

WHAT I NEED FROM SUB-COMMITTEE MEMBERS:

Please type in this document using your own colored highlights (colors assigned below) and answer 3 questions. I've input my placeholders as an example of where/how to do this.

- 1) Are these the questions we are asking?
- 2) What is our purpose in asking these questions? ONLY FOR NUMBERED QUESTIONS
- 3) How much weight does this answer have on the final score? 5, 10, or 15 points. ONLY FOR NUMBERED QUESTIONS

JANE

DANNIELLE

ROBB

EMILY

NOT SCORED

Organization Name:

YES yes DANNIELLE YES

Mailing Address:

YES yes DANNIELLE YES

Phone Number:

YES yes DANNIELLE YES

Organization's non-profit designation:

YES yes DANNIELLE YES Do we want to give choices here such as 501(c)(3), non-profit status from state, other, etc?

Date of Non-Profit Incorporation:

YES yes DANNIELLE YES

Federal Tax ID Number:

YES yes DANNIELLE YES If a group has submitted for a 501(c)(3), they won't have this number yet. Do we have a box that says submitted and pending or something like that?

State EIN Number:

YES yes DANNIELLE YES

Grant Submitted By:

YES yes DANNIELLE YES

Person Authorized to Sign Contract:

YES yes DANNIELLE YES

Name of Point of Contact:

YES yes DANNIELLE YES

Phone Number:

YES yes DANNIELLE YES

Email:

YES yes DANNIELLE YES

Prior, current and projected year operating budgets (uploaded documents)

YES yes DANNIELLE YES Will this be a form they fill out or as they see fit? The county has a form with 3 columns with past year, current year and projected year

Total Income (based on your uploaded docs)

YES yes DANNIELLE YES

Total Expenses (based on your uploaded docs)

YES yes DANNIELLE YES

Form 990 for last completed fiscal year

YES yes DANNIELLE YES - IF APPLICABLE

Completed and signed W-9 (information must match what is on file with the IRS and the same address, as stated earlier in the application, that will be used to mail grant funds).

YES yes DANNIELLE YES

How many full-time employees does the organization employ:

YES yes DANNIELLE YES

How many part-time employees does the organization employ:

YES yes DANNIELLE YES

How many contract personnel do you employ:

YES yes DANNIELLE YES

How many volunteers does the organization have:

YES yes DANNIELLE YES

What is your (estimated) annual attendance/engagement?

YES yes DANNIELLE YES Clarification: Is this just the audience or is everyone involved at the event counted. For instance, a choir performance would include all the members of

the choir in the number attended. Do we want this for ticketed events or all events. It is hard to estimate when a group performs at an event such as First Friday or The St. George Art Festival. I'm ok either way, just a question.

Provide your organization's mission statement:

YES yes DANNIELLE YES

Organizational chart with total salary and benefits for the organization:

YES yes DANNIELLE YES

Board Members List

YES yes DANNIELLE YES

Articles of Incorporation (Only if this is your first time applying)

YES yes DANNIELLE YES

Select the discipline that most closely aligns with your organization's work

YES yes DANNIELLE YES

Are you applying for grant funds for a specific project(s) or are you applying for funds to go towards your general operating expenses?

YES yes DANNIELLE YES The question should include (and/or) or rephrase the question into the two categories. "You may apply for funds for a specific project, for general operating expenses, or for both."

IF PROJECT

DEFINITION OF "PROJECT" AND WHAT MONIES CAN OR CANNOT BE SPENT ON

Name of Project:

YES yes DANNIELLE YES

Location of Project, WHERE

YES yes DANNIELLE YES

When will this project take place? WHEN

YES yes DANNIELLE YES

1) Project Description, WHAT

YES yes DANNIELLE Would you briefly describe the project your organization is planning, the project's importance to the community and to your organization. Does the project have a name? Is this a one time event or do you envision it becoming more than that.

We want to know what your organization is planning. What are the logistics of this event or project? How do you envision the event/project? This is a brief description, because we ask the nitty gritty questions later on.

ROBB "Does this project have a name?" We already asked for the name above. Is this a one time event or an annual event?

