



Utah Division of **Arts & Museums**

FY22 Cultural Organization Capital Investment Grant

Deadline: October 25, 2021 AT 5:00 P.M. (MST)

Funding Request: up to \$350,000

Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

OVERVIEW

The Utah State Legislature generously provided \$2 million dollars to invest in capital projects for cultural facilities in Utah. The facility must house an arts organization or a museum, or in review be determined eligible as a cultural institution. If a project involves historical renovation of a building, it must be a building that is used for an arts or cultural institution or a museum. Project-related facilities must be publicly owned or owned by a nonprofit organization and the public must be able to access the venue as visitors or constituents. In order to apply for this funding, the awarded money must be spent in entirety by June 30, 2022. These funds will be competitive and it is anticipated that not all proposals will receive funding.

- Capital funds may be used for new construction, or renovations and remodeling to an existing facility.
- Consulting funding can be requested for the following types of services:
 - Feasibility Study,
 - Architecture Design,
 - Engineering, or
 - Construction Project Management
- Funding for the commissioning of an artist for project specific public artwork.
- Funding may be requested to assist with updating the HVAC, roof repairs, or accessibility accommodations. Requests for these types of projects must be justified and appropriate comparison bids must be supplied.
- Projects may be already underway, but may not have been completed. This grant will not pay for contract work or purchases that have already taken place.

WHO CAN APPLY?

- 501(c)(3) nonprofit organizations
- Municipalities, government agencies
- Federally recognized tribal communities or tribes

FUNDS AVAILABLE

A total of \$2,000,000 is budgeted for this program. Most grants are expected to range from \$50,000 to \$150,000, although grant requests of up to \$350,000 will be considered. Smaller grants will also be considered based on the total requested project size. Grants will be awarded based on funds available and alignment with priorities.

- For projects that total over \$50,000, UA&M will fund no more than 30% of the total projected amount with a maximum possible award of \$350,000 (i.e. if the request is for a renovation that is \$100,000, this grant will not fund more than \$30,000)
- For projects up to \$50,000 total, this grant may be used to fund the entire capital project (i.e. if an HVAC system costs \$22,000, this grant could be awarded for \$22,000).

Legislative Pass-Through/Direct Line-Item Funding. Organizations that have received pass-through allocation for this capital project may be subject to additional review, and any award amount may be adjusted with relation to other funding received through legislative pass-through.

FUNDING PRIORITIES

- **First Priority** will be given to new construction, projects that demonstrate existing building/structural components that are in critical condition, and/or repairs or replacements to existing interior systems that are necessary for health and safety reasons. Additionally, projects that can be moved ahead quickly so that the funding can be allocated and spent within the timeframe. Additional priorities include:
 - Project applications that show the compelling need for the capital investment will be given priority
 - Projects that specifically help to keep a museum collection safe
 - Investments in historic renovations of buildings that hold cultural institutions
 - Projects that embed public artist(s)' work as part of the total project.
 - Requests to upgrade a facility to provide or improve ADA access

- Small grant requests from organizations in rural Utah with little or no other support to upgrade things such as HVAC or faulty wiring upgrades will be given priority.

Note: The purchase of high efficiency heating and cooling systems (Energy Star) for the approved replacement equipment is encouraged to promote energy conservation.

- **Second Priority** will be given to funding for Public Art Installations, exhibition redesign or exhibition construction.
- **Third Priority** will be given to requests for interior finishes/remodels. These requests may not receive funding due to the projected number of applications and availability of funds.

WHAT THIS CANNOT FUND

- Buildings owned and/or operated by for-profit businesses
- Religious organizations
- Fiscally sponsored projects (the application must come from the 501(c)(3) or government entity that will be using the funds).
- Vehicle purchases
- Heavy equipment or machinery purchase whose primary use is not involved in the creation of artistic or cultural works
- Contract work or purchases that have already taken place
- This grant will not fund routine capital maintenance such as Operations and Maintenance, exterior and interior repainting; resurfacing building walls and floors; resurfacing parking areas; replacing folding walls, or landscaping.

