



# TIER II GRANT APPLICATION MANUAL

2025

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# ZAP PROGRAM MISSION / HISTORY

## Mission

The mission of the Zoo, Arts & Parks (ZAP) program is to enhance Salt Lake County resident and visitor experiences through art, cultural, historical, and recreational offerings. The program fulfills its purpose by:

**Grantmaking:** Providing fair access to ZAP funding and education resources by making grants to qualified nonprofit organizations in the categories of Tier I, Tier II & Zoological.

**Promotion:** Increasing public awareness of the value of ZAP.

**Capacity Building:** Providing adequate predictable support for organizations within the Zoological and Tier I categories and providing enhanced support for the organizations within the Tier II category.

## History

The Salt Lake County Zoo, Arts & Parks (ZAP) program was first voted on and passed by Salt Lake County residents in 1996, awarding its first grants in 1997. Every 10 years, the ZAP program is placed on the ballot for County residents to vote for the program's renewal.

For each purchase in Salt Lake County that includes sales tax, one (1) penny of every \$10 spent goes to ZAP, and all those pennies add up! ZAP provides grants to over 230 nonprofit organizations in the community, supporting a wide array of programming including events, classes, festivals, museums, and more. Funding also supports Salt Lake County Parks & Recreation including recreation centers, parks, and open spaces.

For complete details on the ZAP program, process, and information, please refer to [Countywide Code 1031](#) (linked here and in the Appendix).



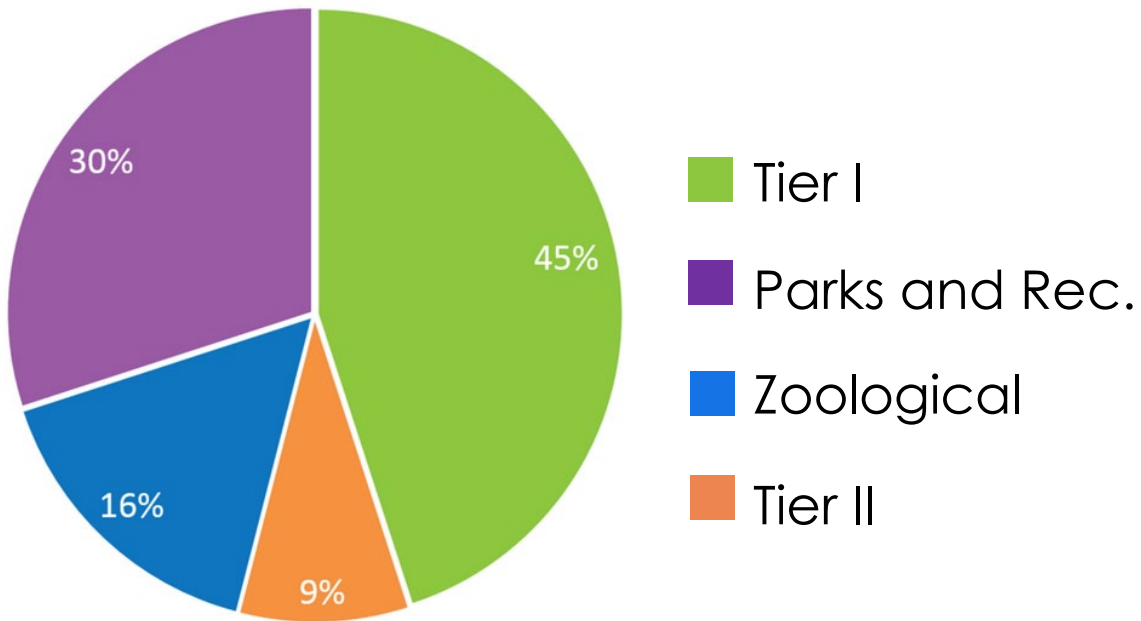
## Grantmaking

ZAP is a publicly funded program that annually supports over 230 arts and cultural nonprofit organizations through grant funding. These grantees serve over 8 million visitors a year with nearly half attending free of charge. This funding goes to support programming including cultural events, educational programs, performances, festivals, museums, botanical gardens, and more.

ZAP offers three categories of grant funding including **Tier I**, **Tier II**, and **Zoological**. Grants are competitive and not guaranteed year-to-year and each category has its own eligibility requirements.

All eligible applications are reviewed by the ZAP Advisory Boards, which are composed of qualified volunteer community members. These members dedicate hundreds of hours to the process of reviewing each application submitted.

## ZAP Funding Breakout



# Grant Categories

## Tier I

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Provides funding for twenty-two (22) large cultural organizations.

- This funding is available to organizations with three-year average annual qualifying operating expenses of \$390,000, based upon certified audited financials.
- Organizations that receive Zoo, Arts & Parks funding in Tier I enhance economic development for the entire state, have professional staff, and often serve as ambassadors to Utah.
- Their activities are available to all Salt Lake Utah residents and visitors

## Tier II

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Not limited to a number of awardees but annually receives over 200 applications.

- Tier II provides funding for diverse arts, cultural, historical, and botanical organizations not funded in Tier I, including the local arts and cultural councils in Salt Lake County.
- Tier II organizations are instrumental in providing affordable access to arts and cultural opportunities in the community, are typically smaller in size, range from volunteer-led to paid staff, and represent all areas of the County.
- Tier II funded organizations have programs available to all Salt Lake County and Utah residents and visitors.

## Zoological

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Provides funding for three (3) zoological organizations.

- This funding is available to organizations with three-year average annual qualifying operating expenses of \$390,000, based upon certified audited financials.
- This funding should be used to build organizational capacity, fund zoological facilities, to create stability and to provide adequate predictable support.
- Organizations that qualify for Zoological funding have headquarters and a significant presence in Salt Lake County and serves an audience of 75,000 or more persons annually.

For complete details on the ZAP program, process, and information, please refer to [Countywide Code 1031](#) (linked here and in the Appendix).



# TIER II GRANT PROCESS AND TIMELINE

In its entirety, the ZAP Tier II grant process takes approximately ten (10) months to complete from application opening to signed contracts. There are **six phases** in the process which include:



## 1. Eligibility

- Before beginning a ZAP grant application, be sure to thoroughly review eligibility criteria, what ZAP funds can and cannot support, and to determine your organization's discipline.

## 2. Application Workshop Webinar

- Attend or watch the recording of the Tier II Grant Application Workshop webinar prior to beginning a grant application. Many frequently asked questions are answered during the webinar.

## 3. Application

- Complete all components of the online application including narrative responses, budget, additional uploaded documentation, and Smartsheet Additional Data metrics.

## 4. Review Process

- The review process includes an internal staff assessment of eligibility and completeness, Advisory Board review and funding recommendations, and County Council consideration and approval.

## 5. Contract and Payment Process

- Upon award notification, grantee will be required to sign a contract and update or register in PaymentWorks for receiving payments.

## 6. Contractual Obligations

- Part of receiving ZAP grant funds includes requirements for ZAP recognition and possible site visits from staff or Advisory Board members.

**Each year the ZAP Tier II Application opens first business day of March and closes the last business day of April.**

## **2025 TIER II APPLICATION DATES**

**Application opens Monday, March 3**

**Application deadline is Wednesday, April 30, 11:59PM**

**NO LATE APPLICATIONS ACCEPTED**



# 1. ELIGIBILITY

All categories of applicants must meet these eligibility requirements:

- Must be a 501(c)3 nonprofit organization OR officially designated local arts agency for a municipality.
- For funding requests <\$22,000, no additional financial statements needed.
- For funding requests >\$22,000, must meet financial requirements outlined in the application.
- An organization will not qualify to receive Tier II funding unless it has its headquarters or a significant presence in Salt Lake County and manages and presents activities within Salt Lake County.
  - Only activities held within Salt Lake County may be funded
    - While applicant can have programming and activities which occur outside of Salt Lake County, funds may only go toward those activities, events, and programming which occur within Salt Lake County.
- ALL activities for which applicant requests funding, must be publicly available and not restricted. Charging admission is ok of course, but the activity cannot be limited to certain segments of the population, (e.g., 21+ only events).
- Applicant's mission and primary focus must be arts, cultural, or botanical in nature.
- Must fall within one of the established ZAP disciplines (see below).
  - Nonprofit organizations whose primary mission is not listed as a ZAP approved discipline, may apply for arts and cultural programs or projects that are publicly available. These applicants must maintain separate budgets and records for the specific project.
- Tier II funding should not be the sole or major source of funding for Tier II applicants.

Grants are competitive and NOT guaranteed year-to-year and applicants must apply annually.



## Eligible Disciplines

### Architecture

- Historical preservation, service, and education

### Arts and Cultural Festivals

- Festivals with a primary focus of curated arts and cultural disciplines and activities.
- This does not include state, local, or community fairs, or farmers markets.

### Arts Education

- Performances for children/students
- Classroom or after-school instruction
- Teacher and artist training
- Service/information, and referrals

### Botanical

- Study, research, and fostering the appreciation of plant life, including gardens, flowers, ornamental shrubs, trees, and horticulture

Must fulfill all three of the following activities:

- Horticultural display
- Botanical research
- Community education

### Dance

- Ballet, jazz, world (ethnic), modern, tap
- Dance service organization
- Dance training
- Historical/traditional
- Interdisciplinary

### Folk Arts

- Defined as homegrown traditional artistic activities of groups sharing ethnic heritage, language, occupation, religion, or geographic area
- Community and/or family-based arts enduring through generations, showcasing community aesthetics and artistic excellence

Includes:

- Crafts
- Stories/oral history
- Traditional performing arts

### Humanities

- Promotion and public education of philosophy, literature, languages, and art criticism (excluding theology, natural sciences, and social sciences)

Includes:

- Lecture series
- Symposiums
- Conferences

### Interdisciplinary/ Performance Art

- An artistic hybrid, combining two or more disciplines within a single artwork or performance piece.

### Literature

- Literary service organization
- Press, prose, poetry, fiction, or nonfiction.
- Magazines and Newspapers are ineligible.

### Local Arts Agency

- Municipal designated agencies or non-profit corporations responsible for supporting local arts and culture activities, including:
  - Presenting
  - Grant making
  - Planning
  - Placemaking activities
  - Community development through arts and culture
  - Marketing and public relations
  - Exhibitions and other artist programs

### Media Arts

- Includes animation, digital media, graphic design, independent film, and multidisciplinary work within media arts
- Excludes radio, television broadcasting networks/stations, and cable communication systems



*Disciplines Continued:*

**Multi-Disciplinary**

- Organizations whose activities encompass two or more distinct disciplines (e.g. music and visual arts)

**Music**

- Blues, classical, contemporary/new music, historical/traditional, jazz, opera, world music, choral and other.

