



TIER II ADVISORY BOARD MANUAL

2025

TABLE OF CONTENTS

Advisory Board Roles and Responsibilities.....	3
• Structure • Guiding Principles • SLCountywide ZAP Policy/Code 1031 • Confidentiality • Conflict of Interest • Utah Open Public Meetings Act • GRAMA • ZAP Media Policy	
Review Process	6
• Review and Scoring of Applications • Discipline Subcommittee Meetings • “All-Day” Meeting • Other Info From 1031 – Review Criteria • ZAP Grantee Event Invitation • Review Check List (To be distributed before 1st Discipline Subcommittee)	
Meeting Dates	8
Staff & Board Contact Information	9
Resources / Appendix	11
• 2025 Tier II Grant Manual • Lead Reviewer Assignments / Discipline Subcommittees • Data Dashboard • SLCountywide ZAP Policy/Code 1031 • ZoomGrants	

ADVISORY BOARD ROLES & RESPONSIBILITIES

ROLES AND RESPONSIBILITIES

The role of the Advisory Boards is to:

1. Review applications.
2. Make funding recommendations to SLCo Council.

ZAP Advisory Boards are not governance boards, but rather are selection committees to make funding recommendations to SLCo Council.

To achieve this, Board members obtain information on each organization:

- Reading and scoring applicants in Zoomgrants
 - Preparing notes for which they are the Lead Reviewer and note highlights/concerns, reasons why they scored and information with fellow Board members.
- Applicant event attendance

STRUCTURE

The Tier II Advisory Board includes eleven (11) members:

- Per SLCo Ordinance, two of the eleven advisory board members shall be mayors from municipalities within SLCo.
- Per SLCo Ordinance, to the extent practical, Tier II Advisory Board shall be evenly divided by County Council.
- Per ZAP Tier II Advisory Board Operational Guidelines, at least one current member of the SLCo Arts & Culture Division Advisory Board.

No paid employee of a Tier II applicant may serve on the Tier II Advisory Board, except that a city mayor may serve on the Tier II Advisory Board even if his/her city is a Tier II applicant.

The Advisory Board will review applications and accompanying materials. All eligible Tier II grant applications will be reviewed and scored by all Tier II Advisory Board members. Additionally, all eligible applications are assigned an Advisory Board member who serves as Lead Reviewer. Board members are assigned as Lead Reviewers for approximately 3-4 applications per Disciple Subcommittee in order to focus on each application deliberately and specifically.

The Lead Reviewer provides strengths and weaknesses of each applicant. Other members share their concerns or discuss items not previously shared. After discussion members may adjust scores.

GUIDING PRINCIPLES

1. The Advisory Board relies upon the experience, knowledge and expertise of its fellow members.
2. The Advisory Board provides an equitable, unbiased review for each applicant based on scoring criteria and program data.
3. The Advisory Board does not interfere with the content of applicant programming.
4. The Advisory Board remains objective when making funding decisions and is active in identifying and correcting potential biases.
5. From Countywide Policy 1031: "The ZAP program does not deal in hearsay."

FROM 1031 POLICY

"Advisory Board" means the appointed volunteer board(s) that reviews applications and makes recommendations to the County Council.

The applicable Advisory Board shall review all eligible applications and accompanying material. After careful review and deliberation and based upon the submitted application and accompanying information the Advisory Board shall submit a written recommendation to the County Council identifying the organizations selected by the Advisory Board to receive ZAP funding and the recommended amount or percentage of ZAP funds to be distributed to each.

- 6.7.5 The Tier II Advisory Board shall present its recommendations to the County Council in written and electronic form and shall include the following information:
 - 6.7.5.1 The amount or percentage each recommended organization will receive and
 - 6.7.5.2 Which, if any, organizations were disqualified or denied funding and why the disqualification or denial occurred.
- 11.1 The Tier I and Tier II Advisory Boards are aware that one of its most important duties is to consistently review the disbursement of public monies in support of zoological, cultural and botanical organizations.
- 11.2 ZAP volunteer Advisory Board members must abide by two significant statutes in Utah law which prohibit, or require disclosure of, certain actual or potential conflicts of interest between their public duties and private business interests. Advisory Board members shall complete all required County documentation on an annual basis.

