



**SALT LAKE COUNTY
CULTURAL FACILITIES
SUPPORT PROGRAM
GUIDELINES & APPLICATION**

SALT LAKE COUNTY CENTER FOR THE ARTS
50 West 200 South
Salt Lake City, UT 84101
801-323-6800

SALT LAKE COUNTY CULTURAL FACILITIES SUPPORT PROGRAM GUIDELINES & APPLICATION



INTRODUCTION

The Salt Lake County Cultural Facilities Support Program is designed to help cultural facilities meet the current and future needs of Salt Lake County's arts and cultural organizations, residents, and visitors.

Through this program, eligible organizations can apply for funding for construction, renovation, remodeling, or third party consulting for a cultural facility project. Applicants must meet eligibility requirements, and both the project and the applicant must be based in Salt Lake County.

CULTURAL FACILITY SUPPORT PROGRAM VISION & PRINCIPLES

The Support Program is based on a Vision and set of Principles designed to ensure that County supported projects provide the greatest benefit to the community. In your application, you will need to tie your project to these core statements.

VISION

Participation in the arts is deeply embedded in the lives of Salt Lake County residents. They envision a community with facilities that enable a full range of arts and cultural activity for creation, presentation and education. Fulfilling the community's vision will require a broad array of cultural facilities which are distributed throughout the County, of varying types and sizes, for community based and professional purposes, and which serve neighborhoods, cities, and the entire region.

PRINCIPLES

- To value professional arts organizations, community arts organizations, and community participation.
- To enable and enhance the development of local arts communities.
- To reflect and address the current and future needs of communities throughout the County.
- To value the needs of individual artists and non-profit arts organizations across all artistic disciplines.
- To only support projects which demonstrate readiness, feasibility, and sustainability.
- To support projects which address the need to maintain and upgrade existing facilities as well as to construct new facilities.
- To support projects which enhance the ability of arts and cultural organizations to improve, expand and/or sustain programming.
- To ensure the vibrancy of arts and culture throughout the County, including the Cultural Core and local regions.
- To implement an inclusive and fair process for planning, locating, funding and developing County-supported cultural facilities.
- To utilize cultural facilities as a tool for sustainable cultural and economic development of the County.
- To encourage projects that foster collaboration, regional partnerships and shared funding.

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PROJECT ELIGIBILITY

Projects eligible for consideration must be an arts and/or culture facility that serve the performing arts, visual arts, literature, media, cultural history, or folkways, or any combination. The facility can be participant, spectator, or visitor focused. The public must be able to access your project, and it must be ADA accessible.

Both your project and your organization must be physically located within Salt Lake County and your organization must be one of the following:

- A 501(c)(3) organization
- A local government
- An educational institution serving the general public (i.e., not only students)
- A business registered with the State of Utah Department of Commerce and licensed within Salt Lake County

TYPES OF FUNDING

The County offers two types of support: capital funding and funding for third party consulting. Capital funding can be used for new construction projects, renovation, or remodeling expenses for an existing facility.

Third party consulting funding can be used for the following types of services:

- Architecture, Design, Engineering
- Construction Project Management
- Financial Management
- Venue Plan
- Venue Operations & Management
- Predesign Services including Feasibility Studies, Facilities Analysis, Programming

The County may fund up to 50% of the entire cost of any project that receives a recommendation for funding. You must have matching funds in-hand at the time of application. For capital funding, you must have a 10% match for the requested amount and for third party consulting funding you must have a 50% match of the requested amount.

CULTURAL FACILITIES SUPPORT PROGRAM PROJECT APPLICATION PROCESS

The Cultural Facilities Support Program is managed by County staff and overseen by an Advisory Committee. Once you submit your application, it will go through the following steps:

- Step 1 – Initial review for eligibility and completeness by County staff
- Step 2 – Project qualification review by the County's Project Review Team
- Step 3 – Advisory Committee reviews eligible, complete, and qualified applications and makes a recommendation for funding to the County Mayor
- Step 4 – County Mayor, within the normal County budget process, recommends projects for funding to the County Council
- Step 5 – County Council votes yes or no on funding for each recommended project

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The County is developing a robust Assistance program consisting of online information, workshops, and other tools to help all applicants prepare a complete and compelling application. Should your application be rejected, there are to either resubmit or appeal to the Committee; these opportunities are detailed in each step below.

