FY21 GOS MASTER GUIDELINES

<mark>If you received an FY20 General Operating Support grant DO NOT apply for this FY21 grant. Your FY20 GOS score and award extend to FY21. Please contact our grants staff with questions.</mark>

Important things you will see in this year's applications:

- There are two different applications: General Operating Support for organizations with budgets OVER $300,000 or UNDER $300,000.

- We have simplified questions wherever possible. Please pay attention to the character limits. The number of characters allowed in an answer will give you an insight into the amount of content we expect in each answer. These are character, not word limits.

- The budget page remains the same. Did you know that the lines on the budget page line items generally align with the IRS 990 form?

- Grant Request Amount: See **budget table (page 4)**. Please note that your grant request (first page of the application) and the corresponding third column of the General Operating Support budget form for your FY21 GOS grant should be a request **for only one year of grant funding**, not two. The cycle of reapplication will be determined by your type of organization (local arts agency, museum, or arts organization). If you are eligible for a second year of funding (see grant two-year cycle details on page 3), it will be released to you after you submit an interim report.

- We reserve the right to consider number of years of funding, age of organization, and depth of programming in awarding all grant applications.

- **Government Agencies and Municipalities:** Cultural organizations that exist under the same governmental entity are eligible to apply when they have different and distinct mission or purpose statements.

Minimum Eligibility:

- Arts Organizations: Organizations with a mission that is primarily focused on the arts

- Museums: Utah Certified museums that are open more than 1,000 hours per year

- Local Arts Agencies: Designated local arts agencies that function as a 501(c)(3) Nonprofit organization, government agency, or a hybrid of the two.

FY21 GENERAL OPERATING SUPPORT
MASTER INSTRUCTION SHEET

How to use this sheet:

1) Review the contents of this MASTER document, which contains general eligibility information, grants timeline, review process, award notification, expenditures we cannot fund, grant-writing tips, general-information questions found in all GOS applications, and reporting requirements.

2) Find the "GOS QUESTION GUIDELINES" (on our website) for the specific grant for which you are applying. The question guidelines will have important details and the exact questions that will be found on your particular GOS application for your organization type and budget size.

3) If you encounter a problem, or if you have any questions, please contact the grant staff so we may help you.

DEADLINE FOR ALL GOS GRANTS: FRIDAY, MARCH 20, 5:00 P.M. MST

The purpose of the General Operating Support Grant (GOS) is to invest in cultural organizations based in and serving the residents of Utah. General Operating Support Grants fund museums, arts organizations, and local arts agencies; applications are tailored for the size of the organization's budget.

Funds may be used to supplement general operating revenue. These grants are competitive and panel-reviewed. Funding levels are contingent on many factors, including resources available, number of applications, the written grant application, and demonstrated organizational excellence. A two year grant can be re-evaluated and adjusted by the appropriate UA&M board if deemed necessary.

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 business days to receive a portal account. If there has been a change in staffing at your organization, please contact us so we can set up the correct account for access to our portal.

Two-Year Grant Awards: We have moved to a two year cycle for grants, but this application that you are completing is coming in during the second year of our cycle. Beginning in FY22, we will be staggering the applications so that each organization has an "off year" and "on year." Please look below for the schedule – Museums & Local Arts Agencies will need to apply again in March 2021 (FY22):

      Museums: Applications due end of March 2021 for FY22-FY23 funding.

      Local Arts Agencies: Applications due end of March 2021 for FY22-FY23 funding.

      Arts Organizations (not LAAs): Second interim report due June 2021, new contract issued. Arts organizations will re-apply with applications due March 2022 for FY23/FY24.

SPECIFIC QUESTIONS FOR EACH GENERAL OPERATING SUPPORT GRANT

This year, you will complete a grant application that aligns with your organization's budget. In addition to these MASTER guidelines, please review the appropriate Question Guidelines for the grant for which you are applying. All Question Guidelines are on the grants [website](#).

- [Organization GOS with budgets over $300,000](#)
- [Organization GOS with budgets under $300,000](#)

UNSCORED QUESTIONS SECTIONS

The General Organizational Information section will not be scored. These questions will ask for basic contact information, mission statement, etc.

We will also be asking a few questions related to economic contribution in conjunction with our partnership with the Kem C. Gardner Institute. These questions will ask for the following:
- Total Number of Paid Employees
- Total Revenue
- Total Expenses

Look for "help text" by hovering your cursor over the question mark icon on the application for tips such as "see line C34 of the budget form."

BUDGET TABLE

This is the amount of money you can request. The total amount of UA&M funding available for grants will affect the amount of money that any single organization can receive. Your request does not guarantee funding.