DANNIELLE

JANE

5 points 5 points DANNIELLE 5 points

2) How does this project help fulfill your mission statement, WHY

YES ROBB DANNIELLE Mission Statements help to keep organizations focused on their purpose for existence and give direction to its members and the community. Why has your organization decided to do this project? What impact will this project have on the community and your organization? How are you fulfilling your mission statement with this project?

Why is this project something your organization has decided to do? What is the need?

Everything you do should serve your mission. Is there a particular impetus for this project? Sell me on this project!

ROBB

DANNIELLE

JANE

15 points 15 points DANNIELLE 15 points

3) Who is your target audience for this project? Please give a rough estimate of how many people will be served by this project. WHO

YES ROBB DANNIELLE Who are you trying to reach and impact through this project? What is your estimated number of people you are trying to reach? The number served matters less than who you are serving.

Is there a reason your target audience is set this way? Is your organization being accessible and equitable? Are you reaching out to outlier communities to make sure everyone has access to the arts? If not, is there a good reason why? Number served matters less to us than WHO you are serving or trying to serve.

ROBB

DANNIELLE

JANE

10 points 10 Points DANNIELLE JANE 10 points

4) How does this project uphold the mission of the St. George Arts Commission? Mission: To foster, encourage, and promote the arts in the City of St. George for the purpose of enriching and improving the lives of its residents and visitors. This will be accomplished through the creation, advocacy, and facilitation of arts programming.

YES ROBB DANNIELLE This is a good question. I like how it relates to the SGAC mission statement.

Our mission is to foster the arts. Does this project foster the arts? Does this project enrich lives? This is your space to talk up your quality of work and the importance of your art!

ROBB While this may be a bit redundant and obvious, I believe it is necessary to have this question. I have seen grants at the county level that couldn't answer this question and it gives a reason for the grant writer to align their grant more closely with the city's mission.

DANNIELLE

JANE

15 points 10 points DANNIELLE JANE 15 points

- 5) List other partners, participating organizations, or any key individuals involved in this project and describe their roles (if applicable).

YES ROBB DANNIELLE JANE This is a good question.

Not every project will involve others. We get that. But when possible, we like for the organizations to band together, pool resources, and work towards a common goal. If another organization is already doing the work or has the resources for something your organization would like to implement, make sure you are involving them! It fosters community and stops us from re-inventing wheels.

ROBB

DANNIELLE

JANE

5 points 5 points DANNIELLE JANE

- 6) How will you measure the success of this project?

YES ROBB DANNIELLE JANE How will you measure the success of this project? What are your goals and how will you achieve them? Evaluating the success of the project and how to make it better should be on the report form after the project.

We want specific metrics! What are your SMART goals to achieve those metrics? We want to know what we can expect on your report and we want to know how we can work with you to evaluate whether this project was a success and how we can help make it more successful in the future. We also want to make sure you're not doing projects to do them. They should have a goal and the goal should be to serve the mission. It all goes back to the mission. Always.

ROBB

DANNIELLE

JANE

5 points 10 points DANNIELLE JANE 5 points

Project Budget: HOW

YES yes DANNIELLE JANE Are we asking for a complete detailed estimated budget for the project or the amount that is being requested? Great question

Here is your space to tell us anything else you would like to say (about your project, but if you have a picture of a puppy, that's fine too).

YES ROBB DANNIELLE JANE I think each grant question needs to be specific, concise and not repetitious. Asking more than one question at a time can be confusing to the writer. For the Project Grant: 1- Details and specifics of the Proposed Project. Tell us about your project so we can envision it. 2- Mission Statement: What is the purpose of the project. How does it fit with the SGAC Mission and the mission of the project/organization. (Relate your project to the mission statement.) 3-Shorter is better, both for the questions and the answers. Using bullet points in the answers where applicable is helpful to the grant writers and readers. 4-If the writer isn't sure what we are asking for, we are providing opportunities for the writer to ask questions and get help. Do we have examples of what others may have put in a box like this? Is this question from another grant? I can see the merit of having this box. I suggest we say the box is optional.

IF GENERAL

- 1) Background of Your Organization: Relevant details may include, but are not limited to, your organization's size and demographics served. Include information about any efforts to deepen or increase the participation and inclusion of underrepresented individuals within your organization and in the broader arts field. Be as specific as possible when describing the communities you plan to engage, and clearly explain how you plan to reach these communities. Please give a rough estimate of how many people your organization serves annually.

