



**Salt Lake County  
Tourism, Recreation, Culture & Convention (TRCC)  
Support Program Guidelines & Policies**

Apply Online: <https://www.saltlakecounty.gov/community-services/trcc-support-program/>

TRCC Support Program Salt Lake County  
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## PROGRAM OVERVIEW

### 1. BACKGROUND

Salt Lake County elected to impose a tax under the Tourism, Recreation, Cultural, Convention, and Airport Facilities Tax Act, Utah Code Ann. §§ 59-12-601.1 et seq. (the "Act"), to support cultural and economic growth within its boundaries. Revenue collected under this tax may be used for the development and maintenance of convention facilities, cultural facilities, recreation facilities, or tourism promotion. To this end, the Salt Lake County Tourism, Recreation, Culture, and Convention (TRCC) Support Program is designed to help eligible organizations develop relevant projects to meet the current and future needs of Salt Lake County's residents and visitors. Through this program, eligible organizations can apply for funding for capital or tourism expenses.

### 2. ELIGIBILITY

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

- A 501(c)(3) organization in a publicly owned facility registered with the Department of Corporations to do business in the state of Utah
  - A local government
  - An educational institution serving the public at large (not only students)
- a. TRCC Purpose** - Projects must have a tourism, recreational, cultural, or convention purpose that serves the residents within Salt Lake County.
- Convention Facility – any publicly owned convention center, sports arena, or other facility at which conventions, conferences, and other gatherings are held and whose primary business or function is to host such conventions, conferences, and other gatherings.
  - Cultural Facility – any publicly owned museum, theater, art center, music hall, or other cultural or arts facility. For the TRCC program, a cultural center is a public or nonprofit organization located in a government-owned building or complex, dedicated to promoting, preserving, and celebrating the arts, heritage, and traditions of a specific community or region.
  - Recreation or Tourist Facility – any publicly owned park, campground, marina, dock, golf course, water park, historic park, monument, planetarium, zoo, bicycle trails, and other recreation or tourism-related facility.
- b. Publicly Owned** - Project-related facilities must be publicly owned and may be operated in partnership with a non-profit. The public must be able to access the project's facility as visitors, spectators, or participants.
- Applications by Lessees of Publicly Owned Facilities have additional eligibility requirements. See Addendum 1 for more information.
  - Museum Exhibits count as capital funding requests and have additional eligibility requirements. See Addendum 2 for more information.
  - RDA applications have additional eligibility requirements. Projects require a letter of support from the Mayor and Council of the municipality where the proposed

project is located.

- c. **County Located** - The applicant and the project must be physically located within Salt Lake County.
- d. **Project Limit** - Organizations and/or local governments may only have three (3) open TRCC Support Program projects at any time.
  - Organizations submitting more than one project must specify the application's priority relative to each other: first, second, and third.
  - Open projects from a previous TRCC cycle count toward the maximum of three (3) open projects.
    - The total number of projects will be based on how many open projects an applicant has on the last day of the application window for the upcoming budget year.
    - A project is considered open until a final TRCC Reimbursement form with all required back-up documentation has been processed for payment, and the final TRCC Status Report with the required general ledger is accepted by the Community Services grant administrator.
  - Projects from Redevelopment Agencies (RDA), Arts Councils, Lessees, and other municipality-affiliated organizations count toward the total number of projects for their respective municipalities.
- e. **Project Start Date** - The project's start date must be after the last day of the application window for the year in which the application was submitted. Projects are not eligible if they have already begun before the application process.
- f. **Shovel Ready** - Projects must be ready for implementation at the time of approval (e.g., "shovel ready"). See the funding section for more information.
  - Applicants must certify that the projects identified in their applications will be completed within 24 months of the execution date of the project contract. If a project is expected to take longer than 24 months, applicants must state that in the application.
  - If, due to unforeseen circumstances, an applicant cannot complete a project within 24 months of the designated and approved time frame, the applicant must notify and request an extension from the TRCC advisory board. An updated contract is required before the existing project contract expires. See the application section of these guidelines for more information.
- g. **Matching Funds** - Applicants must outline the entire project budget and funding sources. Priority is given to applicants who can demonstrate matching funds. Secured funding sources such as cash on hand, restricted pledges, and other awarded grants are considered matching funds for purposes of project reimbursement by the TRCC Support Program.
  - Staff time may qualify as matching funds if the staff person's job responsibilities are directly related to the project. However, staff time expenses are not eligible for reimbursement.

