Zoo, Arts & Parks

Tier II 2014

Application Guidelines

Requests ≤ $15,000
GUIDELINES FOR ZAP TIER II Requests

Submission Deadline: March 31st, 2014 prior to 5:00pm MST

- Hand deliver application to ZAP Program Office N4400 or
- Mail application, postmarked on/before the day of deadline to:
  o Salt Lake County Zoo, Arts & Parks Program
    2001 South State Street, Suite N4100
    P.O. Box 144575
    Salt Lake City, Utah 84114-4575

*Additional financial requirements for requests over $15,000 due by May 16, 2014 | 5:00pm MST.

Application Workshops:

- Mon. Feb. 10 | 3:30-5:00pm | ROOM N4017
- Mon. Feb. 10 | 6:30-8:00pm | ROOM N4017
- Tues. Feb. 11 | 9:30-11:00am | ROOM N4017

NOTE: RSVP’s not required
ALL events held at the Salt Lake County Gov’t Center-4th Floor of North Bldg., 2001 S. State Street
Salt Lake City, Utah 84114

This is a competitive grant process, not an entitlement program and each year begins a clean slate.

The residents of Salt Lake County have generously invested public tax dollars to enhance arts, culture, and recreation opportunities throughout the Salt Lake County community. As such, no organization is “grandfathered in” nor is excessive consideration given to an organizations previous year’s award amount. Visit the ZAP website for detailed information on ZAP state statute & policy.

There are two application forms (make sure to fill out the right one):

- One for requests LESS than or EQUAL to $15,000
- One for requests OVER $15,000 (additional financial info. & statements required)

You must be a 501(c)3 organization or municipal arts/cultural council to apply for ZAP Tier II Funding!

Reminder: ZAP does NOT fund

- Performances, events, & activities that take place OUTSIDE Salt Lake County
- Endowments, cash reserves or saving account funds
- Accumulated deficits or debt retirement
- Capital improvements
- Lobbying Expenses
- Scholarships, purchase of awards, cash, or prizes
- Public schools &/or school programs or hiring of temporary or permanent staff in any school or school system
- Non-cultural celebratory activities
- Activities that are primarily religious in purpose
- Magazines or newspapers
- Radio or television broadcasting network or stations, or cable communications systems
- Activities intended primarily for fundraising
- Recreational, rehabilitative or therapeutic programs
- Social service programs
- Fireworks
- Sister-city programs
- Rodeos
General instructions:
- All applications must be neatly typed or legibly printed
- Do NOT use font size smaller than 10 point
- Do NOT exceed # of allowed pages
- Include 1 single-sided copy of application, all other copies can and are encouraged to be printed double-sided
- Do NOT Staple, bind, or include binders or folders within the application (paper clips are fine)
- Submit application & required supporting documents in a SINGLE packet
- Minor reformatting of the application is allowed to ensure paper is not wasted, however the order of the info. & the printed questions must be maintained

Following Best Practices:
- Tier II funds should not be the sole source of funding received by applicant organizations. Priority consideration will be given to organizations that can solicit and receive matching cash funds. Priority consideration will also be given to organizations that can demonstrate a strong connection to the community, have a substantial track record, and clearly demonstrate their ability to implement the described project(s) and/or operation(s).
- It is expected that organizations will also seek funding or grants from other agencies or sources (ie. Utah Division of Arts & Museums, foundations, corporations, businesses, individuals, etc.)
- Clarity and brevity in answers is strongly encouraged
- Tier II organizations are expected to maintain professional and ethical standards. Joining the Utah Nonprofits Association (UNA) provides resources to assist nonprofits in this effort. Visit the UNA Website for more information and to review UNA’s “Standard Ethics” policy.