YES yes DANNIELLE JANE This question is confusing to me. It needs to be broken down to be more specific and not so broad so it's easier to understand and answer. Tell us about your organization, it's purpose and the impact it has on the community.

Pretend we are a multi-billionaire donor doing a deep dive on your organization because we are considering leaving our full estate to your organization in our will. Why is what you do important and how are you impacting the world around you?

ROBB I can see making several questions or leaving it as one question so organizations can have some freedom to answer as needed. I would make the last question separate - Please give a rough....

DANNIELLE JANE

15 points 15 minutes **DANNIELLE JANE** 15 points

- 2) How does your organization promote its mission?

YES ROBB DANNIELLE JANE Mission Statements help to keep organizations focused on their purpose for existence and give direction to its members and the community. Tell us about your programming, operations and goals and how they relate to your Mission. How will this grant help you to achieve your goals?

You probably have a great mission statement! How does your programming and operations support it? What are you doing to actively achieve goals based on your mission? What are some of those goals? How will the funds you receive from this grant help you achieve these goals?

ROBB Even though it is obvious, maybe we suggest organizations read all of the questions before they start answering so they don't become redundant. I could see how this might be answered in question 1.

DANNIELLE

JANE

10 points 10 points DANNIELLE JANE 10 points

- 3) Describe how your organization advances or preserves and promotes the mission of the St. George Arts Commission. Mission: To foster, encourage, and promote the arts in the City of St. George for the purpose of enriching and improving the lives of its residents and visitors. This will be accomplished through the creation, advocacy, and facilitation of arts programming.

YES ROBB DANNIELLE JANE I like this question. How does your organization foster, encourage, and promote the Arts in St George.

Our mission is to foster the arts. Does this project foster the arts? Does this project enrich lives? This is your space to talk up your quality of work and the importance of your art!

ROBB

DANNIELLE

JANE

10 points 5 points DANNIELLE JANE 10 points

- 4) What other sources of funding does your organization actively seek?

YES ROBB DANNIELLE JANE This is not a trick question. We want to see how self sustaining your organization is and how this grant will help you to continue to reach your goals and keep operating. We are encouraging you to find other funding sources in addition to the SGAC grant.

Some organizations are small in size and budget and may not need much funding. However, this granting program is never 100% guaranteed and may go away one day in the future. How is your organization working to operate without this grant? Are you being fiscally responsible?

ROBB

DANNIELLE

JANE

5 points 5 points DANNIELLE JANE 5 points

- 5) Describe the internal and external challenges and opportunities you faced during the past year, and how your organization addressed them.

YES ROBB DANNIELLE JANE Good Question. The last couple of years have been challenging for everyone. How has your organization dealt with the challenges they have faced? How can the SGAC be of help to your organization?

Brag about your management skills! But also tell us what we as an Arts Commission can help you with.

ROBB I like the positive side to this question also, knowing what went well.

DANNIELLE

JANE

5 points 5 points DANNIELLE JANE 5 points

Is there anything in your financial records or is there a lack of financial records that you would like to explain? ***For example, if your expenses outweigh your revenues, was there a special circumstance that could not have been planned for (Covid, Natural Disaster, etc). Another example: your financial records do not reflect a new or undocumented large revenue such as a grant, donation, or asset acquisition.

YES yes DANNIELLE JANE Are we asking for a proposed operating budget, a current operating budget and a past budget for the organization? Is there anything they would like to explain in their operating and proposed budgets? Agreed with Jane

Here is your space to tell us anything else you would like to say about your organization?

YES ROBB DANNIELLE JANE Again, I think each grant question needs to be specific, concise and not repetitious. Asking more than one question at a time can be confusing to the writer. For the General Grant: 1- Tell us about your Organization and any specifics that makes their group unique. 2- Mission Statement: What purpose does your organization fulfill in our community. How does it fit with the SGAC Mission and the mission of the your organization. (Relate your organization to the mission statement.) 3-again, Shorter is better, both for the questions and the answers. Using bullet points in the answers where applicable is helpful to the grant writers and readers. 4-Our new format for the grants will provide opportunities for the writer to ask questions and get help. We want to help all the arts groups to grow and be successful.

I'm sure there are points I haven't thought of, but with the rest of the committee's input, hopefully we'll get it covered.