



Project Support Grant Guidelines

Description

Project Support grants are awarded to individuals, groups, and nonprofit organizations for specific arts projects and programs which are determined to be of value to the community. Concerts, performances, festivals, workshops, and readings are examples of projects eligible for funding through Project Support grants. Project Support grants have an at least one-to-one cash matching requirement.

Projects must include community engagement activities. This includes projects and activities undertaken by an organization or group as part of a mission strategy to build deep relationships between the organization/group and the communities in which it operates for the purpose of achieving mutual benefit. (Definition courtesy of [ArtsEngaged](#))

NEW FOR 2021-2022 GRANT PROCESS – Upon review, we found that approximately 80% of our Arts Learning grant recipients also received funds in our General Support and Project Support grant categories. Due to this, ***the category of Arts Learning has been removed for this grant cycle.*** Applicants wishing to apply for funds to support Arts Learning efforts are encouraged to apply within either the General Support or Project Support grant categories where questions regarding Arts Learning efforts have been included in the application.

Option 1: Community Based Program

Applications described as Community Based Programming are projects which do not have an educational focus. This could include an arts and/or cultural themed festival, concerts or performances, and other activities related.

Option 2: Arts Based Program

Applications described as Arts Based Programming are projects which do have an educational focus. This could include an arts and/or cultural themed workshop, after school project or program, and other activities related.

Deadlines

Project Support grant applications will be reviewed twice during the grant year. Grant submissions for Community Based and Arts Based Programs are accepted for each deadline, regardless of application focus. Applicants can only apply for one of the deadlines listed below.

Friday, June 25, 2021, 5:00 p.m.

For projects which occur September 1, 2021 through August 31, 2022

Friday, November 19, 2021, 5:00 p.m.

For projects which occur February 1, 2021 through August 31, 2022

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 three recurring 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 and values.

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 annually to this grant category. There are no exceptions to this guideline, however, additional grant opportunities may become available and eligibility criteria and limitations will be made clear within those grant guidelines.

Eligibility

In order to be eligible for a Project Support 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 include community engagement activities, outreach efforts, or demonstrate social, educational, cultural, and/or economic relevance for the community. The Arts Council does not offer artists' fellowships or awards.
- Request support for arts projects and programs occurring in Salt Lake City (review Salt Lake City boundaries here: <https://maps.slcgov.com/mws/citizenrepresentation.htm>);
 - Project Support applicants may have a primary office located outside Salt Lake City limits, but funds requested may only go toward those projects and activities which are within the City's boundaries.
- 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 sources. In-kind support cannot be used as part of the match;
- Perform services within the grant cycle beginning no earlier than September 1, 2021 and ending no later than August 31, 2022.

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;
- Fundraising events;
- Capital expenditures;
- Programs and services must be open to the public and not restricted to members only.

Process Timeline

Applicants may only submit one Project Support application per grant year. If an application is denied funding at the June deadline, an applicant cannot submit a second application for the same project at the later deadline.

Timeline 1:

Guidelines released:	April 12, 2021
Online Application Open:	May 21, 2021, 5:00 p.m.
Grants Orientation:	May 10, 2021, 10:00 a.m. – 11:00 a.m.
Grants Orientation:	May 11, 2021, 6:00 p.m. – 7:00 p.m.

Grants Orientation are not required. Recordings will be made available on our website.

Application deadline: June 25, 2021, 5:00 p.m.

For projects which occur September 1, 2021 through August 31, 2022

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

Committee review meeting:	Summer 2021
Board review and approval:	August 2021
Funding notification:	August/September 2021
First payment disbursed:	Fall 2021
Final payment:	Upon completion and review of final report

Timeline 2:

Application deadline: November 19, 2020, 5:00 p.m.

For projects which occur February 1, 2022 through August 31, 2022

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

Committee review meeting:	November/December 2021
Board review and approval:	January 2022
Funding notification:	January 2022
First payment disbursed:	Spring 2022
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.**

Review Process

The Grants Committee, composed primarily of [Salt Lake City Arts Council board members](#) with knowledge of the arts community, educational system, and the community-at-large, will meet to review City Arts Grants applications. The Grants Committee includes new members each year.

Committee members review applications by grant category and provide preliminary scores to three sections of the application. Committee members then meet to have a comprehensive discussion on the merits of each application. During this meeting recommendations for funding are made. These recommendations are sent to the full Arts Council board for their review. The full board will make final decisions on all grant applications during their meeting. Applicants will be notified of Board decisions shortly after this meeting.

