



# ZAP GRANT MANUAL

2027 Tier I & Zoological Grant Application  
2026 Tier II Grant Application

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# ZAP PROGRAM MISSION & HISTORY

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## Mission

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

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

**Promotion:** Increasing public awareness of the value of ZAP through grantee activities promotion.

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

## Grantmaking

In November 1996, Salt Lake County voters approved a 1/10<sup>th</sup> of 1% increase in the local sales and use tax as a means of enhancing funding for local artistic, botanical, cultural, and zoological organizations and recreational facilities within Salt Lake County. Collected ZAP revenues are invested into the community through grants to eligible nonprofits and municipalities that provide arts, botanical, cultural, or zoological programming as well as qualified County recreational facilities. ZAP revenues are distributed as follows:

- 45% to fund up to twenty-two qualified Tier I organizations
- 30% to fund qualified recreational facilities and operations
- 16% to fund up to three qualified zoological facilities and organizations
- 9% to fund qualified Tier II organizations

ZAP typically provides grants to over 230 nonprofits and municipalities in the community each year, supporting a wide array of programming including performance events, education classes, festivals, local museums, and more. Funding also supports Salt Lake County's Parks & Recreation including 21 recreation centers, 42 parks, and thousands of acres of open spaces. Learn more about current ZAP grantees and history in Salt Lake County here: [About ZAP - Zoo, Arts & Parks \(ZAP\) | Salt Lake County](#)

## Promotion

ZAP's promotional efforts connect, communicate, and celebrate the vibrant cultural life of Salt Lake County. Through targeted outreach, ZAP links grantees and the community through promoting year-round activities and highlighting the value and impact of funded programs. These efforts elevate public awareness of ZAP's role and celebrates the diverse contributions that enrich our county.

## Impact Program

The ZAP Impact Program was established with the goals of fostering a sense of community with ZAP grantees while providing capacity building resources and support to bring them to their next level of operational, programmatic, financial, or organizational maturity so that they may more effectively advance their mission. The Impact Program works to achieve these goals through collaborative cohorts, in-person and virtual workshops, and the Local Arts Agency program. Learn more about the Impact Program here: [Impact Program - Zoo, Arts & Parks \(ZAP\) | Salt Lake County](#)

# GRANT PROCESS & IMPORTANT DATES

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In its entirety, the ZAP grant process takes approximately nine months to complete from eligibility to signed contracts. The **four phases** of the process include:

## 1. Phase 1 Eligibility: Core Eligibility and Pre-Requisite Forms

- All applicants must submit and pass the Core Eligibility AND Pre-Requisite Forms in Submittable prior to receiving access to the Application. It is strongly encouraged to submit these forms in March as eligibility review may take up to two weeks to complete.
- **Eligibility Opens: March 2, 2026**

## 2. Phase 2 Application: Narrative, Budgets, Data, and Supporting Documentation

- The Application will be made available to all applicants in Submittable who have passed the eligibility checks. Applicants may preview narrative questions in the Appendix.
- **Application Opens: April 1, 2026**
- **Application Closes: May 29, 2026 at 5:00 PM MST**

## 3. Phase 3 Review and Scoring: Advisory Board Review and Funding Recommendations

- From June to August, the Advisory Boards meet in ZAP discipline subcommittees to review applications. For Tier I & Zoological applications, board members will also conduct site visits.
- The Advisory Boards conclude their review processes by preparing funding recommendations for the Salt Lake County Council, typically October.
- At that time, preliminary award notifications are sent out to applicants.

## 4. Phase 4 Awards: Contracts, Payments, and Promotion

- Upon County Council approval of the funding recommendations, awardees are notified with an official award notification including their funding amount.
- Awardees are required to sign a contract and be registered in PaymentWorks to receive payments. A pre-recorded webinar with these details is made available in November.
- Grantees are required by contract to promote their ZAP funded activities to the public. If awarded funds, see contract for specific details.

### **Important Grant Application Dates (applies to Tier I & Zoological and Tier II)**

**Eligibility Opens: Monday, March 2**

**Application Available: Wednesday, April 1**

**Application Deadline: Friday, May 29, 2026 at 5:00 PM MST**

**NO LATE APPLICATIONS ACCEPTED**

### **ZAP Grant Application Webinars and Virtual Office Hours**

**Wednesday, March 18 at 2:00-3:30 PM – [RSVP HERE](#)**

**Wednesday, April 8, at 2:00-3:30 PM – [RSVP HERE](#)**

**We strongly recommended attending one of the webinars to learn about the grant process.**

**Virtual Office Hours: Wednesdays 2:00-5:00 PM | Fridays 8:30 – 11:30 AM | [RSVP HERE](#)**

**Evening Virtual Office Hours: Wednesday March 25 and April 22 | 5:00-7:00 PM | [RSVP HERE](#)**

# ELIGIBILITY

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## 1. Primary Purpose, Activities Location, Legal and Business Status

Prior to starting an application in Submittable, all applicants must meet Primary Purpose, Activities Location, and Organization Legal/Business Status eligibility requirements. An applicant must be a qualifying organization to apply for and qualify for ZAP funding. The information submitted through the Core Eligibility and Pre-Requisite Forms in Submittable will be assessed during the eligibility check.

### **Primary Purpose**

An applicant must be considered **one** of the following qualifying organization types:

- **Artistic or Cultural (Tier I or II Funding Categories):** a private nonprofit organization or municipal cultural council with the primary purpose/mission of the advancement and preservation of natural history, history, humanities, art, music, theater, dance, cultural arts, literature, motion picture, or storytelling.
- **Botanical (Tier I or II Funding Categories):** a private nonprofit organization with the primary purpose/mission of the advancement and preservation of plant science through horticultural display, botanical research, and community education.
- **Zoological (Zoological Funding Category Only):** a nonprofit organization nationally or internationally accredited by an independent accrediting organization for zoos and/or aquariums with the primary purpose of operating one of the following:
  - a zoological park, an aquarium, or an aviary; or a zoological facility that is part of or integrated with a zoological park, aquarium facility, or aviary.
- **Other - Formerly Project/Program (Tier II Funding Category Only):** if an organization's primary purpose/mission is not one of the three funding categories above, but has a specific division or program that primarily focuses on artistic, botanical, or cultural programming, then an applicant MAY qualify as an Administrative Unit.
  - **Administrative Unit:** a division of a private nonprofit organization or institution of higher education that: (a) would, if it were a separate entity, be an artistic, botanical, or cultural organization; and (b) consistently maintains books and records separate from those of the administrative unit's parent organization.

