

MINI GRANT GUIDELINES

The City Arts Grants program is designed to provide financial support for arts programs and projects in Salt Lake City that merit public funding. There are five City Arts Grants categories, each with eligibility standards, guidelines, and review criteria. The Salt Lake City Arts Council Board places a priority on those programs that best reflect the Arts Council's mission.

City Arts Grants can support only those programs and projects which serve the residents of Salt Lake City and which take place within Salt Lake City limits.

The City Arts Grants program is competitive and includes a rigorous application review process. A newly completed application must be submitted each year and **a grant award in one year does not guarantee an award for the following year**. The award of City Arts Grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the board is final.

Submitting More Than One City Arts Grant

Contact the Arts Council for further clarification if you are planning to submit multiple grant applications.

Applicants may only submit **one** application per grant year. The exception to this are applicants who wish to submit an Arts Learning application for an arts education project in addition to a General Support or Project Support application.

MINI GRANT DESCRIPTION

Mini Grants provide an opportunity for limited funding requests from nonprofit organizations. Funds are awarded to applicants that providing art projects that may arise during the year and which are determined to be of value to the community. In general, grant awards will be \$500.

The Mini Grant category is not an alternative for submitting late applications or missing deadlines in other categories. Organizations may apply only once a year.

Mini Grant Deadlines for 2017-2018

Mini Grant applications are reviewed quarterly:

For Project Scheduled During	Quarterly Deadline
September 2017 – August 2018	Tuesday, July 25, 2017
December 2017 – August 2018	Monday, October 23, 2017
March 2018 – August 2018	Monday, January 22, 2018
June 2018 – August 2018	Monday, April 23, 2018

Eligibility:

In order to be eligible for a General Support grant, the applicant must:

- Be a 501(c)(3) nonprofit organization for at least one year;
- Request support for arts projects and programs occurring in Salt Lake City;
- Have a budget that is at least equally matched (1:1). This match can be through cash, earned income, private or public support, or through a combination of these resources;

- Matching funds may be anticipated at the time of application, but must be received and obligated by the ending date of the grant year.
- Because City Arts Grants funds are limited, applicants are expected to seek additional sources of support, including contributions (from individuals, businesses, and foundations), earned income, and grants from other government agencies. A balance of revenue sources demonstrates good fiscal planning as well as broad community support.
- In-kind contributions are welcome, but will not meet the matching requirement.
- Be responsible for tracking and reporting demographic information on participants;
- Perform services within a twelve-month period beginning no earlier than September 1, 2017 and ending no later than August 31, 2018.

Funding Limitations:

City Arts Grants cannot be awarded to:

- Projects already underway or completed prior to the grant year;
- Programs or travel outside of Salt Lake City;
- For-profit business, such as a corporation or LLC;
- Deficit reduction;
- Organizations that have received funding from the City Arts Grants program (General Support, Project Support, Arts Learning) for the grant year September 2017 – August 2018.

Insurance

As a good business practice, the Salt Lake City Arts Council encourages all applicants to purchase some form of liability insurance, appropriate to the activity, for both project participants and audience members.

Review Criteria

The following are considered during the review and approval process for applications:

- Community aspects of programming, service to the community;
 - Outreach efforts and services to the community are evaluated by a clear explanation of the people served, why the organization provides this service, and how the service fits the overall mission of the organization.
- Payment of professional fees to artists;
 - The Salt Lake City Arts Council values paying artists professional wages. Organizations that pay artists for their services will be given priority. A guideline for fees to be paid is a minimum of \$30 per hour for the artists' time.
- Completeness and clarity of application;
- Artistic quality;
- Ability to administer and implement programming, including the development of a realistic budget;
 - The clarity of the organizational description and presentation of a balanced budget will demonstrate an applicant's ability to administer and implement programming.
- Constituency served and number of people served through the project;
 - Organizations that demonstrate efforts to reach a broad audience will be prioritized.

- Value to the community as evidenced by community support, public profile and public participation;
- Effective and accountable management practices;
- Programs and services must be open to the public and not restricted to members only;
- Access for all constituents regardless of race, color, national origin, religion, gender, disability, age, or economic status
- A community-based board of directors or trustees (if applicable).