The Salt Lake City Arts Council Board places a priority on those programs that best reflect the Arts Council’s mission and values. Also of high importance are the following:

- **Community inclusion:** Applicants who conduct activities which make efforts to reach a broad and inclusive audience through location, affordability, technology, or engagement through a variety of means.
- **Sound Budget:** Applicants who present a balanced and detailed budget;
 - Applicants who fail to include grant amounts requested in projected budget or do not show revenues matching expenses, may not be recommended for funding.
- **Benefit and Impact:** Applicants who clearly articulate social, educational, and or economic relevance for the community.
 - This may include contributing to vibrant creative neighborhoods, understanding the community served (geographic, cultural, economic, racial, educational relevance, etc.), utilizing partnerships or collaborations with diverse groups.

Application Questions & 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><i>(500 characters)</i></p>
<p>Applicant History* Is this your first time applying for City Arts Grants funding?</p> <p>Choices Yes No</p>	<p>This is an informative response and will not be scored by the Grants Committee.</p>

<p>Applicant History with Other City Funding* Have you received funds from other grant programs offered by the Salt Lake City government? <i>For example, Arts, Culture, & Events (ACE) Funding, General Fund Appropriation, etc.</i></p> <p>Choices Yes No</p>	<p>This is an informative response and will not be scored by the Grants Committee.</p>
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PROJECT DETAILS

Application Question	Review Criteria
<p>Project Name*</p>	<p>(100 characters)</p>
<p>Funding Amount Requested* \$500 minimum to \$15,000 maximum</p>	<p>Requested amount must be matched of at least 1:1.</p> <p>Because City Arts Grants funds are limited, applicants are expected to seek additional sources of support including public and private contributions and earned income. A balance of revenue sources demonstrates good fiscal planning as well as broad community support.</p> <p>In-kind contributions are welcome, but will not meet the matching requirement.</p>
<p>Is there a Cost to Participate? * Is there a cost associated with your project/program offerings? Please explain in detail the associated costs <i>and</i> if there are examples within your organization of these costs being waived, and why.</p>	<p>Highly accessible projects will be prioritized. If your project is not free the Committee wants to know what efforts you will take to be accessible. Things to consider: project times, location, facilities, and technology are accessible to the public, affordability in program development or offers free admission, scholarships, or sliding scale options.</p> <p>(1,000 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://maps.slcgov.com/mws/citizenrepresentation.htm</i></p> <p>Choices (check all that apply) District 1 District 2</p>	<p>Please be sure your response is for the <u>City</u> district in which your <u>programming takes place</u>. Do not report your State or Federal district or the district where your offices are located (unless this is also the location of the activities proposed in this application).</p> <p>The Committee looks to support programming City-wide in all districts when possible.</p>

<p>District 3 District 4 District 5 District 6 District 7</p>	
<p>Discipline* Identify the discipline(s) used in the proposed project:</p> <p>Choices Arts Education Dance Design / Architecture Digital / New Media Folk Arts / Folklore Interdisciplinary Literary Arts Music Opera Performance Art Presenting Organization Services to the Arts / Arts Marketing Theatre Visual Arts</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, 2021 through August 31, 2022.</p>
<p>Please provide projected numbers specific to this project.</p> <p>Total artists expected to participate in this project*</p> <p>Performances / Events you will conduct in Salt Lake City with this funding*</p> <p>Total number of people expected to benefit from this project*</p> <p>Comments:</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> <p>The Committee understands that these numbers are an estimate, but this will help to provide information on the scale and reach of the proposed project/program.</p> <p>If funded, applicants will be asked to report actual numbers in the final report.</p>

* The Grants Committee has decided to include the review of virtual programming for this year's application cycle. For a virtual event to qualify for funding, the applicant must:

- Demonstrate that the virtual event takes place in Salt Lake City OR
- Be broadcast in Salt Lake City OR

- Be performed by a Salt Lake City artist or group of artists AND
- Include specific language on how the virtual event would benefit Salt Lake City.

Project Description

This section should provide specific details on the proposed events and activities.

The responses to Project Description and Artistic/Programming Excellence will be scored on a scale from 1 to 10.

1-2 = Insufficient information

- Applicant provides insufficient detail and does not meet the minimum criteria.

3-4 = Needs work

- Applicant provides limited detail and additional information is needed to meet criteria.

5-6 = Average

- Applicant provides adequate detail and criteria are modestly met.

7-8 = Good

- Applicant provides sufficient detail and meets criteria.