**Natural History**

- Plant and animal life
- Dinosaurs and fossils
- Rare gems, minerals, and meteorites
- Human evolution and cultures
- Origin of life
- Includes exhibitions about human beings, the earth, and the environment (excluding aeronautics, space exploration, and science/technology)
- Focus on public programs rather than academic research

**Presenting Organizations**

- Curate programs and arrange public performances to expand appreciation of diverse art forms and community interests
- Responsible for: Financial risk of performances, production, marketing, box office, venue, and house management tasks
- May commission new work and support artists
- Excludes farmers markets, local/regional/state fairs, and community celebrations

**Theatre**

- Classical/revival theater
- Contemporary/new work
- Musical theater

**Visual Arts**

Includes:

- Ceramics
- Digital art
- Gallery/exhibition spaces
- Mixed media
- Museums
- Painting/drawing
- Photography
- Printmaking
- Sculpture/three-dimensional art

**History (for Tier II Only)  
(History disciplines are not eligible for Tier I funding)**

History is broadly defined as the study of the past, designed to record or explain past events. This includes the following kinds of organizations and activities:

- Heritage preservation
- Historical museums
- Historical research
- Historical site
- Living history programs



## **Restrictions**

State Statute, County Ordinance, and Countywide Policy outline specific restrictions on how ZAP funds can and cannot be used.

### **ZAP CANNOT Fund:**

- Expenses NOT related to cultural, botanical, or zoological activities
- Performances, events, and activities that take place OUTSIDE Salt Lake County
- Activities not available to the general public (e.g. university or college program organized primarily for student populations)
- Endowments, cash reserves, or saving account funds
- Accumulated deficits or debt retirement
- Capital improvements
- Fundraising expenses related to capital or endowment campaign.
- Lobbying expenses
- Scholarships, purchase of awards, cash, or prizes
- Public schools &/or school programs (K-12) or hiring of temporary or permanent staff in any school or school system
- Non-cultural celebratory activities (no parties)
- Re-granting, sub-granting, fellowships, and fiscal sponsorship
- Educational institution whose annual revenues are directly derived more than 50% from state funds
- Activities that are primarily religious in purpose or promote a religious viewpoint
- Magazines or newspapers
- Radio or television broadcasting network or stations, or cable communications systems
- Activities intended primarily for fundraising
- Recreational, rehabilitative or therapeutic programs
- Social service programs
- Fireworks, Sister-city programs, rodeos, pageants, farmers markets
- Religious Proselytizing and non-cultural celebratory activities
- Salt Lake County agencies (departments, offices or divisions). The ZAP Program encourages County agencies and other ineligible organizations to collaborate with ZAP funded organizations (grantees) in supporting their mission.

**Important:** If your organization funds ANY of these activities, they CANNOT be funded by ZAP funds and cannot be included in your request.

## **Eligible Expenses**

ZAP DOES fund:

- General operating support
- Rent and utilities
- Staff salaries and artist fees
- Program supplies
- Marketing expenses
- Equipment rentals (sound/lighting/set/etc.)
- Script royalties
- Website maintenance
- Office supplies
- Equipment that is not capitalized

## 2. APPLICATION WORKSHOP WEBINAR

Prior to beginning a grant application, applicants must attend the virtual workshop or watch the recording on the Tier II Grant Application Process. Updates from year-to-year will be covered in this workshop, as well as a review of the application questions and process. Many frequently asked questions are answered during the webinar.

This workshop is offered each year and applicants should plan to attend regardless of how many years they have received ZAP funding.

### **2025 Grant Application Workshop Webinar**

This year the virtual workshop will be held on Thursday, March 6, 2025, 12:00 – 1:30PM

Visit [THIS LINK](https://app.smartsheet.com/b/form/7daa2ef7235640b4bb135981bc7dd1b6) to RSVP and receive the meeting link.  
(<https://app.smartsheet.com/b/form/7daa2ef7235640b4bb135981bc7dd1b6>)

A recording of the virtual workshop will be posted [HERE](https://www.saltlakecounty.gov/zap/apply-for-funds/tier-ii/):  
<https://www.saltlakecounty.gov/zap/apply-for-funds/tier-ii/>



## 3. APPLICATION PROCESS

The Tier II grant application process includes the submission of narrative responses, budget reporting, as well as supplemental information. This process is completed through two platforms, ZoomGrants (ZAP's online grant management software), and Smartsheet.

1. **NEW APPLICANTS** – Complete the online **Eligibility Check** form before beginning an application.
  - o We strongly recommend that, after you have completed the online Eligibility Check, you set up a Technical Support meeting with Samantha Thermos at: <https://calendly.com/sthermos-slco/30min>
2. **Create or update your ZoomGrants account.**
3. **Complete the online application**
  - I. Narrative responses
  - II. Budget
  - III. Uploads and supplementary materials
  - IV. Additional Data Smartsheet metrics
4. **Post-Spending Evaluation Report (returning grantees only)**

### Important Dates



**Application Opens: Monday, March 3, 9:00AM**



**Application Webinar: Thursday, March 6, 12:00-1:30PM**



**Application Deadline: Wednesday, April 30, 11:59PM**

### 1. Eligibility Check

The Eligibility Check process is intended to give your organization a sense of whether it MAY be eligible for a ZAP grant and to help you learn more about ZAP eligibility. The online form is not a confirmation of eligibility and new ZAP applicants should contact Samantha Thermos at: <https://calendly.com/sthermos-slco/30min> to discuss eligibility and the application and review process prior to applying.

Eligibility does not guarantee funding, and a completed application must be submitted in order to be considered for funding. ZAP grants are awarded on a competitive basis annually and are not guaranteed year to year.

**Access the Eligibility Check form HERE: <https://bit.ly/4h4dLs1>**

The Eligibility Form will ask the following questions:

### **501c3 Nonprofit Status**

Is your organization able to provide an Internal Revenue Service (IRS) 501c3 Tax-Exemption Determination Letter for Nonprofits as proof of nonprofit status? Or is your organization a local arts agency officially designated by your municipality?

### **Discipline**

In order for an organization to be eligible for ZAP funding, the primary purpose of the organization must be one of the eligible disciplines. Primary Purpose means the main goal, the fundamental intent, the core purpose or mission of an organization. This means more than 50% of the organization's activities are devoted to this purpose which should also be stated or referenced in some way in the organization's mission statement.

#### **LIST OF ELIGIBLE DISCIPLINES IS ABOVE**

If your organization does NOT meet the discipline requirement above, you may apply for a **specific project/program** which fits within one of the eligible disciplines. However, if your organization chooses to submit a project/program application, you must keep separate books/records for what the ZAP grant funds will support.

### **County**

Does your organization present or host activities within Salt Lake County?

### **Open to the Public**

Are your organization's activities publicly available (i.e., open to the general public)? (Charging for admission tickets is permissible, but it cannot be limited to a certain segment of the population, e.g. 21+ only events.)

### **Funding Restrictions**

ZAP policy limits the ways in which ZAP funds may be utilized. Review the list of Funding Restrictions to ensure your funding request is in compliance with policy limitations.

#### **LIST OF FUNDING RESTRICTIONS IS ABOVE**

Can you confirm that your funding request excludes all items listed under Funding Restrictions?

If you answered NO to any of the questions in the form, it is likely that your organization may NOT be eligible for ZAP Tier II funding.

If you have questions and would like to discuss your organization's funding eligibility with staff, please schedule a 30-minute technical support meeting with Samantha Thermos at: <https://calendly.com/sthermos-slco/30min>

## 2. ZoomGrants

1. Login into or create an account in ZoomGrants
  - a. Link to ZoomGrants login: [www.zoomgrants.com/login/](http://www.zoomgrants.com/login/)
  - b. It is recommended that you use an email that is not specific to a person, but to the position such as development@organization.org. This will keep your ZoomGrant account accessible to your organization in the case of staff turnover.
    - i. While ZAP staff can link previous accounts to a new ZoomGrant account, it is a process that must go through ZoomGrants support and will take a few days to complete.
2. After you have logged in, start a new application
  - a. Click on the link below to create the application (This is a new link each year.)  
[https://www.zoomgrants.com/zgf/SLCo\\_ZAP\\_Tier II Application 2025](https://www.zoomgrants.com/zgf/SLCo_ZAP_Tier_II_Application_2025)
3. Once you have created the new application, it can be found in your ZoomGrants dashboard. It will remain there even if you log out of ZoomGrants and is accessible to edit and make changes to up until the deadline.

### ZoomGrants Terminology and Tips

#### **Application Contact/ Account**

- “Owns” the application
- Can view and edit every section
- Is the only account holder that can invite Collaborators to participate in the application's completion

#### **Collaborators**

- Must be invited to the application by the “Owner/Application Contact”
- Can only view and/or edit the tabs Application Contact has given them permission
- Once invited and given viewing/editing privileges, the application will show up on the Collaborator's application list at log in
- Viewing and editing access for Collaborators can be found under the Summary tab

#### **Video**

- For a video window to appear in ZoomGrants, you can paste an embed code in the Optional Video box at the top of the Application Questions page.
  - This is not a URL, it is a specific code that creates the video window.
- To paste an embed code, your video first must be uploaded to a video streaming service (Youtube or Vimeo are easiest).
- For most videos, embed codes are under a "Share" button on your video's page.

#### **Troubleshooting**

- “White List” (or add as a safe sender) Notices@Zoomgrants.com
- It is recommended that you work on your responses on an outside document, such as Word or Pages, and then copy and paste your answers into ZoomGrants once you have finished the narrative responses.
- You should have access to previous years' applications. Contact ZAP if you do not.
- Chrome seems to be the best browser for this platform and we recommend using
- Be sure to save a copy as a Word doc – outside ZoomGrants to avoid losing info



### 3. Complete the Online Application

Completing and submitting a ZAP Tier II grant application, consists of four steps:

- I. **Narrative responses**
- II. **Budget information**
- III. **Uploads and supplementary materials**
- IV. **Additional Data Smartsheet metrics**

#### I. Narrative Responses

**A COPY OF THE APPLICATION QUESTIONS IS INCLUDED IN THE APPENDIX.**

- Each question on the application is accompanied by help language as well as the character count for that response.
- Your answer to application Question 4 (operational or project funding) will change/adjust the remaining application questions. Some questions may appear/disappear depending on which option you select.
  - **If your organization's primary discipline is arts or cultural (refer to Eligible Disciplines)**, you may apply for operational or project funding.
  - **If your organization's primary discipline is NOT arts or cultural**, you may apply for project/program funding.

#### II. Budget Information

There are two tables in the application form and an additional explanation question, #6 Budget Narrative, related to budget information. You will need up to three years of fiscal data to fill out the tables.

- Use actual numbers from your most recently completed fiscal year
- Use projected numbers for your current fiscal year
- Use projected numbers for next fiscal year
  - If you plan to spend your ZAP funds in the current fiscal year, you will leave this column blank

**Per ZAP County Policy (1031) no single request can exceed 7% of the total Tier II budget, which is \$239,000.**

**TABLE 1: REVENUE AND FUNDING:** In this table, you will enter all of your revenue/income/funding for each fiscal year. This is where you will show matched funds.

