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**PROJECT BUDGET: CASH INCOME**

Note: Applicants for General Support must estimate the organization's total Fiscal Year (July 1 - June 30) budget, and are limited to requests of no more than 20% of the organization's operating budget for the preceding fiscal year. All other applicants for the project described in this application, requesting no more than 50% of project costs from the St. George City Council.

**Admissions:** Provide in the space below description and rate(s) - include revenue from sale of admission, tickets, subscription, memberships, etc.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contracted Services Revenue:** Provide description and rate(s), i.e. revenue derived from sale of services. Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Revenue:** Itemize source and amount(s), i.e. how many catalogs do you plan to sell and at what price each? Include revenue derived from catalog sales, advertising space in programs, gift shop income, concessions, etc.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Private Support:** Corporate, foundation or other private support for project. If possible, itemize source and amounts.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_

**Government Support:** Indicate specific agency or source.

Federal \_\_\_\_\_ \$ \_\_\_\_\_  
State/Regional \_\_\_\_\_ \$ \_\_\_\_\_

**Applicant Cash:** Funds from accumulated resources or savings \_\_\_\_\_ \$ \_\_\_\_\_

**Total Applicant Revenue** \$ \_\_\_\_\_

**Grant Amount Requested from St. George Arts Commission** \$ \_\_\_\_\_

**TOTAL PROJECT/SEASON CASH INCOME** (Total estimated revenue plus grant amount requested) \$ \_\_\_\_\_

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NOTE: TOTAL PROJECT/SEASON CASH INCOME **MUST** EQUAL TOTAL PROJECT/SEASON CASH EXPENSES

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**PROJECT BUDGET: CASH EXPENSES**

Personnel (i.e. payments for employee salaries, wages and benefits)

Administrative \_\_\_\_\_ Number of positions \_\_\_\_\_ \$ \_\_\_\_\_

Artistic \_\_\_\_\_ Number of positions \_\_\_\_\_ \$ \_\_\_\_\_

Technical Production \_\_\_\_\_ Number of positions \_\_\_\_\_ \$ \_\_\_\_\_

Outside Services/Artistic Fees

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Rental (identify)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Publicity and Promotion

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

Remaining Project Expenses

1. Rentals \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

2. Supplies/Materials \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

3. Insurance \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

4. Postage \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

5. Other \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

TOTAL OF ITEMS 1 - 5 \$ \_\_\_\_\_

**TOTAL PROJECT/SEASON CASH EXPENSES**

\$ \_\_\_\_\_

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NOTE: TOTAL PROJECT/SEASON CASH EXPENSES **MUST** EQUAL TOTAL PROJECT/SEASON CASH INCOME

## FUTURE PLANS

Briefly describe your organization's goals and plans for the next three years. Include plans to increase the professionalism of your organization and/or its programs.

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## LEGAL ASSURANCES

In the event a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicants' signatures. This application shall become part of the legally binding contract between the applicant and the City of St. George.

1. The grant cannot be assigned to a different project or transferred without prior written approval of the St. George Arts Commission.
2. The grantee shall submit to the St. George Arts Commission the dates, times and locations of projects for possible on-site review by the St. George Arts Commission. The grantee is requested to provide free admission to projects/events for reviewers.
3. The grantee agrees to keep careful attendance and participation records of the project herein.
4. The financial accounts shall be subject to audit by appropriate agencies of the City of St. George. The grantee will be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three years after completion of the project and submission of the final expenditure report.
6. Credit must be given the City of St. George and the St. George Arts Commission in brochures, news releases, programs, publications, and other printed materials with the following credit line: "This project is supported by the St. George Arts Commission, with funding from the City of St. George. Grantees must use City of St. George and St. George Arts Commission logos (provided by the Utah Arts Council) in printed materials and publicity. When no printed information is used, verbal credit shall be given prior to each performance or presentation.
7. Project description includes complimentary ticket distribution for special audiences or a free performance, please indicate below how it will be handled:
  - a.  The grantee will provide tickets to the St. George Arts Commission for distribution to special audiences or general public. Tickets must be at the Community Arts office 30 days prior to the event. These tickets will be a cross section of seats available.
  - b.  Tickets will be provided to the public, and/or special audience by the grantee organization. Documentation will be required on the evaluation form indicating event date, number of tickets and to whom distributed for verification purposes.
  - c.  A free performance for the general public will be scheduled and announced. The St. George Arts Commission will be notified of this 30 days in advance. Press releases or other suitable documentation of the free performance will accompany the evaluation form.

8. The grantee agrees to indemnify and hold harmless the City of St. George, the St. George Arts Commission, Mayor, City Council, agents, staff and employees from any an all claims or actual injury, damage or loss to a person, or real or personal property that results from or is in any way connected to the use of City of St. George monies.

9. The filing of the application has been authorized by the governing body of the applicant, and the undersigned representatives have been authorized to file this application for and on behalf of said application, and otherwise to act as the authorized representatives in connection with this application.

10. The grant award is contingent upon the availability of funds as authorized by the St. George City Council.

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**SIGNATURES**

*Signatures of two officers required.*

\_\_\_\_\_  
Administrative Officer:

\_\_\_\_\_  
Fiscal Officer or 2<sup>nd</sup> Responsible  
Person with the Organization:

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Notification of grant award or rejection should be mailed to:  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Utah ZIP Code

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**CHECK LIST**

- Has your application been signed by two people? Did you respond to *all* of the questions? Do not simply leave a question blank. If it does not apply to your organization, please indicate "Not Applicable," or if you're uncertain as to how to respond, contact the Grants Officer.
- Does the budget balance?
- Did you check your addition to make sure it's correct?
- Have you matched St. George Arts Commission dollars requested with cash from other sources?

**Because this application must be copied for distribution, please submit this original form to the St. George Arts Commission and make a copy for your files.**

Mail or hand-deliver before 5:00 pm on Friday, June 18, 2010 to the following address:

**St. George Arts Commission  
c/o Community Arts Division  
47 E 200 N  
St. George, UT 84770**