



ONSTAGE IN UTAH FUNDING OPPORTUNITY GUIDELINES

The Utah Division of Arts & Museums recognizes the important role of Utah's presenters in connecting performing artists with audiences and communities. OnStage in Utah provides presenters funding to support a public performance, as well as a separate community outreach activity by in-state or out-of-state performing artists. Funding is competitive and is not based on previous organizational funding levels. No organization is guaranteed funding from one year to the next.

REQUEST RANGE: 50% of performing artist fee for performance and community outreach activity, with a maximum amount of \$2,000 per presenter per year.

DEADLINE: Friday, June 23, 2017 at 5:00 p.m. MST

FUNDING ELIGIBILITY

WHO CAN APPLY?

- **Utah Presenters** that are located in Utah and are a unit of government or a nonprofit organization with 501(c)(3) designation from the IRS.
 - **Presenters** are curators of live performance that are either nonprofit organizations or governmental agencies. They bring touring artists to their communities for live performance, generally on a season or as part of a festival. In addition, they frequently arrange for community outreach activities during an artist's visit such as student performances, lecture demonstrations, master classes and workshops. (*Definition provided by Utah Presenters Network*)

- Applicants with annual operating budgets of **\$400,000 or less**.

FUNDING SCOPE

- Funding is for either **in-state** or **out-of-state** performing artists.
- Presenters may submit **up to two** applications; however a separate and specific application must be submitted for each performing artist.
- \$200 to \$2000 may be awarded for each funded application.
- Organizations may receive a maximum of \$2,000 of OnStage funding per fiscal year.
- Funding will pay no more than 50% of artists' fee (**performance and community outreach activity costs only**).
- Funding priorities will be given to rural or **underserved communities**.
 - **Underserved communities** generally describe communities for whom access to the arts is limited by geographic isolation, economic constraints, physical limitations and historic patterns of exclusion. (Taken from Western States Arts Federation website)
- **Block-booking** is looked on favorably by panelists.
 - **Block-booking** describes the act of multiple presenters coordinating on the presenting of the same artist, often resulting in lower artist fees.

REQUIREMENTS

- Each funded application **must** have a performance that is open to the public. The public performance does not have to be free.
- Each funded application **must** include a community outreach activity. Community outreach activities include lecture/demonstrations, master classes, in-school education activities involving students with the performing artist, etc.
- Please use the following guidelines in planning your activity:
 - Community outreach activity must happen within one week of the public performance.
 - For applications submitted on behalf of an institution, the community outreach activity must be directed to individuals outside of the institution. For example, an applicant that is a dance school and also a presenter must provide a community outreach activity for individuals outside of students at the dance school.
 - A good measure for determining the eligibility for a proposed community outreach activity is whether the audience is different than the public performance, though some overlap is to be expected.
 - The following items are not considered to be qualifying community outreach activities:
 - A performance for students that does not include an educational component connected to the art form.
 - Tickets to the public performance offered on a complimentary basis.
 - Radio broadcasts or audio/video podcasts of the public performance.

- A lecture or demonstration that directly precedes or follows the public performance.
- Performances must be completed within the fiscal year in which the funding is given (completed by June 30, 2018).
- Utah Arts & Museums funds must be spent before June 30, 2018.
- Presenter must have a tentative agreement or contract with the performing artist for which they are applying.
- Performing artist must have at least 3 years professional performance experience.
- Utah presenters must have a presence on [Now Playing Utah](#). The funded performance must also be listed.
- The Utah Arts & Museums [logo](#) must be used in all marketing and print material for the performance and community outreach activity.
- All organizations applying for funding must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Funding recipients must send a letter of appreciation to their legislators thanking them for funding and must submit copies with the final report.
- Each funded presenter will be required to fill out a final report by August 1, 2018.
- Past OnStage recipients who did not have a performance and separate community outreach activity, or who did not submit a final report, are not eligible for funding for one fiscal year.
- **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 (CSP). 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 or not, you can read the [law](#), or contact the [Division of Consumer Protection](#).

FUNDS MAY NOT BE USED FOR THE FOLLOWING

- Projects that are otherwise specifically funded by Utah Arts & Museums.
- Programming completed prior to July 2017.
- Fundraising events, conferences, or galas.
- Performances not open to the general public. This restriction does not apply to the community outreach activity.
- Programs or events in which the performing artist is not the primary focus.
- Programs or events that are commercial in nature or in which the arts are not the primary focus, such as magic, stand-up comedy, improv, sidewalk sales, fireworks displays, food festivals, etc.

- The OnStage in Utah program supports touring performing artists; however, **guest artists are not eligible**. A guest artist is an artist such as a guest performer or conductor for a local symphony performance or a guest choreographer who sets a piece on local dancers.
 - Projects that happen outside of Utah.
 - Public performances restricted to an organization's membership.
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APPLICATION PROCESS

DEADLINE

A complete application must be submitted [online](#) by **Friday, June 23, 2017** at 5:00 p.m. MST.

- If you have questions, please contact Jason Bowcutt, Community Arts Manager 801.236.7554 or jbowcutt@utah.gov.

FUNDING DECISIONS

A panel of peers will review and score the applications based on the criteria in the guidelines. Funding awards depend on the total amount of funding requested, how the applicant scores in the review process, and the total amount of funding available. Following panel review, applicants are notified and contracts are sent. Applicants must sign and return contracts before payment can be made.

