

Zoo, Arts & Parks Tier I & Zoological 2009 & 2010 Application/2008 Evaluation

Background Information

Name of Organization: 2009 Time Frame (m/yr-m/yr):

Organization Address: 2010 Time Frame (m/yr-m/yr):

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="checkbox"/> | <input type="checkbox"/> |
| B. Does your organization maintain nonprofit status? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are you a member of the Utah Nonprofits Association (UNA)? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you are not a member of UNA, does your organization abide by any nonprofit ethics and professional standards? | <input type="checkbox"/> | <input type="checkbox"/> |
| (Please include of copy of this) | | |
| 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. What is your organization's eligible discipline? | | |
| I. 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 | | |
| J. If you are a University, College, or Educational Affiliate, does the educational institution receive more than 50% of its funding from state funds? | | |
| <input type="checkbox"/> Yes | | |
| <input type="checkbox"/> No | | |
| K. List any non-eligible ZAP and non-core activities. | | |

Narrative Overview – Current and Forward Looking

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 attach up to 1 pages to answer the Narrative Overview Questions.*

A1. Mission Statement (as Approved by Board of Directors):

A2. Please provide a summary overview of your organization, including major program areas with a brief history. How is your organization funded? If you charge admission, please describe.

A3. What are your short-term and long-term cultural and operational goals and objectives? What are your plans for achieving them?

A4. 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 for 2009 and 2010.

Actual Use – 2008 Evaluation/ Past Activities

You may attach up to 3 pages to answer the Actual Use/Evaluation Narrative Questions. Indicate the 12month period reflected in this section: **Beginning Month/Year – Ending Month/Year: ___/___ - ___/___**

The information in this section should span the time period indicated in your 2008 application.

- E1. Describe any noteworthy achievements or awards that your organization received during the past 2008 cycle.
- E2. Describe what was accomplished using your 2008 ZAP funding. How did ZAP funding help meet your goals, as stated in your 2008 application? How did ZAP funding serve the community of Salt Lake County? Please note any deviations from your planned use of ZAP funds and how they were addressed.
- E3. How did you measure and evaluate the success of your organizational efforts in 2008? What were the results of these measurements and evaluations?
- E4. What sources of funding has your organization secured in the past 12 months (indicated on this page above)?
- E5. Please describe any related party transactions which occurred in the last year. 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, staff member or affiliate.
- E6. Describe the internal and external challenges and opportunities you faced during the past year and how your organization addressed them?
- E7. ZAP Tier I and Zoological funding was initiated to build organizational capacity and to create stability. How is your organization striving to achieve stability and sustainability? Please describe how and why your programming or organization is downsizing, maintaining or growing in size?
- E8. What, if any, community issues (problems, challenges, opportunities) have you observed that impact your organization or the wider cultural community, and its audience/constituency? Do you have suggestions for addressing these issues? How could ZAP assist?

Governance & Operations

B1. What steps are you taking toward increasing the diversity of, and broadening the citizen component on your Board of Directors/Trustees? Please be specific.

Governance & Operations Table			
B.a.	# Board of Director/Trustee Members having their primary residence		In County District #1
B.b.			In County District #2
B.c.			In County District #3
B.d.			In County District #4
B.e.			In County District #5
B.f.			In County District #6
B.g.			In Utah (outside of Salt Lake County)
B.h.			Outside of Utah
B.i.			# Advisory Board Members (if you have an advisory board)
B.j.		Frequency of Board of Directors Meetings	
B.k.		# Paid Full Time Equivalent Staff	
B.l.		# Paid Part Time Staff	
B.m.		# Contract Personnel	
		# Interns	

Community Impact, Outreach & Participation

You may attach one additional page to answer the Community Impact, Outreach and Participation Questions.

- C1. What are your goals for serving the communities in Salt Lake County? How do you provide exemplary services through outreach and free or highly discounted programming? 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.
- C2. Please identify and explain how your organization partners with other organizations and service providers located within Salt Lake County.
- C3. Describe your statewide presence, if any.
- C4. List the dates (outline form is preferred) and how you advertised your free programming in Salt Lake County.

Community Impact Table		
C.a.	Total Audience/Constituents served (everywhere)	
C.b.	Total Audience/Constituents served in Salt Lake County	
C.c.	Total # of people that received a performance, event, educational outreach or other service from your organization in Salt Lake County for no cost (complementary to the audience/constituent member)	
C.d.	Total number of paid attendance	
C.e.	# Artists, Scholars, Botanists, Zoologist Involved	
C.f.	# Educational Programs (Overall types of programs)	
C.g.	# Educational Events (number of times you do the above programs)	
C.h.	# Educational Attendance	
C.i.	# Individual Donors	
C.j.	# Volunteers	

Community Outreach Table

Provide information on the scope and type of activities your organization implements in Salt Lake County. 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, school, touring, special exhibitions, educational, residencies, trainings, free days etc. Include only events and activities held in Salt Lake County. This information should look at your most recent past data (i.e. from your 2008 fiscal year).

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

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.

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 Qualifying Expenditure Excel Worksheets and include clarifying notes. Your Qualifying Expenditure Worksheets should reconcile to your audited financial statements – if not - you must clearly explain.

The application guide is available for detailed instructions.

Your independent auditing firm is not required to review or sign off on the Qualifying Expenditure Worksheets.

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, 801 468-3517.

- 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 (preferred) or on CD or floppy diskette**
- Audits by a licensed certified public accountant/firm for Fiscal Years Ending During 2006, 2007 and 2008 – **1 copy of 2006 & 2007; 2 copies of 2008**
- Your auditor's Most Recent Peer Review Letter - **1 copy**
- New Applicants To Tier I & Zoological 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 - **9 copy**
- Please include updated proof of insurance as necessary (liability, workers compensation, other) - **1 copy**
- 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

Application must be received in the ZAP Program office by 5:00 p.m. or postmarked on or before Tuesday, March 31, 2009

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

LATE APPLICATIONS WILL NOT BE ACCEPTED