



**NOTICE OF A REGULAR
ARCH COMMISSION MEETING
June 18, 2026, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard ARCH Commission will hold a regularly scheduled ARCH Commission meeting on Thursday, June 18, 2026, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

[IGNORE_INDENT]

- 1. CALL TO ORDER**
- 2. CONSENT ITEMS**
- 3. WORK SESSION**
 - 3.1. ARCH Project for Fiscal Year '26-27**
 - 3.2. Vineyard Days Art Show Follow-Up**
 - 3.3. Review of upcoming ARCH Grant Cycle**
- 4. BUSINESS ITEMS**
 - 4.1. Secretary Nomination**
Secretary Nomination
- 5. STAFF AND COMMISSION REPORTS**
 - 5.1. Parks & Rec Director Staff Report**
- 6. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS**
- 7. ADJOURNMENT**

The next meeting is on _____.

This meeting may be held in a way that will allow a board member to participate electronically.

The public is invited to participate in all ARCH Commission meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Anna Nelson at least 24 hours prior to the meeting by calling (801) 226-1929 or emailing her at annan@vineyardutah.gov.

The foregoing notice and agenda were posted on the Utah Public Notice Website and Vineyard Website, posted at the Vineyard City Hall, delivered electronically to city staff and each member of the ARCH Commission.

**AGENDA NOTICING COMPLETED
ON:**

/s/Anna Nelson

CERTIFIED (NOTICED) BY:

Anna Nelson
Special Events Coordinator



STAFF REPORT

Meeting June 18, 2026
Date:
Agenda ARCH Project for Fiscal Year '26-27
Item:
Department: Parks & Recreation
Presenter: Jarom Sidwell

Background/Discussion:

ARCH Chair, Jarom Sidwell, expressed interest in the ARCH Commission overseeing an annual event to further promote ARCH within the Community. The ARCH Commission can discuss ideas of what they would like to do and how much it would cost. Preferably something that can cost under \$5,000 and that could promote fundraising.

Fiscal Impact:

\$5,000

Recommendation:

N/A

Sample Motion:

N/A

Attachments:

None



STAFF REPORT

Meeting June 18, 2026
Date:
Agenda Vineyard Days Art Show Follow-Up
Item:
Department: Parks & Recreation
Presenter: Brian Vawdrey

Background/Discussion:

The Vineyard City Events team would like to have the ARCH Commission oversee the annual Vineyard Days Art Show. The ARCH Commission can discuss this year's efforts and brainstorm ideas for next year. There are three prizes to be awarded to this year's participants.

Fiscal Impact:

N/A

Recommendation:

N/A

Sample Motion:

N/A

Attachments:

None



STAFF REPORT

Meeting June 18, 2026
Date:
Agenda Review of upcoming ARCH Grant Cycle
Item:
Department: Parks & Recreation
Presenter: Brian Vawdrey

Background/Discussion:

The ARCH Commission approved in the previous meeting to have the ARCH Grant Cycle be as follows:

- July 15th - September 30th: ARCH Grant Open for Applications
- October: Grant applicants, or designee(s), shall present to the ARCH Commission
- November: ARCH Commission reviews overall scores for each grant applicant and determines a recommendation for City Council regarding any grant award allocation(s)
- November-December: ARCH Grant awards finalized and approved by City Council and all ARCH Grant applicants notified of award status
- January: Distribution of ARCH Grant funding allocation(s)

The ARCH Commission shall discuss if they'd like to follow the above-listed schedule and if they want to edit any of the application or grading criteria.

Fiscal Impact:

N/A

Recommendation:

Vineyard Staff recommends that the ARCH Commission move forward with the planned ARCH Grant Cycle provided.

Sample Motion:

"I move to approve that...."

Attachments:

1. ARCH Grant Evaluation Sheet
2. ARCH Grant Policy and Procedure Document - Clean

ARCH Grant Evaluation Sheet

Evaluator Name: _____

Date: _____

Applicant's Organization Name: _____

Project Title: _____

Grant Amount Requested: _____

Disqualification (check if applicable):

- Not a valid 501(c)(3) non-profit organization OR Vineyard City Division
- This project doesn't meet the requirements for ARCH Grant funding through RAP tax fund

Scoring Key:

- **5:** Excellent – Exceeds expectations in all aspects
- **4:** Good – Meets most expectations with few minor weaknesses
- **3:** Satisfactory – Meets basic expectations but has notable weaknesses
- **2:** Needs Improvement – Significant weaknesses that may impact the project's success
- **1:** Poor – Does not meet expectations

1. Project Alignment with ARCH, the Community needs, and Council goals **SCORE (1-5):** _____

How well does the applicant's project align with promoting Arts, Recreation & Parks, Culture, and Heritage within Vineyard City?