### **Activities Location**

An applicant must meet the following location and activities requirements:

- All activities for which an applicant requests funding must be publicly available and not restricted.
- An applicant must have its headquarters or a significant presence in Salt Lake County and manages and presents activities within Salt Lake County.
  - While an applicant can have activities which occur outside the County, requested funds may only go toward those activities which occur within Salt Lake County.
- For Tier I Only: an applicant must have a preponderance of activities that are within their eligible disciplines and NOT just have some element of artistic, botanical, or cultural activities.
- For Zoological Only: an applicant must serve an audience of 75,000 or more persons annually.

## **Legal and Business Status**

An applicant must meet the following legal and business statuses:

- Must be a 501(c)3 nonprofit organization. Proof of IRS nonprofit determination letter required.
- Must provide/have an Internal Revenue Service (IRS) Employer Identification Number (EIN)
- Must have an active, nonprofit status [Utah Entity Number \(UEN\)](#) provided by the Utah Department of Commerce – Division of Corporations and Commercial Code.
- For Tier II Only: a municipality may apply as an officially designated local arts agency (LAA)
  - ALL LAA applicants must submit the Local Arts Agency Designation Form with their grant application. This form will not be evaluated as part of the review criteria but will be necessary to be eligible as an LAA.

## **2. Funding Categories**

It is important to choose the applicable ZAP funding category prior to starting the Eligibility Check Forms or an Application. While there are similarities, each funding category has its own specific eligibility criteria, application forms, funding goals, and Advisory Board. As determined by Salt Lake Countywide Policy 1031, the grant funding categories are as follows:

### **Tier I**

Funding in this category provides adequate and predictable financial support for up to 22 large cultural organizations. These organizations enhance economic development for the entire state, have professional staff, and often serve as ambassadors to Utah. All applicants to Tier I funding category must meet eligibility criteria as outlined above (qualified organization, activities location, and organization legal/business status) and meet the following financial eligibility criteria:

- Must have received Tier II funding for the previous 3 consecutive years or be a current Tier I grantee.
- Must have a 3-year average budget of at least \$390,000 in Qualifying Operating Expenditures (QEs).
- Must have three consecutive years of Certified Financial Audits with an Auditor's Peer Review Letter.

Applicants that are not current Tier I organizations but would like to apply for this funding category, should also submit a Tier II application in the event the Tier I submission is not awarded funding.

### **Tier II**

Funding in this category provides enhanced support funding for artistic, cultural, botanical and local arts agency organizations not funded in Tier I. These small to medium sized organizations, which range from volunteer-led to paid professional staff, are instrumental in providing affordable access to arts and cultural opportunities in communities across all areas of the County. While Tier II is not limited to a specific number of awardees, it annually receives over 200 applications.

All applicants to the Tier II funding category must meet eligibility criteria as outlined above (qualified organization, activities location, and organization legal/business status). Per ZAP policy, no single request can exceed 7% of the total Tier II budget, which is approximately \$239,000 (as of 2025). For applicants requests under \$22,000, there are no minimum financial criteria. Applicants requesting at or over \$22,000, must submit the following financial documents with the Application:

- \$22,000 to \$42,999: Certified Financial Review (most recently completed fiscal year)
- \$43,000 to \$84,999: Certified Financial Audit (most recently completed fiscal year)
- \$85,000 and above: Three consecutive years of Certified Financial Audits
- All requests at or over \$22,000 must also provide an Auditor's Peer Review Letter with their documents.

**NOTE FOR LAA DISCIPLINE:** If you are applying for GALAA funding and your combined Tier II and GALAA request falls within one of these categories, you must submit the additional required documentation.

### **Zoological**

Funding in this category provides adequate and predictable financial support for up to three zoological organizations. These organizations enhance economic development for the entire state, have professional staff, and often serve as ambassadors to Utah. All applicants to the Zoological funding category must meet eligibility criteria as outlined above (qualified organization, activities location, and organization legal/business status), serve at least 75,000 persons annually, and meet the following financial eligibility criteria:

- Must have received Tier II funding for the previous 3 consecutive years or be a current Zoological grantee
- Must have a 3-year average budget of at least \$390,000 in Qualifying Operating Expenditures (QEs).
- Three consecutive years of Certified Financial Audits with an Auditor's Peer Review Letter.

**IMPORTANT:** Grants are competitive and funding is not guaranteed. Applicants must apply annually.

## **3. ZAP Disciplines**

In addition to selecting the appropriate funding category, it is important to select the applicable ZAP discipline. Applicants within the same disciplines are typically reviewed together. While your organization may have elements of multiple disciplines, select the discipline that best aligns with your organization's primary purpose/mission. As determined by Salt Lake Countywide Policy 1031, the disciplines are as follows:

**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, and community education.

**Dance:** Ballet, dance service organization, dance training, historical/traditional, interdisciplinary, jazz, world (ethnic), modern, contemporary, hip hop, and tap.

**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, and/or 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, or conferences related to the humanities discipline.

**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.

- **NEW For This Year:**

- **Designation Form**

- ALL LAA applicants must submit the Local Arts Agency Designation Form with their grant application. This form will not be evaluated as part of the review criteria but will be necessary to be eligible and reviewed in this discipline.
- LAA orgs can use either an existing Designation Form (i.e. Utah Division of Arts & Museums Local Arts Agency Designation Agreement) or the Salt Lake County Zoo, Arts & Parks form as proof of official designation.
- The relationship with a municipality may be formal or informal.

- **One Application per City/Municipality**

- Applicants applying as a component or part of a city/municipality, may only submit one application on behalf of the city/municipality.

- **Grants for Advancing Local Arts Agency (GALAA) – Tier II Only**

- Those selecting LAA as their discipline within the Tier II program are also eligible to apply for the new Grants for Advancing Local Arts Agency supplementary funding. Full details on this opportunity are outlined in the GALAA Guidelines – [HERE](#).
- If your combined Tier II and GALAA request is more than \$22,000, you must submit the additional required financial information as outlined on page 7.

**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.

**Multi-Disciplinary:** Organizations whose activities encompass two or more distinct disciplines (e.g. music and visual arts). Note: a significant portion of your organization's activities must be multi-disciplinary (not just an event or one program)

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

**Natural History:** Defined as the study and research, and fostering the appreciation, of the material universe, including various types of plant and animal life, dinosaurs and other fossil life, rare gems, minerals and meteorites, human evolution, human cultures, and the origin of life. This also includes exhibitions related to human beings, the earth and its environment, but excludes zoological, aeronautics, space exploration, and science and technology. Natural history organizations should be primarily focused on public programs, as opposed to 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:** Ceramics, Digital art, Gallery/exhibition spaces, Mixed media, Museums, Painting/drawing, Photography, Printmaking, Sculpture/three-dimensional art

**History (Tier II Only - History disciplines are not eligible for the Tier I Funding Category):** 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.