Funding Amount Considerations:
- No single Tier II organization may receive more than 7% of the total Tier II revenues. This year (2014), the cap is estimated to be approximately $130,000
- If your organization will not be submitting a review or audited financial statements, do not ask for more than $15,000
- Organizations requesting $15,000 or less may not receive more than 50% of their annual operating budget from ZAP funds
- In 2013, only 24 out of 146 applicants were awarded over $15,000. Most of these organizations had operating expenses over $100,000 with the median amount being approximately $225,000

For requests over $15,000: Additional Financial Requirements/Deadline
Submit your Tier II application by the March 31st Deadline. You may also submit all additional financial requirements at the same time. If you are unable, however, you have until May, 16, 2014 to submit this portion of your paperwork.
- Requesting $15,001 - $59,999
  - Must provide Audited Financial Statement for the most recently completed fiscal year ending in 2013
  - Peer Review Letter from your CPA firm
- Requesting $60,000 +
  - Must provide three consecutive-years of Audited Financial Statements for the most recently completed fiscal year ending in 2013. If the ZAP program has already received your 2011, 2012 audits in prior years, you need not resubmit them
  - Peer Review Letter from your CPA firm
*Audits must be conducted in accordance with auditing standards generally accepted in the U.S. by a Utah Certified Public Accountant or Firm. You may submit copies of your audit; ZAP does not require the original.

*By submitting all of the required financial documents, applicants may be qualified for funding over $15,000 but it does not guarantee the organization will be awarded these amounts.

Legal and Other Requirements at a Glance

ZAP Contract:
- Successful applicants MUST sign an agreement (contract) with Salt Lake County before receiving any funding support.

Maintenance & Availability of Records:
- Each applicant awarded ZAP funding shall maintain accurate and complete financial records and authorize Salt Lake County access to those records

Final Report:
- ZAP requires an evaluation report on each grant. This is part of future applications.

Compliance with Laws:
- Each recipient will comply with all federal, state, and local laws, rules and regulations that govern and apply to its operations and in particular those laws created to protect the rights of individuals, including, but not limited to, those laws requiring access for persons with disabilities as well as laws governing non-discrimination against all protected groups and persons in admissions and hiring.

NowPlayingUtah.com (NPU):
- Successful applicants agree to use the NPU website (www.nowplayingutah.com) to promote their events. This arts and cultural calendar was created by the ZAP program, Utah Division of Arts & Museums, and Salt Lake Convention and Visitors Bureau in order to benefit Utah's arts and cultural community and individuals interested in attending arts and cultural events.

ZAP Credit/Acknowledgement Requirements:
- Successful applicants agree to acknowledge both the public for their support of ZAP and Salt Lake County Zoo, Arts & Parks (ZAP) program per the requirement guidelines [details available on the ZAP Website].

Use of funds:
- ZAP funding can only be used for performances, activities & events taking place IN Salt Lake County. If your organization is funded, it is expected that you will utilize funding in the manner you indicated in your application. It is also expected that you will use ZAP funds in a timely manner.

Government and Records Management (GRAMA):
- ZAP applications, once submitted, become a public document and may be requested by an individual through use of Salt Lake County’s GRAMA request form. Should this occur, ZAP staff will notify your organization a request has been made. Please note: applicant board member contact information is protected, and not considered public information.
Tentative ZAP Tier II 2014 Timeline

<table>
<thead>
<tr>
<th>ZAP Tier II Application Due</th>
<th>Monday, March 31st 2014</th>
<th>5:00pm MST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audited Financial Statements*</td>
<td>Friday, May 16th 2014</td>
<td>5pm MST</td>
</tr>
<tr>
<td>ZAP Advisory Board Reviews Applications</td>
<td>Spring/Summer</td>
<td></td>
</tr>
<tr>
<td>Applicants notified of board recommendations</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td>County Council approves final funding recommendations</td>
<td>November</td>
<td></td>
</tr>
<tr>
<td>Contract Signing Events</td>
<td>November</td>
<td></td>
</tr>
<tr>
<td>Contracts Finalized</td>
<td>December 2014/January 2015</td>
<td></td>
</tr>
<tr>
<td>1st Payment Distributed (60% of award amount)</td>
<td>January/February 2015</td>
<td></td>
</tr>
<tr>
<td>Final Payment Distributed (remaining 40% of award amount)</td>
<td>May 2015</td>
<td></td>
</tr>
</tbody>
</table>

Filling out the Application (different formats):

- Download the Word document and save on your computer. Type your responses under each question. The document can expand to fit your answers. Do Not Exceed Page Restrictions.

