

## FY21 SMALL MUSEUM PROJECT GRANT

**GRANT DEADLINE: MARCH 20, 2020 AT 5:00 P.M | REQUEST RANGE: UP TO \$1,000**

The purpose of the Small Museum Project Grant is to help support museums by encouraging the use of best practices in the care and management of collections, fostering the development of quality exhibitions and educational resources, and helping create public access to museums.

**Applicant must be a [Certified Utah Museum](#)<sup>1</sup>.**

Examples of previously funded projects include collections care, cataloging, digitization, exhibit planning and fabrication, educational outreach programs, interpretive materials, building improvements that enhance collections care, and temporary staff to carry out the proposed project. Requests for items such as computer hardware or structural building modifications will receive additional scrutiny so applicants should make a convincing case for those projects, and should contact a member of the museum services staff prior to writing their application.

In order to provide additional support to small museums, these applications will receive a pre-review and comments from a member of the Office of Museum Services Board or staff. This is a competitive, panel-reviewed grant. The merit-based review may result in an application receiving less than full or no funding. Museums should have contingency options for projects that do not receive the full amount requested. Funding is not based on previous funding levels. Organizations are not guaranteed funding from one year to the next.

**Small Museum Project Request Amount:** Up to \$1,000

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### WHO CAN APPLY?

- Museums that have been open to the public for at least one year prior to application
- Applicants that have [Certified Utah Museum](#)<sup>1</sup> status with the Utah Division of Arts & Museums
- Museums that have completed a final report for funds awarded in FY19 (if applicable)

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<sup>1</sup> Certified Utah Museums must register with the Utah Division of Arts & Museums every 5 years, indicating that they are nonprofit, with collections, and open to the public.

## QUESTIONS ABOUT THE GRANT?

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**All applications must be created and submitted online at: [uamgrants.utah.gov](http://uamgrants.utah.gov)  
by March 20, 2020 at 5:00 p.m. MST**

After the initial submission date, applications will be pre-reviewed by members of the Office of Museum Services Board or staff, and comments will be provided to applicants. Resubmissions will be allowed following pre-review. Please see below for details

### WHAT WE FUND

*\*This list is not comprehensive of all eligible projects, please contact the Museum Services staff for more information.*

- Conservation of objects
- Help with collections care/management
- Professional development training for staff/volunteers
- Structural repairs to buildings (see note about capital projects)

### WHAT WE DO NOT FUND

- Historical markers, monuments, or plaques
- Endowments
- Acquisition of objects for a collection
- Lobbying expenses
- New capital projects (building modifications for collections care purposes or building maintenance projects that directly affect the long term care of your collections are allowed. If you have questions regarding building, please contact the Museum Services staff.)
- Deficits
- Hospitality
- Out-of-state travel

Please read the **Additional UA&M Grant Policies** following the Application Questions for important information.

## APPLICATION PROCESS

Applications are due March 20, 2020 at 5:00 p.m. These applications will be pre-reviewed by members of the Office of Museums Services Board or staff. Applicants should expect to receive feedback on their grant applications by April 24, 2020. Applicants will then have the opportunity to revise their applications based on the feedback they receive. Applicants are **not required** to revise their applications. If you choose to revise, you will need to re-submit your application by May 29, 2020 at 5:00 p.m. in order to be considered for funding. Submitted applications will be presented to the final review board for a thorough discussion in which funding recommendations will be made. Your application is not guaranteed funding; the review process is competitive and is not based on previous funding or on re-submission.

## REQUIRED GRANT MATCH

**All museum grants require a 1:1 match.** Project grants can be matched with cash funds or a combination of cash funds and in-kind services for a minimum 1:1 match (50% or more cash and up to 50% in-kind).

- The matching funds must be directly associated with this project. The cash match can be hard cash and/or salaried employees whose time is directly attributed to the project.
- In-kind services must also be directly associated with the project. In-kind contributions include any non-cash support that your museum receives. Volunteer time should be included as *in-kind services* and should be accounted for at minimum wage except for professional services (such as a consultant or legal services) which can be counted at the professional's going rate. Materials and supplies such as waived rent and utilities should be included as *in-kind goods* estimating the value your museum would otherwise need to pay. The proposed income and expenses should balance.