**TABLE 2: FUNDING USES AND EXPENSES:** In this table, you will enter in all of your expenses/funding uses for each fiscal year. You should include the ZAP funding you are requesting in this application in the appropriate column.

**BUDGET NARRATIVE:** Some lines in Table 1 and Table 2 ask for explanation in question #6: Budget Narrative. Please explain your data for those lines and be sure they match in both places. We also recommend explaining anything that might stand out in your budget (such as: large changes in numbers from year to year). Think about this from the perspective of someone who knows nothing about your organization.

**PROJECTS:** If your overall organization's primary purpose isn't arts or cultural, include ONLY the budget for the project for which you are requesting funds (such as: a music festival put on by

a social services organization). **\*\*Reminder:** Your project must have separate financial records in order to be eligible for ZAP funding.\*\*

#### **BUDGET TIPS:**

1. **REVENUE/EXPENSE DOES NOT MATCH:** If your revenue and expense totals don't match, please provide an explanation in the Budget Narrative.
2. **IN-KIND:** The In-Kind revenue line (Table 1, Line 7) must match the In-Kind expense line (Table 2, Line 20) for each year.
3. **DIVERSIFIED FUNDS:** Competitive applications show enough funding from other sources to at least match the amount they are requesting from ZAP in this application (in-kind cannot be used).

**IMPORTANT:** By submitting your application, you are certifying that the numbers you entered are correct to the best of your knowledge. We strongly encourage you to work with your accountant when completing this form.

#### **IF REQUESTING >\$22K**

If you are applying for \$22,000 or more, please attach the required additional financial documentation to the Documents tab of your application no later than **Friday, May 30, 2025 at 5:00 PM.**

- Requests between \$22,000 and \$42,999.99 require a Certified Financial Review of its financial statements for the most recently completed fiscal year.
- Requests between \$43,000 and \$84,999.99 require a Certified Audit of its financial statements for the most recently completed fiscal year.
- Requests from \$85,000 and above require 3 consecutive years of certified audited financial statements. Including a certified audit of its financial statement for its most recently completed fiscal year.
  - Tier II applicants with three years of certified audited financial statements desiring and eligible for \$85,000 or more will be held to the Tier I 35% rule (based on the prior year's fiscal audit or review). An organization may not qualify for ZAP Tier I funding in excess of 35% of its total qualifying operating expenses, as defined in the application and ZAP policies and procedures.

Additionally, **ALL requests \$22,000 and over require you to submit a peer review letter from your CPA firm.** This letter is a review of your CPA's processes. It is not the letter from your audit. Ask your CPA for a copy of this letter.

**\*\*Please note:** If these documents are **not submitted** by end of day on May 30, the application will not be considered for \$22,000 or more and may be **disqualified.**

### **III. Uploads and supplementary materials**

#### **Required for All Applicants**

- Required for all applications: Organization Chart

#### **Organizations Requesting Over \$22k**

- Required for ALL requests \$22k or over: Board Member List
  - **SAMPLE ROSTER IN APPENDIX**
- Required for ALL requests \$22k or over: Auditor's Peer Review Letter (Due May 30)

- Required for requests \$22k or over, under \$43k: Certified Financial Review (most recently completed fiscal year; due May 30)
- Required for requests \$43k or over, under \$85k: Certified Financial Audit (most recently completed fiscal year; due May 30)
- Required for requests \$85k or over: Three Consecutive Years of Audits (Due May 30)

### **Strongly Encouraged**

- Organizational video
- List of current partnership programs
- Visual documents
- Annual report/brochures/strategic plan/news articles
- High-Res File of Org Logo (PNG, AI, PDF, high-res JPG)

## **IV. Complete Smartsheet Additional Data Metrics**

Part of the ZAP Tier II application asks you to submit additional data on an external platform.

To access the [Smartsheet form](https://bit.ly/4hVhPvL), visit: <https://bit.ly/4hVhPvL>

**You will need the following data from your MOST RECENTLY COMPLETED FISCAL YEAR.**

**Number of:**

- Full and part-time employees
- Contractors
- Volunteers (all of which cannot overlap)
- Events in Salt Lake County
- Audience numbers (in Salt Lake County) and which were free

**THIS ONLINE FORM CANNOT BE SAVED:** Unfortunately, you cannot save this form and return later to complete it. If you are working on this form over time, we recommend saving your answers in an outside document and returning to this form when you are able to provide all information.

To help with this, you can find the **ADDITIONAL DATA WORKSHEET QUESTIONS IN THE APPENDIX** as well as a link to Salt Lake County's Council District Interactive Map.

**AFTER SUBMITTING THIS FORM:** Please return to your ZAP 2025 Tier II application in ZoomGrants and click the "I certify I have submitted the Additional Data form via Smartsheet," checkbox (Question #15) before continuing with your application.

## **4. Complete the Post-Spending Evaluation Report**

Each funded organization must submit an annual Post-Spending Evaluation Report detailing how it expended the funds it received from ZAP. The purpose of the evaluation report is to account for the funds distributed to each funded organization.

The report must be submitted after the project/program's completion and prior to future ZAP funding. ZAP funding may be withheld due to inadequate, incomplete, or non-submitted evaluation forms.

This form can be found in ZoomGrants, in your 2023 application.

A COPY OF THE EVALUATION QUESTIONS IS INCLUDED IN THE APPENDIX.

**In order to receive 2025 ZAP funding, organizations that received funding in 2023 must submit the Post-Spending Evaluation Report by April 30, 2025.**





## 4. REVIEW PROCESS

Annually, the Tier II category receives 9 (nine) percent of the overall ZAP tax revenues for its grant awarding budget. As of 2024, this amount was approximately \$3.4 million for >230 approved grant awards. All eligible applications are given a final scoring and funding award amount review for meeting ZAP County-wide policy requirements.

**All applications submitted by the deadline will go through a three-step process.**

- 1. ZAP Staff Review**
- 2. Tier II Advisory Board Review**
  - a. Discipline Subcommittee Review, Scoring and Funding Amount Recommendation
  - b. All-Day Review: Final Deliberations – Financial Reviews, Application Scoring & Funding Recommendations
- 3. County Council Review and Approval**

### 1. ZAP Staff Review

Every application submitted by the deadline will be reviewed by ZAP staff to ensure that the application is eligible and complete. Missing or inaccurate information or documentation provided by applicant in the ZoomGrants ZAP Tier II Grant Application can be grounds for ineligible or decline status. Ineligible and declined applicants will be notified by ZAP staff.

### 2. Tier II Advisory Board Review

The Advisory Board will review applications and accompanying materials. All eligible Tier II grant applications will be reviewed and scored by all Tier II Advisory Board members. Additionally, all eligible applications are assigned an Advisory Board member who serves as Lead Reviewer. Board members are assigned as Lead Reviewers for approximately 3-4 applications per Discipline Subcommittee in order to focus in on each application deliberately and specifically.

#### **Review of Application**

The review of an application includes Lead Reviewer scores and notes as well as all other Advisory Board member scores. For applications of >\$22,000, an independent CPA firm reviews your financial statements and performs a **Financial Health Test (a copy can be found in the Appendix)**. The CPA firm will provide financial statement observation comments and requested fixes to ZAP staff, the Advisory Board and applicants. Applicants will receive CPA comments and fixes through a ZoomGrants email after County Council has approved funding recommendations.

Tier II funding should not be the sole or major source of funding for Tier II applicants. Priority will be given to those organizations that can demonstrate a strong connection to the community and that have a substantial track record of success and a stable history.

## **Synthesis And Sharing**

Lead Reviewers present their overview of the applicant in a manner that allows other board members to review their score objectively. We ask Lead Reviewer Advisory Board members to approach this as a mini-SWOT analysis (strengths, weaknesses, opportunities, threats). After the Lead Reviewer provides their mini-SWOT analysis, other Board members provide their input and experiences (if there are any) with the applicant organization.

## **Relevance Of Information During Review**

If an Advisory Board member has information regarding an applicant that is not public knowledge, it will not be shared in the ZAP application review process. The scoring of ZAP applications must be completed based on application materials, event attendance, online presence and public knowledge.

Members of the Tier II Advisory Board review applications based on three equally weighted categories:

### **1. Artistic/Cultural Vibrancy**

- a. This includes the review of:
  - i. Eligibility Q7
  - ii. Application Q1, Q6, Q7, Q8, Q13
  - iii. Optional documents and videos

### **2. Public Benefit/Outreach**

- a. This includes the review of:
  - i. Application Q6, Q7, Q8, Q10, Q11, Q13, Q15
  - ii. Additional Data Metrics form
  - iii. Optional documents

### **3. Organizational Capacity**

- a. This includes the review of:
  - i. Eligibility Q8
  - ii. Application Q2, Q3, Q6, Q7, Q8, Q9, Q12, Q14
  - iii. Budget Tables
  - iv. Optional documents

Not every applicant will answer every question, depending on their request amount and organization type.

Requesting less than \$22k:

- Q1-Q12 Answer;
- Q13-14, enter "Not Applicable." Please do not provide answers for Q13-14. If you do, you will be asked to remove them out of fairness to all applicants, and to streamline the review process.
- Answer Q15 AFTER completing the data form in Smartsheets.

Requesting over \$22k

- Your organization will answer all questions (Q1-Q15).



Each category is then scored. Scores can range from 0 (low score) to 5 (high score).

<b>SCORE</b>	<b>RANK</b>	<b>RANK DESCRIPTION</b>
<b>5</b>	Exceptional	<ul style="list-style-type: none"> <li>• The applicant provides reviewer with an overwhelming understanding of the organization and its project.</li> <li>• The application is clear, well-articulated, and well-written.</li> <li>• The budget is realistic, comprehensive, provides explanations, and matches the narrative.</li> <li>• The applicant demonstrates their activities are of the highest quality, highly relevant, and demonstrates community impact.</li> <li>• The application clearly communicates how ZAP funds will be used to build organizational capacity.</li> </ul>
<b>4</b>	Strong	<ul style="list-style-type: none"> <li>• The applicant provides reviewer with a clear understanding of the organization and its project.</li> <li>• The application is clear, well-articulated and appropriate.</li> <li>• The budget is realistic, provides explanations and aligns with the narrative.</li> <li>• The applicant demonstrates their activities are of high quality, relevant, and benefit the community.</li> </ul>
<b>3</b>	Good	<ul style="list-style-type: none"> <li>• The applicant provides reviewer with a sufficient understanding of the organization and its project.</li> <li>• The application is clear and appropriate.</li> <li>• The budget is realistic and reasonably aligned with the narrative.</li> <li>• The applicant demonstrates their activities are of good or average quality, relevant, and benefit the community.</li> </ul>
<b>2</b>	Fair	<ul style="list-style-type: none"> <li>• The applicant provides a limited understanding of the organization and its project.</li> <li>• The narrative is appropriate but with limited detail.</li> <li>• The budget is not particularly well-aligned with the narrative.</li> <li>• The applicant provides limited documentation of the quality of activities and community impact.</li> </ul>
<b>1</b>	Weak	<ul style="list-style-type: none"> <li>• The applicant provides reviewer with very limited understanding of the organization and its project.</li> <li>• The narrative lacks detail and is hard to understand.</li> <li>• The budget is unrealistic and poorly aligned with the narrative.</li> <li>• Information documenting the quality of activities and community impact is insufficient and/or of poor quality.</li> </ul>
<b>0</b>	Non-competitive	<ul style="list-style-type: none"> <li>• The applicant provides insufficient information and does not meet the minimum criteria for review.</li> </ul>

Scores for each assessed category are collected from all Tier II Advisory Board members. Scores across categories are added and then divided by the number of board members included in the review. Each organization's category scores and total are reported back to the applicant organization during the award notification process (following final board recommendations as approved by the County Council).