Organization Revenue*	Request Amount	The UA&M Boards may choose to not award more than 7% of the total grant budget to any one organization
$500,000 and higher	5% of revenue	
$300,000 to $500,000	7% of revenue	
Up to $300,000	35% of revenue	

The revenue number for this budget table should come from your **most recent completed and verifiable fiscal year (Line C28 of Operating Budget Form).**
All GOS grants must be cash-matched 1:1.
*Do not include capital campaign funds in your revenue number.
Organizations that are younger than three years or have not received funding from UA&M in the past will receive additional scrutiny and may receive smaller grant awards.
The Governor-appointed and legislature-approved Office of Museum Services and Utah Arts Council boards may make adjustments to awards.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts & Museums support arts, museums, and cultural experiences in communities statewide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants according to best standards in the industry.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. Each review panel will evaluate applications based on the criteria in the guidelines. All grant allocations are approved by either the Utah Museums board or the Utah Arts board. The appropriate board will

review and approve final funding recommendations. The Utah Division of Arts & Museums (UA&M) is a state agency involved in public funding for arts and museums. As a public entity, it reserves the right to make final decisions on the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or board. No organization or individual is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available, number of applications, a written application, and meeting specified criteria.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows grant review and award procedures as permitted by statute and board policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary. The revocation of any public funds will be taken under consideration by the appropriate state board.

Following board review, applicants are notified and contracts are sent via email. Applicants must sign contracts before payment can be made. Funds will not be available until after August 1, 2020.

GRANT TIMELINE
Grant Opens: Wednesday, February 12, 2020
Grant Closes: Friday, March 20, 2020, 5:00 P.M. MST
Panel Review: Spring 2020
Funding Notification: After July 1, 2020
Payment Disbursed: After August 1, 2020
Interim or Final Report: According to schedule on Page 2

ELIGIBILITY POLICIES

- Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year. [1]
- Government Agencies and Municipalities: Cultural organizations that exist under the same governmental entity are eligible to apply when they have different and distinct mission or purpose statements.
- UA&M restricts its funding to organizations based in and primarily serving the residents of, or visitors to, Utah.
- Grants require a minimum of a 1:1 cash match. Cash matches come from earned or raised income. The cash match can be used to pay for items that UA&M is unable to fund.
- Charitable Solicitations Permit: Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government

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Exceptions to the one grant per organization are OnStage and Partnership Grants (see website for other guidelines)[1]

agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitations Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization, you can read the law or contact the Department of Consumer Protection. The application for permit is not considered proof of registration.

- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click here.
- 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%.
- UA&M funds received from this FY21 GOS grant process must be spent between July 1, 2020 and June 30, 2021 (FY21). Because these are two-year awards, the contract will be issued for two years, with the option to change the amount in the second year if there are any changes to the UA&M budget. Any change in the second year to the UA&M budget would be applied equitably across all grant awards.
- Interim and Final Reports: Grantees are required to file reports annually. If your organization fails to file a report to the division, the following year, the organization will be considered ineligible for funding for one year. Delinquent final reports must be filed in order for the organization to be considered eligible again.

Educational Institution Eligibility. Universities, colleges, and higher education institutions are subject to the following restrictions:

- Programming for which grant funding is sought must be 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 activities.
- Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.
- Events and services funded by the grant must be 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.
- Institutions are limited to no more than one grant to the same academic department in any given fiscal year.

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).*

- 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 shall not receive UA&M funding in the same year 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 & 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.

*This policy may be evaluated by the boards in the event of increased funding from the Utah State Legislature. The boards will also be consulted in respect to funding decisions made by the legislature in the second year of this grant cycle.

GRANT-WRITING BEST PRACTICES

- Read the guidelines <u>before</u> you begin; follow the guidelines for the grant for which you are applying.

- Start early—at least two weeks before the deadline to ensure you have fulfilled all requirements.

- Have a person who is unfamiliar with your organization read your application prior to submission and give you feedback. Think about writing to an audience who does not know what you do.

- Ensure the budget supports the narrative in fact and values. For help, visit our website for a "cheat sheet" with more information about how to fill out the budget form.

- Please call if you have questions that are not answered in these guidelines.

WHAT ARE MY RESPONSIBILITIES AS A GRANTEE?

- **Electronic Contract Signatures:** We have implemented an electronic signature process through CongaSign for our grant contracts starting with FY20. You will receive an email notifying you of your grant award. The email will ask you to confirm contact information for your organization. You will sign the contract electronically in order to receive payment.

- **Acknowledge the source of your funding:** Use the new Logo and Usage Guide. We are launching a new thank-you campaign to help patrons throughout the state better understand the relationship between their elected officials and the funding that UA&M distributes through the grant system. The Legislature and Governor are incredibly supportive of the cultural landscape of Utah, and we need your help to let all Utahns know how state funds are serving everyone. The following logos are available electronically on our website.

- In addition to the above logo, arts organizations must also recognize the National Endowment for the Arts.

- List your organization name and event information on NowPlayingUtah.com.
- 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 an interim or final report form online at 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 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.
- Grantees are also encouraged to participate in Arts Day on the Hill and/or Museum Advocacy Day.

CONTACT THE GRANTS STAFF WITH QUESTIONS

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