



# Salt Lake County Cultural Facilities Support Program Guidelines & Policies

## **Contact Information**

Salt Lake County Community Services  
County Government Center  
South Building, Room N3-209, 3<sup>rd</sup> Floor  
Salt Lake City, UT, 84010

- Phil Jordan, CVE– [pjordan@slco.org](mailto:pjordan@slco.org)



## Cultural Facilities Support Program

### Introduction

The Salt Lake County Cultural Facilities Support Program is designed to help eligible organizations develop cultural facilities to meet the current and future needs of Salt Lake County's arts and cultural organizations, residents, and visitors.

Through this Support Program, eligible organizations can apply for funding for consulting or capital expenses related to a cultural facility project. Applicants must meet eligibility requirements, and both the project and the applicant must be based in Salt Lake County.

### Cultural Facility Support Program Vision & Principles

The Support Program is based on a Vision and set of Principles developed during the 2008 Cultural Facility Master Plan study, and are designed to ensure that County supported projects benefit the greatest community good. In your narrative, you will need to tie your project to these core statements.

#### Vision

Participation in the arts is deeply embedded in the lives of Salt Lake County residents. They envision a community with facilities that enable a full range of arts and cultural activity for creation, presentation and education. Fulfilling the community's vision will require a broad array of cultural facilities which are distributed throughout the County, of varying types and sizes, for community based and professional purposes, and which serve neighborhoods, cities, and the entire region.

#### Principles

- To value professional arts organization, community arts organizations, and community participation.
- To enable and enhance the development of local arts communities.
- To reflect and address the current and future needs of communities throughout the County.
- To value the needs of individual artists and non-profit arts organizations across all artistic disciplines.
- To only support projects which demonstrate readiness, feasibility, and sustainability.
- To support projects which address the need to maintain and upgrade existing facilities as well as to construct new facilities.
- To support projects which enhance the ability of arts and cultural organizations to improve, expand and/or sustain programming.
- To ensure the vibrancy of arts and culture throughout the County.
- To implement an inclusive and fair process for planning, locating, funding and developing County-supported cultural facilities.
- To utilize cultural facilities as a tool for sustainable cultural and economic development of the County.
- To encourage projects that foster collaboration, regional partnerships and shared funding.



## Cultural Facilities Support Program

### Project Eligibility

To be considered for county funding, both your project and your organization must be physically located within Salt Lake County. The proposed project must be an arts and/or cultural facility that serve the performing arts, visual arts, literature, media, cultural history, or any combination. The public must be able to access your project in some way, either as visitors, spectators, or participants.

As the project owner or originator, your organization must be one of the following:

- A 501(c)(3) organization
- A local government
- An educational institution serving the general public (not only students)
- A business registered with the State of Utah Department of Commerce and licensed within Salt Lake County

### Funding

The County offers two types of support: capital funding and project consulting funding. You will need to outline the entire project budget and demonstrate that you have funds-in-hand, or the ability to raise a required match – 10% for capital projects and 50% for consulting projects.

The County may fund up to 50% of the entire cost of any project that receives a recommendation for funding. A Salt Lake County owned and/or operated project may be considered for up to 100% of the cost of any project that receives a recommendation for funding.

**This process does not guarantee funding of projects.** Funding recommendations are considered in the County's annual budgeting process and is dependent on available funds and if specific projects are eligible for those available funds.

If your organization applies for funding for a project that will be completed before the end of the current application cycle, the project is no longer eligible for funding as this program does not reimburse.

### Consulting Funds

Consulting funding can be used for the following types of services:

- Feasibility Study
- Architecture, Design, Engineering
- Construction Project Management
- Venue Operations & Management

In order to be considered for consulting funds, you must demonstrate a 50% match at the time of application, and the County may only fund up to 50% of a project.

### Capital Funds

Capital funds may be used for new construction, or renovations and remodeling expenses in an existing facility. In order to be considered for capital funds, you must demonstrate a 10% match at the time of application, and the County may only fund up to 50% of a project.



# **Salt Lake County Cultural Facilities Support Program Policies**



## **Policy 1 Regional Cultural Centers Definition & Criteria**

### **Definition**

A Regional Cultural Center refers to clustering multiple purpose, larger cultural venue building and amenities at one location and under consolidated operations management, serving a broad regional area's residential audience and multiple cultural organizations and activities. A Regional Cultural Center can be owned by a municipality, private organization, qualified business, or by Salt Lake County.

As stated in the County-adopted 2008 Cultural Facilities Master Plan, new Regional Cultural Centers\* have been identified to serve the following communities:

- a. The Mid-Valley Regional Cultural Center should be located on the east side of the West Planning area and would serve the geographical East and West Planning Areas.
- b. The Southeast Valley Regional Cultural Center would serve the geographical Southeast Planning Area.
- c. The Southwest Valley Regional Cultural Center should be located along the projected "Mountain View" interstate highway corridor and would serve residents of the fast-growing communities in the geographical Southwest Planning Area.

### **Criteria**

1. Mission & Vision
  - a. Concurrently meet the regional community's multiple cultural needs of a broad spectrum of organizations and individuals, including but not limited to: theater; dance; music performances & rehearsals; and visual and media arts classes & exhibitions.
  - b. Demonstrate credible public support in the form of a diverse and active audience and artist participant base.
2. Regional Participation & Partnerships
  - a. Demonstrate intended partnerships with adjacent incorporated and unincorporated communities and arts organizations that will utilize the Regional Center. This should include letters of support.
  - b. Demonstrate applicant's intent of financial contribution to fund the construction and/or operations of the Regional Cultural Center.
3. Reduce Redundancies & Maximize Efficiencies
  - a. Demonstrate efficiencies in public access by being located along or near major transportation corridors, to efficiently serve residents of multiple communities.
  - b. Demonstrate that the regional center will reduce redundancies, maximize efficiencies, and increase the impact of each community participant.
  - c. These Centers could be co-located with County recreation centers, libraries, educational institutions, or other public facilities to realize efficiencies of parking and transportation and to reinforce nodes of economic, cultural, or residential development. Centers could also be located within private or commercial developments that accomplish the same.

