

MINI GRANT GUIDELINES

MINI GRANT DESCRIPTION

Mini Grants provide an opportunity for limited funding requests from nonprofit organizations, individuals, and groups. Funds are awarded to applicants that provide 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 2019-2020

Mini Grants applications are reviewed quarterly:

For projects scheduled during
September 2019—August 2020
December 2019—August 2020
March 2020—August 2020
June 2020—August 2020

Quarterly deadlines
Tuesday, July 23, 2019, 5:00 p.m.
Tuesday, October 22, 2019, 5:00 p.m.
Tuesday, January 21, 2020, 5:00 p.m.
Tuesday, April 21, 2020, 5:00 p.m.

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 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.

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

ELIGIBILITY

In order to be eligible for a Mini Grant, the applicant must:

- Be a 501(c)(3) nonprofit organization OR individual artist OR group of artists;
 - All projects whether facilitated by an organization, individual artist, or group of artists, must have a community component, outreach effort, or provide a service to the community. The Arts Council does not offer artists' fellowships.

- Request support for arts projects and programs occurring in Salt Lake City (review Salt Lake City boundaries here: <https://www.slc.gov/council/find-your-council-member/>);
- Have matching funds for the requested amount of at least 1:1. This match can be through cash, earned income, private or public support, or through a combination of these resources;
- Perform services within a twelve-month period beginning no earlier than September 1, 2019 and ending no later than August 31, 2020.

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.

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 review applications, by grant category, in advance of each meeting. Decisions for funding are based on comprehensive discussions on the merits of each application. Awards may vary each year due to number of applicants, composition of the Committee, and available budget.

The Committee prioritizes arts education applications and applications which demonstrate need. Also of high importance is the presentation of a balanced and detailed budget, description of the impact to the community, and strategy for broadening audience reach.

Timeline:

Application deadline: **Tuesday, July 23, 2019, 5:00 p.m.**
Tuesday, October 22, 2019, 5:00 p.m.
Tuesday, January 21, 2020, 5:00 p.m.
Tuesday, April 21, 2020, 5:00 p.m.

Incomplete applications or those submitted after the deadline will not be reviewed.

Committee review meeting: August 2019, November 2019, February 2020, and May 2020 (within three weeks after each deadline)

Board review and approval: August 2019, November 2019, February 2020, and May 2020 (at the full board meeting following each deadline, which is the second Wednesday of each month)

Funding notification: August 2019, November 2019, February 2020, and May 2020 (within one week after board meetings)

First payment disbursed: Upon completion of Grant Agreement form

Final payment: Upon completion and review of final 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 lists current contact information.

APPLICATION QUESTIONS AND REVIEW CRITERIA

APPLICANT INFORMATION

Application Question	Review Criteria
<p>Mission* Please provide the mission statement for your organization. If you are applying as an individual, please describe your interest and intent in providing arts experiences or services to the community.</p>	<p>This is an informative response and will not be scored by the Grants Committee.</p> <p>(500 characters)</p>

PROJECT DESCRIPTION

Application Question	Review Criteria
<p>Project Name*</p>	<p>(100 characters)</p>
<p>District* Identify the Council District(s) where your Salt Lake City programming takes place: <i>City Council District information can be found at: https://www.slcc.gov/council/find-your-council-member/</i></p> <p>Choices District 1 District 2 District 3 District 4 District 5 District 6 District 7</p>	<p>Please be sure your response is for the City district in which your programming takes place. Do not report your State or Federal district.</p> <p>The Committee looks to support programming City-wide in all districts when possible.</p>

<p>Discipline* Identify the discipline(s) used in the proposed project:</p> <p>Choices Dance Theatre Music Opera Media Arts Design/Architecture Literary Arts Visual Arts Folk Arts/Folklore Multidisciplinary</p>	<p>All proposed projects must have a community component, outreach effort, or provide a service to the community. The Arts Council does not offer artists' fellowships.</p> <p>The Committee looks to support programming in all disciplines when possible.</p>
<p>Project Beginning Date* Please indicate the date activities for this project will begin.</p> <p>Project Ending Date* Please indicate the date activities for this project will end.</p>	<p>Funding is available only to those projects which take place September 1, 2019 through August 31, 2020.</p>
<p>Project Description* Describe the project for which grant funds are requested. Include a description of participating artists, where and when the project will take place, what types of arts activities will occur, and how the requested grant funds will be used.</p>	<p>Assume the reviewer knows nothing about your project. Respond with clear and concise information.</p> <p><i>(1,750 characters)</i></p>
<p>Artistic/Programming Quality* Describe the methods you will use to determine and ensure artistic and/or programming quality.</p>	<p>Artistic/Programming quality is determined in your selection and evaluation processes. Describe why your process is important to the project.</p> <p><i>(1,250 characters)</i></p>

<p>Please provide projected numbers specific to this project.</p> <p>Participating artists*</p> <p>Performances / events you will conduct in Salt Lake City*</p> <p>Total number of people expected to benefit from this project*</p>	<p>Total number of people expected to benefit from this project should not include virtual or radio audiences or those served outside Salt Lake City limits.</p>
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WORK SAMPLES

Application Question	Review Criteria
<p>Work Samples (Optional) Upload documentation that will enhance your application.</p>	<p>You can submit no more than three samples of your work which demonstrates the artistic merits, ideas, or quality of your proposed project. These may be links to websites/videos/music samples, photos, brochures, or programs.</p> <p>Please make sure the samples are relevant to the programming that will be funded by this request.</p> <p>Allowable file extensions: .pdf (file size limit: 5MB per upload)</p>

COMMUNITY DESCRIPTION

Application Question	Review Criteria
<p>Value to the Community* What impact does the community receive by having this activity take place? Why does this project merit public funding from the Salt Lake City Arts Council?</p>	<p>This response should not be a description of your programming, but describe why your programming is relevant and important to a particular community, neighborhood, or site.</p> <p>Questions to consider: Why does your organization provide this project? Why is it important that this project take place in Salt Lake City? (You do not need to answer all of these questions, but they may serve as a guide to your response. This is where you get to show your passion and motivation behind why you do what you do. Get the Committee excited for you!)</p> <p>(1,500 characters)</p>

<p>Audience* Describe the primary audience that will be served through your programming and explain any strategies you may have for broadening your audience.</p>	<p>Describe your target audience.</p> <p>The Grants Committee looks for organizations that make efforts to reach a broad audience. Describe your organization's efforts which may include growing your audience, increasing diversity, and/or providing services to underrepresented communities.</p> <p><i>(1,000 characters)</i></p>
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BUDGET

- INCLUDE AMOUNT REQUESTED IN THE GRANT AMOUNT REQUESTED BOX. (For Mini Grant applications, the amount requested should be \$500.)
- Total income must equal total expenses.
 - A balanced budget demonstrates your ability to administer and implement the proposed program.
- Budgets must present matching funds for the requested amount of at least 1:1.
 - This match can be cash, earned income, private or public support, or a combination of these resources.
 - Match cannot be met with funds from Salt Lake City Corporation (ACE grant support, etc.).
 - In-kind contributions are welcome, but will not meet the matching requirement.
- Include comments and explanations. Think of this portion of the application as a complement to the narrative.
- The Salt Lake City Arts Council values paying artists professional wages. Organizations that pay artists for their services will be given priority.

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 basic organizational 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 any time before the deadline.
- Each grant application consists of four sections: *Applicant Information*, *Project Description*, *Community Description*, 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 and a board list. A link to the budget form can be found in the *Budget* section of the application. Documents should be in a PDF, Word, or Excel format.
- Once you click *Submit Form* you will no 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.

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Contact Information

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

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