LEHI CITY PARC CULTURAL ORGANIZATION MINOR GRANT APPLICATION INFORMATION

This document shares information about and application questions for a Lehi City Major Cultural Organization Grant. This document **IS NOT** an application and should only be used as a reference. The application will be brokend own into five parts: organization information, cumulative grant requests, organziation funding information, project information, and grant requirements.

APPLICATION DEADLINE

Applications are due online by **5:00 pm** on Thursday, **February 4, 2027.** Applications must be submitted through the online application link on the **Lehi City website** by this deadline to be considered.

MINOR CULTURAL ORGANIZATION GRANTS

To qualify for the Minor Cultural Organization Grant, you must meet the following requirements from Section 5 of the Lehi City PARC Policy. Organizations may submit multiple applications for Minor Cultural Organization Grants for different grant requests. Please read all of the Lehi City PARC Tax Policy prior to applying for any Cultural Organization Grant to confirm all eligibility requirements.

LEHI CITY PARC TAX POLICY. SECTION 5.

5.9 Organizations applying for Minor Grants may be awarded no greater than $9,999 as defined in these policies and procedures.

5.9.1. Organizations will not qualify to receive Minor Grants unless they demonstrate a significant presence in Lehi City. Priority will be given to organizations that manage and are located in Lehi City.

5.9.2. Any applicant receiving $10,000 or more in PARC grants, even if the $10,000 threshold is reached through multiple Minor Grants, shall be treated as a Major Grant recipient and must comply with all rules and regulations related to Major Grants.

In order to qualify for any Cultural Organization Grant, you must meet the following requirements:

- The organization has a significant presence in Lehi City.
- The organization's primary purpose is the advancement and preservation of (i) natural history, (ii) art, (iii) music, (iv) theater, (v) dance, or (vi) cultural arts, including literature, a motion picture, or storytelling.
- The organization is not an agency of the state.
- The organization is not a political subdivision of the state.
- The organization is not an educational institution whose annual revenues are derived more than 50% from state funds.
- The organization is not a radio or television broadcasting network or station, cable communication system, newspaper or magazine.
- The organization is a private nonprofit organization and certificated by the Internal Revenue Service as an organization qualifying under § 501 (c) of the Internal Revenue code.

REQUIRED APPLICATION DOCUMENTS

The following documents are required in addition to the application. Any applications submitted without these required documents **will not** be considered complete.

1. IRS 501 (c) nonprofit certification letter
2. Financial documents, if applicable, as required per Section 5.11 of the Lehi City PARC Tax Policy

ORGANIZATION INFORMATION

You are encouraged to answer the questions below on a separate document and then copy and paste your responses over to the actual application form on **https://lehicity.jotform.com/form/cultural-organization-grant-app**. The online application form **does** have the ability to save as long as an email address is provided. The online application is outline as described below:

1. Organization Name
2. Organization Address
3. Organization Website
4. Organization Mission Statement
5. Date of Incorporation
6. Contact Person
7. Employee Title
8. Phone Number
9. Email Address
10. IRS Non-profit Designation
11. Federal Tax ID Number
12. Previous PARC Funding - has your organization received PARC funding in the last three years?
13. Organization Primary Discipline: Natural History, Art, Music, Theater, Dance, Cultural Arts
14. Artistic or Cultural Discipline - how does your organization advance or preserve artistic or cultural disciplines within Lehi City?
15. Number of Paid Full-Time and Part-Time Staff - how many paid full-time and part-time staff worked for your organization during the last 12 months?
16. Number of Contract Personnel - how many contract personnel worked for your organization during the last 12 months?
17. Number of Volunteers - how many volunteers worked for your organization during the last 12 months?
18. Number of Artists, Educators, Curators, Scholars, or Other Discipline-Based Professionals - how many artists, educators, curators, scholars, or other discipline-based professionals worked for your organization during the last 12 months?
19. Total Audience - what was your total audience over the last 12 months?
20. Tickets Distributed for Free - how many tickets were distributed for free to other non-profits, the public, or other groups?

CUMULATIVE GRANT REQUESTS

21. Number of Grant Requested - how many PARC Grant requests will your organization submit this year?
22. Total Amount Requested - what is the total amount requested through PARC Grants by your organization?

ORGANIZATION FUNDING INFORMATION

23. Organization Funding - how is your organization funded? What sources of funding and dollar amounts has your organization secured in the past 12 months?
24. Total Annual Budget of Organization - what is your organization's total annual budget?
25. Volunteer Hours - how many volunteer hours were completed in the last year by your organization relating to the advancing and preserving culture or arts?

PROJECT INFORMATION

26. Project Name
27. Project Address
28. Fund Use - how will the requested funds be used? (specific project, operating expense, both)
29. Brief Project or Operating Expense Description - describe the project or operating expense in one sentence.
30. Detailed Project or Operating Expense Description - describe the project or operating expense in detail. The explanation should include the project goal and how the organization intends to achieve it. When describing the goals of the project, include how the project intends to furthering the goals and efforts of the advancement and preservation of (i) natural history, (ii) art, (iii) music, (iv) theater, (v) dance, (vi) cultural arts, including literature, a motion picture, or storytelling. Description should be between **250-500 words**.
31. Grant Amount Requested - how much is being requested in this grant application?
32. Total Project or Operating Expense Budget - what is the total budget of your proposed project, program, or operating expense?
33. Project or Operating Expense Funding Breakdown - describe the funding for this project or ongoing operating expense. In addition to PARC Grants, include details of the expected contributions that will come from non-PARC resources (i.e. cash, donations, grants, etc.).
34. Community Need - describe how this project or operating expense fills a need in Lehi City.
35. Measurable Outcomes - describe how you will measure the success of the project or operating expense. This may include the intended tickets solds, number of people reached, or other measurable goal.
36. Target Audience - describe your target audience and how the organization intends to reach them using PARC funds.
37. Local Impact - how many Lehi residents would your organization serve with the project or operating expense?

38. Timeline - describe your timeline for the use of PARC funds and the overall project or operating expense.
39. Partner(s) - will you partner with any other organizations for this project or program? If yes, with whom?
40. Project Funds List - provide a detailed list of how the requested funds will be spent, including salaries, contractor fees, materials, royalties/licensing, travel, rent, marketing, etc.

    Please Note: while salaries are a legitimate use of PARC funds, a strong application will include adequate detail explaining how the funded salaries will expand or enhance specific operations, projects, or initiatives. Your application may be scored low if (1) it appears to the committee that you are requesting to offset the cost of current, albeit qualified, operations, projects, or initiatives or (2) your explanations of how these salaries will be used are vague or are not tied to specific operations, projects, or initiatives.
41. Credit to PARC Program - how do you intend to advertise the PARC Program? This may be completed through having the logo on brochures, news releases, programs, publications, and other printed or online materials.