Evaluator Comments: _____

2. Project Design and Implementation Plan **SCORE (1-5):** _____

How well planned out is the project? (Clear goals, specified deadlines, and a realistic time frame to complete the project)

Evaluator Comments: _____

3. Budget & Financial Management **SCORE (1-5):** _____

How clear, realistic, specific, and appropriate is the project's budget breakdown? Is there clear financial need?

Evaluator Comments: _____

4. Capacity and Experience

SCORE (1-5): _____

Does the organization have the necessary infrastructure, resources, qualified team members, and expertise to implement the project successfully? Does the applicant have a proven history of successfully completing similar projects?

Evaluator Comments: _____

5. Community/Stakeholder Involvement

SCORE (1-5): _____

How well does the project involve the community? Are there partnerships with other organizations for this project?

Evaluator Comments: _____

6. Sustainability and Long-Term Impact

SCORE (1-5): _____

How well can this project be sustained long-term (beyond the potential ARCH grant funding)? -or- (for one-time events) How well does this project present a compelling, original experience with the potential to advance learning, or contribute to social and cultural enrichment in the community?

Evaluator Comments: _____

7. Overall Project Value

SCORE (1-5): _____

How is the overall return on investment for this project? How professional is the application?

Evaluator Comments: _____

Overall Final Comments: Include strengths, weaknesses, & general feedback.

OVERALL SCORE: /35

Vineyard City ARCH Grant Policy & Procedure Document

ARCH Background

In February of 2023, the Vineyard ARCH Commission was created by the Vineyard City Council to help promote Arts, Recreation & Parks, Culture, and Heritage within the community. The ARCH Commission shall consist of seven (7) members. All Commissioners shall be Vineyard City residents, except for one Commissioner may be at-large and may be a non-resident of Vineyard. All Commissioners shall be volunteers. A key purpose of the ARCH Commission is to annually recommend to City Council which ARCH Grant applicants shall receive funding.

In November of 2019, a majority of Vineyard City voters approved the RAP Tax. As a result, one-tenth of one percent of the City's sales tax is designated for supporting a wide range of Parks & Recreation projects, such as: capital development, ongoing operations of parks, recreational facilities, and cultural arts programs. The Vineyard City RAP tax went into effect on April 1, 2020 and shall last for 10 years. The November 2029 General Election shall include a ballot proposition to continue the Vineyard RAP Tax for an additional 10 years.

ARCH Grant Annual Timeline

The ARCH Grant Annual Timeline shall be as follows:

- July 15th - September 30th: Online ARCH Grant application open
- October: Grant applicants, or designee(s), shall present to the ARCH Commission
- November: ARCH Commission reviews overall scores for each grant applicant and determines a recommendation for City Council regarding any grant award allocation(s)
- November-December: ARCH Grant awards finalized and approved by City Council and all ARCH Grant applicants notified of award status
- January: Distribution of ARCH Grant funding allocation(s)

General Guidelines

1. The Vineyard City Council shall determine how much funding to allocate from the RAP Tax fund to the ARCH Grant, prior to each fiscal year.
2. The ARCH Commission may revise the ARCH Grant application prior to making it available each year.
3. All ARCH Grant applications shall be submitted via an application provided by Vineyard City.
4. Only one (1) application submission shall be permitted per fiscal year per 501(c)(3) organization/Vineyard City division.
5. All ARCH Grant applications shall be submitted prior to the application deadline. Late applications shall not be considered.
6. All ARCH Grant Applicants, or designee(s), shall be required to present and discuss their application project/program in front of the ARCH Commission.
7. The ARCH Commission shall review and score each Grant applicant and recommend which applicant(s), if any, and amount(s) the City Council should approve via majority vote.
8. Vineyard City Staff shall provide notice to all ARCH Grant applicants regarding the ARCH Commission's recommendations to the City Council and the City Council's final decision on distribution of funds.
9. The ARCH Grant fund is not an entitlement. Submitting a Grant application does not guarantee that any funds shall be awarded.
10. Organizations shall not be awarded multi-year ARCH Grant funding for the same project without Vineyard City Council approval.
11. ARCH Grant(s) may be provided to publicly-owned and operated facilities, as long as the facilities are located

in Vineyard OR are within the geographical area of entities that are parties to an interlocal agreement, to which Vineyard City is a party.