Step One – Application Submission & Review (September 1st - February 28th)

All project applications are submitted and reviewed for eligibility and completeness by County staff. This initial review will determine if your organization and proposed project are eligible for public funds and to ensure your application is complete.

If your application is deemed incomplete, you can resubmit it at any time during the dates listed above. You are encouraged to use the Application Assistance program resources including online tools, County staff (limited), and workshops (when available). If your application is deemed ineligible you can either rework it and reapply, or you can appeal to the Advisory Committee.

Step Two – Project Qualification Review (April 1st - May 31st)

Once a project has advanced to Step Two, it will go through a thorough and objective evaluation by subject experts on the county's Project Review Team. This team consists of County staff representing facilities, finance, operations, purchasing, legal, and arts and culture programs.

They will either advance applications to the Advisory Committee for final funding consideration or will recommend that the project proposer continue to work on the application and resubmit it during the next application cycle.

If your application is deemed not qualified, you may appeal to the Advisory Committee, or rework the application and resubmit it the following year. Should you choose to resubmit, you are eligible to use any of Application Assistance tools.

Step Three – Recommendation for Consideration of Public Funding (June 1st – July 31st)

This committee consists of citizen volunteers representing stakeholders and subject matter experts in arts and cultural facilities including representatives from ZAP, TRCC1, and Center for the Arts Advisory Board.

¹ Tourism, Recreation, Convention & Culture Advisory Board

The Advisory Committee will review all the final applications and make recommendations to the Salt Lake County Council and Mayor on which projects should be funded. This will be a subjective review, answering the question, "does the county need, and should the county support this project?" If projects are rejected at this step, applicants could and would be encouraged to reapply the next year. This committee will also review projects at each step in the process and will listen to appeals by applicants.

Steps Four & Five – Projects Submitted for Funding in County Budget

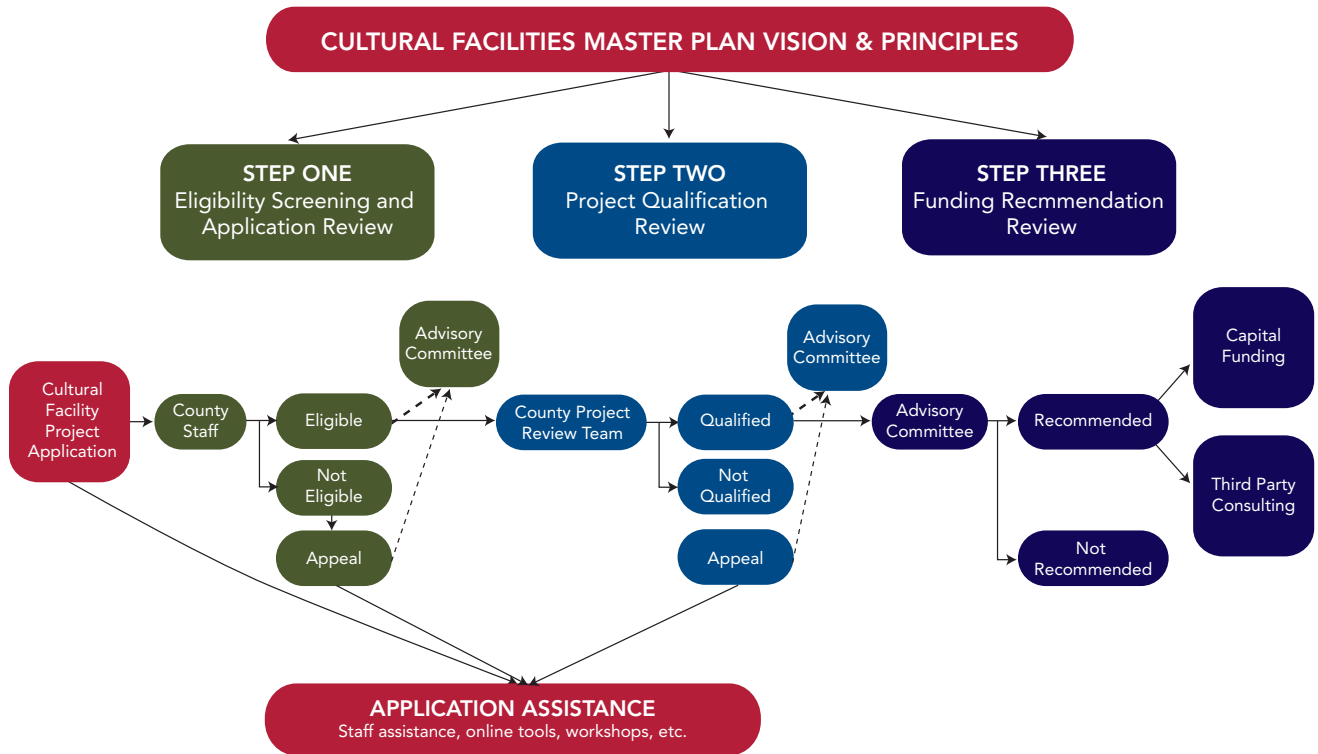
Recommended projects will be placed by the Mayor in the County budget for approval by the County Council in the normal budgeting cycle. Projects may or may not be funded, based on available funds.

