



# SALT LAKE CITY ARTS COUNCIL ARTIST IN THE CLASSROOM

## GRANT - 2022

**DEADLINE FOR SUBMISSIONS**  
**Thursday, April 7, 2022**

**Apply online**  
**[CLICK HERE](#)**

**IMPORTANT DEADLINES**

**Application Opens:** Tuesday, March 1, 2022 at 8:00 a.m.

**Application Closes:** Thursday, April 7, 2022 at 11:59 p.m.

**IMPORTANT REQUIREMENTS**

- Thoroughly read Program Guidelines;

### **PROGRAM OVERVIEW**

#### **GRANT PROGRAM PURPOSE**

The Artist-in-the-Classroom Grant provides funding for elementary schools in the Salt Lake City School District to support the placement of professional artists in the classroom during school hours. This residency program is designed to augment existing arts activities during the school-day and should not be used for after-school programming.

#### **ABOUT OUR FUNDING**

The City Arts Grant program is generously supported each year in the Salt Lake City Mayor’s proposed budget, which is subsequently approved by a vote of the Salt Lake City Council. In 2021, the Artist-in-the-Classroom Grant program distributed 18 grants to individual artists supporting elementary schools, each funded with a \$3,000 grant. We anticipate total funds available in this year’s cycle to equal approximately \$20,000.

#### **ABOUT OUR CITY ARTS GRANTS PROGRAM**

For decades, the Salt Lake City Arts Council has administered the City Arts Grants Program, distributing millions of dollars to countless arts and culture organizations and individual artists. The program is designed to provide financial support for arts programs and projects in Salt Lake City.

*Please read the Program Guidelines thoroughly as substantial changes have been made.*

### **PROGRAM STRUCTURE**

#### **OVERVIEW**

We aim to distribute approximately \$20,000. Grants will be \$3,000 and distributed based on adherence to the Funding Guidance, as well as the Evaluation Criteria detailed below.

**GRANT AMOUNT****\$3,000**

The Salt Lake City Arts Council administers the payments for the Artist-in-the-Classroom Grant funds on behalf of the school. Awarded funds are paid directly to the resident artist, half at the beginning of the residency and half when the school has submitted the Final Report.

**ELIGIBILITY CRITERIA**

Applications for the Artist-in-the-Classroom Grant Program must be submitted and administered by an elementary school faculty or administrator, in close partnership with a pre-selected individual artist OR arts-based nonprofit organization, who meets all of the following Eligibility Criteria at the time of submission:

**Elementary School Criteria:**

1. Maintains a physical, brick and mortar, building within the boundaries of Salt Lake City;
2. Maintains accreditation with the Salt Lake School District (Including Charter Schools);
3. Is prepared to administer the grant during the 2022-2023 academic year.

**Individual Artist OR Arts-Based Nonprofit Organization:**

1. Is legally able to receive taxable income in the U.S. (e.g. citizen, green card holder, and/or permanent resident who can provide a W9 and SSN or ITIN)
2. OR maintains a 501(c)(3) nonprofit organization with an EIN;
3. Is 18 years of age or older;

**FUNDING LIMITATIONS**

Funds cannot be expended for the following activities and/or expenses:

1. Expenses incurred outside of the grant timeline (Sep 1, 2022 through Aug 31, 2023);
2. Activities already underway or completed before the grant timeline;
3. Expenses incurred for the purposes of debt reduction;
4. Sub granting to other artists or organizations.
5. Employment of an artist or instructor currently employed by the district;
6. Expenses related to administrative or overhead costs;
7. Expenses related to the indirect costs of the school.

**ADDITIONAL REQUIREMENTS**

Additional eligibility and/or limitations may be added at any time with written notice to funded projects. Both the artist and school must meet prior to applying.

If funded, artists must work with the school to complete an Memorandum of Understanding (MOU) and an Independent Contractor form. All artists who work unsupervised must go through a background check. This is required by the district, and is not administered or approved by Arts Council staff.

**School's Responsibility:**

1. Select the individual artist or arts-based 501(c)3 nonprofit organization;
2. Plan and manage activities during the residency in partnership with the artist;
3. Complete and submit all grant documents;
4. Ensure the artist has all required district documents to work with students.

