



**NOTICE OF A REGULAR
ARCH COMMISSION MEETING
November 21, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard ARCH Commission will hold a regularly scheduled ARCH Commission meeting on Thursday, November 21, 2024, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

- 1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**
- 2. CONSENT ITEMS**
- 3. BUSINESS ITEMS**
 - 3.1. Ninja Warrior Park**
 - 3.2. Shade Sails**
 - 3.3. Update to Grant Policy and Procedure Manual**
 - 3.4. Update to ARCH Grant Application**
- 4. STAFF, COMMISSION, AND COMMITTEE REPORTS**
 - 4.1. Event Manager Anna Nelson Staff Report**
 - 4.2. Parks and Recreation Director Brian Vawdrey Staff Report**
- 5. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS**
 - 5.1. Event Manager Anna Nelson will update the Commission on the Holiday events coming up and Vineyard Days**
- 6. ADJOURNMENT**

The next meeting is on _____.

This meeting may be held in a way that will allow a board member to participate electronically.

The public is invited to participate in all ARCH Commission meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Anna Nelson at least 24 hours prior to the meeting by calling (801) 226-1929 or emailing her at annan@vineyardutah.org.

The foregoing notice and agenda were posted on the Utah Public Notice Website and Vineyard Website, posted at the Vineyard City Hall, delivered electronically to city staff and each member of the ARCH Commission.

**AGENDA NOTICING COMPLETED
ON:**

CERTIFIED (NOTICED) BY:

Anna Nelson
Special Events Coordinator



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: November 21, 2024

Agenda Item: Ninja Warrior Park

Department: Parks and Recreation

Presenter: Brian Vawdrey

Background/Discussion:

Commission member Jarom would like to discuss the potential for a future Ninja Warrior Park in Vineyard.

Fiscal Impact:

N/A

Recommendation:

N/A

Sample Motion:

Attachments:

1. Ninja Warrior Park





VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: November 21, 2024

Agenda Item: Shade Sails

Department: Parks and Recreation

Presenter: Brian Vawdrey

Background/Discussion:

Last year, Shade Sails was approved by the City Council, the project started, and Brian will give updates on how construction is going.

Fiscal Impact:

Unknown

Recommendation:

N/A

Sample Motion:

N/A

Attachments:

None



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: November 21, 2024

Agenda Item: Update to Grant Policy and Procedure Manual

Department: In 2023, the ARCH Grant Application Policy Manual and the application were developed. After receiving approval, the grant application process was initiated and completed by late summer. Based on feedback from the Mayor regarding the scoring provided by the ARCH Commission, staff determined the need for updates to the Policy Manual, application, and scoring cards.

We are now requesting that the ARCH Commission review these updates and approve the changes for recommendation to the City Council.

The updates aim to ensure that RAP Tax funds are allocated in accordance with state law, provide a clearer and more organized structure for applicants, and facilitate comprehensive feedback from each Commission member. This will help ensure that the City Council has a clear understanding of the reasons behind the Commission's recommendations. Our goal is to refine the process initiated last year to create a more effective and functional grant application process moving forward.

Presenter: Anna Nelson

Background/Discussion:

Fiscal Impact:

Because no grant applicant was awarded last year the budget approved for this fiscal year is \$35,000.

Recommendation:

Sample Motion:

I move to approve the updated ARCH Grant Policy Manual as presented

Attachments:

1. ARCH Grant Policy and Procedure Draft update

Vineyard City ARCH Grant Program Policy & Procedure Manual

ARCH Grant Program Overview

Background

In November of 2019, a majority of Vineyard City voters approved the RAP Tax. The RAP tax went into effect on April 1, 2020 and will last for 10 years. The November 2029 General Election will include a ballot proposition to continue the RAP Tax for the next ten years.

The RAP tax provides additional funding for the community. One tenth of one percent of the City's sales tax goes to fund community improvements such as, but not limited to City owned cultural or recreational facilities, private nonprofit cultural organizations, a qualifying facility within the geographic area of an entity that is a party to interlocal agreement with the City, and ongoing operating expenses of a City owned recreational facility.

In February of 2023, The ARCH Commission was created by the City Council and one of the commission's duties is to review grant applications for a portion of RAP tax funding. The board consists of 4 volunteer citizens of Vineyard City and one at-large representative who gives their recommendation to the City Council on funding requests.

Eligibility

In order to qualify for RAP tax funds, an organization must:

1. Be a 501(c)(3) nonprofit organization, or a city funded recreation, arts, event or cultural program or facility.
2. Qualifying 501(c)(3) nonprofit organization must:
 1. Have, or commit to have, a significant presence in Vineyard City; and
 2. Have as a primary purpose the advancement and/or preservation of natural history, art, music, theater, dance, heritage or cultural arts.

RAP Tax funds can be used for a variety of projects and programs, in accordance with Utah State Code 59-12-1402 and Vineyard City Code 4.14. Funding may be used to support municipal or nonprofit 501(c)(3) organizations providing programs such as, but not limited to:

Arts Festivals

Heritage and Culture Programs or Projects

Theater Groups

Bands

Museums

Certain Capital Improvements Projects

Events

Recreation Facilities

Library

Trails/Bike Paths

Playing Fields/Courts

Only one application will be accepted per organization in each application window.