Review Process:

The Grants Committee, comprised primarily of Salt Lake City Arts Council board members with knowledge of the arts community, educational system, and the community-at-large, meet regularly to review City Arts Grants applications. The Grants Committee includes new members each year.

Committee members are provided with the applications in advance in order to review the materials prior to each meeting. Committee members receive and review only the information presented in the application. Supplementary materials and previous award status are not a part of the review process. Applications are reviewed by grant category, and decisions for funding are based on comprehensive discussions on the merits of each application and on the budget allocated for the City Arts Grants program. The Grants Committee will not award an amount in excess of what is requested in the application budget. Award amounts from year-to-year may change due to the number of applications submitted, makeup of the Grants Committee, and available budget.

The Grants Committee will meet quarterly to review all Mini Grant applications. The committee recommendations will go before the board for final approval in August, November, February, and May. Applicants will receive notification of recommendations and final decisions shortly after the board's final approval. Applicants will receive notification of recommendations and final decisions via email. The City Arts Grants awards are published on the Arts Council's website and annual report.

*Correspondence will be conducted primarily through email and the online grants management software. **You will not receive a hard copy notification letter of your grant status.** This information will be sent via email. Please be sure your account information lists current contact information.*

Completing an Online Application

ALL CITY ARTS GRANT APPLICATIONS MUST BE SUBMITTED ONLINE. PAPER COPIES OR EMAILED PDF DOCUMENTS WILL NOT BE ACCEPTED.

REGISTRATION PROCESS

To access the online grant software, go to <https://goo.gl/k42FIU>.

In addition to the instructions below, applicants may wish to view the following instructional video for assistance navigating the online system: <https://goo.gl/Rksfyt>

New users:

To create a new profile, begin by clicking the "Create New Account" button.

You will be prompted to create a profile and enter information (organization information, individual user information, and executive officer information) as well as create a password. Passwords must be at least 6 characters and can only contain letters, numbers, and the following symbols: !@#%&*()

Each organization will be linked to one email address so you may consider using an email address that is available to all staff members at your organization who need to access the application.

Returning users:

If you have already set up your account, you can login to the system from the same link listed above.

If you need assistance changing the email or primary user, please contact Kelsey Ellis at 801.596.5000.

The Dashboard page is your homepage. Your contact information, organization information and grant status are displayed on this page. This is where you will manage your grant application and awarded grants. If you have been awarded a grant, the grant agreement form and final evaluation report form will be available on this page.

In the menu bar at the top of the screen, you will see Applicant Menu. In this dropdown menu click on Apply to access all of the available grant applications and the online process.

COMPLETING AN APPLICATION

- Applications do not need to be completed in one session and you can return to incomplete applications anytime before the deadline.
- Each grant application consists of three sections: Applicant Information, Organization/Project Information, and a Budget section. If you would like to print the application questions, click on the Question List button in the top right corner of the application page. This will open a PDF document in a new window from which you can print the full list of application questions.
- You may choose to prepare your responses in a Word document and then copy and paste the text into the online form. Please be aware that each text response has a character limit which includes spaces.
- Each application requires that you upload several documents which may include a budget form, board list, and a list of upcoming activities/season of events. A link to the budget form can be found in the application. Each document has a size restriction of 1MB – 10MB. Documents should be in a PDF, Word, or Excel format.
- Once you click “Submit Form” you will not longer be able to edit your application. If you need to make a correction to a submitted form, contact Kelsey Ellis.
- You will be able to access all submitted applications from your profile. Within your account, you can download and print copies of applications, reports, letters, and agreement forms.

Mini Grant Deadlines for 2016-2017

- **TUESDAY, JULY 25, 2017, 5:00 P.M.**
- **MONDAY, OCTOBER 23, 2017, 5:00 P.M.**
- **MONDAY, JANUARY 22, 2018, 5:00 P.M.**
- **MONDAY, APRIL 23, 2018, 5:00 P.M.**

Contact Information

Please contact the Salt Lake City Arts Council with questions or visit saltlakearts.org/grant-program/

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