**Zoological (Zoological Funding Category Only):** A facility an organization nationally or internationally accredited by an independent accrediting organization for zoos and/or aquariums with the primary purpose of operating one of the following: a zoological park, an aquarium, or an aviary; or a zoological facility that is part of or integrated with a zoological park, aquarium facility, or aviary.

## **4. Eligible Expenses**

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

### **ZAP CAN fund the following:**

- Equipment rentals (sound/lighting/set/etc.)
- Equipment that is **not** capitalized
- General operating support - this includes staff salaries, artist fees, and contractors
- Marketing expenses (materials, website maintenance)
- Program & office supplies
- Rent and utilities
- Script royalties

**IMPORTANT:** If you have a question about a particular expense not listed here, reach out prior to submitting your Application. We are here to help!

### **ZAP CANNOT fund the following:**

- Activities if they are...
  - Fireworks, Sister-city programs, rodeos, pageants, farmers markets, parades
  - Non-cultural celebratory activities (no parties)
  - Not related to an organization's artistic, botanical, cultural or zoological activities
  - Not available to the general public (e.g. university or college program organized primarily for student populations, invitation only events, 21+ only events)
  - Performances, events, workshops, etc. that take place OUTSIDE Salt Lake County
  - Primarily religious in purpose or promote a religious viewpoint
- Expenses and Fund Accounts
  - Accumulated deficits or debt retirement
  - Awards, prizes, or scholarships
  - Capital improvements – this includes equipment that is capitalized
  - Endowments, cash reserves, or saving account funds
  - Expenses NOT related to artistic, botanical, cultural, or zoological activities
  - Fundraising expenses related to capital or endowment campaigns
  - Lobbying expenses
  - Re-granting, sub-granting, fellowships, and fiscal sponsorship
- Programs & Agencies
  - An education institution that receives more than 50% of its funding from state funds
  - Public schools and/or school programs (K-12) or hiring of temporary or permanent staff in any school or school system
  - Recreational, rehabilitative, social service, or therapeutic programs
  - State or County agencies (departments, offices, divisions or political subdivisions of the state)
  - Magazines or newspapers
  - Radio or television broadcasting network or stations, or cable communications systems

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

# SUBMITTABLE

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When you are ready to start the eligibility check process, create or log into your account on Submittable. You will complete the Core Eligibility, Pre-Requirement, Application, and Report forms on the platform.

**IMPORTANT:** Previous years' applications are NOT available in Submittable. If you can't access previous years' applications and related documents, contact ZAP.

## **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](https://www.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 [2027 Tier I & Zoological Application](#) is found here. The Submittable Portal to the [2026 Tier II 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 are logged in, you may update details such as your name, address, phone number, and password in the personal settings section of your profile (click 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. ZAP will connect your organization on the backend during the eligibility check.

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 help 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, reach out to ZAP.

## **5. Submission Owners, Collaborators, and Transferring Ownership**

We recommend that organizations identify an individual from their team to be the Submission Owner who can submit the Application on the organization's behalf. This individual will also be the primary contact for your application with ZAP. We strongly recommend each application have at least one collaborator.

### **Submission Owner**

As Submission Owner, you may add collaborators to the Core Eligibility, Pre-Requisite, and Application forms at any time prior to 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 nor correspond with ZAP through 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 ZAP 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, including eligibility determination, application invitation, and final decision notification, will be sent via messaging within Submittable. 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 ZAP staff regarding your application status. Make sure to "White List" 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 on 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**

For all technical support questions related to Submittable navigation, it is recommended first reviewing the [Help for Applicants | Submittable Help Center](#). If you are unable to find the answer or are still having issues, contact ZAP.

# TIER I & ZOOLOGICAL PROCESS

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## **1. Tier I & Zoological Application and Documentation**

Upon approval of Eligibility, you will need to complete the Application Form. The following is a reference for the required steps and documents to use as you work to prepare their application.

### **Complete and Submit the Application Form**

Complete the narrative questions, Qualifying Expenditures (QEs) Worksheet, and upload supplementary documentation by **May 29, 2026 at 5:00 PM, MST**.

**IMPORTANT:** Applicants that are not current Tier I organizations, but are applying for this funding category, are strongly encouraged to also submit a Tier II application in the event the Tier I submission is not awarded funding.

### **Narrative Responses**

A copy of the application questions is included in the Appendix. Questions are accompanied by help language, character counts, and indicate whether a response is required.

### **NEW For This Year: Organizational Finances Table**

In the application and addition to the QE Worksheet, ZAP wants to understand your current organization's finances. Provide the revenue and expense totals (cash only - do not include in-kind amounts here) for the following years:

- Year 1: most recently completed fiscal year
- Year 2: current fiscal year
- Year 3: next fiscal year's projected finances

In the narrative space, provide a succinct description of your organization's finances and practices. If your organization is operating at a net loss, explain in detail.

### **Required Supplementary Documentation List**

- Qualifying Expenditures (QE) Worksheet. Find a copy in the Appendix. See below for helpful instructions and definitions.
- Certified Financial Audits. Upload the following years:
  - 2025 Audit
  - 2024 Audit
  - 2023 Audit
- Auditor's Peer Review Letter. This is a letter from the reviewer of your auditor. Your auditor should have a copy of this letter on file.
- Organization Chart.
- Board List. The board list should denote who are executive board members. Include names, term expiration, Salt Lake County Council District, and what skills/expertise the members bring to your board. Find a copy in the Appendix.

### **Strongly Encouraged Supplementary Documentation**

- Visual documentation. Include a maximum of 3, two-minute videos and up to 8 images that will enhance your application. You may include videos/audio as links. Combine images into one document.
- Annual report, annual POPs or iSEE report, etc. (if applicable)
- Programming Partnership List

## **Activities Data**

In this section, you will be asked to enter information related to your in-person activities for your most recently completed fiscal year in Submittable. Data requests will be similar to previous year's Additional Data sheet.

## **Schedule Site Visits**

After a Tier I or Zoological applicant passes the eligibility check phase, expect an email communication from ZAP staff connecting you with the Tier I Advisory Board Lead Reviewer that will be reviewing your application and conducting a site visit. Applicants should be proactive in scheduling and accommodating site visits with their Tier I Advisory Board Lead Reviewer.