ORGANIZATIONAL FUNDING CRITERIA

- Extent to which the request addresses a need in the community or state
- Whether the improvements will increase the capacity, effectiveness, efficiency, quality and/or overall success of the organization
- For museums, the impact of improvements to preserve the collections
- How the organization will evaluate the impact of the planned improvements
- Involvement of board members and volunteers in raising other necessary funds
- Evidence of other support from public and private donors or volunteers
- Contingency plan if the fundraising goal is not met

BUILDING REQUIREMENTS

The answers to these questions should reflect the amount of information that is provided.

- The scope of the project has well defined cost estimates based on architectural or engineering plans or commissions.
- Feasibility of plan and reasonableness of projected costs
- Ability to expend the funds on the project in the allotted time (by June 30, 2022)
- If applicable, description of the financial, staffing, and management plan for operation of a new facility
- If applicable, description of how the improvements to the facility will provide better universal access

REQUIRED DOCUMENTATION

The following documents will be used to create a picture of the fiscal health of the organization as well as the investment in this capital improvement. This section will be scored holistically on a 100 point scale.

- Statement of Financial Position (Balance Sheet) showing current position and beginning year position.
- Most recently completed independent financial audit (required of organizations with operating budgets of at least \$750,000)
- Most recent annual report (if available), or a link to the report online. If an annual report is not available, please provide a list of board members, your organization's mission statement, strategic plan, and for museums the collections management plan and scope of the collection
- Pro-Forma budget for the period of time projected for the building project showing "Future of Project Sustainability" (required of organizations with operating budgets of at least \$750,000)
- Competitive bids and/or cost comparisons and a one-paragraph summary of plan of action. If a competitive bid is not available, the applicant may provide the probable cost with accompanying documentation.
- Documentation proving ADA compliance
- If the applicant organization does not own the property, please include a letter of support for the improvement from the property owner.
- If the applicant is commissioning an artist(s) please describe the vision and the selection process in selecting the artist(s)

Note: If this application is requesting funding for pre-planning or hiring a consultant, please make appropriate modifications to the application. Provide information about how you are selecting the consultant, and how the work fits into the master plan.

APPLICATION CONTENT

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 days** to receive a portal account. If there has been a change in staff at your organization, please contact us so we can set up the correct account for access to our portal.

GRANT SECTIONS & QUESTIONS

General Information (not scored)

We ask you to provide general information such as contact information, your Federal Tax ID or EIN, [Charitable Solicitations Permit](#), [DUNS number](#), etc.

Note: with all questions below, the answers should relate to the complexity of the project. If the request is simply for an HVAC system in a small rural building, the answers may be shorter and less detailed. If you are requesting a large investment in a new building or a renovation, we will need to know more about what the plans are and how those align with the projected future of your organization.

Organizational Funding

WHAT WE ASK: What is the proposed project?

THE ANSWER WE'RE LOOKING FOR: Please provide a succinct overview of the project and this request.

WHAT WE ASK: What is the project timeline?

THE ANSWER WE'RE LOOKING FOR: Please provide a detailed timeline that demonstrates major milestones for the project, including when the grant funds will be expended, and project conclusion. The funds received through this grant must be spent by June 30th, 2022.

WHAT WE ASK: If applying for a new facility, please describe the financial, staffing, and management plan.

THE ANSWER WE'RE LOOKING FOR: Please provide a detailed description of the operations plan for the new facility.

WHAT WE ASK: Please describe how the improvements to the facility will provide better universal access (if applicable).

THE ANSWER WE'RE LOOKING FOR: If you are applying for facility improvements such as wheelchair ramps, elevators, automatic sliding doors, etc., please tell us why these are necessary and how the improvements will provide better access for all patrons.

WHAT WE ASK: How does this project meet the Organizational Funding Criteria?

THE ANSWER WE'RE LOOKING FOR: In 2,000 minimum to 4,000 characters maximum (which is approximately one page of 12 point font), please explain how your project meets the Organizational Funding Criteria (above). Please make certain that you carefully read all of the required criteria and provide clear answers to each criterion. These are competitively reviewed grants and incomplete answers will not score well.

