

Create in Utah Grant, Phase 2



GRANT AT-A GLANCE:

- Application opens: Friday, September 11, 2020
- Application deadline: Monday, September 28, 2020, 5:00 p.m.
- The applicant needs to satisfy two criteria in order to be considered eligible:
 - 1) there has been financial loss due to COVID-19 of \$5,000 or more, and
 - 2) the organization will provide a benefit to Utahns as part of the Utah recovery from COVID-19. All of this is outlined in greater detail below.

GRANT DESCRIPTION:

The Create in Utah Grant, Phase 2, provided through the Federal CARES Act by the Utah State Legislature and administered by the Utah Division of Arts & Museums, is intended to help cultural organizations recover from impacts of COVID-19 while providing opportunities for Utahns to return to enjoying a high quality of life through access to cultural activities. The legislature has provided funds to help cultural, artistic, botanical, and zoological agencies in Utah promote community engagement, travel, and tourism. Each organization that requests funding from this grant must have a plan to safely operate following the state [“Utah Leads Together” guidelines](#).

Funds provided by this grant will provide much-needed organizational support and create opportunities for Utah communities. Funds awarded from this grant can be spent on any eligible CARES expense related to operating support (staffing, marketing, rent, programming, etc.). **Funds awarded from this grant must be spent by December 30, 2020 and cannot duplicate expenses covered by any other CARES funding received. The funds may not be used to pre-pay organizational or project expenses.** Funds that are not spent on acceptable activities must be returned. Organizations must be able to show that any funds received can be spent prior to December 30, 2020. All expenditures must be able to be tracked separately from other organizational funds and any other CARES Act funds that you may have received.

Each organization that receives funds must propose an activity or project (either part of your standard operations or a special activity) that will promote travel, tourism, community engagement, and/or employ Utah artists prior to June 30, 2021.

Organizations may propose discounted tickets, special activities, public art projects, etc., that can help Utah begin to recover. The reason for the timing is that the funds are federal funds and MUST be expended by December 30, 2020. We understand this is fast. We are able to allow you to account for eligible expenses from the beginning of our fiscal year (July 1, 2020) and through the end of December. The second half of the grant requirement is the project requirement. Again, with the understanding that the timing is tight, the legislature has extended the window for project completion through to the end of the state fiscal year, June 30, 2021.

AWARD AMOUNT:

Organizations may apply for up to 40% of proven organizational financial loss between March 13, 2020 and July 31, 2020. Funds will be awarded based on proof of financial loss due to COVID-19 of greater than \$5,000 between March 13, 2020 and July 31, 2020. **When making your request, please take into consideration CARES funding you've already received (UA&M, NEA, SBA, etc.) and your ability to spend this funding on eligible expenses before December 30, 2020.**

We hope to be able to assist all eligible organizations that apply. Award amounts will be decided based on total available funds, the established review criteria and funding priorities. Available funds will be distributed to all eligible applicants. Other CARES Act emergency funds that your organization has received may be taken into consideration in allocating awards. If you received Create in Utah funds, please do NOT apply to this funding opportunity.

Any funds received through this grant opportunity must be spent by December 30, 2020; the project(s), activity(ies), or event(s) for the community may extend into June 30, 2021. Two reports will be required: one for the expenditure of the funds and one for the activity. Please note: To be considered "spent," the underlying goods or services must be received by December 30, 2020. Deposits or payments made in advance of when goods or services are received do not qualify as being spent.

Example of Award Amount & Spending of Grant Funds:

- 1) Organization X is a performing arts group based in Utah. Organization X indicates that their revenue loss is \$10,000. Since their loss is over \$5,000 they

are eligible to apply. The maximum amount that Organization X is eligible to receive is \$4,000 (40% of \$10,000). Organization X receives \$4,000.

- 2) Organization X must spend the \$4,000 received prior to December 30, 2020. Qualifying expenses are salaries, rent, utilities, and other general operating expenses, so long as these expenses are not doubly covered by other CARES funding received (such as PPP funds, NEA CARES, UA&M CARES, etc.). Organization X must report on the use of the \$4,000 by January 30, 2021.
- 3) Organization X must provide a project/event/activity that is part of your standard operations or is a new or special activity that will promote travel, tourism, community engagement, and/or employ Utah artists.
- 4) If the organization cannot spend all of the money before December 30th on eligible expenses, money will be required to be returned. An audit by either the state or federal government is possible.

Important notes related to this example:

The project must be completed prior to June 30, 2021. You cannot use the funds to pre-pay expenses for this project. It could look something like this: You could use your award to pay for salaries in September and October, and cover the costs of a project that takes place in February with different organizational funds. In this example, it could be that you provide \$700 in 2:1 tickets to your February performance.