## **2. Qualifying Operating Expenditures (QE) Worksheet Tabs**

The purpose of the QE Worksheet is for ZAP's CPA to perform Financial Health Tests against the organization's financials and to calculate final QE amounts for each organization. The QE Worksheet includes 11 tabs, four for providing instructions and definitions for completing the worksheets, four for entering your organization's necessary financial information, two optional tabs for explaining, if applicable, additional information requiring further details and one final summary tab. Download the QE worksheet here [insert link]. The following provide brief summaries of each worksheet tab.

### **2027 Instructions**

Complete the QE Excel Worksheets and include clarifying notes. Your QE Worksheet should reconcile to your audited financial statements; if not, you must clearly explain. If expenditures or revenues rise or fall more than 20% from one year to another, provide a detailed explanation on the QE Worksheet. Use the additional explanation sheet in the QE Worksheet if your explanation will not fit in the space provided.

### **Definitions**

Line-item definitions and instructions for completing each fiscal year.

### **Non-Qualifying Definitions**

Non-qualifying expenditures definitions. Salt Lake County has deemed certain expenses as non-qualifying for purposes of determining minimum QEs and ZAP fund allocation. It is not the intent that amounts for Non-Qualifying Operating Expenses will zero out your QE.

### **Summary Page Definitions**

ZAP seeks to gain a better understanding of your organization through a review of your revenue. Follow the definitions. Total revenue should agree to total revenue on the statement of activities in the applicant's audited financial statements. If it does not, then reconciling schedule should be presented in the Reconciliations Tab.

### **Summary**

Some items on the summary page are automatically placed in this page, calculating your average qualifying expenditures for three years. This formula is protected and you are not able to alter the formula. If your total expenditures or revenues have increased or decreased by 20% from last year, explain why.

### **2025, 2024, 2023 Fiscal Years**

Each of the three most recent consecutive Fiscal Year's Expenses. If you are a current grantee and received a CPA REVISED QE Worksheet for last year, you'll need to use the CPA REVISED QE Worksheet as your starting point for this year's 2027 QE Worksheet.

### **Actual Use**

This information indicates how your organization utilized your ZAP 2025 funding. This number should be the amount documented in your April 2025 letter with the final reconciled funding amount.

### **Cap Calculations**

Expect to provided Salary, Rent, Giftshop/Concessions, Royalties and Commissions calculations. You can use your own format if you have one in place.

### **Reconciliations**

Use this sheet to reconcile your financial statements with the amounts listed on your 2025 Worksheet Tab ONLY IF THE TWO DON'T AGREE. Providing explanations for any miscellaneous expenditure or income is greatly appreciated and incredibly helpful to the review process.

## **3. NEW This Year: Post Spending Report – 2025 Tier I & Zoological Programs**

**IMPORTANT:** For organizations that received funding for the 2025 ZAP Tier I or Zoological program, you must complete a post-spending report by Friday, May 29, 2026, 5:00 PM MST. This report form replaces the questions you completed within previous Tier I & Zoological applications.

The report must be submitted prior to future ZAP funding. ZAP funding may be withheld due to inadequate, incomplete, or non-submitted evaluation forms.

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

**This form can be found on the Salt Lake County Submittable Portal starting April 1.**

# Tier II PROCESS

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## **1. Tier II Application and Documentation**

Upon approval of Eligibility, you will need to complete the Application Form. The following is a reference for the required steps and documentation as you work to prepare your application.

### **Complete and Submit the Application Form**

Complete Application Form narrative questions, budget tables, and upload supplementary documentation by May 29, 2026 at 5:00 PM, MST.

### **Narrative Responses**

A copy of the application questions is included in the Appendix. Questions are accompanied by help language, character counts, and indicate whether a response is required.

### **Required Supplementary Documentation List**

- Organization Chart.
- Board Member List. Find a sample board roster copy in the Appendix.
- For Requests: \$22,000 - \$42,999: Certified Financial Review (most recently completed fiscal year)
- For Requests: \$43,000 to \$84,999: Certified Financial Audits (most recently completed fiscal year)
- For Requests: \$85,000 and above: Three consecutive years of Certified Financial Audits
- All requests at or over \$22,000 must also provide an Auditor's Peer Review Letter with their documents.

### **Strongly Encouraged Supplementary Documentation**

- Visual documentation. Include a maximum of 3, two-minute videos or audio clips and up to 8 images that will enhance your application. You may include videos/audio as links. Combine images into one document.
- Annual report.

### **Activities Data**

In this section, you will be asked to enter information related to your in-person activities for your most recently completed fiscal year in Submittable. Data requests will be similar to previous year's Additional Data sheet.

## **2. Financial Information**

There are three tables in the Application Form to enter financial information.

### **Organizational Finances Table**

ZAP wants to understand your current organization's finances. Provide the revenue and expense totals (cash only - do not include in-kind amounts here) for the following years:

- Year 1: most recently completed fiscal year
- Year 2: current fiscal year
- Year 3: next fiscal year's projected finances

In the narrative space, provide a succinct description of your organization's finances and practices. If your organization is operating at a net loss, explain in detail.

## **Budget Table**

For organizations that utilize ZAP funds during their current fiscal year, the budget will ask for actual revenue and expense numbers from your most recently completed fiscal year and projected numbers for your current budget year.

For organizations that utilize ZAP funds in a future fiscal year, the budget will ask for projected numbers for current budget year and project numbers for the next fiscal year.

## **Budget Narrative Tips**

Some lines will ask for explanations in the budget narrative. In general, we recommend explaining anything that might stand out in your budget.

**IMPORTANT:** If you are requesting more than your organization received last year, you must provide clear reasons for the increase and make a compelling case for your organization through the narrative questions.

## **Use of Funds Table**

Applicants must indicate use of funds by line item and amount. For example, if your request is \$8,500, break down the following uses of funds: \$500 for sheet music purchase, \$1,000 for rehearsal venue rental, \$2,000 for artist fees, \$5000 for staff salaries. The Advisory Board needs to clearly understand how the organization will use its funds. Be as specific as possible.

## **3. Post Spending Report – 2024 Tier II Program**

For organizations that received funding for the 2024 ZAP Tier II program, you must complete a Post-Spending Report by **Friday, May 29, 2026 at 5:00 PM MST**. The report must be submitted prior to future ZAP funding. ZAP funding may be withheld due to inadequate, incomplete, or non-submitted evaluation forms.

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

**This form can be found on the Salt Lake County Submittable Portal starting April 1.**

## **4. NEW LAA's Only: Grants Advancing Local Arts Agencies (GALAA) Application**

The Salt Lake County Zoo, Arts & Parks (ZAP) Grants for Advancing Local Arts Agencies (GALAA) program provides one-time supplemental funding to support capacity-building projects that strengthen an LAA's organizational, programmatic, financial, or operational infrastructure, as well as projects that enhance or expand meaningful community engagement.

