

FY21 OFFICE PARTNERSHIP GRANT

The mission of the Utah Division of Arts & Museums is to connect people and communities of Utah through arts and museums. By creating strategic partnerships with Utah-based nonprofit organizations that have complementary missions and resources, Utah Arts & Museums (UA&M) can more efficiently and effectively provide services for Utahns. The purpose of Office Partnership Grants is to leverage funding to provide training, networking, centralized marketing, professional development, technical assistance, model programs, or unique educational resources.

OFFICE PARTNERSHIP GRANTS WILL BE GIVEN TO ORGANIZATIONS THAT:

- Advance the UA&M mission
- Offer areas of expertise or services that are mutually beneficial to UA&M constituents
- Enhance program offerings
- Serve as hosts for programs
- Increase community outreach

Because these grants are for partnerships, the grant application must be crafted and executed in direct partnership with a Utah Division of Arts & Museums staff member and must contain mutually agreed upon goals and measurements. New applicants must contact the UA&M Grants Manager at 801-236-7550 before submitting an application.

WHO CAN APPLY?

- Nonprofit organizations
- Municipalities or government agencies
- Correctional/juvenile facilities
- Social service agencies
- Libraries or community centers

REVIEW PROCESS

All Office Partnership Grant applications will be reviewed by the Director of the Utah Division of Arts & Museums, and the Executive Committee of either the Arts Council Board or Office of Museum Services Board. The Executive Committee will advance funding recommendations to the appropriate board for approval. Grant applications will be accepted at any time during the year, but will only be reviewed during regularly scheduled board meetings. For the board meeting schedule, you may check with the grants office and/or the partnering staff member. Applications will be reviewed based on the following criteria:

- Partnership with a UA&M program.
- Unique ability of partner to provide services to identified UA&M communities.
- Established benefit to the constituents of UA&M.
- Timeline and demonstrated ability to deliver the proposed service.
- Compelling case for value of contracted services in relationship to UA&M expenditures.
- Ability of partnership to expand or improve the reach of UA&M statewide services
- Clarity of proposal for services.

Following board review, applicants are notified and contracts are sent to successful applicants.

Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1st.

APPLICATION QUESTIONS

- The application must be made online through the online portal: uamgrants.utah.gov. If you do not have access to the portal, it can take up to two days to get a portal account. In order to apply for this grant, you need to have a special login credential. Please contact the grants manager to create or update your account. This grant requires preauthorization.
- Applications will be approved by a quorum of the board. Keep in touch with UA&M staff regarding timeframes.
- If the Partnership Grant is funded, the partner agency will receive a contract from the State of Utah.
- Because these are partnerships, the grant recipient must work with a UA&M staff member throughout the duration of the grant period.

GENERAL INFORMATION (not scored)

- What is the legal designation of your organization?
- What is your organization's mission?
- Name of organization
- Project contact information
- Project coordinator information
- Federal Employer Identification Number (EIN)
- DUNS number
- Current copy of your Charitable Solicitations Permit or a PDF explaining your exemption.

APPLICATION QUESTIONS

What We Ask	What We're Looking For
Describe the proposed partnership in detail. Include definition of partner roles, major milestones and/or timeline. (Character Limit: 5,000)	Because this grant creates a partnership between UA&M and your organization, please describe the purpose and structure of the partnership. Keep in mind that the review panel may not be familiar with this partnership, its purpose, or its value to the constituents of UA&M. It is important that a staff member of UA&M has an active role in this partnership. Please outline that as well as the timeline and major milestones.
Describe how this partnership will benefit the constituents of the UA&M community. (Character Limit: 2,500)	Grants made by the Utah Division of Arts and Museums encourage arts, museum, and cultural experiences in communities across the state of Utah. Grants are intended to benefit arts organizations and museums, but also provide Utah residents with opportunities to participate in cultural activities. Briefly describe what the target audience is as well as how the proposed partnership will impact UA&M Constituents.

Describe why the applicant organization is uniquely poised to deliver the service. (Character Limit: 2,500)	Describe the unique resources, tools and/or assets your organization brings to this project.
How will the program be evaluated? Include specific evaluation methods, expected outcomes, etc. (Character Limit: 2,500)	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 ideas from previous evaluations. This grant does not require matching funds.
Upload the Project Budget Form which can be found on the UA&M website: https://artsandmuseums.utah.gov/project-grants/	If you have questions about the budget, please call the grants manager, 801.236.7550. Make certain that you use the correct budget form.
Description of partnership written by UA&M staff member outlining the structure of the partnership from the perspective of UA&M. (Character Limit: 3,000)	UA&M staff must complete two questions: In the general information section, they will indicate the line item of funding source for this grant if it is funded from the UA&M budget (Appropriation Code/Unit Name/Group). Additionally, they will answer this question about how the partnership will work, and the benefits of the partnership from the point of view of the staff.

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

We have implemented an electronic signature process through CongaSign for our grant contracts. The steps for receiving a grant award are now as follows:

- 1) You will receive an email notifying you of your grant award. The email will ask you to confirm contact information for your organization.
- 2) Once we receive confirmation of your contact information, we will generate an electronic version of your contract. You will receive an email from CongaSign asking you to review and sign the contract with an e-signature. You do not need to download any special software to use this.
- 3) When you sign your contract, the contract will be sent to our office and the State Finance Office for authorizing signatures. Once all appropriate parties have signed, you will receive another email from CongaSign notifying you that your contract has been executed. The email will include an attachment of the executed contract as a PDF.
- 4) After our office has received the executed contract from CongaSign, we will process payment. Payments take up to one month to be processed and mailed to the grantee.

WHAT ARE MY RESPONSIBILITIES AS A GRANTEE?

As a grantee, you agree to do the following:

- **Arts Organizations:** 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." **Please note that the NEA has a new logo this year.**
- **Museums:** Give credit to the Utah Division of Arts & Museums (UA&M).
- 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.

We will be providing you with decals and other ways to show that you have received funding from the state.

Complete a final report form online at uamgrants.utah.gov by August 1, 2021.

- Include an updated copy of your budget with actual numbers (keep a copy so you can access it later).
- Include a copy of your legislative thank-you letters.
- Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

ELIGIBILITY POLICIES

- Office Partnership Grants must be awarded to nonprofit or government organizations that provide services to constituents of the Utah Division of Arts & Museums.
- Applicants can propose projects for a partnership grant that would span up to three years.
- All applicants must have a DUNS number.
- Office Partnership Grants may be exempt from the board policy restricting funding to recipients of direct ongoing general operating support from the legislature. Partnership grants may also be granted an exception to the one grant per organization rule. Cases for exceptions will be evaluated by the UA&M Director.
- In rare situations, a second partnership grant may be approved to a single organization for a second, distinctly different partnership if there is a need for this service by the Utah Division of Arts & Museums to better serve the state of 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%.
- Application will require a budget and clear specification of roles of grantee and UA&M.
- UA&M staff member must identify budget source at the time of application.
- All grants will be subject to the terms and conditions of State of Utah Contracts.
- Utah restricts its funding to organizations based in and primarily serving residents of Utah.
- 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.

CONTACT THE GRANT STAFF WITH QUESTIONS

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