Approved: Ivins Arts Commission Meeting 05/08/19

To: Ivins City Council

From: Ivins Arts Commission

Date: May 08, 2019

RE: Recommendation: RAP Tax Application Form and Process

Recommendation: Ivins City Council adopt the attached RAP Tax Application Form and Process to be effective on adoption.

Rationale: Under City Ordinance No. 2015-20, Section 2.07.102, Ivins City Arts Commission is

> to recommend to the City Council applicants to receive RAP tax funding for the arts under the competitive process delineated in Ordinance NO. 2015-03R.

The Arts Commission believes an open, published process and standard application form to be in the interest of equity, transparency, and accountability in the award of RAP Tax funds for the arts. The attached form includes all elements for applying for RAP Tax funds for the arts as delineated in Ordinance NO. 2015-03R. The attached process provides adequate time for due consideration of applications and action within the time frame sent forth in Ordinance NO. 2015-03R. The Commission would use these tools in making its recommendation to the City Council on applicants to receive funding. The form and process would apply to all applicants, including the City per Ordinance NO. 2015-03R, requesting RAP Tax funds for the arts.

Ivins City Application Process for Receiving, Reviewing and Recommending RAP Tax Arts Funds Applications

The following lays out the process by which the Ivins City Arts Commission will meet its responsibility of recommending to the City Council the distribution of the arts portion of the City's RAP tax revenue.

September: RAP Application and procedures are available on-line at the City web site.

City notifies the Commission of its received/anticipated RAP tax revenue and the dollars designated for the arts.

September-December 31: As arts RAP fund applications are received at City Hall, City staff forwards the applications to the Arts Commission Secretary for distribution to all Commission members.

December 31, 5:00 p. m.: Deadline for submission of arts RAP fund applications to Ivins Arts Commission per application form instructions

January: Arts Commission reviews applications and determines funding recommendations.

Arts Commission presents its recommendations to the City Council.

February: Applicants are notified of the City Council's decision

Grantees and awards are posted on the City website

[Ivins City Logo]

Request for Ivins City RAP Funds Designated for the Arts

In 2014, Washington County voters approved a County-wide Recreation, Arts and Parks ("RAP") tax imposed as a one-tenth of one percent (0.1%) sales tax. By Resolution 2015-03R, Ivins City Council determined that the City's share of the County RAP tax revenues generally would be distributed in equal one-third shares between recreation, arts, and parks.

To apply to the City for RAP tax funds for the arts[1], an eligible applicant must complete and submit this application, including all delineated attachments, to Ivins City Arts Commission 55 North Main Street, Ivins, Utah 43728 by **December 31st** of each year. **Tax-exempt organizations proposing projects within Ivins City and Ivins City are eligible to apply for City RAP funds designated for the arts.**

Applicant's

Name: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Fax Number_____

E-mail Address: _____

How long has applicant been in existence: _____

Amount of RAP tax funds requested: $_____

Describe the project (i.e. "proposed project") for which RAP tax funds are requested.

Describe the proposed qualified project expenses to be paid for with RAP tax funds.

IF applicant has received RAP tax funds within the past three years, provide an accounting of how prior RAP tax funds were spent.

Provide other information reasonably related to determining how RAP tax funds will be spent by the applicant, including, but not limited necessarily to:

Timeline for completion of the proposed project:

[1] As used in this form, "RAP tax funds" or "RAP tax" refers only to the portion of City RAP taxes Ivins City Council has designated for the arts.

What, if any, maintenance, will the completed proposed project require and who will be responsible:

How will the general public benefit from the completed proposed project:

Submit the following as part of this Application:

***Detailed cost estimates of the proposed project**
***Proof of applicant's tax-exempt status (i.e. IRS Letter)**
***Attachment showing other sources of funding for the proposed project**
***Applicant's Financial Statement for its prior year of operation**