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## Spike 150 Grant Funding Guidelines

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### What Is The Spike150 Grant?

The Utah Department of Heritage & Arts (DHA) is offering three grant opportunities to support projects, programs, and events celebrating the 150<sup>th</sup> anniversary of the nation's First Transcontinental Railroad. The Spike 150 initiative aims to inspire, educate, and reflect on the Transcontinental Railroad's legacy of success through vision, hard work, dedication, and collaboration. Grants are competitive and panel reviewed. Grants are open to 501(c)(3) nonprofits and government agencies. Projects must include a public component (exhibit, performance, etc.) and must be open to the community. Projects must be completed by December 31, 2019.

### What Can We Apply For?

The history of the First Transcontinental Railroad and its legacy in Utah provides ample topics for exploration and representation. Topics and subjects related to this event may include, but are not limited to: transportation, travel, industry, technology, infrastructure, innovation, immigrant and labor issues, impact on Indigenous peoples, environmental issues, globalization, historical figures & stories, related geographic locales, Transcontinental Railroad routes, westward expansion, or social and economic impacts.

Projects may address one or more of the above topics and can include, but are not limited to: community festivals, events, exhibitions, performances, and multidisciplinary projects/programs.

Three categories of grants are available:

1. **Spike 150 Cultural Celebration Grants** - Funding for Utah arts, cultural, history, and humanities-based organizations, and local government agencies, to plan celebratory events, exhibits, festivals, performances, or programs around the sesquicentennial commemorating event. Request Amount: Up to \$10,000  
\*For application questions for the Spike 150 Cultural Celebration Grants, see page 6 of this document. For help with this grant, contact Racquel Cornali (801.236.7541 or rcornali@utah.gov) or Rachel Cook (801.715.6722 or rcook@utah.gov)
2. **Railroad Depot Upgrade Grants** - Funding for Utah historic railroad depots that serve as museums or visitor information centers in order to enhance the historic appearance and functionality of the railroad depot. Preference will be given to

projects that contribute to the long-term maintenance and preservation of the historic railroad depot. Request Amount: Up to \$5,000

\*For application questions for the Railroad Depot Upgrade Grants, see page 9 of this document. For help with this grant, contact Alena Franco (801.245.7233 or afranco@utah.gov).

3. **Local History Grants** - Funding for Utah communities and organizations to include Transcontinental Railroad or general railroad history in their 2019 programming. These can include public education activities, exhibits, research, events, and presentations related to the topic of railroads in Utah. Request Amount: Up to \$5,000

\*For application questions for the Local History Grants, see page 11 of this document. For help with this grant, contact Alena Franco (801.245.7233 or afranco@utah.gov).

## Who Is Eligible To Apply?

### Who can apply?

- 501(c)(3) nonprofit organizations (with current Charitable Solicitations Permit. See Page 3 of this document for more information.)
- Government Agencies

Examples of organizations that can apply are: Historical societies, Arts & Cultural Organizations, Libraries, Local arts agencies, City/County Councils, Museums, Community organizations, etc

### Who cannot apply?

- Individuals/Individual Artists
- For-profit organizations and LC3's

### What is not eligible for funding?

- Staff salaries and benefits
  - Endowments
  - Activities that have already taken place
  - Programming completed prior to September 1, 2018
  - Direct funding to acquire, construct, extend or maintain a facility\*
- \*Depot grants may be spent on some capital improvements
- General operating support
  - Activities or materials which violate State or Federal laws
  - Applicant or applicant partner to travel outside the state of Utah
  - Fundraising expenses/galas, including prizes, awards or benefits
  - Deficit reduction

- Activities restricted to an organization's membership
- Employee or applicant's personal gain
- Paid political advertising or lobbying expenses
- Giveaways/gifts/awards
- Items not directly related to the grant project

## What Are the Funding Requirements?

- Projects must take place in and serve the residents of and visitors to Utah.
- Projects must include a public component (exhibit, performance, etc.) and must be open to the community. Projects can take place in various sites and venues throughout Utah or can be scheduled to occur at the Spike150 site. Applicant should clearly indicate where the project will take place. Visit the [Spike150 website](#) for details regarding the location and schedule.
- Projects must be completed and grant funds expended by December 31, 2019
- Grant requests require a 25% cash match from the applicant (not in-kind). For example, if you are applying for \$1,000, you will need to show \$250 in matching funds from your organization. This match can include federal, state, local municipality support, private donations, or organizational funds.
- 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.