- Download the PDF document and save on your computer. Reopen the document and click on tools and then typewriter (make sure you see the √ check mark next to typewriter) and you can type in your information in the spaces provided.

- If you are using an iMac/apple computer to complete this form and do not have the Microsoft Word or Pages software on your computer, it’s possible to download and use a freeware software program to complete the form. One such program is called “Open office” and is available at [http://www.openoffice.org](http://www.openoffice.org). This program is also able to open all the embedded files in an excel-like environment. Fill in each form and then you can copy and paste each completed table back into the application.

In the event you are not requesting funds this year, but need to complete the “2012 Evaluation Narrative” because you received ZAP funding in 2012:
Indicate N/A on the “Request Narrative” portion of the application and do not include a “2014 Request Amount.” You may also omit:
1. Column B on page 4
2. Current season information
3. Board list
4. 501c(3) letter or letter from municipality

Questions? Contact ZAP Program Staff
Samantha Sedivec | ZAP Program Coordinator | (385) 468-7058 | ssedivec@slco.org
Victoria Bourns | ZAP Program Director | (385) 468-7057 | vbourns@slco.org

or Visit the Salt Lake County Zoo, Arts & Parks (ZAP) Website: [www.zapisyou.org](http://www.zapisyou.org)  [www.facebook.com/zapisyou](http://www.facebook.com/zapisyou) | [www.twitter.com/@slcoZAP](http://www.twitter.com/@slcoZAP) | [www.youtube.com/zooartsandparks](http://www.youtube.com/zooartsandparks)
Zoo, Arts & Parks Tier II
Requests LESS than or Equal to $15,000
2014 Application/2012 Evaluation

*The entire application (including the signature pg. but excluding attachments) may not exceed 7 pages. It is highly encouraged that all applicants refer to the Application Guide. Do not use type smaller than 10 point font.

Name of organization:
Organization must be a 501(c)(3) or municipality. If your name is different from how it appears on your federal 501(c)(3) letter, an explanation is required.

If the name of your org. is different from the name on your 501c(3) letter, you MUST submit a letter of explanation. Wanting to use a different name is not a valid reason for the names to be different.

3 acceptable reasons for name to be different:
1. You are an affiliate of a larger organization. For example the The Saltaires Chorus is an affiliate of the Society for the Preservation and Encouragement of Barbershop Quartet Singing America. In this case submit a letter from your parent organization stating you have the ability to use this IRS letter and sign contracts.
2. You are a program of a university. For example Westminster Players is a program of Westminster College. In this case submit a letter from Westminster College indicating you are associated with the college and who has the ability to sign contracts for your agency.
3. You have legally changed your business name. Show documentation that supports this change.

We do not expect you to recalculate data. Please use figures from your most recently completed fiscal year.

Q1: ZAP Tier II Eligible Disciplines (choose one)
- Architecture
- Art
- Arts Education
- Botanical
- Dance
- Folk Arts
- History
- Humanities
- Interdisciplinary/Performance
- Literature

*must be designated by the city/township for the defined

Q5: Do not include # for online hits, views or downloads, or social media interactions. If numbers to your website or other sites are important to your organization, provide a brief explanation on pg. 6 where it says:

If you need to include any addition explanations – include them here:

Summary Table - use your most recently completed fiscal year data

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What is your organization’s eligible discipline?</td>
</tr>
<tr>
<td>2</td>
<td>Are you a first time applicant? (YES or NO)</td>
</tr>
<tr>
<td>3</td>
<td>How many people make up your organization?</td>
</tr>
<tr>
<td>4</td>
<td>How many performances, events, and/or educational programs do you provide (annually)?</td>
</tr>
<tr>
<td>5</td>
<td>How many people attend your organization, events, and/or educational programs (annually)?</td>
</tr>
<tr>
<td>6</td>
<td>Of the number of people listed in #5 above how many were provided FREE admission?</td>
</tr>
<tr>
<td>7</td>
<td>What is the number of artists, scholars, botanists, zoologists involved with your organization?</td>
</tr>
<tr>
<td>8</td>
<td>Did you attend the ZAP application workshop? (YES or NO)</td>
</tr>
</tbody>
</table>