Awards range from \$2,500–\$15,000 and are intended to help LAAs build sustainable practices that improve services that positively impact in their communities. Projects that include committed partnerships will be prioritized. If your combined Tier II and GALAA request is more than \$22,000, you must submit the additional required financial information as outlined on page 7.

GALAA funding is intended to support ONE-TIME project-based requests. Full details on this opportunity are outlined in the GALAA Guidelines – [HERE](#).

# ZAP ADVISORY BOARDS OVERVIEW

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## **1. Advisory Board Purpose**

The Tier I & Zoological and Tier II Advisory Boards purpose is to review all eligible applications and submit written funding recommendations to the Salt Lake County Council. The recommendations identify the organizations selected to receive ZAP funding and the amount or percentage of ZAP funds to be distributed.

## **2. Board Composition**

As required by state statute and ZAP countywide policy, the Tier I & Zoological and Tier II Advisory Board members are Salt Lake County residents and appointed by the County Council. These volunteer community members represent a variety of professions, life experiences, and involvement within the arts and culture community. In alignment with countywide board practices, Advisory Board members disclose conflicts of interest and refrain from acts prohibited by the County Conflict of Interest policy. The Advisory Boards relies on the experience, knowledge, and expertise of its fellow members as it provides an equitable, unbiased review for each applicant based on the review criteria.

## **3. Board Meetings**

The Tier I & Zoological and Tier II Advisory Boards are considered public bodies 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 in which there is a quorum are considered open public meetings, unless they are closed for an allowable reason. Business conducted by the ZAP program generally does not meet the criteria for closed meetings. Under the practices and guidelines established by the Utah Open Meetings Act, the meeting agendas are made available no later than 24 hours prior to an open public meeting. Typically, within 5 business days of the meeting, minutes and recorded audio are also made available. 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 County Council approves the Advisory Boards' funding recommendations.

## **5. Roles and Responsibilities**

All eligible grant applications are reviewed and scored by the respective Advisory Board. Tier I & Zoological applications are reviewed by a 7-member Tier I & Zoological Advisory Board. Tier II applications are reviewed by discipline subcommittees of a 13-member Tier II Advisory Board. Each application is assigned to an Advisory Board member who serves as a Lead Reviewer to ensure a focused evaluation. Applications within the same disciplines are typically reviewed together.

# REVIEW PROCESS

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

- **ZAP Administrative Staff Review**
  - Eligibility Check and Application Completeness
- **Advisory Board Review**
  - Application Scoring
  - Tier I & Zoological Site Visits
  - Tier II Discipline Subcommittee Meetings
  - All-Day Review: Final Deliberations – Financial Reviews, Application Scoring and Funding Recommendations
- **Salt Lake County Council Review and Approval**

**IMPORTANT:** Grants are competitive and funding is not guaranteed year-to-year. ZAP funds are awarded based upon the following criteria:

- The total score of the application across the relevant review categories
- The applicant's funding history with ZAP
- Funding availability

## **1. ZAP Administrative Staff Review**

Core Eligibility and Pre-Requisite Forms received by the May 29 deadline will undergo an eligibility check prior to receiving access to the application. While the Core Eligibility is automatically determined, the Pre-Requisite forms review may take up to two weeks to complete and timely submission is recommended. An applicant will be notified if an application passes and the organization is allowed to move onto the Application phase or if it is declined as ineligible. Ineligible applications will not be reviewed by the Advisory Boards.

After the Application is submitted and the closing deadline has passed, each eligible application is reviewed to ensure completeness. Missing or inaccurate information or documentation provided by applicants can be grounds for an ineligible decline or decline decision. If a portion of the application requires clarification, ZAP will reach out with a formal Request For Clarification (RFC) notification via Submittable that will require a written response within 10 business days.

## **2. Advisory Board Review**

### **Application Scoring**

Each board member individually reviews and scores eligible applications in Submittable. Applications, regardless of discipline or funding category, are scored based on four equally weighted categories: Artistic, Cultural, Botanical, or Zoological Purpose; Organizational Stability; Community Engagement & Public Benefit; Financial Accountability. To learn more, see the Review and Scoring Criteria Section.

### **Tier I & Zoological Site Visits**

In addition to the submitted application, Tier I & Zoological applicants will receive a site visit by one or two Tier I & Zoological Advisory Board members. The site visit is an opportunity for the Advisory Board Lead Reviewer to engage with applicants on a deeper level of how the applicant fulfills their purpose, which communities are served, updates on recent changes, and discussion of areas of growth or concern. Visiting Advisory Board Lead

Reviewers are ambassadors of the ZAP program during this time. Their visit is an opportunity to experience services provided to the community and should be used to assess consistency between the application and the Lead Reviewer's own observations and experiences.

### **Tier II Discipline Subcommittee Meetings**

Given the large volume of applications, the Tier II Advisory Board typically reviews applications by Discipline, which are assigned to various Advisory Board subcommittees. These groups, which typically consist of 3-4 members, meet during the summer months to provide an initial review, score, and funding recommendation amount, which are presented and finalized at the All-Day Review meeting.

### **Requests For Clarification**

If a portion of the application requires clarification, ZAP will reach out with a formal Request For Clarification (RFC) notification via Submittable that will require a written response within 10 business days.

### **Tier I & Zoological and Tier II All-Day Review Meetings**

After the completion of application scoring, site visits, and discipline subcommittee meetings, each respective Advisory Board hosts an All-Day Review Meeting to complete final deliberations.

### **Applicant Notification Process**

Preliminary approval notifications will be sent to applicants after the respective Advisory Board has made its final funding recommendations, but before County Council's review and approval. These notifications are a courtesy; they are not final grant award approval notifications. At this time, declined applicants will also be notified by ZAP. Information will be provided as to why the disqualification or denial occurred.

### **Appeal Process**

ZAP funds are not an entitlement, and the submission of an application for ZAP grant funds, no matter how complete or comprehensive, is not a guarantee that funds will be awarded. 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 merits of a specific organization or applicant. Applicants are encouraged to consult ZAP if they have questions about completing the application process or procedures.

## **3. Salt Lake County Council Review and Approval**

### **Formal County Approval Process**

After careful review and deliberation, and based upon the submitted applications and accompanying documentation, the Advisory Boards submit their written funding recommendations to County Council identifying the organizations selected to receive ZAP grant funding and the recommended amount or percentage of ZAP funds to be distributed to each organization.

