Create in Utah Phase 3, For Profit Organizations Grant Guidelines

---DEADLINE EXTENDED to FRIDAY, August 27 at 5:00 pm MST---

Qualifications

Businesses and organizations must:
- Organizations that are funded must be in the arts or culture industry (such as galleries, trading posts, performing arts facilities, film/photography, graphic design, etc.)
- Be registered with the [Utah Division of Corporations and Commercial Code](#) (if required)
- Organization's primary mission is cultural, artistic, botanical, or zoological
- No nonprofit organization may apply
- Have at least 1, but fewer than 250 full-time employees; no sole proprietorships will be considered.
- Claim Utah as its principal place of business
- Have not ceased operations
- Have not initiated bankruptcy proceedings
- Have incurred a high level of revenue loss or been operating at a net loss due to the public health emergency related to COVID-19
- Must have received less than 50% of losses in emergency assistance through CARES, ARP, PPP, Shop in Utah, Create in Utah, or any other government funding.
- Were conducting regular business before January 1, 2020

*Note: Sole proprietors and Government entities do not qualify.

Required Information and Documentation

- Signed W-9
- Current Balance Sheet
- Profit & Loss Statement for the same three month period both before the pandemic (2019) and during the pandemic (2020 or 2021).
- Division of Corporations and Commercial Code [entity number](#)

Award Calculation

- Awards will be calculated by the sum of the monthly revenue for a consecutive three-month period during 2019 compared to the same consecutive three-month period in 2020/2021.
  - Proven revenue loss
  - Grant awards may not exceed $50,000
- No businesses that began operation after January 1, 2020 may apply

Applications will be scored on the following criteria:

- Percentage of revenue loss

- If the business previously received pandemic related grant or loan funds
- How solvent the business is
- If the business is located in a county whose unemployment has been highly impacted

In considering award amounts for grants, the evaluation will include revenue loss, business health, access to other emergency funds, and county classification.

Grant Timeline

The application process will open on Monday, August 23, 2021, at 9 a.m. (MDT) and close on Wednesday, August 25, 2021, at 5 p.m. (MDT). This is not a first-come, first-serve grant. The board of Utah Arts & Museums will approve the grant recommendations. Grant recipients will receive a contract following the **mid-October** UA&M board meeting.

Frequently Asked Questions

Do I Have To Waive My Rights To Confidentiality As A Business?

No. The question regarding the Utah Government Records Access Management Act (GRAMA) relates to your documents submitted in the application process. If you claim business confidentiality, your financial documents submitted in the application will be prohibited from release in the event of a record request relating to your application. Claiming business confidentiality will not negatively affect your application.

How Do I Send You My Documents?

All documents will be uploaded through the Utah Arts & Museums portal located at uamgrants.utah.gov. To protect the security of your business and its financial documents, we ask you to please only upload your documents to the secure application (do not email them). A portal account is required. Our team will be completing portal requests within an hour during regular business hours August 23-25. If you did not submit all the required documentation, your application may be considered incomplete and therefore ineligible.

How Do I Find My Business Entity Number?

Your business Entity Number is the number you receive when you are registered with the state. You can verify your information by looking up your business here. Providing the correct entity ID and correct business addresses will help our team verify your business much faster.

How Are The Number Of Full-time Equivalent Employees Calculated?

You will attest to the number of full-time equivalent employees during the application process. If your business is chosen for an audit, unemployment insurance records and payroll documentation may be used to verify the number reported.

What File Formats Can I Use To Upload The Requested Documents To My Application? Is There A Size Limit?

The preferred file types are .pdf but formats ending in .doc, .jpeg, .xls and .csv are all acceptable. We cannot accept specialized formats such as ".pages". Please verify your documents are not password protected and are under 5MB.

Common Mistakes Applicants Make

- Failure to provide all required documentation; if a document is unavailable, attach a document stating why
- Document format:
    - Name documents appropriately - keep file names short
    - Size: Under 5MB each
    - No password-protected documents
    - PDF is the preferred format (Excel or Word is acceptable; no EPUB or files in Mac-based formats)
- Verify the W-9 is signed, has the correct address and matches the address provided in the application
- Know your business structure (parent entity is the applicant, DBA or other subsidiaries shouldn't apply)
- Carefully read the questions as they may determine your eligibility

Contact Us With Questions:

Laurel Cannon Alder lalder@utah.gov 801-236-7550
Racquel Cornali rcornali@utah.gov 801-236-7541