FY19 FOLK ARTS CULTURAL PRESERVATION GRANT GUIDELINES

GRANT DEADLINE: SEPTEMBER 14, 2018 AT 5:00 P.M. MST | REQUESTS UP TO $1500

The Folk Arts Specialist will assist you in connecting with translation services as needed. Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

The Folk Arts Cultural Preservation Grant can assist cultural communities in the preservation, documentation, and presentation of their traditional art forms through the completion of a specific project. Funding can support workshops, classes, and other small group learning activities or be used for expenses such as videography, photography, conservation or exhibition materials, or cultural events.

In the application, you should describe a project plan that clearly articulates how you will educate or impart traditional folk skills to other members of your shared culture group. Group teaching scenarios may consist of short-term intensive workshops or may be regularly scheduled classes that take place over a six-month period. Cultural events and exhibits may be either recurring or one-time.

Grant funds up to $1,500.
All applications must be completed and submitted online at: uamgrants.utah.gov by Friday, September 14, 2018 at 5:00 P.M. MST

Individuals and organizations may receive funding for only one grant opportunity through UA&M in a fiscal year. No cash match is required but we will need to see examples of community support and any in-kind contributions (services or products you are not paying for) should be described in the application.

Before applying, consider whether your project accomplishes the following:

- Empowers traditional artists to share skills and knowledge with their cultural communities.
- Emphasizes community building and education.
- Promotes public awareness and appreciation of cultural traditions and art forms.
- Contributes to the diversity and vitality of Utah's arts landscape.

DEFINITIONS

Tradition - a skill, craft, or art form shared between members of the same cultural community learned in informal settings by observation and imitation.

Cultural Community - a group of people with a shared identity: ethnic, tribal, occupational, religious, or regional.

Folk or Traditional Artist - a skilled practitioner of a traditional art form learned within the artist's own culture, creates work for use within their own cultural community.

WHO CAN APPLY?

Individuals

- Master folk artists or tradition bearers who are recognized within their community.
- Emerging traditional artists and/or apprentices.

Organizations & Societies

- Utah-based programs focused on preserving, presenting, or documenting the culture of a specific ethnic, tribal, occupational, religious, or regional group.

FUNDS MAY BE USED FOR

- In-state travel expenses (mileage) for participating artists.*
- Supplies, tools, and other materials (excluding purchased musical instruments, outfits, or costumes) needed for completion of project.
- Rental of AV equipment needed for completion of project.
- Fees for teaching artists and/or presenters.
- Conservation materials to preserve important traditional artifacts (must be on public display) of a specific community or region.
- Documentation to increase public awareness of folk art traditions and assist in their preservation.
- Costs directly related with production of public folk arts events (festivals, concerts, gatherings) which help to preserve cultural heritage within a community.

WHAT THIS GRANT CANNOT FUND

- Historical re-enactment projects.
- General operating support.

- Out-of-state travel.*
- Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum.
- Purchase of commercially manufactured costumes, outfits, or instruments.
- Projects completed prior to July 1, 2018.

APPLICATION QUESTIONS

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account. Typically, the email address you use to apply for the grant is the same email address we use to send grant notifications, and pertinent information.

Eligible applications will be reviewed by a panel of community professionals and a member of the Utah Arts Council board. The panel will evaluate each application based on your answers to the questions and scoring rubric below. Please make note of the number of allowed characters in each section. The number of allowed characters indicate the recommended robustness of the answer.

GENERAL INFORMATION (not scored)

- On the first page of your application, provide a 2-3 sentence description of the project under DESCRIPTION. This text will define the scope of work on your contract if funded.
- Basic contact information for project organizers.

NOTE: For each of the free response questions, a number of "allowed characters" is listed. You are not required to use all of the allowed characters. The character limit includes spaces. Each question is paired with an explanation of the criteria that will be used by the panel for evaluating the answers.

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*Exceptions may be made for American Indian apprentices from Utah studying with a master artist of the same tribal affiliation but living outside of Utah. Contact the Folk Arts Specialist for details.

ARTISTIC EXCELLENCE (75%): *Artistic excellence demonstrates the potential to create art that meets the highest standards of excellence, engages the public with diverse art forms; enables participants to acquire knowledge or skills in the arts; and/or strengthens communities through the arts. What constitutes artistic excellence may vary.*

