



October 7, 2011

Dear Grant Applicants:

Thank you for your interest in the Tooele City Arts Council grant. Please carefully read the following guidelines and minimum qualifications. Incomplete applications will not be considered.

- Organizations must be nonprofit.
- Organizations' *primary purpose* must be to promote, advance, and preserve the arts in Tooele City
- All activities funded through the grant must be within Tooele City limits.
- Some of the things grant funding may **not** be used for (not an all inclusive list): rent, salaries, babysitting, tuition/registration fees, or travel/training.

Interested applicants should complete an application, provide a description of the proposed project, include a copy of Articles of Incorporation, a copy of the Internal Revenue Service tax exemption determination letter (if you are a 501(c)(3)), and a budget outline. **Please submit nine copies of all documents requested by Friday, December 2, 2011 by 5:00 p.m.** to:

Tooele City Hall
Attention: Terra Sherwood
90 North Main Street
Tooele, Utah 84074

The Tooele City Arts Council Board will review all applications. Final recommendations will be made at the discretion of the Tooele City Arts Council Board. Applicants may or may not receive funding, or may receive partial funding.

Organizations that received funding for 2011 must submit a detailed end of year budget report showing how funding was used through September 2011. At the very least, please include the following: receipts, bank statements and/or canceled checks, and a complete narrative of when and where events were held and how many people attended. If you have not submitted a detailed budget report for 2011 funding, please do so immediately. Applications for 2012 will not be considered if an end of the year budget report has not been submitted for the year previously.

All organizations that receive funding for 2012 will be asked to submit an end of year report by September 2012. The report should show how the money was used and should include the items listed in the paragraph above.

If you have any questions please contact Terra Sherwood at 843-2142 or at terras@tooelecity.org .

Sincerely,

Tooele City Arts Council Board

Board Members:

Renee Milne
Carol LaForge
Terra Sherwood
Steve Pruden
Scott Wardle
Chris Wilcox
Michelle Pitt
Melodi Gochis

90 North Main Street
Tooele, Utah 84074

Phone: (435) 843-2142
Fax: (435) 843-2149



Board: Renee Milne
Carol LaForge
Terra Sherwood
Steve Pruden
Scott Wardle
Chris Wilcox
Michelle Pitt
Melodi Gochis

Mission:
To actively promote,
advance, and
preserve the arts in
Tooele City.

**TOOELE CITY ARTS COUNCIL
REQUEST FOR GRANT
APPLICATION**

FUNDS ARE FOR PROJECTS JANUARY 1—DECEMBER 31, 2012

All organizations seeking funding must complete and return this form and supporting documentation. **All forms and documentation must be received by the Tooele City Arts Council, by 5:00 p.m. on Friday, December 2, 2011** in order to be given consideration.

PLEASE FILL OUT CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Name of organization: _____

Address: _____

Telephone: _____ Email: _____

Name and title of contact person: _____

Is your organization a 501(c)(3)? YES NO (circle one). If yes, please attach a copy of the IRS Tax Exemption Determination Letter.

Amount requested for 2011: _____

How will these funds be used: _____

Where will your event(s)/activities be held? _____

Has your organization sought Tooele City Arts Council funding in the past? YES NO (circle one)

If yes, please indicate the years and amounts received: _____

What is the *primary purpose* of your organization (please provide supporting documentation): _____

IN ORDER TO BE CONSIDERED FOR FUNDING, PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION: A DESCRIPTION OF THE PROPOSED PROJECT, THE FRONT PAGE OF YOUR ORGANIZATION'S ARTICLES OF INCORPORATION, INTERNAL REVENUE SERVICE TAX EXEMPTION DETERMINATION LETTER (IF A 501(C)(3)), AND A PROPOSED BUDGET OUTLINE.

Return nine copies of application and supporting documents to:
Tooele City Arts Council, 90 North Main Street, Tooele, Utah 84074