

FY19 MUSEUM GENERAL OPERATING SUPPORT

GRANT DEADLINE: JANUARY 26, 2018, 5:00 P.M. | REQUEST RANGE: \$2,000-\$12,000

The purpose of the Museum General Operating Support (GOS) grant is to help support museums by encouraging the use of best practices in the care and management of collections, fostering the development of quality exhibitions and educational resources, and helping increase public access to museums. General operating support funds may be used to support daily museum needs such as utility costs, staff salaries, consultants, etc., or more generally to complete a project.

This is a competitive, panel-reviewed grant. The merit-based review may result in an application not being funded, or receiving less than full funding. Funding is not based on previous awards. Organizations are not guaranteed funding from one year to the next.

Museum Tier I Request: Up to \$12,000 (for museums with operating budgets > \$300,000)

Museum Tier II Request: Up to \$8,000 (for museums with operating budgets < \$300,000)

WHO CAN APPLY?

- Museums open to the public for at least one year prior to application
- Museums that have received at least two years of museum funding from the Utah Division of Arts & Museums since 2012 (the two years do not need to be consecutive)
- Museums with current Certified Utah Museum¹ status with the Utah Division of Arts & Museums
- Museums that are open more than 1,000 hours annually (average more than 20 hours per week)
- Museums that have completed a final report for funds awarded in FY17

All applications must be created and submitted online by January 26, 2018 at 5:00 p.m. MST
at: uamgrants.utah.gov

QUESTIONS ABOUT THE GRANT?

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¹ Certified Utah Museums must register with the Utah Division of Arts & Museums every five years, indicating that they are nonprofit, with collections, and open to the public.

WHAT WE FUND

WHAT WE **DO NOT** FUND

**This list is not comprehensive of all eligible projects, please contact the Museum Services Manager for more information.*

- Program support
- Staff or intern salaries
- Consultant fees
- Professional development training
- Purchase of materials/equipment needed for conservation, storage, or exhibition of collections
- Marketing
- Specific activities directly related to the general function of the museum
- Historic building maintenance
- Utility costs

- Endowments
- Acquisition of objects for a collection
- Lobbying expenses
- New capital projects (building modifications for collections care purposes or building maintenance projects that directly affect the long term care of museum collections are allowed. We encourage you to contact the Museum Services Manager regarding building modifications prior to submitting an application.)
- Historical markers, monuments, or plaques
- Hospitality expenses (food, lodging, event prizes, etc.)
- Scholarships for academic institution tuition or fees
- Deficit reduction
- Out-of-state travel

*Please read the *Additional UA&M Grant Policies* following the Application Questions for important information.

REQUIRED GRANT MATCH

- o All museum grants require a 1:1 match. Grants can be matched with cash funds or cash funds plus in-kind services (based on your museum budget size). Please use the General Operating Support budget form [\(on our website\)](#) for your application.

Grant Category	1:1 Match Formula
Tier I (Operating budget > \$300,000)	100% cash match
Tier II (Operating budget < \$300,000)	50% cash + up to 50% in-kind for a total of 1:1 match

- ⌘ Cash matches are any hard dollar matches that come from earned or raised income. Cash matches can include any paid salary to a museum employee.

- ⌘ In-kind contributions include any non-cash support that your museum receives. Volunteer time should be included as in-kind service and should be accounted for at minimum wage except for professional services (such as a consultant or legal services) which can be counted at the professional's billable rate. If you are accounting for in-kind services at a rate other than minimum wage, please indicate what that rate is and why you are using it in the justification section of the budget sheet. Materials and supplies such as waived rent and utilities should be included as in-kind goods estimating the value your museum would otherwise need to pay. If you are using in-kind to meet your grant 1:1 match (see table above), your income and expenses may only balance if the in-kind numbers are included. Otherwise, the proposed income and expenses should balance.

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 get a portal account. Submitted applications will be reviewed by a panel of community museum professionals and a member of the Office of Museum Services board. The panel will evaluate each application.

GENERAL INFORMATION (not scored)

- Contact information
- County
- Federal tax ID# or EIN
- DUNS number
- Year museum first opened and started exhibiting objects to the general public
- Charitable Solicitations Permit (see explanation page 8)
- Approximate number of hours open to the public in the last year (must exceed 1,000 per year)
- Number of full-time employees
- Number of part-time employees
- Number of volunteers
- Number of seasonal workers
- Approximate number of visitors annually
- Museum's mission
- Now Playing Utah museum or event listing screenshot

MUSEUM BEST PRACTICES (35%)

The panel will review the grant based on the evidence the application provides about how this funding will help the museum care for and manage their collections, develop quality educational resources such as

exhibitions and publications, and provide access to their collections for research purposes.