Staff (paid)
Volunteers (unpaid)
Independent Contractors (paid)
2014 Request Amount: $____ (Must be under or equal to $15,000)

Request Narrative (type in your responses under each question)

This section is designed to provide the Tier II Advisory Board and staff with detailed information about your organization, community outreach, and how ZAP funds will be used. *Clarity and brevity in answers are encouraged.* Provide information that will assist the reviewers in understanding your organization. Do not assume that the readers know anything about your organization. Remember that the total length of your application should not exceed 7 pages.

1. What is your organization’s mission statement? Please be brief. Keep your mission statement short. It does NOT have to be written exactly as approved by your board of directors.

2. What area(s) listed below, best describe what you’re trying to achieve? Check all that apply. Check all that apply and/or explain if you mark “other”

<table>
<thead>
<tr>
<th>Educational</th>
<th>Lifelong Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator</td>
<td>Health &amp; Wellness</td>
</tr>
<tr>
<td>Performing</td>
<td>Social interaction through cultural means</td>
</tr>
<tr>
<td>Presenting</td>
<td>Fostering ethnic enrichment &amp; awareness</td>
</tr>
<tr>
<td>Creative Engagement</td>
<td></td>
</tr>
<tr>
<td>Other (describe):</td>
<td></td>
</tr>
</tbody>
</table>

3. Discuss your accomplishments during the past 5 years. Please only include RECENT accomplishments (don’t go back 10 years!)

4. Describe how your organization will use the ZAP funding that you are requesting in this application. Be specific on how you intend to use the requested ZAP funds. When will the activities take place? Where will they take place? What will you purchase with the requested ZAP funds? Who will be involved? This is your opportunity to highlight your art & cultural professionals.

5. What value does the community receive from your activities? Include how your partnering activities with other organizations contribute to serving the public. Your answer to this question should give a compelling argument as to why the ZAP Program should fund your project/operations.

This question gives you the opportunity to explain the value your organization provides to the community. Be as specific as space allows. Explain how your organization contributes to vibrant/energetic cultural community in Salt Lake County?
6. What demographic BEST describes your audience?  

<table>
<thead>
<tr>
<th>Students (school age, university, &amp; educators)</th>
<th>Local community</th>
<th>Other (Describe):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional residents: those in an assisted living situation, incarcerated, homeless, other</td>
<td>Avant-garde/ Underground</td>
<td>Mainstream</td>
</tr>
<tr>
<td>Older adults</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New This Year (embedded table, instead of required attachment)!
Include in this table your organization’s schedule of events for 2014/2015. Include: date(s), location(s), and event name.

**NOTE:** If you do not have any special events but are open regularly, simply list your hours of operation.

<table>
<thead>
<tr>
<th>Scheduled 2014/2015 Events</th>
<th>Venue or location</th>
<th>Event/description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If you are a museum or gallery &amp; do not have special events but are open regularly, simply list your hours of operation.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014/2015 Scheduled (dd/mm/yr)</td>
<td>(name or street address, city)</td>
<td>(name or type and full description)</td>
</tr>
</tbody>
</table>

2012 Evaluation Narrative*

*Answer these questions by referring specifically back to narrative in your 2012 ZAP application*

**NOTE:** If your organization did not receive ZAP funding in 2012, please indicate N/A

E1. Describe what was accomplished using your 2012 ZAP funding. Be as specific as space allows.

Indicate how you used your 2012 ZAP funding. Be specific. When? (exact dates), Where? (exact locations), Who? (name of people involved, paid, etc.) What did you do? Did it turn out as planned?