Funding Limitations:

RAP funds are governed by state code and have limitations on their use. RAP funds granted to cultural organizations may not be used for capital construction expenses, payments into an endowment fund, expenditures for programs outside of Vineyard, activities not available to the general public, political lobbying, fundraising expenses related to capital or endowment campaigns, or for other expenses not related to the organization's primary cultural purpose or directly related to or for the direct benefit to the residents of Vineyard City.

RAP grant funding for cultural organizations may not be used for the following expenditures:

- Accumulated deficits or debt retirement;
- Capital improvements;
- Public Schools and/or school programs or hiring of temporary or permanent staff in any school or school system;
- Lobbying Expenses;
- Scholarships, purchase awards or cash prizes;
- Non-arts related magazines or newspapers;
- Broadcasting network or cable communications systems;
- Performances, events or activities that take place outside of Vineyard City;
- Activities intended primarily for fundraising;

- Social service programs;
- Fireworks;
- Rodeos;
- Activities that are primarily religious in purpose;
- Start-up organizations;
- Private Foundations.

Projects or programs must directly benefit the Vineyard community, aligning with the specific needs and interests of local residents. Funding cannot be used for improvements to the 501(c)(3) organization itself, but must be dedicated to programming or initiatives that serve the Vineyard community.

ARCH Grant Application Process

ARCH Grant Program Annual Timeline

~~May 1–June 1 Applications Opened for Grant Funding~~
~~June 1–June 12th Reviewed by the Board and recommended to Council~~
~~June 26th Project Funding Awarded~~
~~June 30th RAP Tax Funds Distributed~~

July 1st – August 15th Applications open

August 15th – September 15th Presentation by Applicant to ARCH Commission

September – October Reviewed by ARCH Commission and recommended to City Council

October – November Project Funding Awarded

November – December RAP Tax Funds Distributed

Updated dates:

February 1st – March 15th Application opened for grant funding

March 15th - April 15th Presentation by Applicant to ARCH Commission

April – May Reviewed by ARCH Commission and recommended to City Council

May - June Project Funding Awarded

June: RAP Tax Funds Distributed

1. All requests for Vineyard City RAP Tax funds must be submitted via an application provided by the ARCH Grant Program. Applications are available each year starting May 1. The ARCH Grant Program may revise the attached application prior to making it available each year.
2. All applications must be submitted prior to the application deadline. Late applications will not be considered. Applications will be received ~~each year 2 times per year, from May 1—June 1. The first application cycle opens July 1st and the second February 1st.~~
3. The ARCH Commission will review every application, and accompanying material, and shall identify and recommend which grants the City Council should approve via majority vote. Applicants may be required to make a presentation and discuss the merits of their proposals in front of the ARCH Commission and/or City Council.
4. The ARCH Commission will provide notice to applicants regarding their recommendations to the City Council and the City Council's final decisions on distribution of funds to be received. Those applicants who were disqualified or denied funding will also be notified.

General Guidelines

5. The ARCH Program Grant funds are not an entitlement. Filling out an application does not guarantee that any funds will be awarded
6. The Vineyard City Council shall make all final determinations as to the amount of RAP tax funds to be distributed to each entity or organization
7. The fact that a particular project, facility, or organization has previously received RAP tax funds does not guarantee that it will receive subsequent funding unless so authorized in the original grant
8. Grant funds may be provided to publicly owned and operated facilities, all facilities must be located in Vineyard or within the boundaries of an inter-local agreement with Vineyard City.

Award Recipient Requirements

After the City Council approves the final annual RAP tax funding distribution list through the budget process, each recipient receiving a grant shall:

1. Enter into an agreement with the City prior to receiving funds. Said contract shall include:
 - A detailed planned use schedule of expenditures
 - A beginning and end date for the project, if applicable.
 - A provision allowing for Vineyard City to verify all application information and use of funds information

2. The required agreement must be executed within 30 days of the City Council approving the RAP Tax funds. RAP Tax funds will be disbursed in accordance with the City's fiscal year (July 1- June 30). Distribution of funds will be at the discretion of the City. Organizations who do not expend all their grant funds by the following fiscal year shall return any unused portion of the grant to the City by June 30th, unless otherwise determined by the City.
3. Ensure that all promotional items, programs, publications, performances and other printed materials include the ARCH logo or other language required by the ARCH Grant Program supplied by the City.
4. Provide itemized expenses in a year-end report (compliance report). The report must be received by the 2nd Tuesday in June. If the report is not received grant funds will be required to be returned and the grant applicant will no longer be eligible for future Vineyard City grants.
5. Future grant funding may be withheld due to inadequate and incomplete reports.