TIMELINE

Onstage opens: Monday, May 15, 2017

Onstage closes: Friday, June 23, 2017 at 5:00 p.m. MST

Panel review: July 2017

Funding notification: Summer 2017

Payment disbursed: After September 1, 2017

APPLICATION QUESTIONS

Applications will be reviewed by a panel of community representatives. The panel will evaluate each application based on completeness of the application, inclusion of supplemental materials and answers to the following questions:

GENERAL INFORMATION (NOT SCORED)

- Contact information
- Federal Tax ID #
- DUNS Number
- Is your organization a nonprofit or a government entity?
- Please upload a current copy of your Charitable Solicitations Permit
- Please upload a screenshot of your event or organization on Now Playing Utah
- What is your organization’s mission?

PERFORMING ARTIST INFORMATION (NOT SCORED)

- Name of performing artist
- Date and time of public performance
- Location of public performance
- Date and time of community outreach activity
- Location of community outreach activity

ARTISTIC EXCELLENCE 40%

What we ask	What we are looking for
How was the performing artist selected?	Tell us how your organization selected the performing artist. Was the artist chosen by committee? Were they recommended to you by another presenting organization? Did you see them at a presenter’s conference or juried showcase?
Why did you choose this artist?	Tell us why this artist was chosen. How does this artist further the artistic vision of your organization and how will they enhance your community?
Upload the performing artist resume or bio	Upload a current resume or biography for the performing artist.
Provide one active link to performing artist work sample. If you do not have web links, then skip to the last question. (Do not provide more than 2 total samples of EITHER web links or uploads.)	Panelists expect that you will take this opportunity to showcase the artistic merit of the performing artist. Make sure any link you submit works correctly and is as high-quality as possible.
Provide an additional active link to performing artist work samples. If you do not have web links, then skip to the last question. (Do not provide more than 2 total samples of EITHER web links or uploads.)	This provides an opportunity to submit a second active link work sample.
If you do not have web link(s)/URLs, please upload up to 2 work samples here. Do not upload files if web link(s) exist. (Do not provide more than 2 total samples of EITHER web links or uploads.)	If you do not have links to YouTube or Vimeo samples, please upload any video or audio links here. Do not upload anything here if you provided weblinks in the previous questions.

COMMUNITY INVOLVEMENT & ACCESS 40%

What we ask	What we are looking for
Describe your organization and the community you serve.	Provide a brief summary of your organization and the programs and services you offer. Tell us who is in your community, including your target audience. Provide the demographics for this/these communities.
How will the public performance benefit/impact your community?	Our funding comes from taxpayer dollars. Tell us how various communities will benefit from or engage with the public performance you are applying for.
Provide a detailed description of the planned <i>community outreach activity</i> .	Tell us, in detail, what will take place during the community outreach activity . Explain what the performing artist will do. How will they engage the audience?
Who is the anticipated audience for the <i>community outreach activity</i> ?	Who do you anticipate will attend the community outreach activity ? Why were they chosen?
How will the <i>community outreach activity</i> benefit/impact your community?	Our funding comes from taxpayer dollars. Tell us how various communities will benefit from or engage with the community outreach activity you are applying for.
Please indicate any specific underserved populations you are attempting to reach, and how. Explain how these populations are underserved.	Tell us about your organization's commitment to engaging with underserved populations and audiences. Which underserved populations are you trying to reach? What strategies are you using to reach these populations?

SOUND MANAGEMENT 20%

What we ask	What we are looking for
Total amount of performing artist fee.	What is the total cost for the performing artist to perform a public performance and separate community outreach event?
Amount Requested.	This is the amount you are requesting from us. Remember, this cannot be more than 50% of the total you entered in the previous question (not exceeding \$2,000).
If you are block booking this performing artist with another presenter, please provide a brief description.	This question is optional. If you are block booking with another presenter, please provide some details including name of other presenter(s), locations, dates of performance, etc.
How do you plan to market this event?	Tell the panel about your marketing plan. How will people find out about the event? Will you use social media, traditional media, word of mouth, etc.?
What strategies will you utilize to evaluate the success of the event and/or your audience	Tell us the methods you will use to understand both the successes and challenges of your events. How

development goals?	will you evaluate your ability to increase audience and attendance numbers? Tell us the specific actions you will take, for example, audience surveys after each performance, collecting comment cards, tracking ticket sales, etc.
What other sources of funding are you projecting for this project?	Our funding will only provide 50% of the performing artist fee for the public performance and community outreach activity. What other funds will you acquire to pay the remaining expenses? Will you: get sponsorships, apply for grants, solicit individual donors, use organizational cash, etc.?
Indicate projected in-kind support.	Tell us the total estimated dollar amount of in-kind goods or services related to the events for which you are applying. In-kind donations are donated goods or services that are not cash but can have monetary value. Examples: volunteer hours, donated performance space, donated equipment or materials, etc.
Please upload your budget spreadsheet, which can be found at: https://heritage.utah.gov/arts-and-museums/onstage-in-utah	Follow the link and find the OnStage budget sheet. Download this to your computer, update with your numbers, and upload the completed budget. Keep a copy of this budget form for your records as you will need it for your final report, if funded.
Upload tentative contract or agreement with artist.	Please provide documentation that the performing artist will be able to perform for the public performance and the community outreach activity. This tentative contract/agreement can be in the form of an email or a hardcopy letter. The panel wants to be sure the artist has agreed to all the event details and logistics.

QUESTIONS?

Jason Bowcutt, Community Arts Manager > 801.236.7554 > jbowcutt@utah.gov