## 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 get a portal account, so plan accordingly. Below is a list of the questions that you will find in the online application.

### General Information (not scored)

- Contact information
- Federal tax ID# or EIN
- Mission of museum
- DUNS number
- Year museum first opened and started exhibiting objects to the general public
- Approximate number of visitors annually
- Approximate number of hours open to the public in the last year
- Number of full-time employees
- Number of part-time employees
- Number of volunteers
- Number of seasonal workers
- Now Playing Utah screenshot

### Project Information (100%)

- Describe the project you are planning to do, why you are doing this, and how you will do this. (3,000 characters)
- Tell us how and why this project will benefit your museum. (2,500 characters)
- Please provide a tentative schedule for when the project will start and end.  
Remember that this grant is for projects that occur between July 1, 2020 - June 30, 2021; the funds must be spent on activities that occur during that timeframe.
- Are you working with any consultants on this project? If so, what is their role?
- Please upload a current résumé for the consultant(s) you are using (if applicable).
- Upload the completed Museum Project Grant [budget form](#). Make sure you include your in-kind match.

## REVIEW PROCESS

All applications will be reviewed by a panel of Utah Division of Arts & Museums staff and will be overseen by a member of the Office of Museum Services Board. Grant awards depend on how the applicant scores in the review process and the amount of funding available. The Office of Museum Services Board reviews and approves all funding recommendations.

### GRANT TIMELINE

Grant Opens: February 11, 2020

Deadline: March 20, 2020 at 5:00 p.m.

Pre-Review Feedback: April 24, 2020

Application Re-Submission: May 29, 2020

Panel Review: Summer 2020

Funding Notification: After July 1, 2020

Payment Disbursed: After August 1, 2020

## ELIGIBILITY POLICIES

### ○ **Legislative Pass-Through/Direct Line-Item Funding:**

The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.

- Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UA&M grant funding.
- POPS, iSEE and State Museum Funding are not considered pass-through funding that is a duplication of funding by UA&M grants.
- Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UA&M funding in the same year that they receive legislative pass-through.
- Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UA&M competitive grants shall not be for similar activities.
- Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.

- Organizations that receive pass-through funding for capital projects are eligible for UA&M funding.
- **Charitable Solicitations Permit.** Please make yourself aware of the Charitable Solicitations Permit [requirement](#) and follow this law.
- Organizations may receive a maximum of **one Utah Division of Arts & Museums grant** per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Organizations may not apply if there are any outstanding financial or reporting obligations due to UA&M for any grant funded by the division.
- All applicants must have a DUNS number. For more information on DUNS and instructions on acquiring a DUNS number, click [HERE](#).
- Organizations must list their events on [Now Playing Utah](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the de minimis cost rate not to exceed 10%.
- **EDUCATIONAL INSTITUTION ELIGIBILITY**  
Universities, colleges, and educational institutions are eligible to apply when:
  - All events and services, for which grant funding is sought, are open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the proposed programming.
  - Events and services are supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
  - Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
  - Academic awards, fellowships, or tuition fees for student work are not allowed.

## WHAT IF MY MUSEUM RECEIVES A GRANT?

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

- Sign the grant contract through our new electronic process via congasign
- Give credit to the Utah Division of Arts & Museums (UA&M).
- List your organization name and event information on [NowPlayingUtah.com](#).
- Ensure all grant funds are spent before July 1, 2021.
- Write a letter of appreciation to your legislators 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](http://uamgrants.utah.gov) as instructed in the award letter.
  - Include a copy of your legislative thank you letters in the final report.
  - Include an updated copy of your budget with actual numbers (keep a copy so that you can access it later).

Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

## HAVE QUESTIONS? WE ARE HERE TO HELP!

### **Need help with the questions in the application?**

Jennifer Ortiz, Museum Services Manager · [jenniferortiz@utah.gov](mailto:jenniferortiz@utah.gov) · 801.245.7288  
Emily Johnson, Museum Services Specialist · [emilyjohnson@utah.gov](mailto:emilyjohnson@utah.gov) · 801.245.7289

### **Need help with the online grant portal/other technical issues?**

Laurel Cannon Alder, Grants Manager · [lalder@utah.gov](mailto:lalder@utah.gov) · 801.236.7550  
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