E2. What sources of funding did your organization secure during this funding period? Please be specific and name actual sources. If your organization was able to leverage additional funding because of your ZAP award please explain how this was achieved.

Indicate what other funding sources were secured (apart from your ZAP award). This amount MUST equal or exceed the amount of funding you received from ZAP in 2012.
E3. In the interest of transparency, were there any monetary conflicts of interest that your organization has engaged in during this period? This means the sale or purchase of services or goods by the organization from staff, board or relatives of staff or board. If none, state none. If yes, please explain the transaction thoroughly.

Explain any related party transactions: funds that were used to buy materials, products, or services from a staff, board, or relative of staff or board member during 2012.

In 2012, which Salt Lake County cities & townships did you serve?* Check all that apply!

* = people walking through the door (zip code data) or through outreach programming

<table>
<thead>
<tr>
<th>Alta</th>
<th>Herriman</th>
<th>Murray</th>
<th>Taylorsville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluffdale</td>
<td>Holladay</td>
<td>Riverton</td>
<td>West Jordan</td>
</tr>
<tr>
<td>Copperton (Township)</td>
<td>Kearns (Township)</td>
<td>Sandy</td>
<td>West Valley City</td>
</tr>
<tr>
<td>Cottonwood Heights</td>
<td>Magna (Township)</td>
<td>Salt Lake City</td>
<td>White City (Township)</td>
</tr>
<tr>
<td>Draper</td>
<td>Midvale</td>
<td>South Jordan</td>
<td>Other (describe):</td>
</tr>
<tr>
<td>Emigration (Township)</td>
<td>Millcreek (Township)</td>
<td>South Salt Lake</td>
<td></td>
</tr>
</tbody>
</table>

**New This Year!**

Check all that apply and/or explain if you mark “other”

NOTE: ZAP staff will use this information to create a map documenting how ZAP supported organizations serve each area of Salt Lake County.

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List ACTUAL organization activities provided during 2012. As with other questions in the Evaluation Narrative, be sure to refer back to your 2012 ZAP application.

NOTE: Please summarize, where appropriate; you do not need to list every individual event. For example, you may group program activities into types, such as regular season, main stage, outreach, touring, special exhibitions, educational, residencies, trainings, etc.

Include only events and activities held IN Salt Lake County. Do not include radio, television or online audiences in this table. If you wish to indicate any of these audiences, provide a brief explanation on pg. 6 where it says:

If you need to include any addition explanations – include them here:
[This spreadsheet is an embedded EXCEL file.] Double click the table to enter your data. The form is designed to automatically calculate your financial information.

**Reminder:** do not include in-kind contributions in this table

**Make sure when you print your application, all the budget lines are included**

If you are using an iMac to complete this form, it’s possible to open all embedded files in an open office environment. Fill in each form, then copy and paste each table back into the application.

NOTE: This table is only asking for 2 types of information. **Column A** requires you to enter final #s for your 2012 or 2013 fiscal year – the year you received and accounted for your ZAP 2012 award amount. **Column B** is a budget for the fiscal year in which you are currently applying for ZAP funds.

**Column A:**
- **2012 Actual Budget**

**Column B: Current ZAP Request Budget**
- **Current Budget Request with Matching Income**

*NOTE:* If you list funding from more than one source in Lines 5, 6, 7 or 8 please itemize in the “Explanation(s)” space provided below the table.

**Line 1:** Revenue from the sale of tickets for specific events, admission to the organization’s facility, and/or tuition income

**Line 2:** Revenue generated by the rental of property, equipment, or other items owned by the organization

**Line 3:** May include memberships, gift shop/concessions revenue, etc. It is helpful to explain (in the space provided below), what this includes.