Regarding your project costs, please plan something that is easily scalable if you do not receive all that you request. You will need to report that you carried out a project, but this grant does not require that you spend a specific percentage of your award on the project. Please be thoughtful about proposing something that your organization can carry out without added hardship. Please see recapture section, page 7 if requirements are not met.

ELIGIBILITY REQUIREMENTS:

- The applicant must be a nonprofit, government agency, or tribal government
- The organization's primary mission must be cultural, artistic, botanical, or zoological (definitions below)
- The organization must be based in, and primarily serving, the residents of Utah
 - A parent or umbrella organization located outside of the state of Utah cannot apply on behalf of their subsidiary organization

- The organization must be able to prove that it has been negatively financially impacted by the COVID-19 pandemic. You will be asked to provide profit and loss statements for the months of March through July for both this year and 2019.
- Adjustments in award amount may be made in relationship to other COVID-19 relief funds that have been received by the organization.
- Funding awards may be adjusted based on the thoughtfulness of the proposed activities, the significance of the financial impact on an organization, an organization's location in a rural area of the state, or an organization that is providing substantial services to historically underrepresented individuals.
- Organizations must propose an activity that can help Utah begin to recover and will promote community engagement, tourism or travel. There is not a specific percentage of your award that is required for this, and we encourage you to be thoughtful about how you can be part of helping Utahns recover. Please see page 6 for more information about this.
- Organizations must utilize eligible expenses for the full grant award between July 1, 2020 and December 30, 2020.
- These grants are provided by federal CARES Act funds. All CARES funds must be tracked carefully by recipient organizations to ensure no duplication of expenditures. All expenditures must be made by December 30, 2020
- Business must have begun operating prior to July 1, 2019

ELIGIBLE EXPENSES:

- Programming
- Staffing
- Rent/Utilities
- Marketing
- 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%.

**Note: These funds do not need to be matched*

CAN YOU APPLY FOR CREATE IN UTAH, Phase 2 IF YOU RECEIVED FUNDING FROM...? (Note: *Federal rules prevent paying for the same thing twice so an award from each grant would need to be supported by separate expenses equaling the total of both grant amounts.)

Create in Utah, Phase 1?	No , do not apply to this opportunity.
Shop in Utah, Phase 1?	Yes , you may apply

Payroll Protection (PPP)?	Yes, you may apply.
Salt Lake County?	Yes, you may apply.
National Endowment for the Arts (NEA) CARES?	Yes, you may apply.
Utah Humanities CARES?	Yes, you may apply.
CARES funding directly from the NEA	Yes, you may apply.
CARES from WESTAF?	Yes, you may apply.
General Operating Support Grant from UA&M?	Yes, you may apply.
Direct pass through from the Utah State Legislature?	Yes, you may apply.

HOW TO APPLY:

Organizations must apply through the website uamgrants.utah.gov. It can take up to two days to create a portal account, so please plan accordingly. This grant is only open for 2 weeks

REVIEW CRITERIA:

Applications will be reviewed for eligibility, primarily looking at proof of financial impact due to COVID-19, mission alignment, and ability to provide a program or project that gives back to the community.

PROOF OF COVID-19 IMPACT:

Funds will be allocated using a funding formula and review of Profit and Loss statements. You will be asked to:

- (a) Describe the impact of COVID-19 on the financial and operational function of the organization
- (b) Provide documentation that the loss has been greater than \$5,000 between March 13, 2020 and July 31, 2020.
- (c) Provide proof of revenue loss (Profit & Loss statements) for the months March-July 2019 and March-July 2020.
 - (i) Eligible documentation includes statements from Quickbooks or similar accounting software that show either a comparison of revenue from March -July 2019 and March to July 2020, or individual profit & loss statements for each month, or income or deposit statements, or check with our office if you don't have any of these.

PROOF OF ABILITY TO PROVIDE PROJECT OR ACTIVITY:

The proposed project must show a benefit to Utah communities. If the project uses Utah artists, demonstrate how this money will benefit the artists. This grant does not require a specific percentage of the grant request to be spent on any proposed project, but grant awards may take into consideration the creativity, generosity, or proposed effectiveness of the activity.

- 1) Describe your proposed project (in detail)
- 2) What is the date of the project? When will it be completed?
- 3) How do you plan to follow safety guidelines outlined in the Utah Leads Together Plan?
- 4) How many artists/creative workers will benefit?