ZAP and Advisory Board leadership present the final funding recommendations for approval at a public meeting of the County Council. This is typically in October each year. Upon approval from County Council, ZAP will send a second notification of final funding status to all applicants. Approved applicants will receive information on how to complete a contract, and how to register/receive award payments through the County's third-party payment system, PaymentWorks.

## Official Board Feedback Comments

Each eligible applicant reviewed by their respective Advisory Board will receive official Advisory Board application feedback comments. ZAP independent CPA firm will also provide financial statement observation comments and requested fixes to ZAP and the Advisory Board. Applicants will receive CPA comments and fixes and Board feedback through Submittable notification after County Council has approved funding recommendations. It is recommended that applicants utilize the feedback in future applications, share with their organization's board leadership, relevant staff and audit firms as well as reach out to ZAP to discuss the feedback if there are clarification questions.

# REVIEW & SCORING CRITERIA

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## Overview

All applications are scored by Advisory Board members across four equally weighted review criteria categories. Only Tier II requests of \$22,000 or more and all Tier I & Zoological applicants will have the fifth review category of Financial Health. Category names were updated based on best grantmaking practices and ZAP stakeholder feedback:

- **Artistic, Botanical, Cultural, or Zoological Purpose** – formerly Artistic & Cultural Vibrancy
- **Organizational Stability** – formerly Organizational Capacity & Management
- **Community Engagement & Public Benefit** – formerly Public Benefit & Outreach
- **Financial Accountability** – this is a new category
- **Financial Health** – Tier II requests of \$22,000 or more; and all Tier I & Zoological applicants

The application questions are grouped by review criteria categories. Not every applicant will answer every question, depending on their request amount, organization type, discipline, and funding category. Refer to the Application Form in the appendix for the specifics.

After reviewing the responses for each review criteria category, each Advisory Board member scores the category using an anchored scoring system, from 4 – Exceptional to 0 – Insufficient, with each rating point on the scale linked to clear examples that represent the level. Scores across categories are added and then divided by the number of board members included in the review to calculate a cumulative average score.

For applicants that request \$22,000 or more, an independent CPA firm reviews your financial statements and conducts a Financial Health Test (FHT). The FHT score will be utilized in addition to the four review criteria scores to calculate the final, cumulative score. A description of each category, including the FHT, and the scoring rubric is below. A copy of the FHT may be found in the Appendix.

Each applicant will be notified of their scores in their respective category, cumulative, and any applicable FHT scores as well as the average scores of the overall applicant pool in each review criteria category per year during the award notification process after County Council approval.

## **1. Artistic, Botanical, Cultural or Zoological Purpose**

**Definition:** This criterion evaluates the organization's primary purpose as it relates to how it advances and preserves the particular artistic, botanical, cultural, or zoological practice as defined by ZAP discipline. In the evaluation process the following elements will be assessed: how an organization meets their mission, alignment with ZAP's mission and discipline, and the need/gap that it provides to the community.

**4 – Exceptional:** Purpose is clearly articulated, deeply grounded in artistic, botanical, cultural, or zoological practice, and integral to the organization's identity and activities; demonstrates strong stewardship, preservation, or advancement of the discipline and clear alignment with ZAP's mission and community need.

**3 – Strong:** Purpose is clearly articulated and grounded in artistic, botanical, cultural, or zoological practice; activities consistently reflect and advance the stated intent with evident alignment to ZAP's mission and community need.

**2 – Adequate:** Purpose is stated but broadly defined or unevenly grounded in artistic, botanical, cultural, or zoological practice; activities minimally reflect the stated intent, with some alignment to ZAP's mission or community need.

**1 – Weak:** Purpose is vaguely articulated or minimally grounded in artistic, botanical, cultural, or zoological practice; activities show little connection to the stated intent and minimal alignment with ZAP's mission or the community's needs.

**0 – Insufficient:** Purpose is not articulated and/or not grounded in artistic, botanical, cultural, or zoological practice; activities do not reflect disciplinary intent, and alignment with ZAP's mission or community need is not evident or cannot be determined.

## **2. Organizational Stability**

**Definition:** This criterion evaluates the organization's stability as it relates to personnel, programming and partnerships, and navigates challenges. In the evaluation process the following elements will be assessed: the level of board, staff, and volunteer engagement at the organization, the ability of the organization to execute the proposed activities and programming, how and what partners are engaged in the work, and how successfully the organization approaches challenges. Financial capacity will be evaluated in a separate criterion.

**4 – Exceptional:** Organization demonstrates sustained stability across leadership, personnel, programming, and partnerships; board, staff, and volunteers are actively engaged; challenges are clearly acknowledged and strategically addressed, reflecting strong adaptive capacity.

**3 – Strong:** Organization demonstrates general stability in leadership, personnel, programming, and partnerships; board, staff, and volunteers are appropriately engaged; challenges are acknowledged and managed in a responsible manner.

**2 – Adequate:** Organization shows some instability or gaps in leadership, personnel, programming, or partnerships; engagement may be uneven; challenges are identified but responses lack consistency or clarity, though risks to implementation are limited.

**1 – Weak:** Organization demonstrates significant instability in leadership, personnel, programming, or partnerships; engagement is minimal or unclear; challenges are insufficiently addressed, raising concerns about continuity or implementation.

**0 – Insufficient:** Organization does not demonstrate operational stability; leadership, personnel, programming, or partnerships are absent, unclear, or substantially insufficient; challenges are not acknowledged or addressed, and the organization’s ability to function or implement activities cannot be determined.

### **3. Community Engagement & Public Benefit**

**Definition:** This criterion evaluates the organization’s community and public engagement as it relates to what communities it serves, how it approaches connection and engagement strategies, and the level of impact the organization is making within the community. In the evaluation process the following elements will be assessed: communities defined and served, clear public engagement strategies and their adaptability to changing needs, and depth of impact.

**4 – Exceptional:** Community and public engagement are central to the organization’s work; communities served are clearly defined; strategies demonstrate meaningful participation, accessibility, adaptability, and reciprocal relationships; evidence shows sustained and measurable depth of impact.

**3 – Strong:** Community and public engagement are clearly defined and consistently implemented; communities served are identified; strategies demonstrate intentional outreach and adaptability, with observable impact.

**2 – Adequate:** Some community or public engagement is present; communities served may be broadly defined; strategies may be limited in depth, reach, or consistency, and impact is modest or uneven.

**1 – Weak:** Community or public engagement is minimal, vaguely defined, or inconsistently implemented; communities served are unclear; strategies lack depth or intentionality, with little evidence of impact.

**0 – Insufficient:** Community or public engagement is not demonstrated; communities served are not identified; strategies are absent or unrelated to public benefit, and impact cannot be determined.

