

Community Arts Program Professional Development Support

FUNDING – Covers registration costs up to \$200.00

FUNDING OPPORTUNITY

The Community Arts Program provides funding to support museums and arts organizations' staff, board members, or key volunteers to attend relevant conferences/trainings (*community organizations that provide arts programming may also be eligible, call Tracy Hansford to confirm 801-236-7544*). These conferences/trainings provide opportunities to expand organizations' skill sets and network with other nonprofit organizations.

GUIDELINES

- Preference will be given to first time applicants
- Applicant must be based in Utah
- An organization may receive funding for up to two staff, board members, or volunteers per fiscal year
- Applicants may receive only **one** of these awards every other fiscal year
- Payment will be given in the form of reimbursement once applicant has registered and provided proof of payment
- Recipients must plan on attending the entire conference/training
- This funding opportunity will be available until funds are expended on an annual basis
- Applicant's organization must have an established DUNS number * (*or apply for one*)
- Applicants may not be funded if reporting for previous UA&M funding is not up-to-date
- Within **one month** of attending conference/training, applicant must provide feedback outlining why attendance was valuable (email to thansford@utah.gov)

ELIGIBILITY

Organizations' staff, board members, or key volunteers are eligible to apply if:

- Applicant has approval from organization's Board Chair or Supervisor
- Organization is in compliance with past UA&M funding requirements

PROCESS

1. Fill out and submit application
2. If approved, applicant will receive notification as well as a "Letter of Understanding" that applicant will sign and return.
3. Once applicant has paid for the project, applicant will submit proof of payment (receipt).
4. UA&M will process reimbursement (up to \$200) once receipt has been submitted.
5. Payment will arrive via mail.

***Applicants are required to obtain a DUNS number.**

This application will be accepted if you have applied for a DUNS number but have not yet received it. For step-by-step instructions on applying follow the link:

http://heritage.utah.gov/wp-content/uploads/DUNSInstructions_Oct_141.pdf

Questions? Contact Tracy Hansford at 801-236-7544 or thansford@utah.gov