



MARCH 1, 2023 REGULAR MEETING - 5:00 P.M.

**City Council Chambers
217 East Center Street
Moab, Utah 84532**

1. Call To Order
2. Citizens To Be Heard
3. Approval Of Minutes From The November 29, 2022 Meeting

Documents:

[RAP TAC MEETING NOTES 11.29.2022.PDF](#)

4. Discussion Of RAP Tax Project Guidelines And Evaluation Process

Documents:

[RAP TAX APPLICATION.PDF](#)
[RAP TAX GRANT GUIDELINES.PDF](#)
[RAP PROJECT REVIEW.PDF](#)

5. Adjournment

Special Accommodations:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the Recorder's Office at 217 East Center Street, Moab, Utah 84532; or phone (435) 259-5121 at least three (3) working days prior to the meeting.

Check our website for updates at: www.moabcity.org

RAP TAC Meeting
11.29.2022

1. Called to order at 5:29 pm

Attendance by committee members: Richard Codd, Neal Clark, Annie McVay, Emily Roberson, Molly Taylor, Barbara Hicks

Absent: Jason Taylor

Additional attendance: Kelley McInerney

2. Citizens to be Heard: none

3. Approval of the minutes from the 10.17.2022 meeting

Passes 5-0

Neal abstained from voting due to not being in attendance at the meeting

3.1 Approval of the minutes from the 11.7.2022 meeting

Passes 3-0

Molly and Barbara abstained from voting due to not being in attendance at the meeting

4 Approval of RAP Tax Project Guidelines and Application Process

Mission Statement

Supporting and promoting recreational, cultural, arts, and parks facilities and programs to benefit the Moab community.

The group was all in favor of this as their guiding statement.

Project Guidelines

- Capital Projects – 10 year minimum
- City Limits – consider adding “or on City Property” next year
- Timeline of final reports and applications for the next year’s funding – clarify language to say that an organization is not eligible to receive funds until the prior year project is completed and reports submitted, they are still eligible to apply
- Use of Funds
 - Remove the non-cultural list item
 - Under the Not to be Used for section, adding in some general language regarding funding that is not fitting into RAP related projects

Motion to approve the Guidelines as amended in this meeting, passes 5-0

Sample Application

- Remove the disclaimer on the application reading: “If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release”

Evaluation Criteria

- Community Need
 - Consider adding a section that breaks down the percentage of project chosen that lie in each category, arts, parks, recreation, trails. If something falls into two categories would it score higher?
 - For example, ArtTrails – this program is art and a trail network
 - Uniqueness compared to other projects, does this score higher?
- The bullet points within each category are meant to help the committee review the applications, what are we looking for within the Quality of a Proposed Project or Community Need
- Does part of the evaluation include looking into what the City's projects for the year include so as not to have overlap
- The Grantwell Rubric Richard was looking at had an example of what a 1 vs a 5 score was in each category, this could be helpful for review
 - For example: A project that scores a 5 in Demonstrates Community Needs, serves an underserved population and has the potential to be integral to the community
- Change scoring from 25 points in each category to a 1-5 scoring system
- Should categories be weighted?
- Rather than ranking the projects against each other, each one will be evaluated on its own. This will help us avoid any conflicts of interest, for example if a person on the committee is part of an organization that applies for a project, they can recuse themselves from scoring just that one project rather than the whole session
- Committee members will each review and score projects on their own and then the group will come together and discuss the projects
- With this being the first year, we might adjust the criteria or application for next year if we run into any issues
- Do we need to keep the organization's history element in the Criteria?
- Rather than providing a sample application, we will answer questions as they come in, applicants are welcome to reach out to staff with questions.

5. Discuss Next Steps and Timeline

Get information out about the application release and open house. Share in newsletters and networks that the Gym, MARC, and MRAC currently have.

Have a Q&A with the papers and on the website to outline how can apply and how funds can be used.

Information in the papers, on the website, and on the radio.

City RAP funding plans – the City is taking on its first comprehensive parks master plan and hope to use RAP funding for its findings.

Timeline

- Release application in early January
- Deadline of March 1st
- Open House at the MARC on January 11th from 3-7pm in the Dance Room

6. Meeting adjourn: 6:33 pm



RAP TAX GRANT APPLICATION 2023

Will the proposed project take place within Moab City limits? YES ___ NO ___

Is your organization designate as a 501(c)(3) or are you partnering with a 501(c)(3) organization?
YES ___ NO ___

If you answered no to either of the above questions, the project is not eligible for the RAP Tax grant program.

Submit this application, budget summary and all attachments to RAPTAC@moabcity.org by March 1, 2023, at 5 p.m.

Organization Information

Organization: _____

Name: _____ Date: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Website: _____

Description of Organization and Mission Statement:

Number of Full-Time Staff:

Number of Part-Time Staff
(associated with this project):

Number of Volunteers
(associated with this project):

Grant Contact: _____

Executive Director: _____ Phone: _____

Email: _____

Alternate Contact: _____ Phone: _____

Email: _____

Project Information

Project Title: _____

Project Start Date: _____ Project End Date: _____

Amount Requested: _____ Total Cost of Proposed Project: _____

Project Title and Summary - In the space provided, please provide a brief summary of the proposed project.

