

**NOTICE OF REGULAR MEETING OF THE ARTS COMMISSION
OF THE CITY OF ST. GEORGE,
WASHINGTON COUNTY, UTAH**

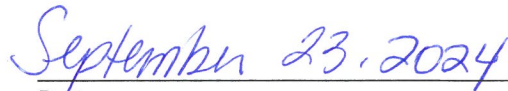
Public Notice

Public notice is hereby given that the Arts Commission of the City of St. George, Washington County, Utah, will hold a regular meeting in the conference room at the Electric Theater Center located at 68 East Tabernacle, St. George, Utah, on Thursday, September 26, 2024 commencing at 7:30 a.m.

The agenda for the meeting is as follows:

- 1. Discussion regarding subcommittees for grant application review, grant review, and events planning.**
- 2. Discussion regarding the 2024 Arts Summit.**
- 3. Discussion regarding applications for potential Board Members.**
- 4. Discussion regarding Board Member liaison assignments.**
- 5. Discussion and consideration of a General Fund Grant application.**
- 6. Report and updates for the Executive Committee and Commission Members.**


Christina Fernandez, Secretary


Date

REASONABLE ACCOMMODATION: The City of St. George will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs. Please contact the Human Resources office at 627-4674, at least 24 hours in advance if you have special needs.

Grant Review Committee

Led by: *President - Wendy Spooner*

Committee members: *Jane, Rob, Glen, Adam, Tara*

Description: The Grant Review Committee previews and screens funding proposals from artists, organizations, and community groups seeking financial support for their projects before presenting it to the entire group. Its main role is to ensure that the distribution of grants, including General Fund and RAPTax Grants, aligns with the Arts Commission's mission to promote and support diverse and innovative artistic endeavors within the community.

Meeting Frequency: Bi-Monthly during grant application cycles.

Responsibilities:

- **Application Review:** Carefully evaluate grant applications using established criteria and alignment with the Arts Commission's strategic goals.
- **Scoring and Ranking:** Assign scores to each application and rank them according to their potential to advance the arts in the community.
- **Feedback and Recommendations:** Provide constructive feedback to applicants and make recommendations for grant awards to the Arts Commission board.
- **Monitoring and Evaluation:** Follow up on funded projects to ensure compliance with grant terms and assess their outcomes and impact on the community.

Grant Application Content Review Committee (Seasonal)

Led by: *Rob*

Committee members: Bree Holmburg, Dannielle, Jane, Karin, Karman

Description: This committee will review and update the Arts Commission's grant policies and application to ensure the process is fair, transparent, and aligns with the changing needs and goals of the community and the arts sector.

Meeting Frequency: *TBD by Committee*

Responsibilities:

- **Policy Assessment:** Evaluate existing grant policies and procedures to identify areas for improvement, gaps, and opportunities for enhancement.
- **Research:** Conduct research on best practices in grant-making from other arts organizations and funding bodies to inform policy development.
- **Feedback:** Engage with grant applicants, recipients, and community members, to gather feedback and insights on the grant process and policies.
- **Policy Development:** Participate in the development of grant policies and procedures to improve the grant-making process, including drafting new policy documents and revising existing ones for clarity, equity, and effectiveness.
- **Implementation Planning:** Develop a plan for implementing the revised policies, including timelines, communication strategies, and staff and committee member training.
- **Documentation and Reporting:** Prepare detailed reports on proposed policy changes, including reasons, expected results, and potential challenges. Present these reports to the arts commission board for approval.
- **Evaluation Framework:** Establish a framework for continuous evaluation of grant policies to ensure their relevance and effectiveness in achieving the arts commission's objectives.

Arts Summit Planning Committee

Led by: *President-Elect - Karin Edwards & next President-Elect*

Committee members: Ginger, Tara, Glenn, Steve, Barry, Karman

Description: The Arts Summit Planning Committee is dedicated to organizing the annual Arts Summit. This committee is responsible for ensuring the summit is a valuable and enriching experience for all attendees, featuring expert speakers, networking opportunities, and the presentation of the Excellence in Arts Award.

Meeting Frequency: Monthly leading up to the summit, with additional meetings as necessary.

Responsibilities:

- **Event Conceptualization:** Develop the theme and agenda for the Arts Summit, ensuring it addresses current topics and challenges in the arts sector.
- **Speaker Coordination:** Identify and secure industry professionals to present on various topics relevant to arts administration and leadership.
- **Logistics and Coordination:** Plan and coordinate all logistical aspects of the summit, including venue selection, scheduling, equipment rental, and vendor contracts.
- **Marketing and Promotion:** Collaborate with the marketing team to create promotional strategies and materials to attract attendees, including local arts organizations and RAP Tax grant recipients.
- **Award Presentation:** Organize the presentation of the Excellence in Arts Award, including the selection process for recipients and the ceremony details.
- **Budget Management:** Develop and manage the event budget, ensuring cost-effective use of resources.
- **Community Engagement:** Facilitate opportunities for local organizations to market their seasons and provide entertainment during the summit.
- **Evaluation and Reporting:** Assess the success of the summit through attendee feedback and participation metrics, preparing reports and recommendations for future events.