### **4. Financial Accountability**

**Definition:** This criterion evaluates the organization’s financial accountability as it relates to how it stewards its finances. In the evaluation process, the following elements will be assessed: its approach to financial planning, a realistic and appropriate annual budget, the use of ZAP funds, and financial transparency.

**4 – Exceptional:** Financial practices are transparent, well-documented, and strategically aligned with stated priorities; financial planning is proactive; the annual budget is realistic and appropriate; use of ZAP funds is clearly justified; demonstrates strong and responsible stewardship of resources.

**3 – Strong:** Financial practices are clear and generally well-documented; financial planning and the annual budget are appropriate to the organization’s scope; use of ZAP funds is reasonable and supported; demonstrates responsible stewardship.

**2 – Adequate:** Financial information is provided and generally sufficient; planning or budget detail may be limited or uneven; use of ZAP funds is stated but may lack clarity; minor questions are present but do not indicate immediate financial risk.

**1 – Weak:** Financial information is unclear, incomplete, or inconsistently documented; planning or budget realism is questionable; use of ZAP funds lacks adequate explanation; significant concerns are raised regarding stewardship or oversight.

**0 – Insufficient:** Financial information is absent, substantially incomplete, or unreliable; financial planning and budget are not discernible or unrealistic; use of ZAP funds is not explained or is inconsistent with stated activities; financial accountability cannot be determined.

## **5. Financial Health Test (FHT) Score – (for requests \$22,000 or more)**

For Tier II applicants requesting \$22,000 or more and all Tier I & Zoological applicants, a Financial Health Test (FHT) Score will be utilized in addition to the four review category scores. An independent CPA firm reviews the certified financial statements and performs a series of six assessments in relation to the organization’s net assets, working capital, debt, cash flow, and general fiscal viability. The assessment will result in either a Pass or Fail.

The FHT score rubric interprets the Pass or Fail result into a number and considers whether an organization passed or failed in the current and last two years (three years overall). Receiving a score of 0 will not affect the total score and indicates that the applicant meets the minimum standards for good fiscal stewardship. Receiving a negative score, which indicates that financial standards were not met in one or more years, will impact the total score. Once determined, the score will be added to the total from the four review categories to calculate the final, cumulative score. For example, if an applicant scores a total of 13 on the review categories, but receives a FHT score of -1, the final cumulative score would be 12.

<b>Financial Health Test (FHT) Scoring Rubric</b>	
<b>Anchor Description</b>	<b>Score</b>
Passed 3 Years (current, last, and previous years)	0
Passed 2 Years, Failed 1 Year	-1
Passed 1 Year, Failed 2 Years	-2
Failed 3 Years (current, last, and previous years)	-3
Going Concern (any year)	-4

In addition to the Pass/Fail result, the CPA firm will provide financial statement observation comments and requested fixes to ZAP and the Advisory Board. Applicants will receive CPA comments and fixes through Submittable notification after County Council has approved funding recommendations. It is recommended that applicants utilize the feedback in future applications, share with their organization’s board leadership, relevant staff and audit firms as well as reach out to ZAP to discuss the feedback if there are clarification questions.

Applicants that do not pass the CPA’s FHT assessment in the current year will be asked to prepare a credible plan for restoring financial health and submit regular progress reports that demonstrate compliance with their plan. ZAP will reach out directly to these applicants after County Council approval, if this is the case.

# CONTRACTING, OBLIGATIONS, AND PAYMENTS

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## **1. Contract Signing**

If your organization is approved for funding, your organization must:

**Step 1: Sign grant contract with Salt Lake County**

**Step 2: Review its contractual obligations, which includes funds usage and promotion requirements**

**Step 3: Update/Register PaymentWorks information payment processing**

Each year ZAP staff will pre-record a Contract Webinar that you may view at your convenience. The Contract Webinar recording will walk awardees through the contract signing, fulfilling contractual obligations, and updating information for payment processing. Typically, the contract, webinar recording, and any related checklists will be made available within two weeks of County Council approval in late October or early November.

The deadline to sign your contract and submit relevant PaymentWorks updates is usually before the Thanksgiving holiday. A contract signing notification will be sent via Submittable with the specifics.

## **2. Contractual Obligations – Use of Public Funds**

If awarded funds, grantee must fulfill the contractual obligations, which each grantee must review before signing. The following sections are not a comprehensive list nor a scope of agreement within the Funding Contract but highlight important aspects of fund usage for the ZAP program. A sample of the contract can be found in the Appendix.

### **Use of Funds as Stated**

It is expected that grantees will use the funds as outlined in their application. If the use of funds changes significantly due to being awarded less than requested or for other reasons, you must contact ZAP prior to signing your contract. For Tier I & Zoological applicants, numbers and explanations should support the figures provided in the "Actual-Use" Tab in the QE Worksheet.

### **Spending Time Period**

Award funding is expected to be spent within the fiscal year that you indicated in your application. If this changes, contact ZAP. Funding not expended during this time without expressed permission must be returned to Salt Lake County.

### **Post-Spending Report**

It is expected that grantees submit an Actual Use Post-Spending Report detailing how Funds were expended. Funds may be withheld due to inadequate, incomplete, or non-submitted Actual Use/Evaluation report.

### **Record Keeping**

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.

### **Spirit of a Public Body**

Grantee agrees that although it is not a “public body”, because it receives public funds, it will adhere to the spirit of making its board meetings open to the public.

### **Insurance**

As a recipient of ZAP funds, it is expected that your organization will maintain reasonable and appropriate insurance in accordance with industry standards. While ZAP does not dictate what this might be, it is the responsibility of the grantee to have the appropriate level and types of insurance required for your organization’s operations and activities.

## **3. Contractual Obligations – Communications, Participation, Training & Data**

Grantees are contractually obligated to acknowledge ZAP in any promotional materials related to activities supported by its funding.

### **Logo Usage**

As a grantee, you agree to use the official logo on all appropriate print and communication materials such as:

- **Print:** Brochures, Banners, Flyers, Playbills, Posters
- **Digital:** Advertisements, Emails, Newsletters, Media Releases, Supertitles, Videos, Websites (donor, grantor, or sponsor pages)

The logo is available for download on ZAP’s website. Examples of programs or other printed material acknowledging the County and the ZAP Program will be requested in the Post-Spending Report.

### **Public Announcements**

Your organization further agrees to publicly announce (in some manner) that the applicable programming is supported by the Salt Lake County Zoo, Arts & Parks Program. Use “supported by” or “partially funded by” as opposed to “in partnership with”. For example, consider using the following phrase: “[Organization's name] is **supported by / partially funded by** the Salt Lake County Zoo, Arts & Parks (ZAP) Program. We would like to thank the residents and visitors of Salt Lake County for their continued support of arts, culture, and recreation within our community. Thank you!”