**Example: Application Review of “Organization A”**

Reviewed Categories	Scores from Board Member #1	Scores from Board Member #2	Scores from Board Member #3	Calculation (sum scores across single category, then ÷ # of reviewers)	Scores reported back alongside notification letter
Artistic/Cultural Vibrancy	5	4	4	13 ÷ 3	4.33
Community Benefit/Outreach	4	4	3	11 ÷ 3	3.67
Organizational Capacity	4	3	3	10 ÷ 3	3.33

<b>Cumulative Score = Sum of Category Scores ÷ 3 Categories, or in this example</b>	<b>11.33 ÷ 3 =</b>	<b>3.78</b>
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**What makes an application exceptional?**

- Is open to the public and welcomes all
- Clearly demonstrates the ability to implement project(s) and/or operations

**An application which demonstrates exceptional Artistic/Cultural Vibrancy:**

- Inspires and contributes to vibrant/energetic cultural community in Salt Lake County
- Provides unique, impressive, and noteworthy contributions to its field
- Supports work that has merit and connects with the audience
- Engages qualified and diverse arts/cultural professionals

**An application which demonstrates exceptional Public Benefit/Outreach:**

- Clearly demonstrates the organization understands, works with, and serves its community
- Makes an effort to reach out to all populations within Salt Lake County
- Demonstrates meaningful relationships with other stakeholders
- Demonstrates strong partnerships with other art and cultural organizations

**An application which demonstrates exceptional Organizational Capacity:**

- Clearly demonstrates the organization is well managed and stable
- Has an engaged, active and qualified board, staff and/or volunteers
- Demonstrates diverse funding sources
- Sets a realistic and appropriate annual budget

**For requests >\$22,000: Sets clear goals and measures progress**

**3. County Council Review and Adoption**

**Formal County Approval Process**

- The Tier II Advisory Board shall review all eligible applications and accompanying materials. After careful review and deliberation, and based upon the submitted application and accompanying information, the Advisory Board shall submit a written recommendation to the County Council identifying the organizations selected by the Advisory Board to receive ZAP funding and the recommended amount or percentage of ZAP funds to be distributed to each.
- ZAP Administrative Staff and Tier II Advisory Board Chair or Vice Chair present the Advisory Board's final funding recommendations to County Council for final approval at a public meeting in approximately October of each year.

## Notification Process

- Preliminary approval notifications will be sent out to applicants after the Tier II Advisory Board has made its final funding recommendations. These notifications are a courtesy, they are not final grant award approvals.
- Upon approval from County Council, the ZAP team will send a second notification of final funding status to all applicants. Approved applicants will receive information on how to accept their funding award through an annual contracting process and how to receive award payments through the County's third-party payment system, PaymentWorks.

## Appeal Process

Tier II funds are not an entitlement, and the filing of an application for Tier II funds, no matter how complete or comprehensive, is not a guarantee that funds will be awarded. Tier II funds are awarded as competitive grants, based on merit and the availability of funds, which may vary from year to year.

Denial of funding or funding at a lower level than anticipated or desired is not a justification for an appeal, nor should it be construed as a judgment on the particular merits of a specific organization or applicant. Applicants are encouraged to consult ZAP staff if they have questions about completing the application or the application procedure.

The recommendation of the Tier II Advisory Board is not subject to appeal or reconsideration by the Tier II Advisory Board.

Tier II organizations may appeal the Tier II Advisory Board recommendation to the County Council by submitting a written statement directly to the County Council no later than ten (10) business days after notification of the Tier II Advisory Board's decision. The written statement shall specify the grounds for appeal and be accompanied by evidence supporting the grounds for appeal.

For complete details on the ZAP program, process, and information, please refer to [Countywide Code 1031](#) (linked here and in the Appendix).



## 5. CONTRACT AND PAYMENT PROCESS

If your organization is approved for funding, your organization must

- 1. Sign Funding Contract with Salt Lake County through ZoomGrants**
- 2. Enter information for payment processing through PaymentWorks**

Each year ZAP staff will host a Tier II Contract Workshop Webinar. This virtual workshop will walk grantees through the contract signing process and payment processing portal.

### 1. Sign Funding Contract with Salt Lake County through ZoomGrants

Funding contracts will be made available in ZoomGrants to sign. The signing deadline each year will be prior to the Thanksgiving holiday. All award contracts are signed through ZoomGrants unless your organization is part of a municipality.

**A SAMPLE CONTRACT CAN BE FOUND IN THE APPENDIX.**

#### Use of funds:

- If you cannot use your funds the way you detailed in your application, you must contact ZAP staff prior to signing your contract.
- Funds given in the year you applied must be expended by December 31 of the following year or returned to SLCo
  - ZAP funding awards are expected to be spent within the 12-month period you indicated in your application. If this changes, please contact ZAP staff.

### 2. Enter information for payment processing through PaymentWorks

PaymentWorks is the County's Vendor Management System. In order to receive ZAP award payments, all organizations must be registered in this system. Registering in PaymentWorks only needs to occur once, not annually. If you are a new grantee, you will be sent an invitation link to register after Tier II funding recommendations have been approved by County Council in Fall. If you are a returning grantee, you will not need to complete this step. However, if you change billing addresses, banking institutions, account numbers, etc. you will need to make those updates in PaymentWorks.

PaymentWorks is a third-party operator. The County does not provide technical assistance for the registration process nor for updating your account information. Simply click on the invitation link and follow the instructions to register your organization's financial institution and contact person information. At each step in the registration process, PaymentWorks provides a status email of what they have received and what they are work on. For assistance with these processes, organizations can turn in a service order ticket through PaymentWorks website.

#### Public Funding:

ZAP grant funds are considered public funds. You must maintain records of how these funds are used. The County may audit your use of funds as necessary.

Additionally, your submitted application form is considered public record. You will be notified if someone requests a copy of your application ZAP staff will let you know.

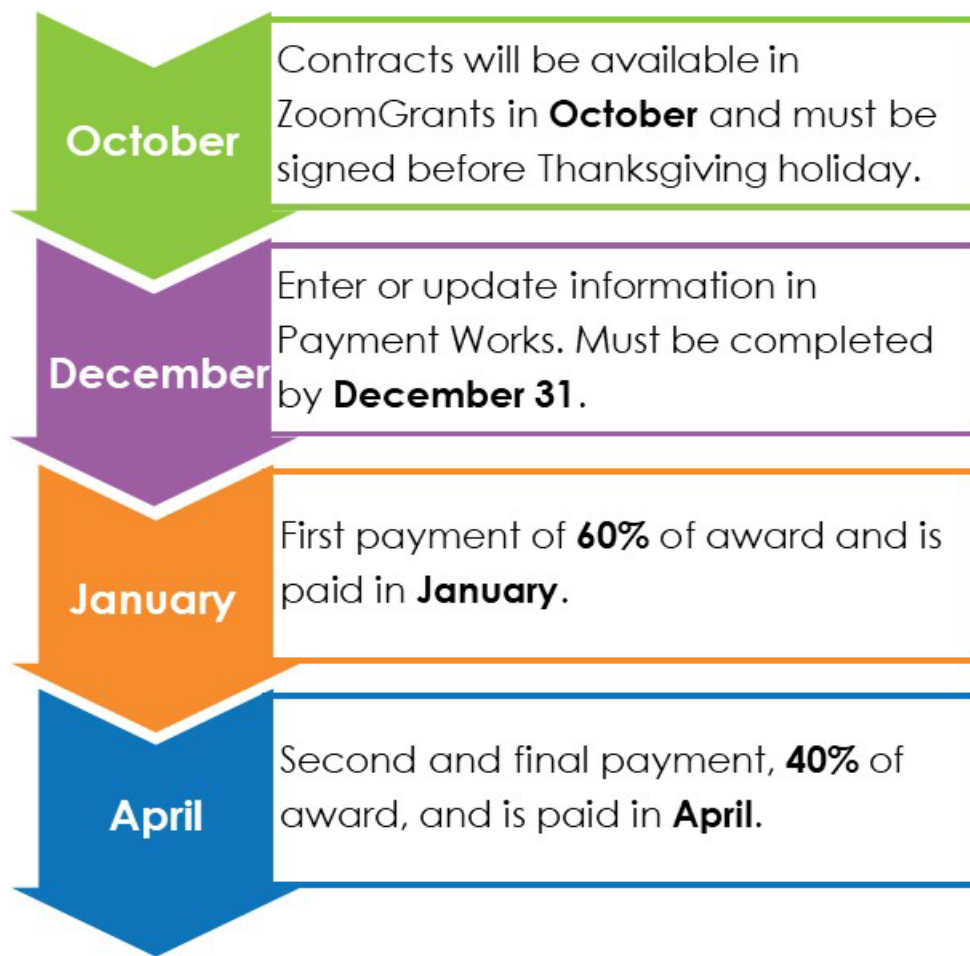
**Insurance:**

As a recipient of ZAP funds, it is expected that you maintain reasonable and appropriate insurance in accordance with industry standards. The ZAP Program does not dictate what this might be, you should know what this is and to have the appropriate level of insurance required for your organization or event.

**Distribution of Grant Funds**

Grantee must complete the two steps above (sign contract and register in PaymentWorks) before grant funds can be disbursed. Grant funds are disbursed in two payments:

- First payment is 60% of award, paid in January.
- Second and final payment, 40% of award, is paid in April.



## 6. CONTRACTUAL OBLIGATIONS

If awarded funds, grantee must follow contractual obligations, which each grantee must review before signing. This section is not a comprehensive list of agreements within the ZAP Funding Contract, but some we wish to highlight as important aspects of acknowledgement and appreciation of the ZAP program.

### 1. ZAP Acknowledgement and Thank You

ZAP grantees are contractually obligated to acknowledge ZAP in promotion of the activities/programs that ZAP funds support.

