



## **Guidelines for Funding of Cultural Organizations Utilizing Funds from the RAP Tax**

Fifteen percent (15%) of funds generated by the one-tenth of one percent (0.1%) sales and use tax levied within Washington County effective April 1, 2015 to fund Recreational, Arts, and Parks (the "RAP tax") have been designated by the County Commission for support of cultural activities. The County Commission has established a RAP Advisory Board to oversee the process of receiving applications for funding and making recommendations to the County Commission for approval of disbursements from these funds. These Guidelines and the attached 2016 RAP Tax Cultural Funding Application have been approved by the County Commission for use by the RAP Advisory Board to administer the funding of cultural organizations throughout the county via the RAP tax.

### **Qualifications for RAP Tax Funding for Cultural Organizations**

- Types of Activities: Art, music, theater, dance, cultural arts, or natural history
- Types of Organizations: Either non-profit organizations/institutions or publically owned entities, having as their primary purpose the advancement and preservation of the types of activities listed above. Non-profit organizations/institutions must submit a copy of the IRS letter of determination of 501(c)(3) status or a similar IRS letter for whatever entity is serving as their Financial Sponsor for purposes of qualifying for 501(c)(3) status.
- Uses of Funds: RAP funds may be requested for either operating expenses or capital projects. Funds may be requested for either specific standalone projects or supplements to the organization's annual operating budget.

### **Projected Schedule for Submission/Review/Approval of RAP Funding Requests**

- Deadline for submission of funding requests: Friday, September 23, 2016
- Recommendations from RAP Advisory Board to County Commission: Tuesday, December 20, 2016
- County Commission Authorization to Fund Approved Projects: Tuesday, January 17, 2017
- Disbursement of Funds for Approved Projects: Projected end February of 2017 subject to funds availability

*Note: The schedule above projects a single annual application cycle for the second year for RAP funding requests, with applications due by September 23, 2016. A subsequent opportunity may be extended to apply for smaller project grants to fund emergent opportunities not necessarily identified in time to submit as part of this first annual cycle.*

### **Criteria to be Considered in Determining Funding**

- What is the artistic or cultural merit of project? How will project contribute to artistic/cultural development within Washington County?
- How will project contribute to overall Washington County growth and economic development?
- How will project enable a demonstrable incremental increase in organization's recurring offerings as opposed to helping fund already existing offerings?
- How will organization promote and attribute project being enabled by RAP funding?
- What proportion of project funding will be raised from sources other than RAP?
- If organization does not yet have an IRS determination letter for 501(c)(3) status and is instead relying on a determination letter for a Financial Sponsor to qualify, what percentage of the RAP funding grant will be retained by the Financial Sponsor as a fee for services?
- How broadly will benefits of project be readily available to the public/patrons?
- What costs will the public/patron be required to bear to take advantage of project?
- Generally, funding applications that are submitted completely and clearly with all required information provided will be given priority consideration. Applications that contain actual bid information rather than rough estimates, and a rigorous easy-to-understand explanation of the overall budget for the requesting organization will also be given priority consideration.
- In future years, application forms will call for reports on execution effectiveness of projects approved in prior years. Again looking ahead to future years, past funding of an organization will not be considered as setting a precedent for future funding. Each year requests will be reviewed based on their own merits. Organizations which have not used previously awarded funds may jeopardize their chances for new funding.

### **Application Procedures**

Complete the attached 2017 Application for Funding as clearly and concisely as is possible. **All information should be limited to the pages provided on the application except where additional information is requested.** Questions concerning the application request should be directed to:

**Cheyenne Bentley, Deputy County Clerk**  
**Telephone (435) 986-3349**  
**Email [cheyenne.bentley@washco.utah.gov](mailto:cheyenne.bentley@washco.utah.gov).**

Submit completed application either by mailed hard copy or email attachment to the appropriate address:

**For hard copy applications:**

Cheyenne Bentley, Deputy County Clerk  
Washington County  
197 East Tabernacle  
St. George, UT 84770

**For email attachment applications:**

Email [cheyenne.bentley@washco.utah.gov](mailto:cheyenne.bentley@washco.utah.gov).

**Deadline for Receipt of Applications: Friday, September 23, 2016 Before 5:00PM**