



## 2019 RAP Tax Cultural Funding Application

### Applicant Entity Information

Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

### Type of Entity

\_\_\_\_\_ Private Non-Profit with 501(c)(3) letter

\_\_\_\_\_ Private Non-Profit with 501(c)(3) letter from Financial Sponsor

\_\_\_\_\_ Publically Owned or Operated

### Proposal Specifics

Contact Person: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Residence Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

RAP Funds Requested: \_\_\_\_\_

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

**Project Description**

Describe in general terms the concept and objectives of the project. (Please limit response to 350-400 words)

**Project Merit**

What is the artistic or cultural rationale for this project? How will project contribute to artistic/cultural development within Washington County? (Please limit response to 350-400 words)

Who are the potential beneficiaries of this project? (specify numbers and ages, etc.) (Please limit response to 350-400 words)

How specifically will project contribute to overall Washington County growth and economic development? (Please limit response to 350-400 words)

How will project enable a demonstrable incremental increase of new/expanded entity offerings as opposed to helping fund already existing offerings? (Please limit response to 3 words)

How will applicant entity promote and attribute project as having been enabled by RAP Tax funding? What project promotional materials will contain the Washington County RAP Tax logo. How can elements of project be promoted as being "made possible through RAP Tax funding"? (Please limit response to 350-400 words)

### **Budget**

Complete the attached Summary Financials Worksheet. At the top of the Summary Financials Worksheet, check whether application is for funding to augment total entity budget for the coming fiscal year or is for a specific standalone project, and enter financial data for Income, Expenses, and In-Kind Services in either the Annual Budget or Standalone Project column. Use the Explanation column to briefly describe specifics.

Several extra lines are available to enter Other Cash Income or Other Expenses for budget line items that don't coincide with standard budget line items already listed on the form.

Budgeted amount on bolded line **RAP Tax Funds Requested** should coincide with amount shown in Proposal Specifics above. If applicant entity has checked "Private Non-Profit with 501(c)(3) letter from Fiscal Sponsor attached" as Type of Entity, enter amount of fee to be paid on bolded line **Fiscal Sponsor Fee (if any)**.

Use space below to provide explanatory context for the operating budget information provided on the attached Summary Financials Worksheet. Applications containing a clear and concise, but reasonably complete description of the project and underlying budget will receive priority consideration from the RAP Advisory Board. (Please limit response to 350-400 words)

**Timeline**

Describe the timeline for completing this project including the starting date as well as various phases or stages throughout the project until its completion. (Please limit response to 350-400 words)

**Additional Administrative Provisions and Entity Representative Confirming Signature**

By signature below the Entity Representative confirms understanding and acceptance of the following additional administrative provisions:

1. Although applicant entities may receive advance written indications of amounts that are expected to be approved and disbursed, actual disbursements of RAP Tax funds to support cultural activities will
2. Upon receipt of written advance notification that a project award has been approved, and prior to funds being disbursed, applicant entity will respond in writing to confirm that the project will be executed per the application as submitted, or specifying any intervening planned changes.
3. Any funds awarded as part of the 2017 RAP Tax funding cycle that remain unused as of December 31, 2018 will be returned to Washington County.
4. Upon completion of this project with a RAP Tax funding award, entity will submit a written analysis of how effectively the project accomplished the objectives stated in this application. Answers to follow-up questions and/or financial audit of the project may be required by the Washington County RAP Advisory Board.
5. Copy of 501(c)(3) letter for Entity or Fiscal Sponsor of Entity as applicable based upon Type of Entity checked above has been mailed to Washington County Commission Office (Attn: Cheyenne Bentley),

\_\_\_\_\_  
Signature of Entity Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date