The following expenses **do not** qualify for TRCC funding:

- **Capital maintenance**
- **Portable furniture, fixtures, and equipment (FF&E) purchases**
- **Agency overhead expenses, including payroll costs**
- **Operational costs or programmatic costs**

### 3. FUNDING TYPE

The TRCC Support Program is a reimbursement grant. Through this program, eligible organizations can apply for funding for consulting, capital, or tourism promotion expenses. Awarded projects will be reimbursed for eligible expenses up to the approved funding amount.

- **Consulting funding** can be used for the following types of services:
  - Feasibility Study
  - Architecture, Design, Engineering
  - Construction Project Management
  - Facility Operations & Management
  - Note: Projects that have not already completed necessary feasibility studies prior to applying are typically considered low priority. Receiving funding for consulting projects does not guarantee funding for future projects based on the findings or results provided by the consultant. Consulting projects are required to provide how they will pay to implement the plans created by consultants without receiving additional TRCC funding.
- **Capital Funding** may be used for new construction, renovations, or remodeling expenses in an existing facility, and must directly improve the experience for patrons and/or residents. Ongoing or deferred capital maintenance projects will not be approved.
  - Each capital project location requires a unique project application.
  - Construction design and/or construction documents must be completed and submitted at the time of application.
  - Capital projects on property not owned by the applicant must submit a written approval letter from the property owner to build the project.
- **Tourism Promotion Funding** can be used to attract transient guests through:
  - Planning
  - Product Development
  - Targeted Advertising that is expressly developed to attract non-residents of Salt Lake County to the applicant's event, program, or venue. Additionally, applicants must demonstrate how targeted advertising will increase the use of room rentals, car rentals, and/or restaurant food and beverage purchases within Salt Lake County.

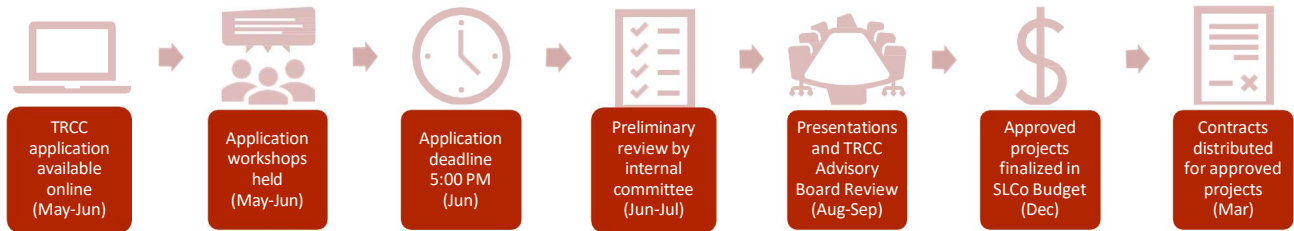
Applying and receiving a TRCC Advisory Board recommendation for funding **does not guarantee**

**funding for projects.** Funding recommendations are considered in Salt Lake County’s annual budgeting process and, therefore, are dependent on available funds and whether specific projects are eligible for those available funds.

Applicants will receive notification of approved funding after the Salt Lake County budget is officially adopted in December.

#### 4. TRCC TIMELINE

Please note that, as part of the TRCC Advisory Board review process, eligible applicants will be asked to present their projects in person in the fall.



*Exact dates will be noted and communicated within the application year.*

## TRCC SUPPORT PROGRAM CATEGORIES

There are four different categories within the TRCC Support Program.

1. Tourism Support Program
2. Convention Facilities Support Program
3. Parks, Recreation, and Trails Support Program
4. Cultural Facilities Support Program

### 1. TOURISM PROMOTION SUPPORT PROGRAM

Tourism Promotion Funding may be used to support activities that attract transient guests to Salt Lake County and generate measurable economic benefit to the County.

For the TRCC Support Program, transient guests are defined as visitors traveling from outside Salt Lake County who stay overnight in commercial lodging accommodations (such as hotels or short-term rentals) or travel to the County primarily to attend an event, attraction, or activity and generate visitor-related spending.