## Will Certain Projects or Organizations Be Given Preference?

Yes, organizations that plan to provide programming in conjunction with the Spike150 weekly activities in the summer from May 2019 to September 2019, and events taking place on May 10, 2019 (the anniversary of the Transcontinental Railroad) will be given preference. Please review the [Spike150 schedule](#) to see if your project coincides with one of their activities.

Organizations providing more match than the required 25% may also be given preference due to local investment in the success of the project.

## What Is the Application & Review Process?

Applications Due: Friday, August 3, 2018 at 5:00 P.M. MST

Review Panel: Friday, August 24, 2018

Award Notifications Sent: Friday, August 31, 2018

Payment Sent: After receipt of contract

Funds must be spent by: December 31, 2019

Project must be completed by: December 31, 2019

**All applications must be created and submitted online through our grants portal at [uamgrants.utah.gov](http://uamgrants.utah.gov).** If you do not have an account, it may take up to two days to create one.

Applications will be reviewed by a panel of community members and DHA staff. The panel will read and score the applications based on the criteria in the guidelines. The process is overseen by DHA staff. Grant awards depend on the number of funding requests, how the applicant scores in the review process, and the total amount of funding available.

The review panel's recommendations will be approved by the DHA Administrative Team and the Spike150 Commission.

## What Happens If I Am Awarded a Grant?

Applicants who are funded will receive a State of Utah Grant Contract via email. The contract must be signed and sent back to Racquel Cornali at the Utah Division of Arts & Museums. After the signed contract is received by our office, payment will be sent to the applicant. Applicant will need to complete the project and expend the funds by December 31, 2019.

As a grantee, you will be required to:

- Submit a final report that details how the money was spent, details about the project, and evidence that the project took place.
  - Include photos, video, etc.
  - Grantees should send a letter of thanks to their legislator(s) for making these funds available. Include a copy of these legislative thank-you letter(s) in the final report.
  - Include a summary of how the money was spent
- Use the Spike150 and Utah Department of Heritage & Arts [logo](#) on all marketing/publicity materials (print and web)
- Ensure all grant funds are spent before December 31, 2019

## Who Do I Contact With Questions?

Please contact the appropriate staff member based on the grant opportunity you are applying for.

### **Spike 150 Cultural Celebration Grants:**

Racquel Cornali, 801-236-7541 or [rcornali@utah.gov](mailto:rcornali@utah.gov),

Rachel Cook, 801-715-6722 or [rcook@utah.gov](mailto:rcook@utah.gov)

### **Railroad Depot Upgrade Grants & Local History Grants:**

Alena Franco, 801-245-7233 or [afranco@utah.gov](mailto:afranco@utah.gov).

**\*Please review the following pages for application questions\***

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## Spike 150 Cultural Celebration Grant Application Questions

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### Project Description (60%)

**Question 1:** Describe your proposed project and how it incorporates the celebration of the 150th anniversary of the Transcontinental Railroad or general railroad history. Your description should cover the who, what, when, where, why and how of the proposed project.

- Assume the panel knows nothing about your 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. Consider some of the questions below to help guide your thought process. **Please note, you do not need to specifically answer each of these sub-questions in your application.**
- Who is involved in this project?
  - Who on your staff will work on this project? Who will lead the project?
  - Are you using volunteers? How do they help?
  - Who else in your community will you involve in this project (this would include partner organizations, your local government, local schools, etc.)?
  - Who will this project benefit?
- What is your project?
  - Is your project an event, exhibition, festival, performance, program, etc.?
  - What are the different aspects of this project? (For example, if you are hosting a city festival, you would want to include that you will have educational booths, children's games, performers, food trucks, etc. You don't need to include small details, but the reviewer should have a clear picture of what the project will look like.)
- When will your project take place?
  - What date and time will your project take place?
  - Is this program a one-time event or will it take place multiple times throughout the year/season?
- Where will your project take place?
  - Are you hosting some of this project at the Promontory Point Site?

- Do you need to secure a local venue?
- Why are you creating this project?
  - What is the goal you are trying to accomplish by creating this project?
  - Why does the sesquicentennial celebration matter to your community?
- How are you going to accomplish this project?
  - What are some of the logistical aspects of this project you need to consider (space, capacity, relevancy to mission and grant goals, community buy in and partners)?
  - Where will you get your match dollars from?

**Question 2:** How does the proposed project uphold the Spike150 mission to inspire, educate, or reflect the Transcontinental Railroad’s legacy to unify Utahns?