9-10 = Excellent

- Applicant responds with clear, appropriate details and exceeds criteria.

<p>Project Description*</p> <p>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>If applying for arts learning programming, you should also include ages of participating youth (ages 3-18), and number of classes/workshops/points of contact.</p> <p>Please clearly articulate if your application is a Community Based Program or an Arts Learning Based Program!</p>	<p>Assume the reviewer knows nothing about your project. Respond with clear and concise information.</p> <p>The funding for this category is intended to recognize the value of providing access and exposure to a wide variety of quality arts experiences and art forms for Salt Lake City's youth (ages 3-18) and residents (all ages).</p> <p>It is the intent of this Arts Learning Program to provide grants that would support free programs or scholarships or sliding fee scales to enable access for all youth.</p> <p><i>(2,000 characters)</i></p>
<p>Artistic/Programming Excellence*</p> <p>Describe the methods you will use to determine and ensure artistic and/or programming excellence.</p>	<p>Artistic/Programming excellence may be different from one project to the next. Explain what excellence means to your project/program and how you are doing it well. You may wish to describe your artist selection process, community served, standards adhered to, participant experience, etc.</p> <p><i>(1,750 characters)</i></p>

Work Samples

Application Question	Review Criteria
<p>Work Samples (Optional) Upload documentation that will enhance your application. Maximum of 3 representative samples.</p>	<p>You can submit no more than three samples of your work which demonstrates the artistic merits, ideas, or excellence of your proposed project. Please make sure samples are relevant to the project described in this request. Samples may include: images, links to video clips, flyers/postcards, links to music samples, letters of support, links to websites, etc.</p> <p>Create one PDF document which includes all samples. If you wish to include links, please include a short description of the linked website. If you choose to include documents or images, please include all as subsequent pages in the same document.</p> <p>Technical assistance is available upon request up until 24 hours before the deadline. If a request for assistance is within 24 hours of the deadline, availability may be limited.</p> <p>Allowable file extensions: .pdf <i>(file size limit: 5MB)</i></p>

Community Description

Responses in this section should clearly describe why this project/program merits public funding as well as the efforts the applicant is taking to reach a broad audience.

The responses to Value to the Community, Community, and Inclusion will be scored on a scale from 1 to 10.

Application Question	Review Criteria
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<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 within Salt Lake City.</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? What makes your project unique? (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><i>(2,000 characters)</i></p>
<p>Community* Define, in your own terms, the “community” or primary audience that you serve or strive to serve.</p>	<p>Please, describe the audience you anticipate participating in your programming. This may be based on historical data or targeted marketing or programming efforts.</p> <p><i>(1,500 characters)</i></p>
<p>Diversity & Inclusion* Discuss what inclusion means to your organization and any strategies you may have for broadening your audience. What are your strengths and challenges concerning inclusiveness? How are you addressing any strengths and challenges?</p>	<p>Discuss any policies, outreach efforts, or goals you may have to reach a broad and inclusive audience.</p> <p>Things to consider: representation in presentation, staff, board/planning committees, targeted marketing (ads in other languages), strategic partnerships, building inclusion and accessibility in planning and execution, targeted outreach, etc.</p> <p><i>(2,000 characters)</i></p>

Budget

The budget should include clear detail on the income and expenses associated with this request. The budget will be scored on a scale from 1 to 10.

A link to the budget form can be found in the *Budget* section of the application or can be downloaded using this link:

https://saltlakearts.org/wp-content/uploads/2021/04/FY22_PRObudget.xlsx

The final budget form must be uploaded to the application as an Excel document.

- INCLUDE AMOUNT REQUESTED IN THE *GRANT AMOUNT REQUESTED* BOX.
- Total income must equal total expenses.
 - A balanced budget demonstrates your ability to administer and implement the proposed program.
- Only include budget figures for the proposed project. Organizations should not submit their entire operating budget, unless the proposed project is the organization's only activity.
- Budgets must present matching funds for the requested amount of at least 1:1.
 - This match can come from cash, earned income, private or public support, or a combination of these sources.
 - 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 in the spreadsheet. Think of this portion of the application as a complement to the narrative.
- Please provide a detailed budget narrative before submission, ensuring that all expenses related to this request are expended within, and directly benefit, Salt Lake City proper.
- The Salt Lake City Arts Council values paying artists professional wages. Organizations

Contact information

Please contact the Salt Lake City Arts Council with questions or visit:

<https://saltlakearts.org/city-arts-grants/>

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