Eligible Tourism Promotion activities may include:

- Planning related to tourism-oriented events, attractions, or programs intended to draw visitors from outside Salt Lake County.
- Product Development that enhances the County's ability to attract visitors, including the creation or expansion of events, festivals, exhibitions, or experiences designed to bring new visitors to the County.
- Targeted Advertising and Marketing is specifically designed to reach audiences located outside Salt Lake County and encourage travel to the County for an event, program, venue, or attraction.

Applicants seeking Tourism Promotion funding must demonstrate how the proposed activities will attract transient guests and increase visitor spending within Salt Lake County. Proposals should describe the expected number of out-of-county visitors and how they expect to measure the success of their proposed activities.

### 2. CONVENTION FACILITIES SUPPORT PROGRAM

"Convention facility" is "any publicly owned or operated convention center, sports arena, or another facility at which conventions, conferences, and other gatherings are held and whose primary business or function is to host such conventions, conferences, and other gatherings." Utah Code Ann. §59-12-602.

### 3. PARKS, RECREATION, AND TRAILS SUPPORT PROGRAM

Salt Lake County is a large and diverse geographic area, encompassing 742 square miles. Salt Lake County Parks and Recreation has planned for and envisioned regional parks, recreation facilities,

and trail systems throughout the valley. There is great demand with a rapidly growing population, changing attitudes, new perspectives, and evolving lifestyles. It is imperative that opportunities are seized today to meet future needs.

The Parks, Recreation, and Trails Support Program encourages any qualified government or business to apply for consideration of funding for the construction, renovation, or study of publicly owned and operated Parks, Recreation, or Trail amenities and/or facilities. Through this Parks, Recreation, and Trails Support Program, eligible organizations can apply for funding for capital expenses related to a project.

### **PARKS, RECREATION, AND TRAILS SUPPORT PROGRAM VISION**

The primary purpose of the Parks, Recreation, and Trails Support Program is to guide the future development of parks and recreation facilities in Salt Lake County and to establish criteria for decision-making. The plan is a focused vision of what is needed in the future. It provides substantial flexibility to change direction as opportunities shift.

Based in part on acquired expertise, countywide perspective, and focus on addressing regional concerns that cross municipal boundaries, Salt Lake County is positioned to provide leadership in the planning and development of parks and recreation facilities to carry out this vision.

Applications should relate project requests to the Parks, Recreation, and Trails Support Program Vision. The Parks, Open Space, and Recreation Plan can be found on the Salt Lake County Parks and Recreation [website](#).

### **PARKS, RECREATION, AND TRAILS SUPPORT PROGRAM PRINCIPLES**

- To ensure the legacy of parks and recreation throughout the County.
- To value professional parks and recreation organizations, community parks, recreation, trails organizations, and community participation.
- To enable and enhance the development of parks, recreation, and trail systems.
- To reflect and address the current and future needs of communities throughout the County.
- To only support projects that demonstrate readiness, feasibility, and sustainability through long-term secure funding streams.
- To value the need for a wide range of facility types and trends.
- To support projects that address the needed upgrades of existing facilities and the construction of new facilities.
- To support projects that enhance the ability of parks, recreation, and trail organizations to improve, expand, and/or sustain programming.
- To support projects exploring new ways to increase programming for nature and outdoor education.
- To implement an inclusive and fair process for planning, locating, funding, and developing County-supported parks and recreation facilities and trail systems.
- To encourage projects that foster collaboration, regional partnerships, and shared funding.

## **4. CULTURAL FACILITIES SUPPORT PROGRAM**

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.

For the TRCC program, a cultural center is a public or nonprofit organization located in a government-owned building or complex, dedicated to promoting, preserving, and celebrating the arts, heritage, and traditions of a specific community or region.

The Cultural Facilities Support Program encourages any qualified government or non-profit organization to apply for consideration of Salt Lake County funding for the construction, renovation, or study of arts and cultural facilities. Through the Cultural Facilities Support Program, eligible organizations can apply for funding for capital expenses related to a cultural facility project.

### **CULTURAL FACILITIES SUPPORT PROGRAM 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 activities for creation, presentation, and education. Fulfilling the community's vision will require a broad array of cultural facilities distributed throughout the County, of varying types and sizes, for community-based and professional purposes, and serve neighborhoods, cities, and the entire region.

Applications should relate project requests to the Cultural Facilities Support Program Vision and the 2020 Arts & Culture Master Plan Recommendations. The plan can be found on the Salt Lake County Arts & Culture [website](#).