#### **This should be done:**

- On your organization's website
- On written and printed assets, such as playbills, brochures, appropriate advertisements, flyers, banners, websites, and newsletters
- As an announcement from a stage, in media releases, on supertitles, pre-event videos, etc.

ZAP staff will periodically audit the use of the ZAP logo to ensure it is being utilized in compliance with the logo usage standards outlined in the guide.

**LINK TO CONTRACT MEDIA OBLIGATIONS GUIDE CAN BE FOUND IN THE APPENDIX**

### 2. Invite Salt Lake County to Your Activities/Events

The ZAP program encourages grantees to provide free tickets and/or invitations to the County at least once per year so that members of the applicable Advisory Board, elected officials, and ZAP staff may evaluate the applicant and the merits of its programs and activities. Advisory Board members and ZAP staff are encouraged to attend free events whenever possible.

Inviting Advisory Board members, elected officials, and ZAP staff to your activities is a welcoming opportunity for them to learn about your organization in an experiential way. Additionally, while attending your activities, many ZAP representatives enjoy meeting applicant staff and performers and to interact with fellow audience members.

**[Invitation Form to invite Salt Lake County to your ZAP funded event](#)** (also in Appendix)

### 3. Now Playing Utah

If awarded, grantee organizations agree to use the <http://www.nowplayingutah.com> (NPU) website to promote its events. This arts and cultural calendar has been created by the ZAP program, Utah Division of Arts and Museums, and Visit Salt Lake in order to benefit Utah's arts and cultural community and individuals interested in attending arts and cultural events. Grantees shall provide its publicity materials to NPU in a timely manner and shall promote the



NPU website among its constituents, patrons, audiences, etc., including linking to NPU from grantee's website. Grantee also agrees to list artist profiles on NPU, if applicable.

#### 4. Press Releases and Public Relations Materials

Awarded grantees agree to provide the County with press releases and other public relations material designed to promote grantee's programs and projects. Submission by email is preferred at [PRZAP@slco.org](mailto:PRZAP@slco.org).



# ZAP CONTACT INFORMATION

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## Salt Lake County Zoo, Arts & Parks

[saltlakecounty.gov/zap](http://saltlakecounty.gov/zap)

### Mailing Address

Mid-Valley Performing Arts Center  
2525 Taylorsville Blvd.  
Taylorsville, Utah 84129

### Hours

Monday through Friday  
8:00 AM - 5:00 PM

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### Samantha Thermos

ZAP Program Director  
[sthermos@slco.org](mailto:sthermos@slco.org)  
(385) 468-7057

### Kelsey Ellis

Impact Program Manager  
[kmellis@slco.org](mailto:kmellis@slco.org)  
(385) 468-2593





# APPENDIX

## 2025

### DOCUMENTS:

- **2025 Tier II Application Questions**
- **2025 Tier II Additional Data Metrics**
- **2023 Tier II Post-Spending Evaluation**
- **Sample Board Roster**
- **Financial Health Test**
- **Sample Tier II Funding Contract**

### LINKS:

- **[ZAP 1031 Countywide Policy](https://bit.ly/4btkRVN)**  
<https://bit.ly/4btkRVN>
- **[Salt Lake County Council District Interactive Map](https://bit.ly/41CT2qA)**  
<https://bit.ly/41CT2qA>
- **[Utah Business Entity Number Search](https://businessregistration.utah.gov/EntitySearch/OnlineEntitySearch)**  
<https://businessregistration.utah.gov/EntitySearch/OnlineEntitySearch>
- **[ZAP Contract Media Obligations Guide](https://bit.ly/43o63FM)**  
<https://bit.ly/43o63FM>
- **[Invite Board Members and Elected Officials to your ZAP Funded Event](https://bit.ly/3D0Lhl9)**  
<https://bit.ly/3D0Lhl9>

Salt Lake County  
ZAP II

## ZAP 2025 Tier II Application

Deadline: 4/30/2025

### Print Preview Prop

Jump to: [Additional Questions](#) [Eligibility Check](#) [Application Questions](#) [Budget](#) [Documents](#)

**\$ 0.00** Requested

#### Additional Contacts

*none entered*

[printpreview@printpreview.com](mailto:printpreview@printpreview.com)

Tel: 888-867-5309

#### Additional Questions [top](#)

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#### Utah Entity Number

1. Utah Entity Number

#### Secondary Contact

2. First Name

3. Last Name

4. Telephone

5. Email

#### Budget Contact

6. First Name

7. Last Name

8. Telephone

9. Email

#### Optional

10. Social Media Links (Facebook Page, Instagram, Twitter, etc.)



### 1. My organization is a...

*Your organization must be one of these to be eligible for funding.*

- 501(c)3 nonprofit
- Municipal arts/cultural council (officially designated by the municipality)
- Affiliate or part of a University that does not receive more than 50% (half) of its funds from the state

### 2. What is your organization's PRIMARY purpose?

*Primary means that more than 50% (half) of your organization's activities have this purpose.*

- Botanical (the advancement and preservation of plant science through horticultural display, botanical research, and community education)
- Cultural (the advancement and preservation of natural history, history, humanities, art, music, theater, dance, cultural arts, literature, motion picture, or storytelling)
- Other (this option is less common, please contact ZAP staff before filling out your ZAP application)

### 3. If your overall organization's primary purpose is not botanical or cultural, your application's PROGRAM/PROJECT might qualify for funding. Does the program/project you are applying for have a botanical or cultural purpose?

*BOTANICAL= plant science through horticultural display, botanical research, and community education. | CULTURAL= natural history, history, humanities, art, music, theater, dance, cultural arts, literature, motion picture or storytelling.*

- Yes
- No (Ineligible: your organization's program cannot qualify for ZAP funding. If you are unsure of eligibility, please contact ZAP staff.)

### 4. Does the program/project you are applying for consistently maintain financial books and records separate from your overall organization?

*If your overall organization does not have an arts/cultural focus, your program/project needs to have separate financial records to qualify for Tier II funding.*

- Yes (Good! Your organization's program can apply. The data you enter into the Budget tab should be for your program/project, not your overall organization.)
- No (Ineligible: without separate books and records, your organization's program cannot qualify for ZAP funding.)

### 5. What is your organization's eligible discipline? (see application Resource Library for list of discipline definitions; eligible organizations MUST fall clearly within at least one discipline)

*Your organization will be reviewed with others in your discipline. You should select the discipline that most accurately reflects your organization's work.*

- Architecture
- Arts & Cultural Festivals (excludes state/local/community fairs)
- Arts Education
- Botanical
- Dance
- Folk Arts
- History
- Humanities
- Interdisciplinary/Performance Art
- Literature
- Local Arts Agency (municipal arts/cultural council)
- Media Arts
- Multi-Disciplinary (arts and cultural)

- Music
- Natural History
- Presenting Organizations
- Theatre
- Visual Arts

**6. During what 12-month time period will you spend your requested 2024 funds? (Example: July 2024-June 2025)**

*If funded, you need to spend your grant during this 12-month time period. It must meet all of the following: A) align with your fiscal year, B) fall between January 2024 and December 2025, and C) not overlap with previously ZAP funded time periods*

*-no answer-*

**7. If you had a chance to speak with a community leader for one (1) minute to explain your organization, what would you say? In other words, what is your organization's "elevator pitch?" (Artistic/Cultural Vibrancy)**

*If funded, we will use a portion of this description in ZAP's public-facing Grantee Directory. This should be a simple explanation of what you would like the community to know about your organization's work.*

*-no answer-*

**8. Does your organization have a current board-approved Standard of Ethics for your organization? (Organizational Capacity)**

*Tier II organizations are expected to maintain professional and ethical standards. For resources on creating and maintaining a Standard of Ethics, please see the Capacity Building Resources link in the Resource Library.*

- Yes
- No

**9. Is your organization or program/activity located in Salt Lake County?**

*Organizations not located in Salt Lake County (SLCo) must provide program/activity within SLCo to be eligible for ZAP funding. SLCo Interactive District Map: <https://slco.to/r3x1Qm>*

- Yes
- No

**10. DATA: What is your organization's mailing/billing address? The address to which an organization's mail should be sent, including payments. Please enter your address: street address, city, state, and ZIP code. Answers for Questions 10-12 may be the same or different addresses/locations depending on your organization.**

*This can be: a physical or home address, commercial space, or a post office box. This information is used to identify County Council Districts, aggregated data purposes, activity heat maps, and economic impact reporting.*

*-no answer-*

**11. DATA: What is your organization's business address/physical location? This is where your organization operates from, but that might not always be the case. Please enter your address: street address, city, state, and ZIP code. Answers for Questions 10-12 may be the same or different addresses/locations depending on your organization.**

*This can be: a physical or home address, commercial space, or a post office box. This information is used to identify County Council Districts, aggregated data purposes, activity heat maps, and economic impact reporting.*

*-no answer-*

**12. DATA: What is the location address where the MAJORITY of your ZAP eligible activities take place? OR: If you do not have a primary activity location, where the public can most often**



access your organization's arts or cultural offerings in Salt Lake County? This would be activities performed by your organization, for which your organization (project/program) was formed. Please enter your address: street address, city, state, and ZIP code. Answers for Questions 10-12 may be the same or different addresses/locations depending on your organization.

*This information is used to identify County Council Districts, aggregated data purposes, activity heat maps, and economic impact reporting.*

-no answer-

**Documents Requested \***

Tax Exempt Document (such as: IRS designation letter; letter from municipality)

**Required? Attached Documents \***



**Application Questions** [top](#)

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**About Your Organization**

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1. What is your organization's board-approved mission statement? (Artistic/Cultural Vibrancy)

-answer not presented because of the answer to #4-

2. Explain your organizational history and structure. Please provide the following: 1) History: when your organization confirmed nonprofit status, 2) Structure: include staff, board make-up, and consistent volunteer involvement. (Organizational Capacity)

*Successful applicants answer both part 1 and 2 of the question, and demonstrate engaged, active, and qualified individuals involved with their organization.*

-no answer-

3. Please enter your total operating expenses from your last completed fiscal year (subtract out In-Kind expenses). (Organizational Capacity)

*NUMBERS ONLY. Enter in "\$XX,XXX" format. To calculate this, use the Budget tab. Find the total for Table 2, Column A (expenses for most recently completed FY). Subtract any In-Kind you entered in (Table 2, Column A, Line 20). Use this number.*

-no answer-

**About Your Request**

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4. Your organization is requesting...