WHAT WE ASK: How does this project satisfy the Building Requirements Criteria?

THE ANSWER WE'RE LOOKING FOR: In 2,000 minimum to 4,000 characters maximum (which is approximately one page of 12 point font), please explain how your project meets the Building Requirements Criteria (above).

Required Documentation

This section will be scored holistically on a 100 point scale.

UPLOAD: Balance Sheet

THE ANSWER WE'RE LOOKING FOR: Statement of Financial Position showing current position and beginning of year position.

UPLOAD: Financial Audit

THE ANSWER WE'RE LOOKING FOR: This is only required of organizations with operating budgets of \$750,000.

UPLOAD: Annual Report or alternate documents

THE ANSWER WE'RE LOOKING FOR: You may provide a link to the report online. If an electronic annual report is not available, please provide a list of board members, your organization's mission statement, strategic plan, and for museums the collections management plan and scope of the collection..

UPLOAD: Pro-Forma Budget for the period of projected building project
THE ANSWER WE'RE LOOKING FOR: This is only required of organizations with operating budgets of \$750,000 or more.

UPLOAD: Competitive Bids (optional)
THE ANSWER WE'RE LOOKING FOR: Please provide competitive bids and/or cost comparisons and a one-paragraph summary of your plan of action. It is not required that you must select the lowest bid, but if you are not selecting the lowest bid, please provide a brief explanation of your choice. For public art commissions, please provide a document about the selection process for choosing the artist.

UPLOAD: Documentation Providing ADA Compliance
THE ANSWER WE'RE LOOKING FOR: All funded projects must provide proof of ADA Compliance or documentation of exemption for historic buildings.

Final OPTIONAL section

WHAT WE ASK: Please project your immediate future (prior to 2025) needs for capital funding (optional).
THE ANSWER WE'RE LOOKING FOR: We have been asked by the legislature to provide an accurate forecast of capital building projects. Please describe upcoming projects in 500 characters or less. Please make sure to include the pro-forma financial forecast for your project and the date that you anticipate it will be completed. There will be three questions to be completed here. One is a total dollar amount for the project. Second is the project title. Third is the projected completion date.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts & Museums (UA&M) 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 grant applications based on cultural merit, sound fiscal management, and ability to reach a broad community.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. 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 Advisory board or the Utah Arts Advisory board. Both boards will review and approve final funding recommendations, and may consider a special exception to these guidelines based on agency priorities. 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 TIMELINE

Grant Opens: Friday, October 1, 2021

Grant Closes: Monday, October 25, 2021 at 5:00 p.m. MST

Panel Review: November 2021

Funding Notification: December 2021

Payment Disbursed: January 2022

Expenditure of Funds: By June 30, 2022

Final Report on Funded Projects: August 1, 2022

ELIGIBILITY POLICIES

- This grant is an exception to the rule that organizations may receive only one grant per year from Utah Arts & Museums.
- Utah Arts & Museums restricts its funding to organizations based in, and primarily serving, the residents of or visitors to Utah.
- 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 Solicitation Permit (CSP). 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 a 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 funding received from this FY22 grant must be spent between December 1, 2021 and June 30, 2022.
- Final reports are due August 1, 2022. If your organization fails to file a final report to the division, you may be required to return the funding.

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. The grantee should read and sign the contract and then send the entire contract via postal mail or email to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UA&M) on all publicity (online or print). "This project is made possible, in part, by a grant from the Utah Division of Arts & Museums."
- Please use the most current logos, which can be found [here](#). Please use the logo that includes the image of the Capitol and the UA&M "swish."
- Ensure all grant funds are spent before June 30, 2022.

- 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.
- Grantees are also encouraged to express their gratitude to the legislators who provide the funding for these grants by writing the above letter and using the correct logos.
- Complete a final report form online at uamgrants.utah.gov by August 1, 2022.
 - Include a copy of your legislative thank-you letter(s).
 - Include an updated copy of your budget with actual numbers.
 - Include photos of the project. Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

CONTACT THE GRANT STAFF WITH QUESTIONS

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