## GRANT FUND USAGE AND GENERAL GUIDANCE

### GENERAL FUNDING GUIDANCE

We envision that these funds are utilized by an artist, in partnership with a school, to enhance arts activities in the classroom, not replace. Potential fund usage can be, but is not limited to, the following projects;

1. Grant funds may only be used for any artist fees or honoraria and for the purchase of supplies related to the residency. Generally, artists should be compensated no less than \$30 per hour;
2. Each school may only apply for one grant. Be sure to check with your school's faculty and administrative staff to ensure your school submits only one application;
3. The Artist-in-the-Classroom Grant does not require any in-kind or cash match. However, schools are welcome to and should indicate these additional funds in the budget portion of the application.

## GRANT APPLICATION AND REVIEW PROCESS

### APPLICATION KEY DATES

- **Guidelines Released:** Tuesday, February 22, 2022 at 8:00 a.m.
- **Application Opens:** Tuesday, March 1, 2022 at 8:00 a.m.
- **Application Closes:** Thursday, April 7, 2022 at 11:59 p.m.
- **Salt Lake Arts Council Committee Review:** April 8, 2022 through April 28, 2022
- **Preliminary Notification:** Friday, May 20, 2022 before 5:00 p.m.  
\*The Artist-in-the-Classroom Grants will not be formally approved by our Board of Directors until August, but for the purposes of planning, all applicants will be notified of the preliminary results of their application before this date.
- **Salt Lake Arts Council Board Meeting:** Wednesday, August 17, 2022 at 5:30 p.m.
- **Written Grant Notification:** Friday, August 26, 2022 before 5:00 p.m.
- **Grant Agreement Form Acceptance:** Friday, September 9, 2022 before 5:00 p.m.
- **Grant Distribution of Funds:** Wednesday, September 16, 2022
- **Final Grant Distribution:** Date based on completion and approval of Final Report.
- **Final Report Due:** 30 days after expenditure of the funds or no later than August 31, 2023.

### EVALUATION CRITERIA

All applications will be scored in accordance with our scoring rubric, [found here](#). There will be a total of 100 points available for this grant program.

The breakdown of available points is as follows;

Core Criteria:	90 Points Available
Budget:	10 Points Available

**Total Weighted Points: 100 Points Available**

Final funding decisions are made in consideration of the above Evaluation Criteria and resulting average score. However additional factors may be added in context with the available funds, applicants history of funding with our organization, and other areas as determined by the Grants Committee.

**FINANCE AND BUDGET INFORMATION**

All applicants must submit a detailed budget using the provided budget template, [found here](#).

All budgets must balance. All applicants are encouraged to submit budgets which thoughtfully consider and adhere to all Funding Limitations, Additional Requirements, and Funding Guidance outlined above.

**ADDITIONAL SUPPORT****FREQUENTLY ASKED QUESTIONS**

All questions or concerns regarding this grant program should be submitted in writing. Once submitted, please allow 2 business days for a response. Additionally, all questions and answers will be released for any applicant to see, unless such release includes sensitive personal information. All applicants are encouraged to view our Frequently Asked Questions before submission, [found on this page](#).

**OFFICE HOURS**

From February 22, 2022 to March 23, 2022, six (6) days before the deadline, applicants are encouraged to schedule one (1) thirty (30) minute appointment. The purpose of this meeting is to ask questions which are not answered in the Program Guidelines or Frequently Asked Questions. We are happy to help you with any additional technical or adaptive questions or concerns you may have, as well as answer specific questions you might have regarding your materials or application. We are administrators of the Program and, as such, we have to maintain a level of fairness to all applicants.

To schedule your 30 minute appointment with either grant administrator, please [click here](#).

**CONTACT US**

If you have any questions, please refer to our Frequently Asked Questions first. If your question is not answered please contact Salt Lake Arts Council Grants Program Coordinator, Susan Campbell at [Susan.Campbell@saltlakearts.org](mailto:Susan.Campbell@saltlakearts.org) OR Salt Lake Arts Council Assistant Director, Taylor Knuth at [Taylor.Knuth@SLCgov.com](mailto:Taylor.Knuth@SLCgov.com).

**SUPPORTIVE LINKS**

[2021-2022 Artist-in-the-Classroom Grantees](#)

[2022-2023 Artist-in-the-Classroom Scoring Rubric](#)

[2022-2023 Artist-in-the-Classroom Template Budget](#)

[To Schedule Office Hours](#)

[2022-2023 Artist-in-the-Classroom Frequently Asked Questions](#)

[Online Application Portal](#)