

# COVID-19 CHANGE REQUEST FORM

## CHANGE REQUEST FORM DESCRIPTION

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It is the Arts Council's goal to disburse all awarded grant funds to every grantee and we will work with you to ensure all funds are received for your arts programming. As a reminder, the City Arts Grants timeline is September 1 through August 31, so you if you need to make changes or reschedule anything, you have through August 31 to do so.

Additionally, the Arts Council is WAIVING THE 1:1 CASH MATCH REQUIREMENT. This means that you do not need to secure additional funding to complete your project. While many grantees will have already secured additional funds or need them to complete a project, the Arts Council is not requiring a cash match for the remainder of the current 2019-2020 grant cycle. The match will be required for future grant cycles.

Once you have filled out this form, email the PDF to Kelsey Ellis at [kelsey.ellis@slcgov.com](mailto:kelsey.ellis@slcgov.com). Staff will then review the form and notify the primary contact of approval status via email. This form is not a final report. All grantees will still need to submit a Final Report Form through the online grants portal by September 30, 2020.

## APPLICANT INFORMATION

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Applicant / Organization:

Primary Contact:

Phone:

Email:

Project / Event Title:

Grant Award Amount:

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It is our goal to ensure you/your organization receives the money awarded to you so please outline in the descriptive response below what kinds of changes you plan to make or have already made. This response will be reviewed by Arts Council staff. We may request additional information, clarification, or want to work with you on alternative options. Feel free to contact us before you complete this form to brainstorm.

- If you have had to reschedule or modify your event/project, please describe the changes made from what was proposed in the application.

- If you have had to cancel your event/project, please describe how funds awarded can still go to activities that would have valuable community impact. Or if you would like to request that these funds be transferred into general operating support (only available to arts-based organizations) please describe what expenses will you cover with these funds.
- Include any additional information.

(Optional) Briefly describe any additional risk factors or hardships you are currently facing due to COVID-19 that you would like to have us consider in the review of this Change Request Form.