



FY18 ARTS CAPACITY GRANT GUIDELINES

GRANT DEADLINE: JUNE 9, 2017, 5:00 P.M. MST | REQUEST AMOUNT: \$2,500

Capacity-Building Grants support nonprofit organizations whose primary mission is the arts. Funding in this category is for general operating expenses. Newly established arts organizations, arts organizations without paid staff, or arts organizations that have received fewer than three previous years of funding from Utah Division of Arts & Museums should apply in this category. These grants are competitive and panel-reviewed. No organization is guaranteed funding from one year to the next.

Request Amount: Up to \$2,500

Arts organizations residing in Utah that have the following:

- A mission that is primarily focused on the arts
- Compliance with all final reporting requirements for FY16 Utah Division of Arts & Museum grants
- Nonprofit, government agency, or municipality status

Depending on your status, you may need a current Charitable Solicitations Permit to apply for this grant opportunity. Please see the "Eligibility Policies" section of the guidelines for more information.

QUESTIONS ABOUT THE GRANT?

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All applications must be completed and submitted online at: uamgrants.utah.gov
by June 9, 2017 at 5:00 p.m. MST

WHAT THIS GRANT CANNOT FUND

- Endowments
- One-time projects
- Building renovation, physical maintenance of facilities, or capital expenditures, including capital improvement, purchase, or long-term lease of property or equipment
- Out-of-state travel
- Programming completed prior to July 1, 2017
- Fundraising events/expenses or galas, including prizes, awards, or benefits
- Hospitality (food, refreshments, etc.)
- Deficit reduction
- Scholarships for academic programs
- Activities restricted to an organization's membership
- Employee or applicant's personal gain
- Paid political advertising or lobbying expenses
- For-profit ventures
- For-profit and fiscal sponsorships

Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

APPLICATION QUESTIONS

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account.

Submitted applications will be reviewed by a panel of community professionals and a member of the Utah Arts Council board. The panel will evaluate each application based on the questions below.

For each of the free response questions, a number of "allowed characters" is listed. You are not required to use all of the allowed characters. The character limit includes spaces. Each question is paired with an explanation of the criteria that will be used by the panel for evaluating the answers.

GENERAL INFORMATION (not scored)

- Contact information
- Federal tax ID# or EIN
- [DUNS Number](#)
- [Charitable Solicitations Permit \(or exemption\)](#)
- Mission
- Audiences served annually
- Staffing and volunteer information

Artistic Excellence in Programs (30%): *Artistic excellence demonstrates the organization’s potential to create art that meets the highest standards of excellence; engages the public with diverse art forms; enables participants to acquire knowledge or skills in the arts; and/or strengthens communities through the arts. What constitutes artistic excellence may vary in relation to the organization’s mission, audience, and community.*

Questions We Ask:	What We’re Looking For:
<p>Provide a detailed description of the arts-related programming and services your organization will deliver.</p>	<p>Assume the review panel knows nothing about your organization. Talk about the programs and services you offer and why you offer these programs. Provide only a brief history of the organization – enough to create a context for the work that you are currently doing. Each year, different people review the grant applications. This is your opportunity to introduce your organization to the panel. (up to 3,000 characters)</p>
<p>Describe what artistic excellence means in relation to your programming and mission.</p>	<p>See definition above under “artistic excellence.” As a state arts agency, we will be funding organizations that demonstrate high artistic excellence. What does your organization do that shows you provide quality arts programming? Is your commitment to artistic excellence demonstrated through how you fulfill your mission? (up to 2,500 characters)</p>
<p>Tell us the methods that will be used to ensure high artistic excellence.</p>	<p>An important part of commitment to artistic excellence is how you choose your season, select teaching artists, follow certain standards, etc. Even if your programming is not yet planned for FY18, the answer should focus on the ways that your organization makes artistic decisions. (up to 2,500 characters)</p>
<p>Upload current supporting documentation to demonstrate artistic merit of recent work (MP3s, video clips, images, .pdf with web links, letters of</p>	<p>You can only submit 3 work samples for your organization (links, uploads, or a combination of both). Panelists expect that you will take this opportunity to prove the artistic quality of your programming. Because of the way that the UDAM</p>

<p>support, etc.). Maximum of three representative samples.</p>	<p>system works, you may either submit uploads or web links. The first question allows web links and the second question allows uploads. <u>Do not provide more than three samples.</u> The samples should reflect the ideas, concepts, or quality of the organization’s work. Make sure any links you submit work correctly. If you are submitting a link to a longer sample, include a time marker for panel members to use, and remember that work samples should be brief.</p>
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Community Involvement and Access (40%): *Community involvement demonstrates the organization’s efforts to understand and serve its community, its efforts to be inclusive of individuals, and the community’s support of the organization.*

Questions We Ask:	What We’re Looking For:
<p>Describe the community that will be served through your programming.</p>	<p>Help the panel members understand who is in your community, including defining your target audience. In your answer, provide the demographics of this/these communities. (up to 2,000 characters)</p>
<p>What value does the community receive from your activities and why does it merit public funding?</p>	<p>UDAM grants come from taxpayer dollars. They are intended to provide all Utah residents with opportunities to participate in cultural activities. Discuss how various communities will benefit from and engage with your programming. (up to 2,000 characters)</p>
<p>Describe evidence of community support as demonstrated by partnerships and volunteer involvement.</p>	<p>Talk about any collaborations, partnerships, in-kind support, additional donors, or commitment from volunteers to your organization. Show the panel that the community is aware of, and excited about, your organization/programs through their involvement. (up to 2,000 characters)</p>

