



## StEPs-UT Pilot Project Funding Guidelines and Application Questions

### **Overview**

The StEPs-UT Pilot Program is pleased to offer participating organizations an opportunity to apply for project specific funding up to \$1,500 to address a project from the three modules covered in the first pilot year. Please read the guidelines and application questions below. If you have any questions, please contact Jennifer Ortiz at [jenniferortiz@utah.gov](mailto:jenniferortiz@utah.gov).

### **Guidelines**

StEPs-UT funding will support projects that are directly tied to curriculum standards and goals covered in the Year II modules:

1. Collections
2. Historic Structures & Landscapes
3. Interpretation

Successful funding applications will articulate which StEPs standards the proposed project will help achieve and why the project is a top priority at this time. All projects must be conceived in consultation with your mentor.

Funding applications will be accepted on a rolling basis. Project funding opens July 1, 2020 and closes September 1, 2020. Please find the application form [here](#).

### **Who Can Apply**

Applicants must be current StEPs-UT participant organizations who meet all of the eligibility requirements below:

- Organization must be in good standing regarding the requirements as outlined in the StEPs-UT Letter of Commitment:
  - Are a Certified Utah Museum

- All pre- and post-self assessments for Year II modules must be completed (see individual participant folder)
- Achieved Bronze Level Certificates (or higher) for each StEPs Standards module covered in Year II modules (COLL, HSL, INT) or provide evidence in your application that the project for which you seek funding will help you achieve a Bronze certificate or higher
- Have sent one to two staff members/volunteers to attend all program-related activities for each StEPs-UT module (i.e. workshops in months 1, 2, and 4)
- Have followed through with workshop assignments related to your module projects
- Have participated in mentor site visits (month 3 of each module) and worked in good faith with mentor
- If you received Year I funding, you MUST 1. Submit your final report to Jennifer Ortiz or 2. Inform her that you are extending your grant timeline

### **Matching Requirement**

Participating organizations must match their request for funding 1:1 in cash OR in-kind. In-kind includes volunteer time, materials, etc.

### **Eligible Expenses**

StEPs-UT project funding may be used to pay for a variety of projects that fall under the umbrella of StEPs modules COLL, HSL and/or INT. This may include consultant costs, materials, and training expenses.

***Example projects and activities may be found at the back of each of the modules before the list of printed resources. If you have questions about a project idea, consult with your mentor or discuss with Jennifer Ortiz.***

### **Ineligible Expenses:**

Funding may not be used to pay for staff salary or travel. Funding may not be used to contract with your StEPs-UT program mentor (but may used to hire another of the mentors or instructors).\*

### **Application Deadline**

Applications for Year One funding will open **July 1, 2020** and will be accepted on a rolling basis through **September 1, 2020**.

Projects must be completed by **June 1, 2021 and final reports due by that date** to Jennifer Ortiz at [jenniferortiz@utah.gov](mailto:jenniferortiz@utah.gov).

Final reports for Year One projects must be submitted in order to be eligible for Year Two funding.

### **How To Apply**

Please apply through this [Google Form link](#).

### **Application Questions**

- Describe the project or component of project for which you are requesting funding support. **Please be very specific**—what is the project, what do you plan to do, who will be involved in doing it, and how do you plan to accomplish the project?
- How does your project help your museum meet StEPs standards? Which standards and indicators specifically?
- How much money will this project cost? If you request funds to cover contractors, please list them individually along with a summary of their suitability for the task at hand.
- Price quotes for project materials if you request funds to cover that activity (i.e., computer hardware, software, etc.)
- Attach a budget and budget summary (see budget form for more information) showing your expenses and match.

Check boxes in google form:

- Are you a Utah Certified Museum?
- Have you received at least Bronze level in all Year II modules
  - COLL
  - HSL
  - INT
  - \*If you have not clicked yes in all three of the above sections, please explain why in the text box.
- Have you sent at least one representative to all trainings?
- Have you filled out all your pre-self assessments for all Year II modules?
- Have you filled out all your post-self assessments for all Year II modules?
- For those that received Year I funding: Have you submitted your Year I final grant report to Jennifer? If no, please explain why below. If you did not receive Year I funding, please write "N/A. "
- Please provide a list of all projects completed for the StEPs-UT program.