On the following page is a graphic depiction of the process.

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SALT LAKE COUNTY PLANNING AREA



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APPLICATION ASSISTANCE PROGRAM

With more applications and great ideas than potential funding could support, the County has a comprehensive application assistance program to ensure that each project application will be as complete as possible. Applicants are strongly encouraged to access the assistance program throughout the application process and beyond.

Application assistance tools for every application will include:

- Online Tools
 - Monographs
 - Glossary
 - Pre-design work
 - Sample documents such as construction and operational budgets, timelines, public review processes, construction estimates, and space plans
- Application Workshops (not available in 2010-11 cycle)
 - Four phases of cultural facility project planning, one phase per quarter
 - Cultural Facility development case studies

Once an application reaches Step Two, applicants with projects of \$500,000 or more are eligible to receive further application assistance and coaching by staff, volunteers, and consultants with the following:

- Financial Feasibility
- Architecture
- Construction Project Management
- Venue Operations Management
- Cultural Programming
- Community Support

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APPLICATION FORM

Please submit two paper copies and one copy on CD-ROM or USB flash drive by February 28.

*We reserve the right to request additional copies of your application as it moves through the review process

Salt Lake County Cultural Facilities Support Program
Attn: Linda Cook
50 West 200 South
Salt Lake City, UT 84101
801-323-6800

PROJECT TITLE _____

Project Address _____

Project Sponsor _____

Contact Name _____

Contact Email _____

Contact Phone _____

Contact Address _____

A. PROJECT ELIGIBILITY CHECKLIST – REQUIRED FOR ALL APPLICANTS

1. General Location or Site

Project located in County Council District # _____ (see map on page 11)

Project located in planning area (see map on page 12):

- CFMP - North CFMP - West CFMP - South West
 CFMP - East CFMP - South East

2. Constituencies served (check at least one):

- Performing arts Visual arts
 Literature Film/mixed media
 Cultural history and/or folkways Other _____

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3. The facility project is mainly for:

- Participants Spectators Both

4. The project is sponsored by: (Choose one and attach appropriate documentation)

- A Salt Lake County 501(c)(3) organization (current valid IRS Certificate Required)
 This is a ZAP funded organization
 A municipality within Salt Lake County
 Salt Lake County based educational institutions
 The facility must serve the general public, not just students.
 Individual K-12 schools are not eligible.
 A business registered with the State of Utah Department of Commerce and licensed within
 Salt Lake County

5. General public access (check all that apply):

Can the general public access your project as visitors, spectators, or participants?