### **Activities Calendar**

You agree to use a statewide online accessible activities calendar such as the [nowplayingutah.com](http://nowplayingutah.com) website to promote your organization’s activities and offerings.

### **Board Invitations**

As a grantee, your organization agrees to provide tickets to any non-fundraising event, without charge and within reason, as requested by your County's representative to enable your respective ZAP Advisory Board to better review and evaluate your organization and activities.

### **Application and Contract Training**

It is expected that at least one representative from each grantee organization will complete the training on an annual basis. This is usually in the form of live online or pre-recorded informational webinars.

### **Sponsored Program Participation**

ZAP may sponsor activities that highlight the ZAP program and showcase its grantees. As ZAP sponsors such activities, grantees are invited to participate and will use their best efforts to reasonably participate as requested.

### **Data Collection and Sharing**

ZAP invests in tracking real-time data on the services it provides. It collects data that highlights grantee activities with the intent of sharing in aggregate form. ZAP may request data from grantees on an annual or semi-annual basis.

### **Free or Reduced-Admission-Fee Programs/Days**

If grantee produces free or reduced-admission-fee programs, admission shall be extended to all citizens of the State of Utah and shall not be restricted to citizens of Salt Lake County. Grantee will publicly announce (in some manner) that this has been sponsored by ZAP and informs ZAP in advance and in a timely manner.

### **Press Releases**

You also agree to provide the County with press releases and other public relations, material designed to promote your organization's programs and projects. Submission by email is preferred at [PRZAP@saltlakecounty.gov](mailto:PRZAP@saltlakecounty.gov)

## **4. Communication Tactics and Resources**

While the following are not contractually obligated, the following tactics and resources are recommended communications practices for grantees.

### **Social Media Tagging and Event Promotion**

ZAP staff uses best efforts to collaborate with our grantees and amplify their impact by sharing grantee activities on social media and with Advisory Boards members. Our goal is to help maximize impact and engagement. We ask that you submit event information through our online form so that staff can share it on our social media and with our Advisory Board members. We ask that you **follow and tag @slcozap** on Facebook, Instagram, and LinkedIn in posts and stories to generate greater awareness of your activities.

### **Monthly Newsletter**

As a grantee, we ask that you subscribe to the monthly newsletter – found on the website – to stay current with ZAP programming, grantmaking deadlines, and important announcements. Applicant contacts will be automatically subscribed to the newsletter in fall each year after Council approved funding recommendations. This is our PRIMARY mode of communicating ZAP grantmaking and programming opportunities with your organization throughout the year.

### **Proper Spelling and Grammar**

Note proper title (i.e. comma, ampersand, and capitalization) of the program: **Salt Lake County Zoo, Arts & Parks**

## **5. Payment Processing**

PaymentWorks is Salt Lake County's Vendor Management System. To receive ZAP award payments, as in past years, all organizations must be registered in this system and have an active profile. While registration only occurs once, the profile may need to be updated when there are changes to your organization.

### **Current ZAP Grantees: Updating PaymentWorks Information**

Each year, ensure that the following information is accurate and up to date within PaymentWorks:

- Appropriate personnel have access to the account
- Billing address
- Banking institution information and accounting numbers

ZAP generally cannot provide direct technical assistance in updating your account information. Refer to the following help pages to make those changes: [PaymentWorks | Help Center](#).

### **New ZAP Grantees: Registering for PaymentWorks**

If you are a new grantee, you will be sent an invitation link to register after funding recommendations have been approved by County Council. Follow the instructions to register your organization's financial institution and contact person information.

## **6. Distribution of Grant Funds**

Grantees must sign the contract and register in PaymentWorks in a timely manner before grant funds may be disbursed. Failure to do so may result in a delay in payment. Grant funds are disbursed in the following ways:

### **2027 Tier I & Zoological Program**

Grant awards are paid using tax revenue received in 2027.

- June 2027: First payment of the award
- July 2027 – February 2028: Regular monthly payments
- March 2028: No Payment
- April 2028: Final, reconciled payment amount based on tax revenue received.

### **2026 Tier II Program**

Grant awards are paid using tax revenue received in 2026.

- January 2027: 60% of the award payment
- April 2027: 40% of the award payment

# ZAP CONTACT INFORMATION

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## Salt Lake County Zoo, Arts & Parks

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

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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# APPENDIX

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## 1. Documents

The following documents can be downloaded in a section titled “Grant Manual Appendix Documents” on the respective ZAP webpage.

### 2027 Tier I & Zoological Program

- Application Narrative Questions
- Financial Health Test
- Sample Board Roster
- Sample Funding Contract
- 2025 Post-Spending Report
  - Available starting April 1
- Qualifying Expenditures (QE) Worksheet
  - Available starting April 1
- Applicant Site Visit Checklist

### 2026 Tier II Program

- Application Narrative Questions
- Financial Health Test (for Requests over \$22,000)
- Sample Board Roster
- Sample Funding Contract
- 2024 Post-Spending Report
  - Available starting April 1

## 2. Links

Hyperlinks referenced in the Grant Manual are listed here.

### **ZAP Webpages & RSVP Links**

- [Zoo, Arts & Parks \(ZAP\) Home Page | Salt Lake County](#)
- [About ZAP - Zoo, Arts & Parks \(ZAP\) | Salt Lake County](#)
- [Impact Program - Zoo, Arts & Parks \(ZAP\) | Salt Lake County](#)
- [2027 Tier I & Zoological Application](#)
- [2026 Tier II Application](#)
- [2026 Grants for Advancing Local Arts Agencies](#)
- [ZAP 1031 Countywide Policy](#)
- [Grant Informational Webinar | March 18 and April 8 RSVP](#)
- [Virtual Office Hours \(Business and Evening Hours\) RSVP](#)

### **Submittable**

- [Submittable Home Page | Sign In](#)
- [Getting Started as a New Submitter | Submittable Help Center](#)
- [Update My Profile | Submittable Help Center](#)
- [Organization Search | Submittable Help Center](#)
- [Inviting Collaborators on Submissions and Additional Forms | Submittable Help Center](#)
- [Transfer Submission Ownership for Submitters | Submittable Help Center](#)
- [Help for Applicants | Submittable Help Center](#)

### **Extra Resources**

- [Now Playing Utah](#)
- [PaymentWorks | Help Center](#)
- [Public Notice Website](#)
- [Utah Entity Number \(UEN\) | Business Entity Records Search](#)