FY19 ARTS GENERAL OPERATING SUPPORT

GRANT DEADLINE: FRIDAY, FEBRUARY 16, 2018, 5:00 P.M. MST

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.

The purpose of the General Operating Support Grant (GOS) is to support art organizations based in and serving the residents of Utah. Funds may be used to supplement general operating revenue. These grants are competitive and panel reviewed. No organization is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available and the current pool of applications. Because of limited funds, and because this is a competitive grant process, grant awards may not vary significantly from previous awards. Grants are evaluated based on the strength of the written application.

Grant request Limit: Request no more than 5% of operating budget. Please note, due to current resources, the past median funding in this category was 2.84% of an organization's operating budget.

WHO CAN APPLY?

Arts organizations residing in Utah that have the following:

o 501(c)(3) nonprofit status or are designated as an organization functioning under a local or municipal government agency
o At least one paid employee (paid for a minimum of 20 hours/week)
o Three years of funding from the Utah Division of Arts & Museums (UA&M) starting in 2012 (does not need to be consecutive)
o Compliance with all final reporting requirement for FY17 UA&M grants
o A mission that is primarily focused on the arts

QUESTIONS ABOUT THE GRANT?

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550
Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541

All applications must be created and submitted online at: uamgrants.utah.gov
by Friday, February 16, 2018 at 5:00 P.M. MST

CHANGES TO THIS GRANT CATEGORY (FROM FY18)

No Grant Tiers: All General Operating Support grant applications are in the one category this year.

Request: Organizations may not request more than 5% of their general operating budget. This means that if an organization's general operating budget is $80,000, the maximum amount that an organization can request is $4,000. *In-kind donations will not be considered as part of an organization's general operating budget when calculating the request.* The formula for figuring this is:

General Operating Budget x .05 = UA&M Grant Request

Two-Year Grant Awards: Due to unforeseen circumstances, we have delayed moving to a two-year grant cycle. We are continuing to work towards this goal.

WHAT THIS GRANT CANNOT FUND

- Endowments
- One-time projects
- Building renovation 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, 2018
- 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

GRANT WRITING BEST PRACTICES

- Read the guidelines before you begin
- Start early—at least two weeks before the deadline to ensure you have fulfilled all requirements.
- Have a person who is unfamiliar with your organization read your application prior to submission and give you feedback. Think about writing to an audience who does not know what you do.

o   Ensure the budget supports the narrative in fact and values. For help, visit our website for a "cheat sheet" with more information about how to fill out the budget form.
o   Please call if you have questions that are not answered in these guidelines.

APPLICATION CONTENT

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. If there has been a change in staff at your organization, please contact us so we can set up the correct account for access to our portal.

Eligible 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 following questions and scoring rubric.

Criteria

General Information (not scored): We ask you to provide general information such as contact information, your Federal Tax ID or EIN, Charitable Solicitations Permit, DUNS number, mission statement, employment information, etc.

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

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 from all demographic backgrounds, physical and cognitive abilities, as well as the community's support of the organization.

Sound Management (30%): Sound management demonstrates the organization's ability to carry out its proposed activities, including administrative support, finances, resources, and implementation of evaluations and improvement plans.

Economic Contribution (not scored): In collaboration with the Utah State Legislature and the Kem Gardner Institute, the Utah Division of Arts & Museums is working to have a tool to talk about how cultural organizations contribute to Utah's economy. In this section, we are asking for additional specifics from the organizations' most recent completed, and auditable, fiscal year that will be used in creating some metrics. Potentially, select organizations will be asked to provide an IRS 990 or tax audit in the future.

Artistic Excellence (30%)	
Questions We Ask:	What We're Looking For:
Provide a detailed description of the arts-related programming and services your organization will deliver.	This is your opportunity to introduce your organization to the panel. 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. (up to 3,000 characters)
Describe what artistic excellence means in relation to your programming and mission.	As a state arts and cultural 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? See "criteria" on previous page for a definition of "Artistic Excellence in Programs." (up to 2,500 characters)
Tell us the methods that will be used to ensure high artistic excellence.	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 FY19, focus on the ways that your organization makes artistic decisions. (up to 2,500 characters)
Upload current supporting documentation to demonstrate artistic merit of recent work (MP3s, video clips, images, PDF with web links, letters of support, etc.) Maximum of 3 representative samples.	The samples should reflect the ideas, concepts, or quality of the organization's work. You can submit a maximum of 3 work samples (links, uploads, or a combination of both). If you would like to submit weblinks, please create a PDF document with the weblinks and a brief description of the work sample. No more than 3. The samples should be reflective

	of the type of work that you are doing, for example if you are a theatre company, a short video of your work will be much more useful to the panel than a past program. Please put all uploaded materials in PDF format. <u>Do not provide more than three TOTAL samples.</u>

Community Involvement and Access (40%)	
Questions We Ask:	**What We're Looking For:**
Describe the community that will be served through your programming.	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)
What value does the community receive from your activities and why does it merit public funding?	UA&M Grants come from tax payer dollars. These funds are intended to provide all Utah residents with opportunities to participate in cultural activities. Discuss how different communities of people will benefit from and engage with your programming. (up to 2,000 characters)
Describe evidence of community support as demonstrated by partnerships and volunteer involvement.	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)
Describe how your organization engages with underserved populations whose access to arts experiences is limited (e.g., by geography, language barriers, economics, etc.).	The review panel wants to know your organization's commitment to engaging with diverse populations and audiences. This could include providing direct services, increased outreach, or inclusion in the planning stages of your programming for underserved populations. (up to 2,000 characters)