- If Yes: Visitors Spectators / patrons Participants
 No

6. Type of Funding requested of Salt Lake County (check all that apply):

- New construction (Capital Funding) Amount Requested \$ _____
 Renovation (Capital Funding) Amount Requested \$ _____
 Third party consulting Amount Requested \$ _____

7. Current funding: (Attach documentation)

- a. 10% match of requested amount required for capital funding
b. 50% match of requested amount required for third party consulting funds
c. Check all that apply
d. Please list on a separate sheet the donor list, individual pledge amounts,
 and any pledge restrictions

- Cash Amount \$ _____
 Unrestricted Pledges Amount \$ _____
 Restricted Pledges Amount \$ _____
 Other _____ Amount \$ _____

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8. Site Documentation (attach documentation only if purchased or secured)

- Deed
- Plot Plan
- Purchase & Sale Contract

B. DETAILED PROJECT NARRATIVE – REQUIRED FOR ALL APPLICANTS

Please attach narrative to application.

1. Overview

- Project description
- Proposers' organization or business history
- Community need and benefit
 - Include how project is tied to CFMP Vision and Principles
 - Type of program within the facility, services offered and frequency
 - Include community support – letters, testimonials, editorials, etc.

2. Timeline

- Planning – design / funding
- Construction – new or renovation
- Commissioning / opening

3. Commercial program/space(s):

- If there any commercial spaces in the proposed project – gift shop, café, etc. – please describe the relationship of the commercial vendors to your organization.

**C. APPLICANTS APPLYING FOR THIRD PARTY CONSULTING FUNDING
REQUIRED NARRATIVE**

Please attach narrative to application.

1. Consulting Services Overview

- Goals and objectives of consulting services (by type)
- Documents required for RFP – Consulting Services (all required)
 - Discovery research for anticipated cost / time required
 - Scope of work
 - Deliverables
- Timeline



D. APPLICANTS APPLYING FOR FUNDING OF \$500,000 OR MORE REQUIRED NARRATIVE & DOCUMENTATION

1. Overview

- Proposing organization or business certified audits – *Three-year history if not ZAP funded*

2. Construction or Renovation Phase Planning

- Narrative for management plan for the planning, design and construction phases
- Architectural site plan – *Indicate existing vs. proposed structures on plan*
- Architectural schematic design – *Minimum needed for programming*
- Architectural program (required for requests of \$5 million or more) *Space, functional use, adjacencies*
- LEED planning
- Construction cost estimate – *Maximum of 500 cost entries*
- Master construction project budget – *Include all costs i.e. financing, FF&E, fees, permits*
- Financing strategy assessment – *Include all resources, costs, tax credits, liabilities*