CONFIDENTIALITY

- Application information is not public until the SLCo Council finalizes the Advisory Board recommendations.

- ZAP staff inform all organizations of their funding decisions at the same time.
- Board members must protect the confidentiality of applications, board discussion, and funding decisions.
- Board members may not share protected information from an application (board contact information, financial health analysis, etc.).

CONFLICTS OF INTEREST

- Advisory Board members shall complete all required Conflict of Interest disclosure and documentation for Salt Lake County on an annual basis.
- Advisory Board members should be alert to avoid any action which could possibly be interpreted as a use of Advisory Board membership to further their own interests or those of an organization with which they are affiliated.
- All board members must disclose affiliation and conflict of interest prior to discussion and funding recommendations.
- Those having a conflict of interest may take part in the discussion as suppliers of information but may not advocate a point of view nor vote on the issue in which they have a conflict.

UTAH OPEN PUBLIC MEETINGS ACT

All ZAP Advisory Board meetings are open meetings and therefore a matter of public record. The purpose of the Utah Open Meetings Act is to ensure public bodies conduct business, take actions and make deliberations openly. The Tier II Advisory Board is considered a public body and must comply with the Act. All Advisory Board meetings must be open to the public unless they are closed for an allowable reason. Business conducted by the ZAP program generally does not meet the criteria to close meetings. Meeting minutes and recorded audio can be GRAMA requested by the media and public.

GRAMA

All board and subcommittee meetings are open to the public, are recorded, and will become public record. Advisory Board application comments and scores are public record and are published after County Council decisions are finalized. The discussion tool within the grant software is considered a public record. These comments should reflect a professional and respectful dialogue.

ZAP MEDIA POLICY

- If contacted as a Board Member of ZAP to comment upon ZAP-related issues, please direct all media inquiries to the ZAP administrative staff.
- Staff will then ensure the inquiry is sent through the proper County channels.
- Staff will inform Advisory Board members if they are referred to for comment in press releases or press interviews.

REVIEW PROCESS

REVIEWING AND SCORING APPLICATIONS

Each Advisory Board has its own scoring criteria matrix which shall be used while determining application scores. The goal of each review panel is to be as objective as possible. Members can adjust their scores during the all-day review meeting, based on information presented.

Tier II Funding Purpose

To build organizational capacity and enhance the County's cultural offerings and community.

Prior to each review meeting, it is assumed that each board member has:

1. Read all applications in ZoomGrants
2. Scored all applications in ZoomGrants
 - Details on scoring criteria are listed in the 2025 Tier II Grant Manual
3. Prepared overview/notes for any applications for which they are the Lead Reviewer
4. Noted any highlights or concerns and why they scored the way they did in a manner that could be shared with the applicant.

DISCIPLINE SUBCOMMITTEE MEETINGS

Board members can anticipate approx. 3-4 subcommittee review meetings with 25-30 applications; lead review assignments will be equitably distributed between applications

Meetings will be held online and will be scheduled for ~2 hours each.

First-time applicants will be divided into their own subcommittee.

For each application:

- Staff will provide any red flags or eligibility explanations
- Lead reviewer provides 2-3 strengths and weaknesses of the application (not a summary)
- Other subcommittee members will share any additional strengths, weaknesses, concerns, or additional discussion items that have not already been shared.
- The goal is to have 2-3 strengths and/or weaknesses of the application to provide to the applicant to improve their application next year.
- Committee members will review the scores they have already given and finalize them.
- Committee will review final list of scores.