What We Ask	What We Are Looking For
<p>Provide a detailed description of your museum’s programming and services.</p>	<p>This is the executive summary of your museum and its offerings. Assume the panel knows nothing about your museum. Talk about the programs and services you offer, your collections, and audiences served. Please do not provide a lengthy history of the museum here. (up to 3,000 characters)</p>
<p>Describe what museum best practices mean to you in relation to the programming and services your museum provides.</p>	<p>Use this section to describe how you are meeting museum best practices as they relate to caring for your collections; developing quality educational resources (such as exhibitions and publications); and providing access to your museum’s collections. We want to hear about how you serve your community in the context of the items listed above. Tell us how you are doing a great job of being a museum that is modeling best practices. (up to 2,500 characters)</p>
<p>Please upload examples of your most recent annual report, current museum programming, community outreach, or other documentation to support your best practices. Provide 3 samples in total. (Required)</p>	<p>Documents such as annual reports, photos, and weblinks can convey messages that words cannot. Use this upload tool to support the claims that you make in the answers to the first two questions in this section. You can only submit 3 samples. These samples should reflect current programs, educational offerings, marketing material, or instances of best practice, such as a newly revised collections policy. Make sure any links you submit work correctly and are as high-quality as possible. If you want to provide weblinks, attach a PDF document with the URL link(s) and a brief description of each link. A URL link counts as a sample, and remember that you may only provide 3 samples in total.</p>

COMMUNITY ENGAGEMENT (35%)

Community involvement demonstrates the museum’s efforts to understand and serve its community, its efforts to be inclusive of individuals as well as the community’s support of the museum. Access addresses how the museum is facilitating access for historically underserved populations (see below).

What We Ask	What We Are 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 taxpayer dollars. These grants are intended to provide all Utah residents with opportunities to participate in cultural activities. Discuss how different communities will benefit from and engage with your programming. (up to 2,000 characters)
Describe how your museum engages with historically underserved populations whose access to museums is limited (e.g. by geography, ethnicity, economics, etc.)	The panel will be looking for answers that show your museum is committed to engaging with various populations and audiences. This could include providing direct services, increased outreach, or inclusion in the planning stages of your programming for historically underserved populations. (up to 2,000 characters)
How does your museum help people with disabilities have more meaningful access to your programming?	Describe how your museum helps people with disabilities have meaningful access to the content of your programs/services (use of assisted-listening devices, audiotape descriptions, video text display, Braille or large-print text, adjusted lighting, touch tours, etc.). The best answers go beyond getting a wheelchair into the museum. For example, do you engage with disabled constituents to gather their feedback and

	ideas, and implement their suggestions? (up to 2,000 characters)
Does your museum 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 museum complies.

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.

What We Ask	What We Are Looking For
Total annual operating budget.	This text box only allows numbers.
Complete and upload the Museum General Operating Support Budget form.	Follow the link and find the appropriate budget sheet for the Museum General Operating Support grant (Tier I and Tier II). Download this to your computer, update with your numbers, and upload the new file to this question. Keep a copy of this budget form for your records because you receive funding, you will need to update the budget with actual income and expenditures and upload the form in your final report.
Explain your museum’s organizational structure including board make-up/selection, staff make-up and responsibilities, and consistent volunteer involvement over the last completed fiscal year.	Tell us about your board and staff—their background, responsibilities, demographics, etc. Also, tell us if you use volunteers. If you do, tell us what they do, if they are repeat volunteers, and how they help your museum. (up to 2,500 characters)

<p>How will you evaluate programmatic success for the upcoming fiscal year? What forms of evaluation will you use, and how will you use these data to inform future programming?</p>	<p>The panel wants to know what methods you will use to evaluate your museums' programs and activities. How have you implemented ideas from previous evaluations? The best applications will provide a combination of qualitative and quantitative methods, as well as an inclination of how you will implement what you learn. (up to 2,500 characters)</p>
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REVIEW PROCESS

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by an Office of Museum Services 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 amount of funding available. The Office of Museum Services 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 will not be available until after August 1.

GRANT TIMELINE

- Grant Opens: Monday, November 27, 2017
- All Museum Grants Close: Friday, January 26, 2018, 5:00 p.m. MST
- Panel Review: March 2017
- Funding Notification: AFTER JULY 1, 2018
- Payment Disbursed: After August 1, 2018

WHAT IF MY MUSEUM 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 return the signed contract to UA&M 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:

- All museums must give credit to the Utah Division of Arts & Museums (UA&M). Art museums should also give credit to 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 June 30, 2019.
- Write a letter of thanks to your legislator(s) and keep a copy to submit with your final report.

- Grantees are also encouraged to participate in Museum Advocacy Day at the State Capitol—February 27, 2018.
- Complete a final report form online at 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.
- Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.
- A small number of museums that receive funding will be randomly selected for a grant review as mandated by the State of Utah.

ADDITIONAL UA&M GRANT POLICIES

- Organizations may only receive one Utah Division of Arts & Museums grant per 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 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 may not receive UA&M funding in the same year that 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.
- Charitable Solicitations Permit. Certified Utah Museums are eligible for a reduced rate for a Charitable Solicitation Permit. Send a copy of your Utah Certified Museum letter with a request to Consumer Protection and you will receive a refund of \$25. 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 ask you to provide a copy of your current Charitable Solicitation Permit. If you have questions about whether this applies to your organization, you can read the [law](#), or contact the [Department of Consumer Protection](#).

- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Final Report: Organizations may not apply if there are any outstanding financial or reporting obligations due to UA&M Museums for any grant funded by the division.
- All applicants must have a DUNS number. For more information on DUNS and instructions on acquiring a DUNS number, click [HERE](#).
- Organizations must list their events on [Now Playing Utah](#).
- 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%.
- Educational Institution Eligibility. Universities, colleges, and educational institutions are eligible to apply when:
 - ✘ All events and services, for which grant funding is sought, are 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 proposed programming.
 - ✘ Events and services are 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.
 - ✘ Academic awards, fellowships, or tuition fees for student work are not allowed.

If you have any questions, the UA&M staff is happy to help!

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