### **CULTURAL FACILITIES SUPPORT PROGRAM VISION PRINCIPLES**

- To value professional arts organizations, 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 that demonstrate readiness, feasibility, and sustainability.
- To support projects that address the need to maintain and upgrade existing facilities as well as to construct new facilities.
- To support projects that 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 the sustainable cultural and economic development of the County.
- To encourage projects that foster collaboration, regional partnerships, and shared funding.
- Increase access and equity for artists and art organizations, especially by collaborating across local arts agencies to develop public art programs to support individual artists.
- To foster spaces dedicated to creating and developing new work, such as multi-use rehearsal facilities and maker spaces.
- Increase utilization at amphitheaters through upgrades that support year-round use.

## APPLICATION AND DOCUMENTATION

The application is open from May 1 to June 16 annually. Applicants can access the application and supplemental forms on the TRCC Support Program website.

### 1. APPLICATION

In 2026, Salt Lake County implemented a new online grant application tool called **Submittable**. Please find a how-to guideline in Addendum 4. Submittable is relatively user-friendly and intuitive. However, there are some nuances. We recommend the orientation video: [Getting Started as a New Submitter | Submittable Help Center](#). Note that this is a 6-minute video general orientation to the platform.

To ensure applications are eligible before full submission, several required eligibility questions must be completed. If the eligibility requirements are not met, the applicant will receive immediate notification, and the input information will be erased. If the eligibility requirements are satisfied, you will receive access to the full application. A copy of the application questions is available on the TRCC Program website.

### 2. SUPPLEMENTAL DOCUMENTATION LIST

All projects are required to submit the following documentation:

- TRCC Project Budget Worksheet
- Organizational budget (three years of the organization's budget, including the current budget year)
- Evidence of local support and community need (may include feasibility study results if applicable, press coverage, support letters from community members and arts & cultural organizations in the area, etc.)
- Additional documents are required depending on the funding type selected.

Consulting Documents

- Detailed consultant project budget by a qualified professional

Capital Funding Documents

- Deed or contract to purchase property; or executed use or lease agreement
- Construction information documents, a construction cost estimate by a qualified professional, and a master construction budget by a qualified professional.

Tourism Documents

- Detailed project budget

### 3. TRCC PROJECT BUDGET WORKSHEET

Each project must have a complete TRCC Project Budget Worksheet. This worksheet is on the [TRCC Support Program website](#).

- In the Project Summary section, input the TRCC funding requested and Match Amount, if different from the secured funding sources total.
- Use the drop-down menus in the Description column to input the type of revenue or expense. Be sure to include items that are not TRCC eligible, so the total project cost is calculated.



- Use the Detail columns to provide more information about the line item.
- When complete, the Project Surplus/Deficit should equal \$0.

## TRCC ADVISORY BOARD OVERVIEW

### 1. ADVISORY BOARD PURPOSE

The purpose of the Board shall be to advise the County Council on the expenditure of TRCC tax revenues collected pursuant to State statute and County ordinance in Salt Lake County. The TRCC Advisory Board's role is to review all eligible applications and funding requests to make recommendations to the Salt Lake County Council.

### 2. BOARD COMPOSITION

The TRCC Advisory Board is composed of nine members chosen by the Salt Lake County Council:

- One member representing the unincorporated area of Salt Lake County
- Two members of the public residing in incorporated cities or towns
- One member of the public-at-large
- Five mayors chosen by the municipal members of the Salt Lake Council of Governments

Members are appointed to four-year terms and may be reappointed for one additional term.

In alignment with countywide board practices, Advisory Board members disclose conflicts of interest and refrain from acts prohibited by the Salt Lake County Conflict of Interest policy. The Advisory Board relies on the experience, knowledge, and expertise of its fellow members as it provides an equitable, unbiased review for each applicant.

### 3. BOARD MEETINGS

The TRCC Advisory Board is a public body and must comply with the Utah Open Meetings Act, which ensures that public bodies conduct business, take actions, and make deliberations openly. Therefore, all Advisory Board meetings with a quorum are considered an open public meeting, unless they are closed for an allowable reason. Business conducted by the TRCC Advisory Board generally does not meet the criteria for closed meetings. Under the practices and guidelines established by the Utah Open Meetings Act, meeting agendas are made available no later than 24 hours before an open public meeting. Typically, within 5 business days of the meeting, minutes and recorded audio are posted. The meeting agendas, minutes, and recorded audio are posted publicly on the following site: [Public Notice Website](#). Under the practices and guidelines established by the Government Records Access and Management (GRAMA) Act, open meeting agendas, minutes, recorded audio, and application forms may be requested.