PROJECT/ACTIVITY IDEAS:

The following ideas are suggestions, but your creativity is welcome. There is not a requirement that the project/activity be worth a percentage of your award amount, but you must show that you have outlined specific plans for a project, and that project will be of benefit to the community. The concept for this project is similar to the “Shop in Utah” grant. The state is generously providing recovery funds, and some of those funds need to be used to cover the costs of real and measurable benefits to Utahns. By suspending the requirement of a specific percentage of your award amount, there is greater flexibility for you in thinking about how your organization is positioned to help get the economy moving again, while providing necessary financial recovery to your organization. Any proposed project must follow all safety guidelines. As stated above, you will have until June 30th to carry out any project, even though the expenditure of the grant money must take place by December 30. Here are a few ideas:

- Tickets: free, discounted, two for the price of one, or bounce-back passes
- Normal programming may be considered an acceptable offering, but tell us a little more, please. What are you doing that will encourage people to participate? How will you provide safe accommodations for COVID-19?
- Special exhibits or performances are great, but keep in mind the total cost and that this grant is intended to help your organization, not create a financial burden.
- Employing a local professional artist to do an art project, performance, workshop, class or event
- Some online offerings are fine, but one of the purposes of this requirement is to assist both the organization and the economy.

TIMELINE:

Grant opens: Friday, September 11, 2020

Grant closes: Monday, September 28, 2020 at 5:00 p.m. MST

Award notification: Wednesday, October 19, 2020 (subject to change)

Report 1 (on expenditure of funds): July 1, 2020 to December 30, 2020¹

Report 2 (on project completion): Through July 30, 2021

¹ This money cannot be used to pre-pay expenses that happen after December 30th.

Disbursement of funds: After receipt of signed grant contract

REPORTING & RECAPTURE:

Utah Arts & Museums will require reporting from each grant recipient on the following:

- Actual expenses covered by grant funds prior to December 30, 2020
 - Due within 30 days of expenditure of funds or by January 30, 2021, whichever comes first
- Actual project/event expenditures
 - Due 30 days after completion of project/event or July 30, 2021, whichever comes first

Grant funds can be recaptured from the grantee if:

- The total grant amount is not spent in full by December 30, 2020
- The funding is spent on non eligible expenditures

GRANT RESTRICTIONS:

- According to Federal CARES Act guidelines, recipient businesses cannot use CARES funds from different sources to support the same expense; funds must be spent between July 1, 2020 to December 30, 2020. Federal funds cannot be used as a match for any other federally received funds.
- Grant cannot be used for employee or applicant's personal gain
- Grant cannot be used for paid political advertising or lobbying expenses
- Funds may not be used for building construction
- Funds may not be used for hospitality (food, alcohol, etc.)
- Funds may not be used for endowment campaigns or fundraising campaigns
- Preference may be given to organizations that have benefited employees (not independent contractors)
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, https://artsandmuseums.utah.gov/wp-content/uploads/2019/01/DUNSInstructions_2017.pdf.
- The grant must be used to benefit communities and/or artists
- The Utah Division of Arts & Museums (UA&M), the State of Utah, or the federal government may audit an organization's funds received from this grant
- The UA&M may recapture grant funds if, after audit, UA&M determines that:
 - If revenue numbers are found to be inaccurate or fraudulent
 - A qualified organization that is subject to recapture shall pay to the State of Utah Division of Finance a penalty equal to the amount of the grant recaptured multiplied by the applicable income tax rate in Section 59-7-104 or 59-10-104

- The Division of Finance shall deposit the penalty into the Education Fund

Declaration of Truth and Accuracy:

Each applicant will be asked to sign this declaration of truth and accuracy:

I declare under penalty of perjury that I am an authorized representative of the business named above and the representations herein and documentation provided complete, true, and correct. Any misrepresentation or fraud made in connection with this application may result in criminal prosecution, civil liability, and/or other penalties, including disqualification from this program. The electronic signature below indicates my intent to be bound by the terms of this program and has the same force and effect of a non-electronic signature (see Utah Code § 46-4-201).

DEFINITIONS:

Organizations (government and nonprofit) that have as their primary mission any of the following activities may apply for this funding:

Cultural & Artistic

The primary purpose of a cultural organization is to advance art, dance, history, music, natural history, visual art, literature, motion picture, or storytelling, theater.

Botanical

Botany is defined as the study and research, and fostering the appreciation, of plant life including gardens, flowers, ornamental shrubs, trees, and horticulture. A botanical organization must provide horticultural display, botanical research, and community education.

Zoological

An organization having as its primary purpose the advancement and exhibition of a mammal, bird, reptile, fish, or an amphibian to an audience of 75,000 or more persons annually.

WHAT HAPPENS IF YOU RECEIVE A GRANT?

You will receive a new contract from the State of Utah by email. The award notification and the contract will be sent to the email address that is used to access the online system. Organizations must use the new logo that recognizes both the Legislature and UA&M in all future printed materials (located on our website).



APPLICATION ASSISTANCE:

For assistance with any component of the application process, including the online application portal, application questions, and troubleshooting, please contact the Utah Arts & Museums Grant team:

Laurel Cannon Alder, Grants Manager
801-236-7550 | lalder@utah.gov

Racquel Cornali, Grants Coordinator
801-236-7541 | rcornali@utah.gov