Max 500 characters

Provide a Needs Assessment (Why is this project important?):

Max 500 characters

Project Goals and Implementation - Please describe in detail how this project will be accomplished, who will be involved, the timeline for completion, and how this project will benefit the residents of Moab City.

Max 2000 characters

Project Target Audience - In the space provided, include the number of people expected to be reached by the project. Please include any plans to target specific age groups or underserved populations.

Max 500 characters

Please detail any partnerships for this project.

Max 500 characters

What qualitative and quantitative measures will you be using to evaluate your project goals?
Max 500 characters

Required Attachments

- 501(c)(3) Determination Letter
- List of Board of Directors
- Most Recent Financial Statement
- Other Supporting Documentation

Disclaimer and Signature

By submitting, I certify that my answers are true and complete to the best of my knowledge.

Signature: _____



RAP Tax Grant Project Guidelines

Supporting and promoting recreational, cultural, arts and parks facilities and programs to benefit the Moab community

These funds are meant to aid project and program-based activities (art creation, art presentation, park and recreation facilities, capital projects, and recreation programs).

Capital projects are allowed but must be available for public use for at least 10 years. This timeframe may vary depending on project specifics including dollar amount, the estimated useful life of the capital project, etc. This timeframe will be determined before the grant award.

Applicants are required to have 501(c)(3) status to qualify for a grant. If an applicant (such as a local artist) does not have such status, they are recommended to partner with an organization that does.

Additional Requirements:

- The location of the project takes place within Moab city limits.
- Projects must be completed within one year of the grant award.
- Projects must be matched by at least 25% (direct or indirect match)
- An entity may only apply for up to 20% of the total RAP Tax Grant funds available for the year. (For 2023, the project application limit is \$18,600.)

Grant awards will be distributed in two payments, 50% at the time of award and 50% at project completion and final reporting.

If the organization has a currently open RAP Tax project, they may apply for a new cycle of RAP Tax funding but won't be awarded funds until the open project is completed.

Projects are required to announce and display that funding was provided by the City of Moab RAP Tax Program.

RAP/Tax funds may be USED for expenditures directly related to:

- Collections /Exhibits: Acquisitions or public display of items that in part or as a whole are collected or exhibited.
- Contracted Services: Services obtained through the aid or direction of a second individual or company. that are directly related to the project.
- Salaries that have a direct relation to the project (i.e. an art instructor's time in preparing and teaching an art program)
- General administration and overhead costs may be allowed if the applicant can demonstrate a direct relation or need to the proposed project: These costs are limited to a maximum of 10% of the total requested amount.
- Marketing/Advertising: Promotion of the organization's RAP Tax funded project/program
- Programs/Performance/Production: Staging of programs, performances, productions, cultural festivals
- Projects: Development of one-of-a-kind or one-time physical item or one-time event
- Travel/Housing: Travel by organization's staff for specific projects/programs; travel and housing for performers

RAP/Tax funds may NOT BE USED for (this list is not exhaustive):

- Accumulated deficits or debt retirement
- Public schools and/or school programs or hiring of temporary or permanent staff
- Lobbying Expenses
- Scholarships, purchase awards or cash prizes
- Regular operations of Magazines or Newspapers
- Activities intended primarily for fundraising
- Rehabilitative or therapeutic programs
- Fireworks
- Rodeos
- Activities that are primarily religious in purpose
- Cash reserves

Projects will be evaluated on:

- Quality of proposed project
- Demonstrated community need
- Benefits to the community
- The organization's history and ability to implement the project, and financial considerations

Evaluation Criteria

Quality of proposed project

- The quality and clarity of the project goals and design
- Completeness
- Value of supporting materials

Demonstrated community need

- What is the current need of Moab citizens that this project aims to address?
- Are other projects or programs already addressing this need?

Benefits to the community

- The number of Moab residents by age, user group, etc., served by the project;
- Does this project have the potential to become an influential part of the community experience in years to come?
- In what tangible ways will this project benefit Moab?

The organization's history, ability to implement the project, and financial considerations

- The ability to carry out the project based on factors including the appropriateness of the budget, the resources involved, and the qualifications of the project's personnel
- History of past City funding

City of Moab RAP Tax Project Review

Project Name:

Overall Project Rating

This section gives an overall rating of the project based on the areas identified in the call for applications.

Each section is rated from: **Poor – Fair – Good – Very good – Excellent**

Projects will be evaluated on:

Quality of proposed project

Overall Comments

Demonstrated community need

Overall Comments

Benefits to the community

Overall Comments

The organization's history, ability to implement project and financial considerations

Overall Comments

Question Asked:	Comments
Provide a Needs Assessment (Why is this project important?):	
Project Goals and Implementation- Please describe in detail how this project will be accomplished, who will be involved, the timeline for completion, and how this project will benefit the citizens of Moab City.	
Project Target Audience- In the space provided, include the number of people expected to be reached by the project. Please include any plans to target specific age groups or underserved populations.	
Please detail any partnerships for this project.	
What qualitative and quantitative measures will you be using to evaluate your project goals?	

Any comments on budget or additional comments