### 4. CONFIDENTIALITY

Advisory Board members are required to maintain confidentiality during the review process. They may not share protected information from an application or the review process, including, but not limited to, personal identifying information, business strategy, organizational finances, funding decisions, and board discussions. In the event an Advisory Board member has information regarding an applicant that is not public knowledge and was not disclosed in the application, the member is not permitted to share that information during the review process. Application information is not considered public record until the Salt Lake County Council approves the Advisory Boards' funding recommendations.

## REVIEW PROCESS

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

1. TRCC Administrative Staff Review (June-July)
  - Eligibility Check and Application Completeness
2. Advisory Board Review
  - Application Review (August-September)
  - TRCC Applicant Presentations (September-October)
  - Final Review: Final Deliberations – Financial Reviews and Funding Recommendations (October-November)
3. Salt Lake County Council Review and Approval (December)

If a portion of the application requires clarification, the Community Services TRCC grant administrator will contact the applicant via Submittable with a clarification notification that will require a written response within 10 business days.

Preliminary approval notifications will be sent to applicants after the TRCC Advisory Board has made its final funding recommendations, but before Salt Lake County Council's review and approval. These notifications are courtesy; they are not final grant award approval notifications. The Community Services Department will notify declined applicants at this time.

After careful review and deliberation on the submitted applications and accompanying documentation, the TRCC Advisory Board submits its written funding recommendations to the County Council, identifying the organizations selected to receive TRCC funding and recommending the grant amount to be distributed to each organization.

The Community Services Department presents the final funding recommendations for approval at a public County Council meeting. Projects are not considered funded until Salt Lake County Council adopts next year's budget in December. Upon the County Council's approval, applicants will receive their contract in the first quarter of the first project year, typically in March.

## POST-AWARD GRANT ADMINISTRATION

Grantees are required to fulfill all obligations within Grant Administration as outlined below. Failure to do so could impact the disbursement of funding. Contact Community Services with any questions or concerns regarding fulfilling these requirements. Forms and tutorials are available on the TRCC Program website.

### 1. CONTRACTS

Applications are officially approved after Salt Lake County Council approves the full budget in December. Contracts will be delivered to TRCC recipients by the end of March. Contracts must be executed no later than June 16 of the first project year.

### 2. ANNUAL AND FINAL PROJECT STATUS REPORTS

A TRCC Project Status report is due yearly, on December 31. Once the project is complete and the final reimbursement has been processed, a final status report is due no later than the deadline listed in the executed contract. The TRCC Project Status report form is located on the TRCC Program website.

Both reports use the same form but have different instructions. Read each section header for details. Step-by-step instructions on completing the reports are posted on the TRCC Program website.

Additionally, the final status report requires a general ledger. A general ledger is a detailed list of financial transactions for the project. The ledger total must equal the expenses reported in the final TRCC Project Status Report.

### 3. REIMBURSEMENT PROCESS

TRCC is a reimbursement grant up to the amount awarded for eligible project costs, not a guaranteed contribution. Applicants may apply for reimbursement after their TRCC agreement is fully executed.

A completed TRCC Reimbursement Form and detailed invoice/receipt is required for each transaction requested for reimbursement. Expenses must align with the scope of work in the approved application. Further, goods purchased or services received must be after the TRCC application submission deadline (June 16) to be eligible. The form and step-by-step instructions on how to complete the reimbursement form are posted on the TRCC Program website.

A partial reimbursement of the TRCC grant is permitted before the full amount of matching funds is met. However, the reimbursement will be prorated based on the TRCC grant percentage on the Project Budget Worksheet attached to the contract.

### 4. PROJECT CHANGE REQUEST

Once approved, a project may require a scope change due to unforeseen circumstances that are necessary to complete the project as approved. Any scope change will require approval of the TRCC Advisory Board and the Salt Lake County Council. An amendment to the contract must be executed *before* the work is completed. Skipping this step could result in the denial of expense

reimbursement. The grantee must fill out a scope change request form for consideration by the TRCC Board. A presentation to the board may be required.