**Line 4:** Funds donated to the organization from or on behalf of a business or corporation or from a corporate foundation

**Line 5:** Funds donated to the organization from individuals or families

**Line 6:** Funds from city arts council, city, or township

**Line 7:** (Example – grants from the Utah Division of Arts & Museum, POPS, iSee, or other state agencies)

**Line 8:** Federal Government or other County funds (not ZAP)
<table>
<thead>
<tr>
<th>Line 9: List amount and describe in “Explanation(s)” space below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 10: List amount and describe in “Explanation(s)” space below</td>
</tr>
<tr>
<td>Line 11: [This is an automatic calculation that sums all revenue except your ZAP award /request amount]</td>
</tr>
</tbody>
</table>
| Line 12: **Column A** – list the precise amount of ZAP 2012 funding you received. You can find this amount on the ZAP website under the “Who receives ZAP funds?” tab, more specifically the “Public Investment & Funding History” link. Open the “Complete funding history” link find your organization and type in the amount as exactly shown.  
*If your organization did NOT receive ZAP funds in 2012, please indicate $0.** |
| Line 13: Include all salaries and benefits for all individuals on your staff (people you withhold income tax from) |
| Line 14: Include all fees paid to outside (ie. non-salaried) personnel for which you do not withhold income tax from |
| Line 15: Include all expenses (materials, supplies, royalties) related to all your arts/cultural programs/exhibitions mounted by the organization |
| Line 16: Include all non-personnel administrative and ticket office supply and materials costs (ie. include office supplies, postage, workspace computers, copiers, fax machines, and other office equipment - telephone, professional development, membership dues and publication costs). |
| Line 17: Include all travel costs (including per diem), vehicle and mileage costs, both for staff and guest artists. Include all housing costs for staff, contractors, and artists. |
| Line 18: Include all marketing and public relations costs, non-personnel operating expenses, as well as fees paid to marketing or PR consultants |
| Line 19: Include all fundraising costs, non-personnel operating expenses, as well as fees paid to development and fundraising consultants |

<table>
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<th>Line 10: List amount and describe in “Explanation(s)” space below</th>
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| Line 19: Include all fundraising costs, non-personnel operating expenses, as well as fees paid to development and fundraising consultants |

| Line 9: Other Grants – list and explain |
| Line 10: Other Revenue (explain) |
| Line 11: Total Revenue (calculation) | $ - $ |
| Line 12: ZAP 2012 Actual Award (Column A) / ZAP Grant Request (Column B) |

| 9. Other Grants – list and explain |
| 10. Other Revenue (explain) |
| 11. Total Revenue (calculation) | $ - $ |
| 12. ZAP 2012 Actual Award (Column A) / ZAP Grant Request (Column B) |
Line 20: Include rental operating expenses of all venues used by the organization for the development and presentation of performances, exhibitions, and festivals (including storage, production, performance and administrative space). Include all utilities, etc. (ie. heat, electricity, insurance, and ground/facility maintenance operating expenses).

Line 21: Include all fees paid to external accountants and all fees paid for legal services.

Line 22: Cash reserves = funds set aside for a raining day or future plans. If you enter something in this field, make sure to explain it in the “Explanation(s)” section below.

Line 23: Include expenditures that do not fit into any of the above categories (ie. lobbying expenses—if you have them). If you enter something in this field, make sure to explain it in the “Explanation(s)” section below.

Line 24: [This is an automatic calculation. Sum of line 13 through line 23]

Line 25: [This is an automatic calculation. Your income/loss without including your ZAP award]. This formula is embedded in the Excel file, and like all other formulas, if you are using the spreadsheet it will calculate automatically. If not, subtract line 24 from line 11.

Line 26: [This is an automatic calculation which includes the amount your organization received from /is requesting from ZAP]

NOTE: In Column A, if this amount is not $0, offer an explanation in the space below.

In Column B, this amount MUST = $0.00

If it is over $0, the board will question the amount of the ZAP request...if it is under $0, it demonstrates your organization does not balance their budget

“Explanation(s)” : Include details for figures above (if necessary), especially when a figure might raise more questions for the ZAP advisory board, than provide answers

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Facility Rent (including utilities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Accounting and Legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Cash Reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Other Expenses (please explain)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Total All Operating Expenses (calculation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Income/Loss (calculation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. With ZAP (Column A) /Column B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MUST = $0.00

Explanation(s):
In-kind Contributions

Do not add In-kind Contributions to the Financial Statement & Budget Section of this application. Use $20/hr for volunteer time – this is based on the Independent Sectors recent recommendations. Include a brief explanation of volunteer/board hours reported.