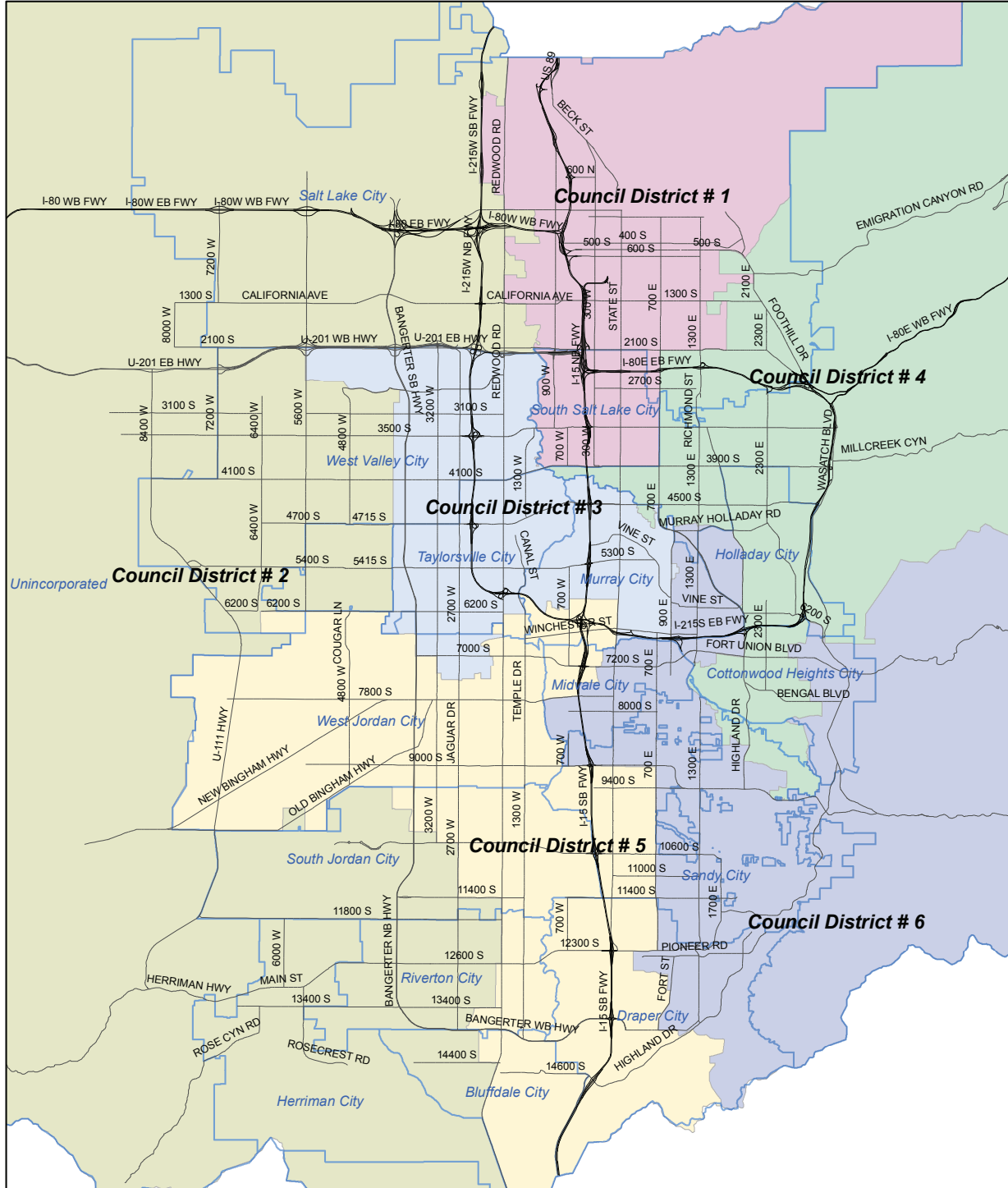
3. Operations Phase Planning

- Facility management plan
- Operational strategy – *Max 400 words*
- Staff organization chart
- Senior management job descriptions – *Maximum of 5 staff members*
- Projected annual activity calendar – *Minimum of 5 years*
- Five year cash flow plan
- Annual revenue forecast [5 year projection] – *Show method of calculation & historical projections*
- Annual expense forecast [5 year projection] – *Show method of calculation & historical projections*
- Long term capital maintenance budget – *Maximum of 500 cost entries*

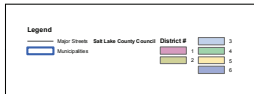
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SALT LAKE COUNTY COUNCIL DISTRICT MAP



SHERRIE SWENSEN
Salt Lake County Clerk
2001 S. State St., Ste S1100
Salt Lake City, UT 84190
(801) 468-3427



Map Date: January, 2010

In conjunction with the offices of:
The Salt Lake County Auditor
The Salt Lake County Recorder
The Salt Lake County Surveyor



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SALT LAKE COUNTY PLANNING AREA MAP