- The Salt Lake County Community Services contract administrator will work with the applicant to determine if the scale of a project change qualifies as a scope change. Under-expenditure of an approved project does not qualify for scope expansion or change.
- Under-expenditure of an approved project does not qualify for a scope expansion or change.
- A desire to expand the size of an approved project does not qualify for a scope change.
- A previously approved project is not eligible for additional funding. However, a future phase of a project may be requested as a new project during the regular TRCC application window in May and June. The new project would count toward the three (3) open project limit.

## **5. PROJECT CONTACT INFORMATION**

Grantees must update their contact information in Submittable following any staff changes. Failure to keep this information current may result in missed communications, including important reminders or requests for additional information. Refer to Addendum 4 for instructions on transferring ownership of your application in Submittable.



## CONTACT INFORMATION

### SALT LAKE COUNTY TRCC SUPPORT PROGRAM

<https://www.saltlakecounty.gov/community-services/trcc-support-program/>

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#### Hours

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## **ADDENDUM 1**

### **APPLICATIONS BY LESSEES OF GOVERNMENT-OWNED FACILITIES**

Eligible organizations can apply to receive funding for capital improvements on a leased facility that is publicly owned or operated if they meet the following criteria:

1. Applicants must be current ZAP Tier I or Tier II recipients.
2. Applicants have a current lease with the Landlord/Property Owner and are in good standing.
  - a. Applicants must provide a copy of the complete lease, including any amendments and options.
  - b. Applicants must provide a Landlord's Tenant Ledger for 3 years or more. If applicants have leased property for less than 3 years, then applicants must provide the Landlord's Tenant Ledger for the current lease period.
  - c. Applicants must provide the landlord's written consent for the construction/implementation of proposed improvements.
3. Salt Lake County will only fund a portion of the improvement if its useful life is less than the duration of the remaining lease term.
4. 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 is used in a publicly owned or operated facility.

## **ADDENDUM 2**

### **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. Applicants must be local governments and/or current Tier I or Tier II ZAP recipients.
2. Exhibits must have a direct relationship with the artistic or cultural mission of the museum.
3. Exhibits must be designed by, or in consultation with, a professional exhibit designer and must follow museum standards, as certified by the 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. Priority may be given to applicants who can demonstrate additional secure funding sources.
6. Applicants must own an exhibit in its entirety, and the exhibit must be on permanent display in a Salt Lake County facility for three years or more before it can travel to outside organizations.

## ADDENDUM 3

### PUBLIC ART PROJECT CRITERIA

Eligible applicants may apply for the design, fabrication, and installation of new public art projects that create lasting cultural assets for Salt Lake County. Projects must meet the following criteria:

1. Applicants must be local governments and/or current Tier I or Tier II ZAP recipients.
2. Funding is limited to the creation of new public art projects. This funding may not be used for the maintenance, conservation, or repair of existing public art.
3. Public art projects must be intended as long-term cultural assets that contribute to the cultural identity, vibrancy, and public experience of Salt Lake County communities.
4. Public art must be designed and executed by professional artists or artist teams. Projects should follow recognized public art best practices, including appropriate materials, durability considerations, and site-specific design.
5. Funded public art must be located in publicly accessible spaces and available for public viewing on a regular and ongoing basis.
6. Projects should be designed with a minimum expected lifespan of five years or more, unless the temporary nature of the project is central to the artistic concept and community impact.
7. Priority may be given to applicants who demonstrate additional secured funding sources, partnerships, or in-kind contributions.
8. Applicants must retain ownership of the public artwork and demonstrate a clear plan for long-term stewardship, including responsible care of the asset over time.
9. Priority may be given to projects that:
  - Enhance community identity
  - Reflect local culture or history
  - Activate public spaces
  - Increase access to arts and culture
  - Serve diverse communities throughout Salt Lake County

## ADDENDUM 4

### SUBMITTABLE DIRECTIONS

When you are ready to start the application process, create or log in to your account on Submittable. You will complete the Eligibility, Application, and Report forms on the platform.

#### 1. NAVIGATING SUBMITTABLE

Submittable is relatively user-friendly and intuitive to use. However, there are some nuances. We recommend that you view the orientation video here: [Getting Started as a New Submitter | Submittable Help Center](#). Note that the 6-minute video is a general orientation to the platform.