List Services Rendered and or Materials Contributed
*Identify source and rate used in determining dollar value.

<table>
<thead>
<tr>
<th>Service Rendered</th>
<th>Dollar Value</th>
</tr>
</thead>
</table>

Be sure to show how you calculated dollar value for in-kind contributions. For example: if you show a dollar value of $1,000 for volunteer services, how many volunteers are anticipated for how many hours. Please use $20/hr rate or “fair market value” as determined by the Independent Sector when calculating all in-kind contributions.

Donated materials should be calculated at fair market value, and only donated items that are directly involved in the project or operations described in this application should be included here. Items of services unrelated to the project, program, or operations even though received by the applicant are not acceptable.

Qualifying Information

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your organization headquartered in Salt Lake County?</td>
<td>←</td>
<td>←</td>
</tr>
<tr>
<td>Are you a member of the Utah Nonprofits Association?</td>
<td>←</td>
<td>←</td>
</tr>
<tr>
<td>If you are not a member of UNA, does your organization abide by all nonprofit ethics and professional standards?</td>
<td>←</td>
<td>←</td>
</tr>
<tr>
<td>If you are a part of a public university, college, or educational affiliate, does your program receive more than 50% of its funding from state funds?</td>
<td>←</td>
<td>←</td>
</tr>
</tbody>
</table>

Choose one by marking with an X

- 501(c)(3)
- Municipality
- Affiliate or part of a University

Date organization/agency was founded

Age of Organization

Date of 501(c)(3) Status

For what 12 month time period are you asking for funding (may use a timeframe between January/2014 and December/2015)?

Utah Business Registration: Entity # [For 501(c)(3)’s only]

If you need to include any additional explanations – include them here:

You may only answer YES, if your membership dues are current with Utah Nonprofits Association (UNA)

To answer this question visit the UNA website https://utahnonprofits.org/membership/standards-of-ethics

Reminder: Per state statute, an organization may not receive ZAP funds if it receives more than 50% of its revenues from state funds

Include Month & Year [May be older than the date you received your nonprofit IRS status]

Number of Years in Operation (Year founded minus current year (2014))

Include date of 501c(3) status approval or if status has been revoked, date of reinstatement

Due to the funding not being available until the end of 2014 (at the earliest), it is recommended you utilize the funding for 2015. This application covers the period from Jan 1, 2014 through December 31, 2015. The project or operations for which you are requesting ZAP funds need to take place during the 12-month period within this timeframe. If you use a fiscal year, the timeframe should be your fiscal year. List the beginning and ending month & year. Organizations are encouraged to apply for funding that will be utilized in late 2014 or throughout 2015. This is because you will not be notified of your funding status until the late fall of 2014 and will not receive all the funding until May of 2015.

This is not the same as your solicitation permit #. This is the # listed on your annual filing report to the State of Utah. NOTE: to acquire a business license may take 2 - 15 days. Process must be completed prior to applying for ZAP funding. Visit osbr.utah.gov
Print your organization's NPU "history of events page." This can be found by going to the www.nowplayingutah.com website.  

1. Type your organization's name into the "Search keyword" field, select "GO"  
2. The "Events" tab will be highlighted. Go to the "Org. tab" and double click on your organizations name.  
3. Scroll down slightly and click on the "past events" tab...take a "screen shot" of this page & print it

Very Important! List those individuals (include their Title) who have authority to sign contracts. These are the people most likely to sign your ZAP contract, if funded.

Reminder: Don’t forget to sign & date your application!

Reminder: Double “check” to ensure before submitting your application, you have included all necessary documentation.

Print your organizations NPU “history of events page.” This can be found by going to the www.nowplayingutah.com website.  

1-Type your organization’s name into the “Search keyword” field, select “GO”  
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Be sure to include on the board list, the skills/expertise each member brings to your organization!