<p>Describe how your organization engages with underserved populations whose access to arts experiences is limited (e.g., by geography, language barriers, economics, etc.).</p>	<p>Help the panel members understand your organization's commitment to engaging with diverse populations and audiences. This could include providing direct services, increasing outreach, or inclusion in the planning stages of your programming for underserved populations. (up to 2,000 characters)</p>
<p>Does your project comply with ADA and Section 504 accessibility requirements (accommodations for people who are differently-abled)?</p>	<p>This is a “yes” or “no” question. Please click the link to read more about the requirement and whether your organization complies.</p>
<p>How does your organization help people who are differently-abled have more meaningful access to your programming?</p>	<p>Think beyond simple ADA compliance. Do you have large-print brochures or exhibit labels, do you provide listening devices or translation services for your performances? Do you engage with constituents who are differently-abled for their feedback and ideas? (up to 2,000 characters)</p>

Sound Management (30%): *Sound management demonstrates the organization's ability to carry out its proposed activities, including administrative support, use of resources, evaluation methods, and plans for improvement.*

Questions We Ask:	What We're Looking For:
<p>Please upload a screenshot of your organization's events or an organization listing on Now Playing Utah.</p>	<p>Think of Now Playing Utah as a free marketing tool for your organization. You are required to add your organization and events to Now Playing Utah. Upload a screenshot of your Now Playing Utah listing.</p>

<p>Explain your organizational structure, including board make-up/selection process, staff make-up and responsibilities, and volunteer involvement.</p>	<p>Tell us about your board, staff, and volunteers. You may include information about their background, responsibilities, demographics, etc. (up to 2,500 characters)</p>
<p>What are your short-term goals and objectives and how do you plan to achieve them?</p> <p>What are your long-term goals and objectives and how do you plan to achieve them?</p>	<p>Take this opportunity to present both short-term and long-term goals, including succession planning, strategic plans, etc. (up to 3,000 characters)</p>
<p>What are your major fundraising activities and sources of earned income?</p>	<p>UDAM grants are a small portion of any organization's financial profile. Please briefly describe fundraising efforts and program revenue for your organization. (up to 2,000 characters)</p>
<p>What is your total operating budget for the current fiscal year?</p>	<p>This text box only allows numbers. The operating budget is a combination of projected income and expenses.</p>
<p>How will you evaluate organizational and programmatic effectiveness? What forms of evaluation will you use, and how will you use this to inform your programming?</p>	<p>What are the methods you will use to evaluate your organization/programs? How have you implemented ideas from previous evaluations? The best applications will provide a combination of qualitative and quantitative methods, as well as a plan of how you will implement what you learn. (up to 2,000 characters)</p>
<p>Upload your FY18 General Operating Support Budget Worksheet (found at artsandmuseums.utah.gov). Applications using a different budget form will be considered incomplete and may be disqualified.</p>	<p>Follow the link and find the appropriate budget sheet for the General Operating Support grant. Download this to your computer, update with your numbers, and upload the new file to this question. Be sure to include any/all anticipated (or actual) income or expenses for your organization. From left to right, we are asking you to provide three years of budget information: FY16 (your most recent completed fiscal year), FY17 (partially completed plus projected financials), and FY18</p>

	(projected financials only). Keep a copy of this budget form for your records, because it will need to be updated for your final report, if this grant is funded.
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REVIEW PROCESS

Grants made by the Utah Division of Arts and Museums encourage arts, museum, and cultural experiences in communities state-wide and for all the citizens of Utah who contribute to the revenue of the state through taxes. Grants are intended to benefit arts organizations and museums, but also provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on artistic merit, sound fiscal management, and ability to reach a broad community.

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional and rural distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1, 2017.

GRANT TIMELINE

- Grant Opens: April 17, 2017
- Grant Closes: June 9, 2017
- Panel Review: Summer 2017
- Funding Notification: Late August 2017
- Payment Disbursed: After contract has been processed

ELIGIBILITY POLICIES

- Organizations may only receive one Utah Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Grant requires a 1:1 cash match. Cash matches are any hard cash matches that come from earned or raised income. Within the budget, your cash match can be used to cover some of the items that UDAM is unable to fund.
- Charitable Solicitations Permit: Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization, you can read the [law](#) or contact

the [Department of Consumer Protection](#). The application for permit is not considered proof of registration.

- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the *de minimis* cost rate, not to exceed 10%.
- Utah Arts & Museums funds must be spent between July 1, 2017 and June 30, 2018 (FY18).
- Final Report: Final reports are due every August 1. If your organization fails to file a final report to the division, the following year, the organization will be considered ineligible for funding for one year.
- Educational Institution Eligibility. Universities, colleges, and educational institutions are subject to the following restrictions:
 - Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the activities.
 - Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.
 - Events and services funded by the grant must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
 - Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
 - Institutions are limited to no more than one grant to the same academic department in any given fiscal year.
- Legislative Pass-Through/Direct Line-Item Funding. The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.
 - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UDAM grant funding.
 - POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UDAM grants.
 - Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UDAM funding in the same year they receive legislative pass-through.
 - Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UDAM competitive grants shall not be for similar activities.
 - Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.

- Organizations that receive pass-through funding for capital projects are eligible for UDAM funding.

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract and send the entire contract via postal mail to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UDAM) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- Ensure all grant funds are spent before July 1, 2018.
- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- Grantees are also encouraged to participate in Arts Day on the Hill—February 5, 2018.
- Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - Include a copy of your legislative thank-you letter(s).
 - Include an updated copy of your budget with actual numbers.
- Unless otherwise indicated, UDAM may use submitted text and images in reports and publications. Please include photo credit information.
- Organizations must list their organization name and event information on [Now Playing Utah](#).

IF YOU HAVE ANY QUESTIONS, THE UDAM STAFF IS HAPPY TO HELP!

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