#### 2. CREATE YOUR SUBMITTABLE ACCOUNT AND SIGN IN

- Step 1: Navigate to Submittable.com and click the “Sign-In” button on the top right side of the screen. On the next page, select the “Submittable” software to sign in.
- Step 2: Follow the on-screen prompts to create an account or sign in. We recommend creating a Submittable account rather than using Google or Facebook credentials. After signing in, you will be directed to the “My Submissions” page.
- Step 3: Choose an application to apply for. The Submittable Portal to the [TRCC Application is found here](#). If you have already started an application, it will be listed in your profile.

#### 3. UPDATING YOUR ACCOUNT

Once you’ve created an account and logged in, you may update details such as your name, address, phone number, and password in the personal settings section of your profile by clicking your profile icon on the top right of the screen. You may also update the settings section to personalize your experience with Submittable. Read the article to learn more here: [Update My Profile | Submittable Help Center](#)

#### 4. ORGANIZATION PROFILE

When you begin the application process on the Salt Lake County Submittable page, you will be prompted to apply on behalf of a registered organization. The search field retrieves your organization’s information from the Internal Revenue Service (IRS) database via Candid, a nonprofit directory. Connecting your application to a specific organization is an important step in the eligibility check process and helps keep your organization’s submissions organized; however, this step is optional. For municipality-based applicants, skip this step since you will not find your organization in the Candid database.

To find your organization, you may search using the official organization name or its Employer Identification Number (EIN) as issued by the IRS. When searching by name, be as specific as possible. Ensure that your organization’s profile matches the appropriate EIN before proceeding. For a higher education institution division or department, use the university’s EIN profile. If you are a contract grant writer and apply on behalf of multiple organizations, it will be important for you to change your organization profile each time you begin a new application. Refer to the article below on navigating the change. You do not need to create separate accounts for each application.

If you have trouble finding the appropriate organization profile or want to learn more about the

organization search process, read the following help article: [Organization Search | Submittable Help Center](#). If you still have questions, contact the TRCC grant administrator.

## 5. SUBMISSION OWNERS, COLLABORATORS, AND TRANSFERRING OWNERSHIP

We recommend that organizations select an individual as a Submission Owner responsible for submitting the Application on the organization's behalf. This individual will also be the primary contact for your application with TRCC. We strongly recommend that each application has at least one collaborator.

- **Submission Owner:** As Submission Owner, you may add collaborators to the Application form at any time before submission. At the top of any form, you will see an option to Manage Collaborators, where you may add more people through email invitations. Collaborators can save drafts and edit but not submit or correspond with TRCC via the Submittable messaging system.
- **Adding Collaborators:** To learn more about inviting a collaborator to your application/submission, watch the video and/or read the help article here: [Inviting Collaborators on Submissions and Additional Forms | Submittable Help Center](#)
- **Transferring Application (Submission) Ownership:** Users can transfer application (submission) ownership on their own without contacting TRCC or Submittable. To learn more about the process, read the help article here: [Transfer Submission Ownership for Submitters | Submittable Help Center](#)

## 6. SUBMITTABLE COMMUNICATIONS

All communications related to your application will be sent within Submittable via messaging. You will receive a copy of the communications to your email; however, you will need to reply within the platform. To keep communications related to your grant application organized, consistently use the platform's messaging system (rather than direct email) to communicate with TRCC staff regarding your application status. Make sure to "Whitelist" or add as a safe sender the following address: [notifications@email.submittable.com](mailto:notifications@email.submittable.com).

## 7. BEST PRACTICES/TIPS

- While Submittable can save as you go, it is recommended that you work on your responses in an outside document and then copy/paste your answers into Submittable.
- We recommend using a generic email address (such as [grants@yourorganization.org](mailto:grants@yourorganization.org))
- Rich-text editing is available within Submittable. You can bold, italicize, underline, and use bullets/numbered lists.
- Do not put linked information in the narrative responses.
- It is recommended to use one of the following browsers: Chrome, Safari, or Firefox.

## 8. SUBMITTABLE HELP CENTER

It is recommended that applicants first review the [Help for Applicants | Submittable Help Center](#) for all technical support questions related to Submittable navigation. If you are unable to find the answer or are still having issues, contact TRCC.