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: November 21, 2024

Agenda Item: Update to ARCH Grant Application

Department: Parks and Recreation Department

Presenter:

Background/Discussion:

In 2023, the ARCH Grant Application Policy Manual and the application were developed. After receiving approval, the grant application process was initiated and completed by late summer. Based on feedback from the Mayor regarding the scoring provided by the ARCH Commission, staff determined the need for updates to the Policy Manual, application, and scoring cards.

We are now requesting that the ARCH Commission review these updates and approve the changes for recommendation to the City Council.

The updates aim to ensure that RAP Tax funds are allocated in accordance with state law, provide a clearer and more organized structure for applicants, and facilitate comprehensive feedback from each Commission member. This will help ensure that the City Council has a clear understanding of the reasons behind the Commission's recommendations. Our goal is to refine the process initiated last year to create a more effective and functional grant application process moving forward.

Fiscal Impact:

Because no grant applicant was awarded last year the budget approved for this fiscal year is \$35,000.

Recommendation:

Sample Motion:

I move to approve the updated ARCH Grant application as presented

Attachments:

1. ARCH Rap Tax Grant - Google Forms

ARCH Rap Tax Grant

Thank you for your interest in our ARCH Grant!

The Vineyard City ARCH Grant Program is designed to use a portion of the RAP tax fund to support high quality Art, Recreation and Parks, Culture, and Heritage projects in Vineyard City. Interested groups or individuals can apply for grants up to \$35,000 for the 2025 year. Only one application will be accepted per organization each grant application window. The clearer your project overview is, the more it will help in the review of the applications.

This Application is for the Spring application window. Please ensure you are applying for the correct open window by reviewing the following dates:

February 1st - March 15th Applications open

March - April Presentation by Applicant to ARCH Commission

April - May Reviewed by ARCH and recommendation to Council

May - June Project funding awarded

June RAP Tax funds distributed

All requests for Vineyard City RAP Tax funds must be submitted via an online application provided by the ARCH Grant Program. Applications are available 2 times per year. The ARCH Grant Program may revise the attached application prior to making it available each year.

All applications must be submitted prior to the application deadline. Late applications will not be considered.

The ARCH Commission will review every application, and accompanying material, and shall identify and recommend which grants the City Council should approve via majority vote. Applicants may be required to make a presentation and discuss the merits of their proposals in front of the ARCH Commission and/or City Council.

The ARCH Commission will provide notice to applicants regarding their recommendations to the City Council and the City Council's final decisions on distribution of funds to be received. Those applicants who were disqualified or denied funding will also be notified.

Prior to Apply please familiarize yourself with our ARCH Grant Policy and Procedure Manual which can be found [HERE](#)(link not updated)

** Indicates required question*

1. Is your organization a registered 501c3? You must be a 501c3 to qualify for this grant. *

Mark only one oval.

☐ Yes

☐ No

2. Organization Name

3. Contact Person

4. Phone Number

5. Address

6. Email Address

7. Federal Tax ID

8. What is the organization's Mission Statement

9. Please categorize your organization's primary discipline and activity type.

10. What specific initiatives, programs, projects, or services does your organization provide that directly contribute to advancing or preserving Art, Recreation and Parks, Culture, or Heritage within Vineyard

11. Describe how your organization is funded.

Project Requesting Grant Section

12. Project Title

13. Grant funding amount you are requesting?

**Max of \$35,000*

14. Total Project Cost

15. Is the project an event? if so, a special event application will be required. Please ensure that application is submitted here: <https://app.civicreview.com/application/66747a5135959f4b34d9e7d4>

Mark only one oval.

☐ Yes

☐ No

16. Briefly, what is the objective of your project.

17. Please provide a brief Overview of the organization's history, relevant expertise, and staff qualifications that make it capable of implementing the project.

18. What are the goals, short and long outcomes for this project?

19. What is the tentative outlined dates for the project? Please be specific

20. Describe your project and how it will benefit the citizens of Vineyard.

Funding cannot be used for improvements to the 501(c)(3) organization itself, but must be dedicated to programming or initiatives that serve the Vineyard community directly

21. Briefly, if awarded the grant, how will the funds be used?

**A budget outline must be submitted following this application.*

22. Please describe how this project will be sustainable following the grant funding? Will additional funds be required to maintain the project or program?

23. Who is your intended audience (include age range) and how many people will your project serve?

24. What area of Vineyard will your project take place?

25. How do you plan to promote your project?

26. What, if any, other funding sources are you seeking or using for this project?

27. If not fully funded by this grant, will you still be able to do this project?

Mark only one oval.

☐ Yes

☐ No

28. How will the effectiveness or success of the project will be measured?

Additional Attachments

Please provide the following forms in an additional attachment:

- **Detailed Budget Breakdown:** A line-item list of all anticipated project expenses (e.g., personnel, materials, equipment, travel, marketing, etc.). These must be actual costs with intended vendors if applicable.
- **Proof of non-profit statuses**
- **Resumes or Bios:** Key staff or project leads, showcasing their experience and qualifications.
- **Any additional supporting documents for your project**

29. Please type your name to certify that the information provided is accurate and you agree to comply with the grant terms and conditions.

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