

Zoo, Arts & Parks Tier I & Zoological 2008 Application

Background Information

Name of Organization:

Organization Address:

City, State, Zip Code:

Please check box if this is a new address

Mailing Address:

(if different from above)

City, State, Zip Code:

Submitted by:

(Name/Title/Phone/Email)

Alternate Contact Person:

(Name/Title/Phone/Email)

Fax:

Website:

Dun and Bradstreet Number:

Salt Lake County Council District #:

General Eligibility

	Yes	No
A. Is your organization headquartered in Salt Lake County?	<input type="radio"/>	<input type="radio"/>
B. Does your organization maintain nonprofit status?	<input type="radio"/>	<input type="radio"/>
C. Are you a member of the Utah Nonprofits Association (UNA)? If you are not a member of UNA, does your organization abide by any nonprofit ethics and professional standards? (Please include of copy of this)	<input type="radio"/>	<input type="radio"/>
D. Federal Tax ID Number <i>(Required)</i> : _____ Date of 501(c)(3) Status: _____		
E. Date Organization was founded: _____ Age of Organization _____		
F. Date of Incorporation: _____		
G. What are your ZAP Qualifying Expenditures? \$ _____ (Three-year Average from the summary page of the financial spreadsheet)		
H. For what time period are you asking for funds? _____		
I. What is your organization's eligible discipline? _____		
J. If Zoological when did you receive the Association of Zoos and Aquariums (AZA) accreditation? _____ If you recently lost your AZA accreditation, include an explanation for the loss of accreditation and written identification of curative measures taken by the facility or organization to address the reasons for the loss of accreditation		

Narrative

The goal of the Zoo, Arts and Parks Program is to enhance the quality of life for the residents of Salt Lake County by funding the construction and operation of county parks and recreational facilities and zoological facilities, and operation of non-profit cultural organizations and botanical organizations. Please address each of the following operational issues and questions. (Clarity and brevity in answers are encouraged. You may use up to five single-spaced pages with not less than a 12 point font to answer all of the following questions if you).

1. Mission Statement (as Approved by Board of Directors):
2. Please provide a summary overview of your organization, including major program areas, brief history, and major accomplishments.
3. What are your short-term and long-term operational goals and objectives? What are your plans for achieving them?
4. How is your organization funded? What sources of funding has your organization secured in the past 12 months? If you charge admission, please describe.
5. Describe how Zoo, Arts, & Parks funds will be used. What do you plan to do? When? Where? ***Please be specific. This should indicate how you plan to spend the funds you are applying for in this application.***
6. Community Service:
 - a. What are your goals for serving the communities in Salt Lake County? How would you describe your primary and/or target audience? Explain how your organization intends to maintain and or grow its audience over the next year.
 - b. Please identify and explain how your organization partners with other organizations and service providers located within Salt Lake County.
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?

University, College, or Educational Affiliation

If you are a University, College, or Educational Affiliate, answer the question below:

Does the educational institution receive more than 50% of its funding from state funds?

- Yes
- No

Fiscal Eligibility & Funding Potential

In order to qualify for funding under the Tier I and Zoological portion of the Zoo, Arts & Parks Program, an organization must detail average qualifying expenditures of **\$319,900** or more over a three year period.

Please complete the Excel Spreadsheets for fiscal eligibility, funding potential, qualifying expenditures, and revenue summary.

The application guide is available for detailed instructions.

Community Participation and Governance

Please use most recent data – see guide for more instructions

# Paid Attendance	
# Other (non-paid) Attendance	
# Artists, Scholars, Botanists, Zoologist Involved	
# Educational Programs	
# Educational Attendance (not included above)	
# Board of Director/Trustee Members having their primary residence	In County District #1
	In County District #2
	In County District #3
	In County District #4
	In County District #5
	In County District #6
	In Utah (outside of Salt Lake County)
Outside of Utah	
# Advisory Board Members (if you have an advisory board)	
Frequency of Board of Directors Meetings	
# Full Time Equivalent Staff	
# Volunteers	
# Individual Donors	
# Interns	

Community Impact and Outreach

The purpose of this list is to provide information on the scope and type of activities your organization does in Salt Lake County, and the audience or constituency served. Please summarize, where appropriate; you do not need to list every individual event. For example, you may group program activity into types, such as regular season, main stage, outreach, touring, special exhibitions, educational, residencies, trainings, etc. Include only events and activities held in Salt Lake County. This information should look at your **past 12 to 18 months of activities** and be as close to actuals as possible in terms of numbers (especially if you use a ticketing system). *Do not include events that have not occurred.*

Date (mm/yy)	Location (street address, city)	Event (name or type and full description)	Number of People in Attendance	Indicate Actual, Estimated or Both

Total # of people that received a performance, event, educational outreach or other service from your organization in Salt Lake County for no cost (to the audience/constituent member)	
Total Audience/Constituents served in Salt Lake County	
Total Audience/Constituents served (everywhere)	

How do you track the number of participants or audience members that attend your program? Are these numbers estimates or somehow verified by tickets, counters, etc?

If you utilize a ticketing system, the ZAP program expects the numbers to be actuals and not estimated.

Attachments Checklist

Use the following checklist to ensure that your application is complete. If you have any questions about the application process, please contact Vicki Bourns at Salt Lake County's Community Services Department, 468-3517.

- Application Completed in Full with copies of the Excel Financial Worksheets (**original plus 8 copies [9 total] – paper clipped, 3 hole punched, not stapled**)
- Financial Worksheets in addition to the hard copies – **submit by deadline via email or on CD or floppy diskette**
- Audits by a licensed certified public accountant/firm for Fiscal Years Ending During 2005, 2006 and 2007 – **1 copy of 2005 & 2006; 2 copies of 2007**
- Your auditor's Most Recent Peer Review Letter **-1 copy**
- New Applicants must submit 2 copies of all audits**
- Copy of Organization's IRS 501(c)(3) Letter—**1 copy**
- An Organizational Chart including both the Title and the name of individual filling each position (include consultants if appropriate)— **2 copies**
- Current Names, Addresses and Phone Numbers of Board Members, officers, and list of Board Committees – **1 copy**
- Please include current season brochure or other indication of your upcoming activities. **1 copy**
- Optional (but highly recommended)-** Written and signed statement from your Auditor indicating they have reviewed the financial worksheet pages of your application --**2 copies**
- Make sure you provide all the requested notes for your financial information. If asked to please describe – “please describe”. Applications that do not include requested descriptions or additional information will be considered incomplete and incomplete applications will not be funded.**

Signature

The undersigned hereby acknowledges that the submitted information is true and correct and that she/he has the authority to bind the applying organization.

Dated this _____ day of _____, _____.

Name of Administrative Officer	Title	Signature
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Application must be received in the ZAP Program office by 5:00 p.m. or postmarked on or before Monday, March 31, 2008

Mail To: Zoo, Arts & Parks Program, Salt Lake County, 2001 South State, Room N4100, SLC, UT 84190

LATE APPLICATIONS WILL NOT BE ACCEPTED