*The answer you select will adjust the following questions to fit your organization or project/ program.*

- General operational funding for arts/cultural/botanical organization
- Funding for an arts/cultural/botanical project or program

5. Name of project/program.

-answer not presented because of the answer to #4-

6. List out and describe specifically how your organization will spend the ZAP funds that you are requesting (such as: what you will spend it on, how much will be spent, location of expenses, when funds will be spent, etc.). (Artistic/Cultural Vibrancy) (Public Benefit/Outreach) (Organizational Capacity)

-answer not presented because of the answer to #4-

7. List each of your organization's major programs. (Artistic/Cultural Vibrancy) (Public Benefit/Outreach) (Organizational Capacity)

*-answer not presented because of the answer to #4-*

**8. Explain the project/program you will use your requested funding for. (Artistic/Cultural Vibrancy) (Public Benefit/Outreach) (Organizational Capacity)**

*-answer not presented because of the answer to #4-*

**9. Please give a brief description of other services your organization provides. (Organizational Capacity)**

*-answer not presented because of the answer to #4-*

## **Community Impact**

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**10. Tell a story from the past year of a moment when it was clear that your organization positively impacted the community. (Public Benefit/Outreach)**

*Use this story to provide a compelling argument as to why tax-payer dollars should fund your project or operations. Where possible, highlight where your organization leveraged funding, strategic partnerships, or outreach to maximize its impact.*

*-no answer-*

**11. Explain your organization's efforts to expand your audience to ensure you are serving all residents and visitors in Salt Lake County. Include: 1) Define which communities you are reaching, 2) Describe what your organization has already done to increase efforts, and 3) Describe what your organization is planning to further expand the outreach of your efforts. When considering all Salt Lake County residents and visitors, consider all diverse populations (such as: geographic, language, economics, disability status, culture/ethnicity, gender identity, veteran status, etc.). (Public Benefit/Outreach)**

*For developing outreach efforts, see the Capacity Building Resources link in the Resource Library.*

*-no answer-*

## **Progress Report**

---

**12. If your organization received 2023 Tier II funds, please briefly explain where your organization is at in the process of using your funds. (Organizational Capacity)**

*If you did not receive 2023 Tier II funds, please enter "Not Applicable". Think of this as a mini progress report. The Board expects you to spend the funds as outlined in your 2023 application; your funds do not need to have been spent yet.*

*-no answer-*

**Requesting \$22K or Over (Q13-14- ONLY \$22K or over. If requesting LESS than \$22k, answer "Not Applicable")**

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**13. How does your organization uniquely contribute to an artistically/culturally vibrant community in Salt Lake County (if requesting less than \$22,000, answer "Not Applicable")? (Artistic/Cultural Vibrancy) (Public Benefit/Outreach)**

*Explain your organization's uniqueness within your discipline and how you are doing it well. How does your organization stand out? Examples: artist selection, geographic community served, community need filled, attendee experience, etc.*

*-no answer-*

**14. What are your organization's key goals for the next three years? How do you plan to achieve each goal (if requesting less than \$22,000, answer "Not Applicable")? (Organizational Capacity)**

*List each goal along with a description of how you're achieving it. We recommend adding how your requested ZAP funding would help you achieve those goals. This answer should be distinct from*

Question 13.

-no answer-

### Submit Your Data via SmartSheets (required for ALL applicants)

15. Please use the following link to complete the 2025 Tier II Additional Data:

<https://app.smartsheet.com/b/form/9ee6f55c239e4b279da19d5acf4f7fcb> (Public Benefit/Outreach)

-answer not presented because of the answer to #4-

### Budget [top](#)

<b>Table 1: REVENUE AND FUNDING (3-Year Overview)</b>	(A) MOST RECENTLY COMPLETED FY: Actuals	(B) CURRENT FY: Projected	(C) REQUESTED FY: Projected
-none-	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>Table 2: EXPENSES AND FUNDING USES (3-Year Overview)</b>	(A) MOST RECENTLY COMPLETED FY: Actuals	(B) CURRENT FY: Projected	(C) REQUESTED FY: Projected
-none-	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

### Documents [top](#)

#### Documents Requested \*

#### Required? Attached Documents \*

Required for all applications: Organization Chart



Required for ALL requests \$22k or over: Board Member List

Required for ALL requests \$22k or over: Auditor's Peer Review Letter (Due May 30)

Required for requests \$22k or over, under \$43k: Certified Financial Review (most recently completed fiscal year; due May 30)

Required for requests \$43k or over, under \$85k: Certified Financial Audit (most recently completed fiscal year; due May 30)

Required for requests \$85k or over: Three Consecutive Years of Audits (Due May 30)

List of current partnership programs

Visual documents

Annual report/brochures/strategic plan/news articles

High-Res File of Org Logo (PNG, AI, PDF, high-res JPG)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

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Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
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# ZAP 2025 Tier II Application

## Additional Data

<https://bit.ly/4hVhPvL>

**You will need the following data from your MOST RECENTLY COMPLETED FISCAL YEAR.**

- Full and part-time employees
- Contractors
- Volunteers (all of which cannot overlap)
- Events in Salt Lake County
- Audience numbers (in Salt Lake County) and which were free

**PERSONNEL NUMBERS** – Full- and part-time employees are paid with W2s. Contractors are usually paid with 1099s. Volunteers are unpaid.

Number of Full-Time Employees	
Number of Part-Time Employees	
Number of Contractors	
Number of Volunteers	
Number of Total Volunteer Hours	

### EVENT NUMBERS

Number of in-person Events	
How many of those in-person events were free?	
Number of in-person Event Attendees	
How many of the in-person attendees had free admission?	

**NUMBER OF ACTIVITIES BY AREA** – There should be no overlap in numbers among cities.

Alta	
Town of Brighton	
Bluffdale	
Copperton Metro Township	
Cottonwood Heights	
Draper	
Emigration Canyon Metro Township	
Herriman	
Holladay	
Kearns Metro Township	
Magna Metro Township	

Midvale	
Millcreek	
Murray	
Riverton	
Salt Lake City	
Sandy	
South Jordan	
South Salt Lake	
Taylorsville	
West Jordan	
West Valley City	
White City Metro Township	





# ZAP 2023 Tier II Application Post-Spending Evaluation

## IF YOU RECEIVED 2023 FUNDING

If your organization was funded in Tier II in 2023, you must also complete the 2023 Evaluation by the April 30 grant application deadline for your application to be considered.

### 1. For what 12-month time period are you reporting?

This is your answer to Question 6 on the Eligibility tab of you 2023 application.

### 2. Please upload your required reporting documentation in the Documents Requested section below.

I certify that I have uploaded proof of posting my events to NowPlayingUtah.com and of my organization acknowledgment of ZAP to the Documents Requested section of this evaluation.

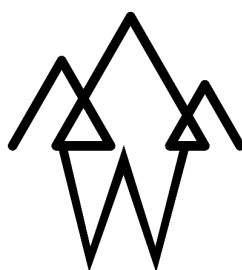
### 3. 2023 EVALUATION DATA FORM: Please copy and paste the following link into another browser window to open and complete the ZAP 2023 Tier II Post-Spending Evaluation Data Report:

<https://app.smartsheet.com/b/form/a6a5c118ccfb43aebcc7238c9b68701c>

This secure outside form is required to complete your evaluation. For more information, please see the detailed explanation in the yellow Instructions box above. To expand the instructions, click the "Show/Hide" link.

I certify that I have completed and submitted the ZAP 2023 Post-Spending Evaluation Report sheet (linked above).

Documents Requested *	Required?	Uploaded Documents *
Evaluation: Documentation of your use of NowPlayingUtah.com, per your contract. Attach the link to your past events or upload a PDF.	Required	
Evaluation: Sample showing how ZAP is acknowledged on your program, brochure, newsletter, website, etc. Attach a PDF or link to the example.	Required	



WILLIAMSTOWN ART COLLECTIVE

## ADVISORY BOARD 2018-2019

### **SARAH BENNETT**

CEO, Blaze Media  
District 2  
1752 Willow Rd, Williamstown, ST 00125

**Committees:** Marketing & Artistic

**Skills/Expertise:** Marketing and branding; special events; fundraising

### **NORA CARRINGTON-LEIGH**

CPA, James & Co  
District 4  
16890 W. 41 S., Williamstown, ST 00212

**Committees:** Finance, Facilities

**Skills/Expertise:** Financial; in depth knowledge of non-profit audits

### **NIGEL KHATRI**

Appointed member, Williamstown City  
District 2  
9823 Clawson Blvd, Williamstown, ST 00125

**Committees:** Finance, Development

**Skills/Expertise:** Investment; city connection & perspective

### **CAROL NGUYEN**

Executive Director, Pride Center at James Bay  
Green County  
5301 Domo Ct, Damsville, ST 01236

**Committees:** Education

**Skills/Expertise:** Community outreach; business management; political advocacy

### **FRANZ BOWMAN- *Chair***

Attorney, Bowman Yeager Arintz  
District 1  
4 Escalante North, Williamstown, ST 00123

**Committees:** Executive, Finance

**Skills/Expertise:** Legal and financial; specialized work with local refugee communities

### **LOUIS ENTWISTLE**

Sculptor  
District 6  
219 University Street, Unit C, Williamstown, ST 00214

**Committees:** Artistic

**Skills/Expertise:** Curatorial; close knowledge of artistic processes; connected with local indigenous artist community

### **NEILS NEILSEN- *Vice-Chair***

Director, Williamstown Community College  
Department of Humanities  
District 6  
3894 Hopper Creek Lane, Williamstown, ST 00214

**Committees:** Executive, Education

**Skills/Expertise:** Artistic; educational pedagogy; grassroots public art; strong ties with college

## **Zoo, Arts and Parks Program Financial Health Assessment**

The Zoo, Arts and Parks Program funds organizations in order to offer diverse cultural programming to our residents and visitors and to stabilize, enhance and support our cultural community. Toward these ends, the ZAP program has developed a series of monetary assessments that help to determine the relative financial health of an organization.

An organization will not pass this assessment if...

- 1) Their certified financial audit includes a Going Concern (or similar language/meaning) paragraph in the report or Going Concern (or similar language/meaning) footnote, (FHT 6) or
- 2) Their certified financial audit indicates two of the following assessments:
  - FHT 1: Negative Unrestricted Net Assets
  - FHT 2: Negative Working Capital – TOTAL
    - (Working Capital is calculated by taking current assets (i.e. cash, investments, accounts receivable, donations receivable, etc.) minus current liabilities (i.e. accounts payable, accrued expenses, current portion of long term debt, etc.).
  - FHT 3: Net three-year average decrease in Unrestricted Net Assets in excess of 50% of ending Unrestricted Net Assets for the most recent application year. The three-year average is based on the most recent three-year financial statements in the application.
  - FHT 4: Debt to Total Net Assets (Fund Balance) ratio of more than 2:1 as of the most recent fiscal year reported
  - FHT 5: Net Three Year Average of Negative Cash from Operations (including Cash Flows from Non Capital Financing Activities for those entities subject to GASB reporting) for the most recent application year. The three-year average is based on the most recent three-year financial statements in the application. (Determined from the Cash Flow Statement. Total cash “provided by” operations is a positive total while total cash “used in” operations is a negative total).

Tier I, Zoological and Tier II organizations recommended for funding over \$85,000\* that do not pass the financial health assessment must prepare a credible plan for restoring financial health, and submit regular progress reports that demonstrate compliance with their plan.