“ALL-DAY” MEETING

- 4-6 HOURS
- Will review requests over \$22k
- Will review, adjust, and approve overall funding list
- Will be scheduled for August/September

OTHER INFO FROM 1031 – REVIEW CRITERIA

- 6.4 Priority: Tier II funding should not be the sole or major source of funding for Tier II applicants. Priority will be given to those organizations that can demonstrate a strong connection to the community and that have a substantial track record of success and a stable history.
- 6.5 Allocations:
- 6.5.1 The Tier II Advisory Board may choose to allocate a percentage of the funding to various classes of applications, such as groups that fail to obtain Tier I funding, local arts councils, groups with certified audits, groups without certified audits, etc. This may be modified annually based on revenues available and the number of organizations that apply.
- 6.5.2 The Tier II Advisory Board may not recommend granting to a single applicant more than 7% of the total amount of funding allocated annually to the Tier II process.
- 6.5.3 The Tier II Advisory Board may choose to recommend that new organizations receive a minimal amount, established by the Advisory Board, until the organization can provide evaluation reports or certified reviews or audits to justify more substantial funding.
- 6.5.4 In recommending distribution of Tier II revenues, the Tier II Advisory Board shall ensure a minimum of 5% of the total budgeted Tier II revenues is recommended for award to each Salt Lake County Council District.

ZAP GRANTEE EVENT INVITATIONS

To facilitate a deeper understanding of organizations for board members, grantees are contractually obligated to provide at least one free invitation to an event each year to their applicable board.

- **2 tickets/passes per year, per organization for respective advisory board grantees only.**

These invitations are provided to the ZAP administrative staff, who send them in batches via e-mail to the Advisory Boards for ease of review and choice.

- **Notify staff of comped events attended for SLCo tracking purposes.**

As Advisory Board members are not paid for their valuable time, they are encouraged to use these tickets and to attend as many events as is useful in the review of the applications.

MEETING DATES

Meeting Dates



Orientation: Tuesday, June 10, 1:00-4:00PM



Discipline Subcommittee Meetings: June-August (Specific Dates TBD)



All-Day Review: Thursday, August 28, 9:00AM-4:00PM

County Council Meeting: Early to Mid-October

ZAP CONTACT INFORMATION

Salt Lake County Zoo, Arts & Parks

saltlakecounty.gov/zap

Mailing Address

Mid-Valley Performing Arts Center
2525 Taylorsville Blvd.
Taylorsville, Utah 84129

Hours

Monday through Friday
8:00 AM - 5:00 PM

ZAP STAFF

Samantha Thermos

ZAP Program Director
sthermos@slco.org
(385) 468-7057

Cody Goetz

Grants & Communications Coordinator
cgoetz@slco.org
(385) 468-7058

Kelsey Ellis

Impact Program Manager
kmellis@slco.org
(385) 468-2593

Dustyn Burt

ZAP Program Assistant
dburt@slco.org
(385) 468-2592

ZAP TIER II ADVISORY BOARD 2025 ROSTER

Patricia Hobfoll (Chair)

District 6, Sandy City
2023-2025

Gina Chamness (Vice Chair)

District 4, City of Holladay
2023-2026

Monte Caldwell (PCh)

District 1, Salt Lake City
2023-2025

Bryn F. Ramjoe

District 1, Salt Lake City
2025-2027

Kelleigh E. Helm (IPCh)

District 2, Magna City
2025-2027

Paul Pehrson

District 2, Herriman City
2023-2025

Mayor Dustin Gettel*

District 3, Midvale City
2025-2027

Sheryl D. Gillilan

District 4, Salt Lake City
2024-2026

Mayor Dirk Burton*

District 5, City of West Jordan
2024-2026

Ryan Riches**

District 5, City of South Jordan
2025-2027

David Pack

District 5, City of West Jordan
2025-2027

*Per Salt Lake County Ordinance (Chapter 3.07.060) two of the eleven advisory board members shall be mayors from municipalities within Salt Lake County.

**Per ZAP Tier II Advisory Board Operational Guidelines, at least one current member of the Salt Lake County Arts & Culture Division Advisory Board.

Per Salt Lake County Ordinance 1545 (Chapter 3.07.060F), to the extent practical, Tier II Advisory Board shall be evenly divided by County Council.



APPENDIX

2025

DOCUMENTS:

- 2025 Tier II Grant Manual
- [ZAP 1031 Countywide Policy](#) or <https://bit.ly/4btRVN>

LINKS:

- [ZoomGrants](#)
 - Search in Programs for: **ZAP 2025 Tier II Application**