- Please describe specifically how your project activities will relate to the Transcontinental Railroad celebration. There should be a clear link between your activities and the goal of Spike150 which is to inspire, educate, and reflect on the Transcontinental Railroad legacy as it unifies Utahns to see that great things are possible with vision, hard work, dedication, and collaboration.
  - You may find it helpful to identify the action you will take (inspire, educate, or reflect) and which lesson from the railroad you seek to highlight with that action (great things are possible with vision, hard work, dedication, and collaboration).

**Question 3:** What is your main goal for completing this project? What is the value your community will gain with this project? Include in your answer how you will determine if this goal has been met/value gained.

- The goal you want to accomplish should be specific and attainable.
- This project should focus on your community. Consider what value this project will add to their lives or the value you anticipate seeing in their lives as a result of this project.

**Question 4:** Provide the start and end dates of your project. If you will have public events happening before the end date, include those as well. Remember, the project must be completed by December 31, 2019.

**Question 5:** How will you use the grant money for your project? Be specific! Please only describe how grant funds will be spent in this question. You will include a full project budget in later questions.

- We want to know which components of the project will be funded by this grant. For example: We will use \$1500 on gallery materials (mountings, wires, etc.), \$2500 for performer artist fee, \$500 to print flyers, posters, and programs, and \$500 for art supplies for the children's art barn. Please do not simply say \$5000 on exhibition materials.

**Question 6:** Describe how you will promote this project in your community and how you will acknowledge DHA and Spike150 in your promotion.

- How will you promote your project in your community and how will you get your community excited about it?
- Describe how you plan to acknowledge both the Utah Department of Heritage & Arts and the Spike150 Commission in all of your promotional and printed materials as well as at any events.

**Question 7:** Please list all other partners, participating organizations, or any key individuals involved in this project and describe their roles (if applicable).

- If you will be working with anyone outside of your immediate organization, please list them here as well as a description of how they will be involved in the project.

## Budget (40%)

We are looking for a project budget for the entire project, not just the amount you are requesting from this grant. Be sure to include all income and expenses for the project. You only need to provide the cash match for the amount you are requesting from us, not for the entire project budget.

**INCOME:** Because this project requires a 25% local cash match, we want to see how you will be providing that match. For the revenue category, you may use a projected number.

**EXPENDITURES:** These questions provide the review committee a transparent view of the entire project budget, including the amount requested from this grant. Be specific without providing excessive detail. For example, if you are printing a historical report, you may say \$200 - paper, but we do not need to know the color, the vendor, the type, etc.

If you will be using the "other" category for income or expenditures, you need to be very clear about this amount and why it does not fit in the other categories.

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## Railroad Depot Upgrade Grant Application Questions

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### Project Description (60%)

**Question 1:** Describe your proposed project and how this contributes to the long term maintenance and preservation of the historic railroad depot.

- Projects eligible for this grant can include, but are not limited to: mechanical, electrical, or plumbing upgrades, addressing structural issues, façade repair/restoration, reconstruction, and/or material conservation/restoration/rehabilitation. Preference will be given to projects that aid in the long term maintenance or preservation of the building.
- 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. Consider some of the questions below to help guide your thought process. **Please note, you do not need to specifically answer each of these sub-questions in your application.**
- What is the project that you will accomplish for your historic building?
- How does this project contribute to the depot's long term maintenance and preservation?
- How are you going to accomplish this project?
  - What is your work plan to complete this project? Are you working with contractor(s)?

**Question 2:** Provide the start and end dates of your project. Remember, the project must be completed by December 31, 2019.

- Examples of key events could include dates for meeting with contractors, getting supplies, starting and completing the project.

**Question 3:** Describe why this project is a priority for your organization and why it has sufficient merit to warrant funding.

- Why is this project important to your organization?

**Question 4:** How will you use the grant money for your project? Be specific! Please only describe how grant funds will be spent in this question. You will include a full project budget in later questions.

- We want to know which components of the project will be funded by this grant. For example: We will use \$2500 on upgrading mechanical systems in the depot, \$2500 on material and supplies.

**Question 5:** Please describe how you will promote this project in your community and how you will acknowledge DHA and Spike150 in your promotion.

- How will you promote your project in your community and how will you get your community excited about it?
- Describe how you plan to acknowledge both the Utah Department of Heritage & Arts and the Spike150 commission during the project.

**Question 6:** Please list other partners, participating organizations, or any key individuals involved in this project and describe their roles (if applicable).

- If you will be working with anyone outside of your immediate organization, please include them here as well as a description of how they will be involved in the project.