Questions We Ask:	What We're Looking For:
Provide a detailed description of the project and what you plan to accomplish. Describe the cultural tradition(s) that will be preserved and shared.	Explain how the tradition is practiced in Utah and why it is important for it to be shared with more people. (up 2,500 characters)
What cultural group (nationality, tribal group, occupation, etc.) developed this art form or tradition, and who practices it in Utah today?	Cultural groups can be defined by ethnicity, religion, geographic region, or occupation. Please indicate which categories apply. (up to 1,500 characters)
Provide supporting documentation that demonstrates the artistic and cultural merit of the project (e.g. photo, video, audio files, letters of support etc.). Limit 3.	Work samples are required and are an important part of how the panel decides who to fund. Work samples can include audio recordings, pictures, or videos and should show mastery of the specific tradition. Links to YouTube videos are acceptable. The Folk Arts Specialist can assist you with generating or digitizing relevant work samples prior to submission of your application.
Please identify any individuals or important elements featured in the work samples submitted above (in order of submission). The work samples should reflect previous experience with cultural preservation projects or traditional activities.	Use the descriptive field to identify individuals or elements featured. You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) in the descriptive field. Please keep videos brief (no more than 5 minute each). If the project involves performing artists, a video will help assist the panel in determining artistic excellence.
How will completing your proposed project make a difference to your cultural community?	Explain why this activity will have a positive impact on the community and support cultural preservation and/or sustainability. (up 2,500 characters)

Provide a short background of the key people involved.	How did the master artists, teachers, rehearsal leaders, etc. become proficient in their skills? How long have they taught, and what are their major accomplishments? Inform the panel why the involved individuals are the best or most appropriate for completing the proposed project. (up 3,000 characters)

SOUND MANAGEMENT (25%): *Sound management demonstrates the ability to carry out the proposed activities, including administrative support, use of resources, evaluation methods, and plans for improvement.*

Questions We Ask:	What We're Looking For:
What venues/locations will be used to complete your project?	Inform the panel where the major activities will take place and why these sites were chosen. (up 1,500 characters)
Provide a timeline or schedule for your project (include dates) and objectives.	How many meetings per week/month? What subjects will be covered in these meetings? What will be the structure of the meetings? Clearly defining the project's goals and timeline will help the panel determine whether there are enough resources available to complete the project successfully. (up to 1,500 characters)
How will you promote the project in your cultural community or make it accessible for the general public?	Public presentations may take a variety of forms beyond performances or exhibits; a key requirement is that they must be accessible to the public. Web-based presentations, blogs, or YouTube videos are acceptable, but applicants should discuss these ideas with Folk Arts Program staff prior to application submission. Note: All public presentations must clearly indicate sponsorship by Utah Division of Arts & Museums and the National Endowment for the Arts. (up 1,500 characters)

How will you evaluate success at the end of the project?	Provide information about your evaluation methods. The panel wants to know how you plan to evaluate your project, and, if this is a project that has been done previously, how you have implemented what you learned. (up 2,000 characters)
Fill out the FY19 Folk Arts Preservation Grant Budget sheet and upload it to this question.	The budget sheet can be found on our website at: https://heritage.utah.gov/arts-and-museums/grant-forms. If you have any questions about the budget or any other element of the grant, please call UA&M staff.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts and Museums support arts, museum, and cultural experiences in communities state-wide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on artistic merit and cultural vibrancy, sound fiscal management, and ability to reach a broad community.

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by staff and a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional, rural, and state-wide distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made.

GRANT TIMELINE

Grant Opens: Friday, June 1, 2018
Grant Closes: Friday, September 14, 2018 at 5:00 P.M. MST
Panel Review: October 2018
Funding Notification: November 2018
Payment Disbursed: After contract has been processed

ELIGIBILITY POLICIES

- UA&M funds must be spent between July 1, 2018 and June 30, 2019 (FY19).
- Organizations and individuals may only receive one Arts & Museums grant per fiscal year.
- UA&M restricts its funding to artists and organizations based in and primarily serving the

residents of Utah. *For the purposes of the Folk Arts Cultural Preservation Grant, an American Indian artist or group outside of Utah is eligible to receive grant funding as long as the applicant is based in Utah. Contact the Folk Arts Specialist for further details before applying.*

- If awarded funding, you are required to complete a final report online by August 1, 2019.
- All nonprofit organizations that receive funding must have a DUNS number. Individuals are not required to have a DUNS number. The DUNS number is used by the federal government to track where funds are allocated throughout the country. If you do not have a DUNS number, you may wait to apply for a DUNS number until you have been awarded funding; we will assist you with the process. For more information on applying for a DUNS number, click HERE.
- In order to pay an individual, we require a Social Security Number. That number will be used only to process the payment and then will be destroyed. Organizations, clubs, government agencies, and businesses will need to provide an EIN on the application.
- If awarded funding, grant recipients will receive a 1099 form for tax reporting purposes.

WHAT IF I RECEIVE A GRANT?

All grantees will receive an email notifying them of their grant award. The email will be sent to the email address used for the grant application. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract and send the entire contract to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UA&M) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found here. For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- Ensure all grant funds are spent before July 1, 2019.
- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- Complete a final report form online at uamgrants.utah.gov by August 1, 2019.
    - Include a copy of your legislative thank-you letter.
    - Include an updated copy of your budget with actual numbers.
- Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

IF YOU HAVE ANY QUESTIONS, THE UA&M STAFF IS HAPPY TO HELP!

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