Sweetheart Swing Planning Committee

Led by: *Past President - Jane Anderson*

Committee members: *Wendy Spooner, Karin, Ginger, Adam, Sherlynn*

Description: The Sweetheart Swing Planning Committee is responsible for organizing the Sweetheart Swing, a Valentine's Day event featuring live music and dancing. This committee ensures that the event is a memorable and enjoyable experience for attendees, providing a charming and festive atmosphere with delightful Valentine's refreshments and entertainment.

Meeting Frequency: Monthly leading up to the summit, with additional meetings as necessary.

Responsibilities:

- **Event Conceptualization:** Develop the theme and agenda for the Sweetheart Swing, ensuring it provides a romantic and engaging experience for attendees.

- **Entertainment Coordination:** Secure live music performances and coordinate all aspects of the musical entertainment.
- **Logistics and Coordination:** Plan and coordinate all logistical aspects of the event, including venue selection, scheduling, equipment rental, and vendor contracts.
- **Marketing and Promotion:** Collaborate with City Staff to create promotional strategies and materials to attract attendees and sell tickets.
- **Ticket Sales Management:** Oversee ticket sales and distribution, ensuring a smooth purchasing process for attendees.
- **Refreshments and Decor:** Arrange for Valentine-themed refreshments and decorations to enhance the event atmosphere.
- **Budget Management:** Develop and manage the event budget, ensuring cost-effective use of resources.
- **Evaluation and Reporting:** Assess the success of the event through attendee feedback and participation metrics, preparing reports and recommendations for future events.

St. George Arts Commission Project Grant Budget	
Organization:	Arts to Zion L3c
Month and day your fiscal year ends:	25-Sep
INCOME	
Projected Income for Project	
Earned Income	
Program/Project Service Revenue (admission, tuition, etc.)	--
Concession/Merchandise	--
Other	--
	--
Public Support	
Arts Commission Grant Requested Amount	\$19,000
Federal	--
State	--
County	--
City (not including this request)	--
Other (please itemize) ☐	\$0
	--
Private Support	
Business/Corporate	--
Foundation	\$1,000
Individual	--
Fundraising Events	--
Applicant Cash*	--
Other (please itemize)	--
	--
	--
	--
	--
	--

In this column, please indicate which income or in-kind will satisfy the 1:1 match if your grant requires it. Please refer to the guidelines of the grant you are applying for for information on matching funds

critical to the projects success.

TOTAL INCOME		\$20,000
EXPENSES		
FY25 Projected Expenses for Project		
Personnel Expenses (Salaries)		
Administrative Salaries		--
Consultant or Project Contract		--
Technical Contracts (as paid on 1099)		\$2,500
		--
Other Expenses		
Program expenses (production, exhibition, materials)		\$8,000
Royalites/licensing fees		\$2,500
Concessions/merchandise (cost of goods sold)		--
Advertising and promotion		\$4,000
Facility rental/mortgage		--
Facility operations and maintenance		\$1,500
Office expenses and supplies		--
Travel and lodging (include per diem)		--
Accounting & legal fees		--
Fundraising expenses		\$1,500
Insurance (non-employment related)		--
Grants & other amounts paid (re-granting)		--
Other (please itemize)		--
		--
TOTAL EXPENSES		\$20,000
In-kind (x number of hours @ \$/hour)		
In-kind services (explain justification if needed)		\$15,000
In-kind goods		
TOTAL IN-KIND		\$15,000

Budget Justification Narrative (Required)

failure to complete this narrative section will negatively affect your application score

The budget for the Kiosk Marketing Initiative covers key elements for success, including the purchase and installation of essential hardware and software, the creation of a landing page to extend digital reach, and social media campaigns to drive awareness. It also includes email marketing to keep subscribers informed, outdoor signage for visibility, and networking efforts for collaboration and cross-promotion. A contingency fund is set aside for software updates, ensuring ongoing functionality and security. This comprehensive budget is designed to maximize the kiosk's impact and support community engagement.

Frequently Asked Questions

What is in-kind and how do we account for it?

In-kind contributions include any non-cash support your organization receives. Panelists want to know what kind of non-monetary support you receive. Volunteer time should be included in *in-kind services* and should be accounted for at minimum wage except for professional services (such as lawyers and accountants performing legal and accounting services) which can be counted at the professional's going rate. Materials and supplies such as waived rent and utilities should be included in *in-kind goods* estimating the value your organization would otherwise need to pay. Please refer to the guidelines for more information about the 1:1 match.

***What is applicant cash?**

Applicant cash refers to the money that comes from the organization's general operating budget or reserves.

What if our income and expenses do not match?

Projected budgets should balance. Projected budgets balance because you are providing a picture of what you think you will spend and where that funding will come from, and because it is a forecast, it should match.

More questions?

Please contact the Community Arts team, artadmin@sgcity.org