The Plan should contain at a minimum:

- A realistic, self-aware assessment of the organization's financial issues.
- A specific definition of financial health, including financial targets.
- A convincing plan for achieving the financial targets, including a timeline that will permit monitoring of progress at regular (2-3 month) intervals.

The plan can be considered a type of action or strategic plan that includes the following components:

- Context
- Action/Change Description
- Expected Result
- Date action will occur
- Who is responsible
- Status (If off schedule to achieve action, please explain why and how this will be remedied.)

The plan must discuss the items on the financial health assessment that an organization failed. The plan should contain realistic steps to achieve financial health. The circumstances of each organization may be varied and complex, thus such plans cannot be formulaic. It is anticipated that the plan may require negotiation to make it workable, although the County will have the final authority over what is an acceptable plan. If an organization is unable to develop an acceptable plan or is unable to comply with that plan, the County may choose to deny funding.

Funding will be withheld until the ZAP program receives and accepts the initial planning document. Once accepted, the ZAP program will require regular reports on the progress of the plan.

\*\$85,000 is the level at which Tier II organizations must submit three-years of audited financial statements.

**SALT LAKE COUNTY  
TIER II  
ZOO, ARTS AND PARKS FUNDING AGREEMENT  
Between  
SALT LAKE COUNTY  
And  
#{Legal Name}**

THIS AGREEMENT is effective the date of the last person to sign below by and between SALT LAKE COUNTY, a body corporate and politic of the State of Utah ("COUNTY"), and **#{Legal Name}** a Utah non-profit organization or a governmental entity, whose mailing address is **#{Address 1}, #{Address 1}, #{City}, #{State} #{Zip}** ("RECIPIENT").

WHEREAS, the COUNTY has imposed a local sales and use tax, pursuant to Utah Code Ann. §§ 59-12-701, et seq., and has enacted an ordinance, Chapter 3.07, Salt Lake County Code of Ordinances, 2005, as well as policies governing distribution of the revenues collected by this tax, which revenues are referred to as the "Zoo, Arts & Parks Funds" ("Funds").

WHEREAS, RECIPIENT has applied for and is qualified to receive a portion of the Funds pursuant to the statute, ordinance, and policies.

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms and conditions contained in this Agreement, and the payment of the amount of Funds as specified, the parties agree as follows:

**1. SCOPE OF AGREEMENT:**

In exchange for receipt of the Funds specified in Paragraph 3 below, RECIPIENT agrees to the following terms and uses for the Funds:

- A. Funds shall be expended within Salt Lake County as set forth with greater specificity in RECIPIENT'S Application Form (Exhibit 1) and, if applicable, COUNTY'S additional requirements letter (Exhibit 3), incorporated herein by reference, and as further defined and set forth herein and pursuant to Utah Code Ann. §§ 59-12-701, et seq.; Chapter 3.07 Salt Lake County Code of Ordinances, 2005; and those policies, applications and standards established by Salt Lake County to administer the distribution of the Funds.
- B. Funds may not be expended for the following non-qualifying expenditures, outlined more fully in Countywide Policy No. 1031: capital construction expenses, acquisition of real property or any interest in real property, depreciation or amortization of any asset including real property, improvement to real property, payments into an endowment corpus, expenditures outside of Salt Lake County, fund-raising expenditures related to capital or endowment campaign, repayment of loans or interest thereon, grants or re-grants, scholarships, interest payments, direct political lobbying, expenditures not directly related to RECIPIENT's primary purpose, non-deductible tax penalties, bad debt expense, and any operating

expenses that are utilized in calculating federal unrelated business income tax.

- C. RECIPIENT agrees to update the contacts for their organization through the online grantor management system (currently Zoomgrants) and directly to ZAP program staff in a timely manner.
- D. RECIPIENT agrees to submit an Evaluation Report detailing how Funds were expended on or before March 31, 2026. RECIPIENT understands that current and future Funds may be withheld due to an inadequate, incomplete, or non-submitted Actual Use/Evaluation Report.
- E. RECIPIENT agrees to acknowledge the Salt Lake County Zoo, Arts and Parks program ("ZAP Program") in writing and orally, including acknowledging the Salt Lake County ZAP Program at events for which Funds have been utilized. RECIPIENT further agrees to use its best efforts to use the official Zoo, Arts & Parks logo on written material such as playbills, brochures, appropriate advertisements, flyers, banners, websites and newsletters. RECIPIENT may use other acknowledgments as appropriate, such as announcements from the stage, in media releases, on supertitles, on pre-event videos, etc. If RECIPIENT has a website, the Zoo, Arts and Parks logo shall be displayed on the donor/sponsor page or other prominent page of the website. RECIPIENT shall follow the guidelines in Exhibit 2, ZAP Logo Usage and Acknowledgment Guide.
- F. RECIPIENT shall provide COUNTY with a copy of programs or other printed material acknowledging the COUNTY and the ZAP Program with the Evaluation Report under Subparagraph 1D above.
- G. RECIPIENT agrees to provide COUNTY with press releases and other public relations material designed to promote RECIPIENT'S programs and projects. Submission by email is preferred at [PRZAP@slco.org](mailto:PRZAP@slco.org).
- H. RECIPIENT agrees that if it produces a free or reduced-admission-fee program, the terms of admission shall be extended to all citizens of the State of Utah and shall not be restricted to citizens of Salt Lake County. RECIPIENT further agrees to publicly announce (in some manner) that this has been sponsored by the Salt Lake County Zoo, Arts and Parks Program (using this or similar wording) and to inform the COUNTY'S Representative, named below, of such an event in advance and in a timely manner.
- I. RECIPIENT agrees to use the [www.nowplayingutah.com](http://www.nowplayingutah.com) (NPU) website to promote its events. This arts and cultural calendar has been created by the ZAP Program, Utah Division of Arts and Museums and Visit Salt Lake in order to benefit Utah's arts and cultural community and individuals interested in attending arts and cultural events. RECIPIENT shall provide its publicity materials to NPU in a timely manner and shall promote the NPU website among its constituents, patrons, audiences, etc., including linking to NPU from RECIPIENT'S website. RECIPIENT also agrees to list artist profiles on NPU.
- J. RECIPIENT agrees to provide tickets to any non-fundraising event, without charge and within reason, as requested by COUNTY'S Representative to enable



the Tier II Advisory Board to better review and evaluate RECIPIENT'S organization and programs. RECIPIENT is encouraged to extend to Tier II Advisory Board members an invitation to at least one event per year without charge for evaluation purposes. RECIPIENT shall use the ZAP invitation form, found on the ZAP website, to submit invitations to the Tier II Advisory Board.

- K. In compliance with County Ethics Ordinance 2.07.207 and as outlined in the ZAP Event Attendance Program available on the COUNTY's website, RECIPIENT may make one non-fundraising performance or event per year available to elected or appointed officials through said Representative for the purpose of enabling the official to better evaluate and review the organization, programming and attendance at the event. RECIPIENT shall use the ZAP invitation form, found on the ZAP website, to submit invitations to the elected or appointed officials.
- L. It is understood and agreed that no Funds or proceeds from Funds will be made available to any public officer or employee or in violation of the County Ethics Code 2.07 and Public Employees Ethics Act, Utah Code Ann. §§ 67-16-1, et. seq.
- M. COUNTY may sponsor an event that highlights the ZAP Program and showcases the recipients of ZAP funding. If the COUNTY sponsors such an event and RECIPIENT is invited to participate, RECIPIENT will use its best efforts to reasonably participate as requested.
- N. The RECIPIENT agrees that, although it may not be a "public body" as defined by the Utah Open and Public Meeting statute, Utah Code Ann. §§ 52-4-101, et. seq., because RECIPIENT receives public funds, it will use its best efforts to adhere to the spirit of the statute by making its board meetings open to the public.
- O. COUNTY provides synchronous and asynchronous training for all recipients. RECIPIENT agrees that at least one representative from the organization will complete the training on an annual basis.
- P. Salt Lake County has invested in tracking real-time data on the services it provides. The ZAP Program collects data that highlights grantee activities with the intent of sharing it through internal dashboard systems. RECIPIENT agrees to participate by providing data upon request. The data will be similar to information requested in the ZAP Application Form, such as attendance, free admissions, expenditures, and staffing.

## **2 PUBLIC FUNDS AND PUBLIC MONIES:**

- A. Definitions: "Public funds" and "public monies" mean monies, funds, and accounts, regardless of the source from which they are derived, that are owned, held, or administered by the State or any of its boards, commissions, institutions, departments, divisions, agencies, bureaus, laboratories, or other similar instrumentalities, or any county, city, school district, political subdivision, or other public body. The terms also include monies, funds or accounts that have been transferred by any of the aforementioned public entities to a private contract provider for public programs or services. Said funds shall maintain the nature of "public funds" while in RECIPIENT'S possession.

- B. RECIPIENT'S Obligation: RECIPIENT of "public funds" and "public monies" pursuant to this and other contracts related hereto, expressly understands that it, its officers, and employees are obligated to receive, keep safe, transfer, disburse and use these "public funds" and "public monies" as authorized by law and this Agreement for ZAP qualifying activities in Salt Lake County. RECIPIENT understands that it, its officers, and employees may be criminally liable under Utah Code Ann. § 76-8-402, for misuse of public funds or monies. RECIPIENT expressly understands that COUNTY may monitor the expenditure of public funds by RECIPIENT.
- C. COUNTY reserves the right to audit the use of Funds and the accounting of the use of Funds received by RECIPIENT under this Agreement. If an audit is requested by the COUNTY, RECIPIENT shall cooperate fully with COUNTY and its representatives in the performance of the audit.
- D. RECIPIENT expressly understands that COUNTY may withhold funds or require repayment of funds from RECIPIENT for contract noncompliance, failure to comply with directives regarding the use of public funds, or for misuse of public funds or monies.

**3. CONTRIBUTION:**

Payment of Funds to RECIPIENT and the amounts thereof shall be determined and paid as set forth in Chapter 3.07, Salt Lake County Ordinances, 2001; and the COUNTY'S Policy #1031. Payment of Funds to RECIPIENT for the ZAP fiscal year **2024** shall be approximately **\$(Award Amount)** of the funds designated for Tier II qualifying organizations. This amount is based on 2024 ZAP revenue projections and the Tier II Advisory Board's recommendation as approved by the Salt Lake County Council. Actual amount distributed to RECIPIENT may be decreased if 2024 ZAP revenues differ from those projected. The COUNTY recognizes that if a RECIPIENT is awarded less funding than requested, the project as described in the Application Form may be scaled back commensurately. Funds may be distributed in several payments. Any past due balances owed to a county facility or agency may first be deducted before any distribution of FUNDS made to RECIPIENT

**4. EFFECTIVE DATE:**

This agreement shall be for a term of one (1) year, beginning on the date of the first distribution of Funds to RECIPIENT and ending after the final payment is made (before or during May of 2025), and shall not be renewable. It is understood that the Funds received by RECIPIENT under this Agreement will be expended and accounted for within either RECIPIENT'S fiscal year or the time period indicated in its 2024 Application Form. All covenants made by RECIPIENT will survive the expiration or termination date of this Agreement if, at that time, any Funds paid to RECIPIENT under this Agreement remain unexpended, and such covenants shall continue to bind RECIPIENT until all such Funds are expended or returned to COUNTY.

