of the organization's Articles of Incorporation are included;
3. A copy of the Internal Revenue Service tax exemption determination letter is included. 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. A budget summary has been completed;
5. A copy of the organization's most recent Federal Form 990, or other accounting of income and its sources is provided, if a Form 990 is not filed;
6. One (1) original copy of all documentation is provided. To expedite your grant's review process, submit a PDF copy of all requested documentation to hollyt@tooelectricity.org.
7. If you received a grant last year, an end of project report must have been received by the TCAC.
8. An interview must be scheduled with TCAC after all steps are completed. To schedule, email hollyt@tooelectricity.org or call 435-843-2141.

I understand that in order for my organization to be considered for funding that the above information and supporting documentation must be submitted in its entirety to the TCAC by **Friday, January 13, 2017 by 4:00 p.m.**

I understand if the grant is approved, my organization will receive an award letter and grant agreement. The grant agreement will provide requirements for receiving the grant, including the requirement to submit an end of project report and project financial summary, and must be signed prior to any disbursement of funds.

I understand that 80% of the grant award funding will be received before the approved project, activity or event and the final 20% after completion and submittal of the end of project report.

Signature of Applicant

Date

Grant Application was submitted electronically to hollyt@tooelectricity.org by _____.