Does your organization comply with ADA and [Section 504 accessibility requirements](#) (accommodations for people with disabilities)?	This is a "yes" or "no" question. Please click the link to read more about the requirement and whether your organization complies.
How does your organization help people with disabilities have more meaningful access to your programming?	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 disabled for their feedback and ideas? (up to 2,000 characters)

Sound Management (30%)	
Questions We Ask:	What We're Looking For:
Please upload a screenshot of your event or organization listing on NowPlayingUtah.com	NowPlayingUtah.com is a free marketing tool for your organization and helps visitors and residents learn about your activities. You are required to add your events or organization to [NowPlayingUtah.com](#) Upload a screenshot of your NowPlayingUtah.com listing.
Explain your organizational structure including board make-up/selection process, staff make-up and responsibilities, and volunteer involvement.	Tell us about your board and staff. You can discuss their background, responsibilities, demographics, etc. If you use volunteers, describe their responsibilities and how they support the organization. (up to 2,500 characters)
What are your short-term goals and objectives and how do you plan to achieve them? What are your long-term goals and objectives and how do you plan to achieve them?	Take this opportunity to present both short term and long term goals, including succession planning, strategic plans, plans to measure outcomes, etc.
What are your major fundraising activities and	UA&M grants are a minimal portion of any

sources of earned income?	organization's financial profile. Please briefly describe fund raising efforts and program revenue for your organization. (up to 2,000 characters)
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?	The panel wants to know 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 the plan of how you will implement what you learn. (up to 2,000 characters)
Grant Amount Requested	This text box only allows numbers. Your grant amount requested should match the "Utah Arts & Museums Requested" box in the budget worksheet.
Upload your FY19 General Operating Support Budget worksheet (found at artsandmuseums.utah.gov). **Applications using a different budget form will be considered incomplete and may be disqualified.**	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 updated file. 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: FY17 (your most recent completed fiscal year), FY18 (partially completed plus projected financials), and FY19 (projected financials only). Keep a copy of this budget form for your records because you will need it for your final report, if funded. Read the FAQ at the bottom of the budget form and call us with any questions. Review the FY19 budget "cheat sheet" on our website.

Economic Contribution (Not Scored)	
Questions We Ask:	What We're Looking For:

Total Revenue	This text box only allows numbers. Total revenues for your most recent completed and auditable fiscal year. This number should be the same as the number at the bottom of the first column in the Income Section on the grant budget Excel sheet.
Paid Employees	This text box only allows numbers. The number should be a count of full and part-time (do NOT include contractors - organizations must be paying employment taxes on the employees). Full-time and part-time employees each are counted as one.
Payroll	This text box only allows numbers. Total wages, salaries, and benefits paid in your most recent completed, and auditable, fiscal year.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts and Museums support arts, museum, and cultural experiences in communities state-wide. Grants are intended to 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 staff and 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, rural, and state-wide 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 August 1, 2018.

GRANT TIMELINE
Grant Opens: Thursday, December 28, 2017
Grant Closes: Friday, February 16, 2018, 5:00 P.M.
Panel Review: Spring 2017
Funding Notification: After July 1, 2018
Payment Disbursed: After August 1, 2018

o Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year.

o Utah restricts its funding to organizations based in and primarily serving the residents of or visitors to Utah.

o Grant requires a minimum of a 1:1 cash match. Cash matches come from earned or raised income. A cash match can be used to pay for items that UA&M is unable to fund.

o 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.

o All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click HERE.

o 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%.

o UA&M received from this FY19 GOS grant process must be spent between July 1, 2018 and June 30, 2019 (FY19).

o **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:

o 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.

o Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.

o 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.

o Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.

o 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).

- o Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UA&M grant funding.

- o POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UA&M grants.

- o Organizations that receive one-time legislative pass-through funding for operating expenses shall not receive UA&M funding in the same year they receive legislative pass-through.

- o 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 UA&M competitive grants shall not be for similar activities.

- o 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.

- o Organizations that receive pass-through funding for capital projects are eligible for UA&M 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 or email 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:
- o Give credit to the Utah Division of Arts & Museums (UA&M) 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."

- o Ensure all grant funds are spent before July 1, 2019.

- o 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.

- o Grantees are also encouraged to participate in Arts Day on the Hill—February 5, 2018 and/or Museums Day on the Hill—February 27, 2018.

- o Complete a final report form online at uamgrants.utah.gov by August 1, 2019.

- o Include a copy of your legislative thank-you letter(s).

- o Include an updated copy of your budget with actual numbers.

o   Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

o   Organizations must list their organization name and event information on NowPlayingUtah.com.

<div style="background-color:#1a2456; color:white; text-align:center; padding:8px;">IF YOU HAVE ANY QUESTIONS THE GRANTS TEAM IS HAPPY TO HELP!</div>

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