If all Funds received under this Agreement are not expended during RECIPIENT'S fiscal year or time period indicated in its 2024 Application Form, RECIPIENT agrees to account for the Funds in the succeeding fiscal year pursuant the terms and conditions of this Agreement.

All covenants made by RECIPIENT shall survive the expiration date of this Agreement if any Funds paid to RECIPIENT under this Agreement remain unexpended and shall continue to bind RECIPIENT until all such Funds are expended.

**5. MAINTENANCE AND AVAILABILITY OF RECORDS:**

RECIPIENT agrees to maintain detailed and accurate records of the use of all Funds that it receives under this Agreement. RECIPIENT further agrees to retain said records and make them available for review by COUNTY from time to time upon the COUNTY'S request. Said records shall be maintained by RECIPIENT for a period of five (5) years from the date of their creation. All records shall be maintained in a professional manner and form and, if so requested, in a manner and form specified by the Salt Lake County Auditor's Office. The parties hereby stipulate that ownership of all records that are the subject of this paragraph shall rest with RECIPIENT. However, to the extent that such records are deemed by competent legal authority to be records of the COUNTY, the parties agree that the COUNTY's review and/or disclosure of said records will be governed by the Utah Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et. seq. If any records obtained by the COUNTY reveal that RECIPIENT is in violation of this Agreement, the COUNTY may make use of and disclose such records as it deems appropriate to protect its rights under this Agreement and to protect the public's interest in the proper expenditure of public funds.

**6. ASSIGNMENT AND TRANSFER OF FUNDS:**

It is understood and agreed that RECIPIENT shall not assign or transfer its rights or receipt of Funds under this Agreement, any interest therein, or claim hereunder. The Funds provided under this Agreement shall be used exclusively and solely by RECIPIENT for the purposes set forth in this Agreement.

**7. INDEPENDENT ENTITY:**

It is understood and agreed that RECIPIENT'S status in relation to COUNTY is that of an independent entity. RECIPIENT'S acts, made through any of RECIPIENT'S officers, agents or employees are made without any suggestion, direction, or management whatsoever by the COUNTY, the COUNTY'S Representative, or any other of COUNTY'S officers, agents or employees. The parties stipulate that the Funds provided to RECIPIENT under this Agreement do not give COUNTY any authority whatsoever over the manner and method by which RECIPIENT carries out its purposes. To the extent that any actions taken by RECIPIENT violate the understanding between the parties, as expressed in RECIPIENT'S Application Form and in this Agreement, COUNTY shall have the rights provided under this Agreement to withdraw funding and demand reimbursement of Funds previously expended by RECIPIENT.

**8. INDEMNIFICATION:**

A. Unless RECIPIENT is a governmental entity in the State of Utah, the Parties agree to the following indemnification provisions:

RECIPIENT shall indemnify, defend and save harmless the COUNTY, its officers, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney's fees and legal costs, arising out of any and all of RECIPIENT'S, or its officers', agents', or employees' negligent or wrongful acts or failures to act which occur during the term of the Agreement, or, if Funds are not

fully expended during the term of this Agreement, during the period of time in which RECIPIENT expends Funds made available under this Agreement.

COUNTY is a body corporate and politic of the State of Utah, subject to the Utah Governmental Immunity Act, Utah Code Ann. §§ 63G-7-101 *et. seq.* (the "Act"). The Parties agree that COUNTY shall only be liable within the parameters of the Act. Nothing contained in this Agreement shall be construed, in any way, to modify the limits of liability set forth in the Act or the basis for liability as established in the Act.

B. If RECIPIENT is a governmental entity in the State of Utah, the Parties agree to the following indemnification provision:

Both Parties are governmental entities under the Governmental Immunity Act of Utah, §§ 63G-7-101 *et. seq.* (the "Act"). There are no indemnity obligations between these parties. Subject to and consistent with the terms of the Act, the COUNTY and the RECIPIENT shall be responsible for their own negligent acts or omissions, or those of their authorized employees, officers, and agents while engaged in the performance of the obligations under this Agreement, and neither the COUNTY nor the RECIPIENT shall have any liability whatsoever for any negligent act or omission of the other Party, its employees, officers, or agents. Neither Party waives any defenses or limits of liability available under the Act and other applicable law. Both Parties maintain all privileges, immunities, and other rights granted by the Act and all other applicable law.

**9. INSURANCE:**

RECIPIENT shall maintain insurance in accordance with industry standards and as is reasonably appropriate for the type of events, programs and operations RECIPIENT conducts.

**10. NO OFFICER OR EMPLOYEE INTEREST:**

RECIPIENT understands and represents that no officer or employee of the COUNTY has or shall have any pecuniary interest, direct or indirect, in this Agreement or the Funds distributed.

**11. TERMINATION:**

The COUNTY may terminate this Agreement as a result of the failure of RECIPIENT to fulfill its obligations under this Agreement. The COUNTY shall provide written notice of termination of this Agreement by delivering to RECIPIENT a Notice of Termination specifying the basis for the termination. Upon RECIPIENT's receipt of a Notice of Termination, RECIPIENT shall have 30 days in which to cure the basis for termination set forth in such Notice of Termination. If RECIPIENT fails to cure such basis for termination within the 30-day period, COUNTY may terminate this Agreement. Upon termination of this agreement, RECIPIENT shall immediately deliver to the COUNTY all unused Funds previously paid to RECIPIENT under this Agreement and the COUNTY may, in its sole discretion, seek repayment of expended funds previously paid to RECIPIENT under this Agreement.

The COUNTY may terminate this agreement for the following non-inclusive reasons:

- A. RECIPIENT no longer qualifies for receipt of funding as a Tier II organization under the COUNTY'S ZAP Program,
- B. RECIPIENT was determined to be qualified based upon the submission of erroneous information and may require RECIPIENT to return all Funds paid to RECIPIENT based upon the erroneous information.
- C. RECIPIENT fails the minimum financial health test and its financial health plan is not accepted by the COUNTY.
- D. RECIPIENT fails to supply adequate financial health reports (if required by this Agreement),
- E. If the financial health of RECIPIENT is in such jeopardy that organizational dissolution is inevitable.
- F. Any actions taken by RECIPIENT violate the understanding between the parties, as expressed in RECIPIENT'S Application Form and in this Agreement

The parties agree that rights and remedies of the COUNTY in this section are in addition to any other rights and remedies provided by law or under this Agreement.

**12. ETHICAL STANDARDS:**

RECIPIENT represents that it has not: (a) provided an illegal gift or payoff to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set forth in State statute or Salt Lake County's Ethics Code, Chapter 2.07, Salt Lake County Code of Ordinances, 2005; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any County officer or employee or former County officer or employee to breach any of the ethical standards set forth in State statute or Salt Lake County ordinances.

**13. COUNTY REPRESENTATIVE:**

COUNTY hereby appoints the Program Director of the COUNTY'S ZAP Program as COUNTY Representative to assist in the administration of this Agreement and the Funding provided by this Agreement. Said Representative shall ensure performance of this Agreement by RECIPIENT and assist RECIPIENT in obtaining information and access to COUNTY or other government offices, if necessary for RECIPIENT'S performance of this Agreement, and if such assistance is requested by RECIPIENT. Additionally, said Representative shall monitor and evaluate the performance of this Agreement by RECIPIENT, but shall not assume any supervisory or management role over RECIPIENT or any of RECIPIENT'S officers, agents or employees during RECIPIENT'S ordinary course of business or in RECIPIENT'S expenditure of funds provided by this Agreement, other than to enforce COUNTY'S rights and responsibilities under this Agreement.

**14. COMPLIANCE WITH LAWS:**

RECIPIENT agrees that it, its officers, agents and employees will comply with all laws, federal, state or local, which apply to its operations and in particular those laws created to protect the rights of individuals, including, but not limited to, those laws requiring access for persons with disabilities as well as the laws governing non-discrimination against all protected groups and persons in admissions and hiring.

**15. ADDITIONAL DOCUMENTS:**

The following documents shall be submitted by RECIPIENT to the COUNTY prior to any funds being disbursed to RECIPIENT by the COUNTY, and are incorporated into this Agreement by reference, being made a part hereof as exhibits:

- A. Application Form – (Exhibit 1)
- B. ZAP Logo Usage and Acknowledgement Guide – (Exhibit 2)
- C. Additional Requirements Letter, if applicable – (Exhibit 3)

**16. INTERPRETATION:**

The entire agreement among the parties shall consist of this Agreement and the documents set forth above in paragraph 15. All documents are complementary and the provisions of each document shall be equally binding upon the parties. In the event of an inconsistency between any of the provisions of said documents, the inconsistency shall be resolved by giving precedence first to this Agreement, and then to the other documents in the order set forth in paragraph 15 above. Further, this Agreement shall be interpreted to be consistent with Title 59, Chapter 12, Part 7, U.C.A., (1953, as amended); and Chapter 3.07, Salt Lake County Code of Ordinances, 2001, as amended; and County Policy #1031.

**17. ENTIRE AGREEMENT:**

This Agreement contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agents for either party that are not contained in this written agreement shall be binding or valid. This Agreement may not be enlarged, modified or altered, except in writing, signed by the parties. Moreover, as a standard form contract approved by the District Attorney's Office, any alteration without the approval of the District Attorney's Office shall render the agreement void and without effect.

**18. SURVIVAL:**

All covenants made by RECIPIENT shall survive the expiration date of this Agreement if any Funds paid to RECIPIENT under this Agreement remain unexpended and shall continue to bind RECIPIENT until all such Funds are expended.

**19. GOVERNING LAWS:**

It is understood and agreed by the parties hereto that this Agreement shall be governed by the laws of the State of Utah and Salt Lake County, both as to interpretation and performance.



**20. WARRANT OF AUTHORITY:**

Any person signing this Agreement warrants his or her authority to do so and bind RECIPIENT. RECIPIENT understands that COUNTY may require RECIPIENT to return all Funds paid to RECIPIENT based upon a breach of the warrant of authority.

**21. STANDARD FORM:**

Any alteration of the standard form language without approval of the attorney shall render this agreement void and without effect. Any changes to this agreement must be pre-approved as to from by the District Attorney's Office.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year recited above.

SALT LAKE COUNTY

By: \_\_\_\_\_  
Mayor or Designee

Date: \_\_\_\_\_

**#{Legal Name}**  
RECIPIENT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

