UA&M CARES Act Grant Guidelines

Utah Arts & Museums, with funding from the National Endowment for the Arts, as part of the Coronavirus Aid, Relief and Economic Securities (CARES) Act economic stabilization plan, is pleased to provide emergency funding for eligible arts organizations that have been negatively impacted by COVID-19. This funding is for general operations (day-to-day expenses for your organization) and is not project based. Applicants will not be required to provide a cash match for these funds. This grant will act as a supplement to any general operating support funds already awarded by our agency. Organizations that have paid staff may be prioritized. Decisions about funding will take into consideration providing funding throughout all of Utah, providing funding to organizations that provide services to historically underrepresented communities, and an organization's ability to access other funding resources.

Funds cannot be used to pay for the same expense in the same time period as expenses requested from any other CARES Act funding application (for example, PPP, EIDL, SBA Bridge Loan, Utah Humanities, IMLS, National Endowment for the Arts, National Endowment for the Humanities, etc.)

ELIGIBILITY:
- Applicants must have an arts-based mission:
  - Arts Organizations (including arts museums)
  - Designated Local Arts Agencies

  Note: organizations with a humanities focus (like history museums) should apply to Utah Humanities.
- In order to apply for this funding, an arts organization must have received at least one general operating support grant[1] from the Utah Division of Arts & Museums in the past 4 years (FY17-FY20) or may be an arts organization that has received Legislative Pass Through funding for general operations.
- Organizations must have an operating budget of a minimum of $100,000 (annual expenses)
- Applicants must be a nonprofit organization or a government agency (or hybrid)
- Applicants may not apply using a fiscal agent/sponsor
- Applicants must have a current Charitable Solicitations Permit and a DUNS number
- Organizations that receive funds directly from the NEA CARES Act may also apply for CARES funds from Utah Arts & Museums.

HOW TO APPLY:
All grant applications must be accessed through our online grant portal. You will need a portal account to access our grant applications. If you do not have one, please submit a new user request through the portal or contact the grants staff. Creation of an account can take up to two days. Completed applications must be submitted by 5:00pm on Friday, May 22, 2020.

TIMELINE:
Grant Opens: Monday, May 11, 2020
Grant Closes: Friday, May 22, 2020 at 5:00 p.m.
Grant Review and Award Notification: June 2020

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[1] *Grants that are eligible include those titled: General Operating Support, Sustainability, Local Arts Agency, and Capacity Building. If you have questions, you may contact our office.*

AWARD AMOUNT: Organizations may request up to $20,000. Applicants will receive an award based on the established review criteria and funding priorities. We anticipate that for the first round of funding, we will limit award amounts to $5,000, but if additional funds are made available, we would like to know how you would use them. Funds must be used by December 31, 2020 and a separate final report will be required.

FUNDING CANNOT BE USED FOR:
- Endowments
- Capital expenditures/building renovation
- Out-of-state travel
- Direct fundraising events/expenses or galas, including prizes, awards, or benefits
- Hospitality (food, alcohol, refreshments, etc.)
- Deficit reduction
- Scholarships or tuition for academic programs
- Activities restricted to an organization's membership
- Employee or applicant's personal gain
- Paid political advertising or lobbying expenses
- For-profit ventures

REPORTS
- You will be asked to complete a separate report on this funding for the federal government.

REVIEW CRITERIA:
- Clear demonstration of need
- Organization's demonstration of future planning/preparedness
- Budget reflects the demonstration of COVID-19 related needs

Note: Funding priority will be given to organizations that demonstrate the ability to adapt to the new normal/continually changing regularly changing situation in order to remain fiscally viable.

APPLICATION QUESTIONS

General Information Questions (not scored):
- ❖ Organization contact information
- ❖ Charitable Solicitations Permit
- ❖ Additional organizational information

COVID-19 Questions:
Note: Please be specific and concise in all answers.
- ❖ How has COVID-19 affected your nonprofit's day-to-day operations? (1,500 character limit)
- ❖ How has COVID-19 impacted your nonprofit's funding and/or income streams? Include projected lost revenue due to the coronavirus. (1,500 character limit)
- ❖ What strategic steps are you taking to pivot/adapt to stabilize your organization? (1,500 character limit)

Budget Questions:
- ❖ How do you plan to use any funding that you receive from this grant? Funds may be used to support employees (including salaries, wages and fringe benefits), artists or contract personnel, or facility costs. (1,500 character limit)

- ❖   Please estimate the number of months of cash reserves that your organization has available.
- ❖   What is your average operating budget over the most recently completed past three years?
- ❖   Awards are expected to be $5,000 or less in the first round of funding. If additional funds become available, how do you anticipate you would use any additional funds? (1,000 character limit)
- ❖   Please upload the CARES Emergency Arts Funding Financial Form