



FY15 Capital Facilities Funding Request Instructions

CONTACT INFORMATION

Laurie Baefsky, Grants Manager
617 East South Temple
Salt Lake City, UT 84102
801.236.7550
lbaefsky@utah.gov

DESCRIPTION

A capital facilities funding request is a formal process to solicit state financial assistance for capital facilities projects. A capital facilities funding request is not a grant.

Request deadline is June 1 for the following fiscal year (i.e., June 1, 2014 for the 2016 fiscal year).

House Bill 236 Information

In 2009, the state legislature enacted H.B. 236 which changed the statutory duties of the Utah Arts Council Board of Directors and the Office of Museum Services Advisory Board. These statutory changes provide a mechanism for communities and community-based cultural organizations to request state financial assistance for capital projects. These boards will review applications for capital project funding requests and rank them based on the goals of the applicant, public benefit of the proposed project, and the strategic value of the project's partnerships.

Prioritization of an application is not a guarantee of funding. That decision is ultimately up to the legislature. It does, however, provide the Governor's Office and Office of the Legislative Fiscal Analyst another level of review by subject matter experts and allows applicants to secure validation of their efforts.

Request amount: Open

APPLICATION PROCESS

1. Before beginning the online request, download and save to your desktop the FY15 Capital Facilities Funding budget form at: <http://heritage.utah.gov/arts-and-museums/op-funding-capital-leg-requests>.
2. Apply for prioritization for your capital facilities project funding through this online funding application.
3. Applications will be forwarded to the appropriate Utah Arts & Museums board (either the Office of Museum Services Advisory Board or the Utah Arts Council Board of Directors).
4. Each board will then provide the Governor's Office and Legislative Fiscal Analyst a list of prioritized capital facilities projects for consideration when constructing state budgets.

Online submission process – for an online tutorial click [here](#)

1. Applications must be submitted online at uamgrants.org. If you are new to the system, click on “new user” and follow the instructions. If you are a returning user, log in. There is also a link on this page to assist you if you have forgotten your password.

NOTE: YOUR REGISTERED EMAIL ADDRESS IS YOUR USER NAME

Note about browser: The online grants system works best if viewed in Chrome or Firefox web browsers. If using Internet Explorer be sure your version is 9.0 or higher.

2. Once logged in click “apply” and then click on the name of the application to open it. Once you have created your application you can return to it as many times as you need to before the deadline. When returning, after logging in, you will select “update.” After the deadline, you will no longer be able to work on the application
3. Once you press the submit button, the application is locked and you will no longer be able to view or edit your application. Submitted applications become part of public record. To unlock the application please contact the Grants Manager. You can view and print your submitted application at any time by logging in to the grants portal at uamgrants.org, selecting “update” and clicking the printer icon to the right of the grant name. You will return to this page to access your final report at the completion of your project.

GRANT PREPARATION & REVIEW CRITERIA

Below is the list of the grant questions in your application.

- General Information
 - Contact information
 - Federal Employer Identification Number or EIN
 - DUNS number
- Project Description and Expected Results
 - State clearly what is being proposed, why it is being undertaken, what the expected results will be, and what the public benefit will be.
- Partnerships
 - List community supporters, funding agents, sponsorships, and strategic alliances.
- Plan of work
 - Outline your plan of work, including what steps are planned with specific dates and activities. Include beginning date, completion date, and source of operation and maintenance funding.
- Project Budget
 - Fill out and upload the project budget form found on the Utah Arts & Museums [capital grants requests page](#) using income and expenses attributable to the project. Applications using a budget form other than the one available on the Utah Arts & Museums capital facilities request web page will be considered incomplete. Contact the UA&M grants manager if you have any problems with the Excel worksheet.
 - Upload five letters of support for your capital facilities request along with any optional supplemental materials to support your funding request.