



FY22 GENERAL OPERATING SUPPORT MASTER GUIDELINES

HOW TO USE THIS DOCUMENT:

- Review the contents of this MASTER document, which contains general eligibility information, grants timeline, review process, award notification schedule, ineligible expenditures, grant writing tips, general information questions found in all GOS applications, and reporting requirements.
- Find the "GOS QUESTION GUIDELINES" (on our website) for the specific grant for which you are applying, based on the size of your organization. The GOS 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.

THINGS TO NOTE:

- There are two different applications: General Operating Support for organizations with budgets OVER \$300,000 or UNDER \$300,000. If you have applied in the past couple of years, you will see that we have condensed applications and no longer divide applications between arts organizations, local arts agencies, and museums.
- 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.
- Due to COVID-19, we are asking for four years of budget information rather than the typical three. There are two tabs in the budget excel document. The second tab contains additional notes about how to complete the form.
- Grant Request Amount: **See grant request matrix (page 3)**. You will indicate the amount of funding you are requesting in the first page of the application and within the General Operating Support budget form. Although we anticipate that the award that you receive this year will be the same or close to the award that you will receive next year (and will

not require an additional application), depending on the UA&M budget, your request should be for a single year, not for two years.

- We reserve the right to consider the number of years of funding, age of organization, location of organization, and depth of programming in awarding all grant applications.
- Government Agencies and Municipalities: One or more 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:

In order to receive general operating support, the applicant must be primarily an arts organization or museum. An arts and cultural organization is defined as an entity with a primary purpose of providing arts, creative, or cultural programming/services. A museum must have a physical location in Utah that is open to the public and maintain an active collection. UA&M staff may assess this according to the organization's mission, purpose statement, and/or by its summary of core organizational programs and services. Organizations must be based in Utah.

- Arts Organizations: Organizations based in Utah with a mission that is primarily focused on the arts
- Museums: Museums with a physical location in Utah that are open to the public and maintain an active collection
- Local Arts Agencies: [Designated Local Arts Agencies](#) that function as a 501(c)(3) Nonprofit organization, government agency, or a hybrid of the two.

GENERAL OPERATING SUPPORT GRANT OVERVIEW:

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.

UPDATE TO TWO YEAR GRANT CYCLE:

In 2019 we moved to a two year cycle for grants. With the additional allocation of funding from the legislature for FY22 and to better accommodate and respond to organizations' needs due to the COVID-19 pandemic, we are requesting **all organizations** re-apply this year (FY22) so that we can start anew with our two year cycle. For all funded applicants in FY22, FY23 will be an off-year, and FY24 will be an on-year. This new schedule will apply to all grantees. All other schedules will be void.

Please see below for more details on the schedule.

- **FY22 (July 1, 2021 - June 30, 2022):** Applications due August 6, 2021 for FY22 funding. FY21 final reports will be due at the same time and are included in the online application.
- **FY23 (July 1, 2022 - June 30, 2023):** No application required (off-year for all grantees). Interim report will be due (date TBD) for all applicants to report on funds granted in FY22.
- **FY24 (July 1, 2023 - June 30, 2024):** All organizations will apply again for funding. Final reports will be due for expenditure of FY23 funding.

GOS GRANT APPLICATION QUESTIONS:

You will complete a grant application that aligns with your organization's budget (over or under \$300K). In addition to these *Master Guidelines*, please review the appropriate *Question Guidelines* for the grant for which you are applying. All Question Guidelines can be found on the grants [website](#).

GRANT REQUEST MATRIX:

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, and we will not be awarding more than is requested. You will not be penalized for the size of your request.

Organization Revenue (see note below)	Request Amount
\$500,000 and higher	5% of revenue

\$300,000 to \$500,000	7% of revenue
Up to \$300,000	35% of revenue
<p>The revenue number for this budget table should come from your most recent completed and verifiable fiscal year (Line D39 of Operating Budget Form). <i>Pandemic exception:</i> if the most recent completed and verifiable fiscal year is dramatically reduced due to COVID-19, you may use the number from the year that precedes it.</p>	
<p>All GOS grants must be cash-matched 1:1.</p>	
<p>Do not include capital campaign funds in your revenue number.</p>	
<p>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.</p>	
<p>The Governor-appointed and legislature-approved Utah Museums Board and Utah Arts Board may make adjustments to awards. Boards have the authority to make changes to the funding formula guide during the budget allocation process.</p>	

GRANT TIMELINE:

Grant Opens: Friday, June 11, 2021

Grant Closes: Friday, August 6, 2021 at 5:00 P.M. MST

Panel Review: September 2021

Funding Notification: After October 15, 2021

Payment Disbursed: After receipt of signed contract

Interim/Final Report: According to schedule on Page 3

GRANT 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 practices in the industry.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. (We welcome [applications](#) to participate as a panel reviewer). Each review panel will evaluate applications based on the criteria outlined in the guidelines. All grant allocations are approved by either the Utah Museum Services 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 that provides public funding for arts and museums. As a public entity, it reserves the right to make final decisions about 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.

GRANT ELIGIBILITY POLICIES:

- Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year. Exceptions to the one grant per organization are OnStage and Partnership Grants.
- 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 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 FY22 GOS grant process must be spent between July 1, 2021 and June 30, 2022 (FY22). Because these are two-year awards, the intent is that the second year award amount will be the same as the first, but if the UA&M budget changes, awards will be adjusted equitably across all grant awards. A new contract will be issued in the second year after the interim report has been submitted.
- 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 reports must be filed in order for the organization to be considered eligible again. Please see the schedule on page 2 of these guidelines.

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 duplicates UA&M grant awards.
- 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 Board or Utah Museums 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 Board or Utah Museums 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.*

GRANTEE RESPONSIBILITIES:

- **Electronic Contract Signatures:** We have implemented an electronic signature process through CongaSign for our grant contracts, contract amendments, etc. You will receive an email notifying you of your grant award. The email will ask you to confirm contact information for your organization. We will not send your contract until you reply to the award letter email. You will sign the contract electronically in order to receive payment. Contracts that are not signed within three months of issuing may be withdrawn.
- **Adhere to grant contract:** All grantees are required to sign a State of Utah grant contract. Grantees will need to comply with what is outlined in the contract. Failure to do so may lead to recapture of grant funds.
- **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 people. 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.
- **Complete an interim or final report form online at uamgrants.utah.gov as instructed in the award letter.**
 - List your organization name and event information on NowPlayingUtah.com.
 - Write a letter (can be via mail or email) of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your 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.

GRANT WRITING BEST PRACTICES:

- Read the guidelines before 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 contact the grants team if you have questions that are not answered in these guidelines.

CONTACT THE GRANTS TEAM:

If you have any questions as you are working on your application, please do not hesitate to contact our staff. The preferred way to reach us is via email, but you may also leave a message by phone.

UA&M Grants Team:

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