Eligible Applicants

To qualify for ARCH grant funding, applicants shall:

- a) Be a valid 501(c)(3) non-profit organization OR a Vineyard City-funded division.
 1. Qualifying 501(c)(3) non-profit organization(s) must have, or commit to have, a significant presence in Vineyard City AND have a purpose of advancing/preserving Vineyard City arts, music, special events, parks and recreation, theater, dance, heritage, natural history, or cultural arts.
- b) Possess and submit, with the ARCH grant application, all necessary land-use permit approvals that pertain to the project/program, prior to the ARCH grant application deadline.

Eligible vs Ineligible ARCH Grant Projects/Programs

RAP Tax funds can be used for a variety of projects and programs, in accordance with Utah State Code 59-12-1402 and Vineyard City Code 4.14.

- Eligible ARCH Grant Projects/Programs include, but are not limited to:
 - Art Festivals
 - Music or Dance Performances
 - Heritage/Culture Programs/Projects
 - Theater Groups
 - Special Events
 - Parks Facilities
 - Recreational Facilities
 - Library Enhancements
 - Trail/Bike Path Improvements

All ARCH Grant projects/programs must directly benefit the Vineyard community, aligning with the specific needs and interests of local residents.

- Ineligible ARCH Grant Projects/Programs pertain to, but are not limited to:
 - Road enhancements
 - Public safety
 - Schools
 - Political lobbying
 - Fundraising
 - Paying down accumulated deficits or existing debt
 - Activities not available to the general public or activities held at privately-owned facilities
 - Activities that take place outside of Vineyard City
 - Activities that are primarily religious in purpose
 - Scholarships
 - Purchasing awards or cash prizes
 - Rodeos
 - Fireworks
 - Services unrelated to Arts, Recreation & Parks, etc

Funding cannot be used for improvements to a 501(c)(3) organization itself, but must be dedicated to programming or initiatives that serve the Vineyard community.

ARCH Grant Award Recipient Requirements

After the City Council approves the annual ARCH Grant funding recipient award(s), each grant recipient shall:

1. Enter into a written agreement with Vineyard City. The agreement shall be signed by both parties, prior to the exchange of awarded funds. The contract shall include:
 - A detailed list of planned expenditures.
 - A beginning and end date for the project/program, if applicable.
 - Accountability measures for Vineyard City to ensure proper use of ARCH Grant expenditures and project completion.

2. Sign and return the required agreement within 30 days of the City Council approving the ARCH Grant recipient award(s). ARCH Grant Awardees who do not expend all their grant funds properly and complete the project/program by June 1st of the following fiscal year shall return all unused and any misused amounts to Vineyard City within two (2) weeks time, unless otherwise determined by Vineyard City.

3. Ensure that all promotional items, programs, publications, performances, and all other printed materials include the ARCH logo (supplied by Vineyard City) or other language required by ARCH.
4. Provide itemized expenses in a year-end report (compliance report). The report must be received by June 1st of each year, as applicable. If the report is not received by this date or is an inadequate report, grant funds shall be returned to Vineyard City and the grant awardee shall no longer be eligible for future Vineyard City ARCH grant funding.

Approved by ARCH Commission on the 21st of May, 2026.



STAFF REPORT

Meeting June 18, 2026
Date:
Agenda Secretary Nomination
Item:
Department: Parks & Recreation
Presenter: Jarom Sidwell

Background/Discussion:

The ARCH Commission is in need of a Secretary to oversee the recording of ARCH meetings and reviewing/tracking meeting minutes.

Fiscal Impact:

N/A

Recommendation:

N/A

Sample Motion:

"I move to nominate to serve as the ARCH Commission Secretary"

Attachments:

None