

**2008 ZAP Application Workshop Highlights**  
*REVISED – March 20, 2008*

- **Include a copy of your Auditor's most recent Peer Review Letter**
- Review the website. The ZAP website has been revised to help the general public and ZAP recipients and applicants more quickly and easily access information. If staff is not available, try the website to get your information.
- NowPlayingUtah cultural events calendar – Meeting February 19<sup>th</sup> 2:00 p.m. @ the Utah Cultural Celebration Center – please send your PR/Marketing coordinators
- Please invite the ZAP Tier I Advisory Board to your events – their addresses are on the website. If you have designated an evening or production during which you want to highlight ZAP or list ZAP as a sponsor – that is appreciated. Staff can forward email invitations for you, but you should send them to us as soon as possible. Please make your PR staff aware of this.
- Do not extend your narrative beyond 5 pages (as indicated). Anything over the 5 pages will not be given to the board.
- Your Three-year Average Qualifying Expenditures amount must be \$319,900 or higher
- Page 3 Community Participation and Governance
  - Note number of Board of Director/Trustee members is different than the number of Advisory Board members. You only need to list a number under Advisory Board if you have an Advisory Board.
- Copies of the audit are fine, we do not need the originals
- Don't forget to put your organization name on all the template sheets. If you put your organization name on the 2007 worksheet – it will automatically put it on the Summary Page.
- **Rename the excel template so that your organization name or initials are in the new file name**
- There has been some confusion over what you must submit for the application. What must you submit.....
  - Application Completed in Full (***original plus 8 copies [9 total]***)
  - Excel Financial Worksheets (***original plus 8 copies [9 total]***)
  - Digital version of the Excel Financial Worksheets (***under a new file name!***)
- ***Do not staple***

- *Do not submit binders*
- *Please 3 hole punched the application and financial templates*

## **APPLICATION CHANGES**

Additional Narrative Questions:

7. a. List all non-eligible and non-core activities.
- b. In the event of any sale, lease or other transaction with a board member or affiliate, or staff member or affiliate, disclose the costs and expenses incurred by the board or staff member.
8. What steps are you taking toward increasing the diversity of, and broadening the citizen component on your Board of Directors/Trustees?

## **EXCEL TEMPLATE CHANGES**

Revenue Summary Worksheet

Additional information requested:

Line 45: Utah State Agency Grants i.e. funding from Utah Arts Council, Office of Museum Services, Travel Council etc. (please describe)

Line 46: POPS, iSee or USOE funding (please describe)

Line 47: Legislative Appropriations (not included in 45 or 46) please describe

2007 Qualifying Expenses Worksheet

Additional information requested:

Line 21. Related Party Transactions (board and staff)

## **EVALUATION CHANGES**

The ZAP Program is working with County IS to implement an on-line evaluation form. This should be in place by the beginning of March. The deadline for the EVALUATION will be April 30, 2008. A letter will be sent explaining how this all works.

## **POTENTIAL POLICY UPDATES:**

**The following policy updates will be discussed by the Salt Lake County Council. It is not known at this point if they will be implemented. The ZAP program will announce any policy changes through an email and the ZAP website.**

Add as Non-Qualifying Expenditures...

2.11.19 **Related Party Transactions (Board)\***: Related party transactions are disallowed unless the organization certifies that it has adopted the Utah Nonprofit Association Standard of Ethics and satisfies Part III (B) of the Standards. If the organization has adopted the standards then it must monitor related party transactions and reject ones that are not fair to the organization. In the event of any sale, lease or other transaction with a board member or affiliate, the costs and expenses incurred by the board member or affiliate shall be fully disclosed. If a board member holds a staff position in the organization, the salary of that staff position is a qualifying expenditure. Moreover, if there are related party transactions, the organization should include a copy of its conflicts of interest policies.

2.11.20 **Related Party Transactions (Staff)\***: Related party transactions are disallowed unless the organization certifies that it has adopted the Utah Nonprofit Association Standard of Ethics and satisfies Part III (B) of the Standards. If the organization has adopted the standards then it must monitor related party transactions and reject ones that are not fair to the organization. In the event of any sale, lease or other transaction with a staff member or affiliate, the costs and expenses incurred by the staff member or affiliate shall be fully disclosed. Moreover, if there are related party transactions, the organization should include a copy of its conflicts of interest policies.

2.11.21 Additional Non-Qualifying Expenditures may be added to the application without amending Policy 1006

Whether or not the above issues will result in a reduction in qualifying expenditures, the Narrative Questions in 7 and 8 and the Revenue Summary information will remain.

DEADLINE: MARCH 31, 2008

Two options of delivery

Hand deliver to ZAP office by 5:00 p.m. on March 31th

Postmarked on March 31th