

## FY19 ARTS PROJECT A GRANT GUIDELINES

DEADLINE: APRIL 6, 2018, 5:00 P.M. (MST) | FUNDING REQUEST: \$500-\$2,000

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 Arts Project Grants is to enable organizations and groups to develop and provide arts-based projects that are open and accessible to the general public. Although the Arts Project category is intentionally nimble and inclusive of a broad variety of ideas, funding preference is given to the following types of projects (not listed in order):

- Projects that are innovative and not part of regular programming
- Projects that create impact within the broad community or support underserved groups/populations
- Festivals, public events, and other projects that raise awareness of the public value of the arts

Examples of arts projects include: festivals, exhibitions, creative place-making endeavors tied to community revitalization, or other innovative public presentations that advance the arts in a community or geographic region.

- The culminating performance, project, or presentation must take place between July 1, 2018 and June 30, 2019. All Arts Project Grant applications are competitively reviewed. Organizations are not guaranteed funding from one year to the next. Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year.

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### WHO CAN APPLY?

- 501(c)(3) nonprofit organizations
- Municipalities or government agencies
- Correctional/juvenile facilities, social service agencies, and libraries or community centers
- Fiscally sponsored projects with a community focus
  - If you are an organization whose mission is primarily the arts, you should consider applying for our general operating support grants instead of Arts Project.

\*Please note: We do not fund L3C, for-profit, or individuals, in this category.

## QUESTIONS ABOUT THE GRANT?

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All applications must be created and submitted online by April 6, 2018, 5:00 p.m. (MST) on our grant portal: [uamgrants.utah.gov](http://uamgrants.utah.gov)

## WHAT WE DO NOT FUND

- Endowments
- Activities that have already taken place
- Programming completed prior to July 1, 2018
- Purchase of equipment
- Direct funding to acquire, construct, extend or maintain a facility
- Activities or materials which violate State or Federal laws
- Out-of-state travel
- 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
- Individual artist commissions
- Paid political advertising or lobbying expenses
- L3C, for-profit, or individuals

## 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.
- 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.
- 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 which is overseen by UA&M staff and a member our board.

Grant Sections

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](#), etc.

Artistic Excellence in Programs (40%): 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.

Community Involvement and Access (30%): 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 abilities, and cognitive abilities; and 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.

ARTISTIC EXCELLENCE & PROJECT MERIT (40%)	
What We Ask	What We’re Looking For
Tell us the who, what, when, where, why, and how of your proposed project.	Assume the panel knows nothing about this project. Write a brief narrative that provides specific details about the project so that someone unfamiliar with it can understand all aspects of the project (up to 3,000 characters).
What is the artistic significance of this project?	Remember, this is an arts grant! See definition above under “artistic excellence.” As a state arts agency, we will be looking for projects with high artistic excellence. Explain why the project satisfies the requirement for high artistic excellence (up to 2,000 characters).
Please provide 1-3 work samples here.	Please take this opportunity to prove the artistic merit of your project with work samples. You can submit a <i>maximum</i> of 3 work samples for your project (links, uploads, or a combination of both). If

	<p>you would like to submit weblinks, please create a PDF document with the links, a brief description, and if needed, the time marking for the panel member to watch. Attach the documents as an upload. You can also submit photos, programs, or other printed material in PDF format. These samples should reflect the ideas, concepts, or quality of the proposed project. Make sure any links you submit work correctly and are as high-quality as possible (maximum upload size is 25MB per attachment).</p>
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Community Involvement and Access (30%)	
What We Ask	What We're Looking For
<p>What is your proposed public presentation?</p>	<p>Each project must include a public or community engagement aspect. Tell us exactly what you will provide to the community as your public presentation/engagement (up to 1,500 characters).</p>
<p>Tell us at least <u>three</u> ways your project will be accessible and inclusive, or how you will help reduce barriers to access, for patrons who want to attend your event/public presentation.</p>	<p>What things are you doing, in respect to your project, to reach out and serve the larger community? We want to know how you are planning to engage people from different cultural backgrounds, socioeconomic statuses, and physical and mental abilities (up to 2,500 characters).</p>
<p>Does your project comply with ADA and <a href="#">Section 504 accessibility requirements</a> (accommodations for people who are disabled)?</p>	<p>This is a "yes" or "no" question. Please click the link to read more about the requirement and whether your project complies.</p>

Sound Management (30%)	
What We Ask	What We're Looking For
Please upload a screenshot of your event or organization listing on NowPlayingUtah.com.	Think of NowPlayingUtah.com as a free (and required) marketing tool for your organization. You will need to add your event to <a href="http://NowPlayingUtah.com">NowPlayingUtah.com</a> and then upload a screenshot of this event.
How will the grant money be used for your project? Be specific.	Tell the panel exactly what you will use the money for, whether that is to pay artists, pay for marketing, rent a venue, etc. (up to 1,500 characters).
Provide a narrative description of your project's expected income and in-kind support.	This description should outline your sources of income, including how the community will support your proposed project. Don't forget this grant requires a 1:1 cash match. The panel will be interested to see what other partners and funding sources you are expecting besides the UA&M grant (up to 1,500 characters).
Upload your FY19 Arts Project Grant Budget Worksheet (found at <a href="http://artsandmuseums.utah.gov">artsandmuseums.utah.gov</a> ). Applications using a budget form other than the one available on the Utah Arts & Museums grants page will be considered incomplete and may be disqualified.	Follow the link and find the appropriate budget sheet for the Arts Project 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 proposed project. Include your request in the appropriate box. Income and expense totals should match. Use the narrative box to explain anything to the panel. Call us if you have questions. Keep a copy of this budget form for your records because you will need it for your final report if your project is funded.

## REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts and Museums support arts, museum, and cultural experiences in communities throughout Utah. 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 number of funding requests, 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. Our 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: February 12, 2018

Grant Closes: April 6, 2018 at 5:00 p.m. MST

Panel Review: May 2018

Funding Notification: After July 1, 2018

Payment Disbursed: After August 1, 2018

## ELIGIBILITY POLICIES

- Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of or visitors to Utah.
- 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.
- 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 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%.

- UA&M funding received from this FY19 grant must be spent between July 1, 2018 and June 30, 2019 (FY19).
- Final Report: Final reports are due August 1, 2019. If your organization fails to file a final report to the division, you may be required to return the funding.

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).

- Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UA&M grant funding.
- POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UA&M grants.
- 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.
- 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.
- 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 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:

- 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."
- Ensure all grant funds are spent before July 1, 2019.
- 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 and/or Museums Day on the Hill.
- Complete a final report form online at [uamgrants.utah.gov](http://uamgrants.utah.gov) by August 1, 2019.
  - Include a copy of your legislative thank-you letter(s).
  - Include an updated copy of your budget with actual numbers.
  - Include a photo of the project. Unless otherwise indicated, UA&M 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 [NowPlayingUtah.com](http://NowPlayingUtah.com).

## CONTACT THE GRANT STAFF WITH QUESTIONS

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