\* The 2008 Cultural Facilities Master Plan adopted its Planning Areas based upon the existing Salt Lake County Parks & Recreation Planning areas. However, the placement of a municipality in a designated regional cultural area should be adjusted when it is in the best interest of the area's citizens and they desire and agree to such a change in planning area placement.



## Policy 2 Schools as a Community Arts Facility – Criteria & Conditions

A key recommendation in the 2008 Cultural Facilities Master Plan is the need for community arts organizations to engage school districts and develop strategies to address the accessibility of school facilities by community arts organizations.

The Cultural Facilities Support Program encourages applications from community arts groups and schools. The County's Cultural Facilities Support Program (CFSP) Advisory Board recommends that Salt Lake County should have distinct and thoroughly defined criteria for partnerships between schools and community arts groups including:

1. Expressed and documented community need for the facility and size requirements/justifications
  - a. Identify potential and/or secured organization and anticipated utilization, including letters of intent or other documentation
  - b. Schools & third-party partners
  - c. Municipalities
  - d. Community arts programs
  - e. Artists
2. Public Access
  - a. Must demonstrate utilization opportunities for community organizations
  - b. Must provide adequate and specific public access that is separate from school programming spaces and student circulation
  - c. Doors, hallways, vestibules, lobbies
  - d. Loading and unloading areas
  - e. Parking
3. Describe in the narrative how the needs of an arts organization will be addressed by the school facilities, including but not limited to:
  - a. Rehearsal spaces
  - b. Dressing areas
  - c. Storage
  - d. Front-of-House functions – ticketing, patron services and circulation, etc.
4. Provide defined procedures and policies for booking, advertising, and presentation of cultural activities that distinguishes the school's policies from the community art facility policies in effort to protect/preserve the right of the public for free speech, as guaranteed under the First Amendment to the United States Constitution.



### **Policy 3**

#### **Capital Expenses – Definition & Criteria**

Capital Expenses are defined in the Cultural Facilities Support Application expenses related to renovations or remodeling a facility.

1. Capital Expenses for all expenses related to renovations or remodeling must have a direct function to the artistic creation or operation and / or patron audience experience to that artistic creation or operation in the facility.
2. The CFSP Advisory Board will evaluate capital expense requests using standard GAAP\*\* accounting practices related to Capital Expenses.

\*\* “Generally Accepted Accounting Principles” or “GAAP” means those conventions, rules, procedures, and practices adopted by the American Institute of Certified Public Accountants.

---

### **Policy 4**

#### **Applicant as Lessee of a Privately Owned Facility – Criteria & Conditions**

Applicant must be a current ZAP Tier 1 or Tier 2 Recipient.

1. Applicant has a current lease with Landlord/Property Owner and is in good standing.
  - a. Applicant must provide copy of complete lease including any amendments and options.
  - b. Applicant must provide Landlord’s Tenant Ledger for 3 years or more. If Applicant has leased property for less than 3 years, then Applicant must provide Landlord’s Tenant Ledger for the current lease period.
2. Applicant must provide Landlord’s written consent for construction/implementation of proposed improvement(s).
3. The County will only fund a portion of the improvement if its useful life is less than the duration of the remaining lease term.
4. If County funds will be used to purchase equipment then:
  - a. If the equipment is ever sold to a third-party, Applicant shall pay County its prorated share of the sales proceeds within sixty (60) days of the sale.
  - b. If the equipment is ever relocated outside of Salt Lake County or will no longer be used by Applicant, Applicant shall return the portion funded with County funds less depreciation to the County within sixty (60) days of the relocation.
5. TRCC Funds may not be used to fund improvements made to a leased facility unless the facility is publicly owned or operated. Furthermore, TRCC Funds may not be used to purchase equipment unless the equipment will be used in a publicly owned or operated facility.



## **Policy 5 Museum Exhibit Criteria**

Eligible museums can apply for capital funding for the construction and installation of long-term or permanent Exhibits if they meet the following criteria:

1. The Applicant must be a current Tier 1 or Tier 2 ZAP recipient.
2. The Exhibit must have a direct relationship to the artistic or cultural mission of the museum.
3. The Exhibit must be designed by, or in consultation with, a professional exhibit designer and must follow museum standards, as certified by Utah Museum Association or the National Museum Association.
4. The County may fund up to 25% of the project budget for long-term Exhibits of three to five years. For Exhibits designed to last five or more years, the County may fund up to 50% of the project budget.
5. Exhibits are considered a capital request requiring Applicants to have 10% of the project budget on hand at the time of application.
6. The Applicant must own the Exhibit in its entirety, and the Exhibit must be on permanent display in a Salt Lake County facility three years or more before it can travel to outside organizations.
7. If County funds are used for an Exhibit then:
  - a. If the Exhibit is ever sold to a third-party, Applicant shall pay County its prorated share of the sales proceeds within sixty (60) days of the sale.
  - b. If the Exhibit is ever permanently relocated outside of Salt Lake County or will no longer be used by Applicant, the Applicant shall return the portion funded with County funds less depreciation to the County within sixty (60) days of the relocation.