## Budget (40%)

We are looking for a project budget for the entire project, not just the amount you are requesting from this grant. Be sure to include all income and expenses for the project. You only need to provide the cash match for the amount you are requesting from us, not for the entire project budget.

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**EXPENDITURES:** These questions provide the review committee a transparent view of the entire project budget, including the amount requested from this grant. Be specific without providing excessive detail. For example, if you are printing a historical report, you may say \$200 - paper, but we do not need to know the color, the vendor, the type, etc.

If you will be using the "other" category for income or expenditures, you need to be very clear about this amount and why it does not fit in the other categories.

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## Local History Grant Application Questions

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### Project Description (60%)

**Question 1:** Describe your proposed project and how this incorporates the celebration of the 150th anniversary of the Transcontinental Railroad or general railroad history into your 2019 programming.

- Topics and subjects related to this event may include, but are not limited to: transportation, travel, industry, technology, infrastructure, innovation, immigrant & labor issues, impact on Indigenous peoples, environmental issues, globalization, historical figures & stories, related geographic locales, Transcontinental Railroad routes, westward expansion, social & economic impacts, etc. Your description should cover the who, what, when, where, why and how of the 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. Consider some of the questions below to help guide your thought process. **Please note, you do not need to specifically answer each of these sub-questions in your application.**
- Who is involved in this project?
  - Who on your staff will work on this project? Who will lead the project?
  - Are you using volunteers? How do they help?
  - Who else in your community will you involve in this project (this would include partner organizations, your local government, local schools, etc.)?
  - Who will this project benefit?
- What is your project?
  - Is your project a public education activity, exhibit, research, event, or presentation related to the topic of railroads in Utah?
  - How is this project unique from your regular programming/activities?
- When will your project take place?
  - What date and time will your project take place?

- Is this project a one-time event, an ongoing exhibit, or will it take place multiple times throughout the year/our season?
- Where will your project take place?
  - Will this be at one central location or held in different places?
  - Will some or all of this project happen at the Spike150 site?
- Why are you creating this project?
  - What is the goal you are trying to accomplish by creating this project?
  - Why does the sesquicentennial celebration matter to your community?
- How are you going to accomplish this project?
  - Where will you get your match dollars from?

**Question 2:** How does the proposed project uphold the Spike150 mission to inspire, educate, or reflect the Transcontinental Railroad's legacy to unify Utahns?

- Please describe specifically how your project activities will relate to the Transcontinental Railroad celebration. There should be a clear link between your activities and the goal of Spike150 which is to inspire, educate, and reflect on the Transcontinental Railroad legacy as it unifies Utahns to see that great things are possible with vision, hard work, dedication, and collaboration.
  - You may find it helpful to identify the action you will take (inspire, educate, or reflect) and which lesson from the railroad you seek to highlight with that action (great things are possible with vision, hard work, dedication, and collaboration).

**Question 3:** Provide the start and end dates of your project. If you will have public events happening before the end date, include those as well. Remember, the project must be completed by December 31, 2019.

**Question 4:** Describe why this project is a priority for your organization and why it has sufficient merit to warrant funding.

- What is your justification for doing this project? What makes this project unique?

**Question 5:** How will you use the grant money for your project? Be specific! Please only describe how grant funds will be spent in this question. You will include a full project budget in later questions.

- We want to know which components of the project will be funded by this grant. For example: We will use \$1500 on materials & supplies, \$2500 for planning & setting up the event, \$500 to print flyers, posters, and programs. Please do not simply say

\$5000 on exhibition materials.

**Question 6:** Please describe how you will promote this project in your community and how you will acknowledge DHA and Spike150 in your promotion.

- How will you promote your project in your community and how will you get your community excited about it?
- Describe how you plan to acknowledge both DHA and the Spike150 commission in all of your promotional and printed materials as well as at any events.

**Question 7:** Please list other partners, participating organizations, or any key individuals involved in this project and describe their roles (if applicable).

- If you will be working with anyone outside of your immediate organization, please include them here as well as a description of how they will be involved in the project.

## Budget (40%)

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**INCOME:** Because this project requires a 25% local cash match, we want to see how you will be providing that match. For the revenue category, you may use a projected number.

**EXPENDITURES:** These questions provide the review committee a transparent view of the entire project budget, including the amount requested from this grant. Be specific without providing excessive detail. For example, if you are printing a historical report, you may say \$200 - paper, but we do not need to know the color, the vendor, the type, etc.

If you will be using the "other" category for income or expenditures, you need to be very clear about this amount and why it does not fit in the other categories.