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## FY23 ONSTAGE IN UTAH GRANT GUIDELINES

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Utah Arts & Museums (UA&M) recognizes the important role of Utah’s presenters in connecting performing artists with audiences and communities. OnStage in Utah provides presenters with funding to support a public performance, as well as a separate community outreach activity by in-state or out-of-state performing artists. Funding is competitive and is not based on previous organizational funding levels. Priority will be given to organizations that are not currently receiving other UA&M funding. No organization is guaranteed funding from one year to the next.

**REQUEST RANGE:** Up to 50% of performing artist fee for performance and community outreach activity, with a maximum amount of \$2,000 per presenter per year.

**DEADLINE:** Friday, June 24, 2022 at 5:00 p.m. MST

**FUNDING TIMEFRAME:** September 1, 2022 – June 30, 2023 *(no projects will be funded that take place prior to September 1<sup>st</sup>)*

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## FUNDING ELIGIBILITY

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### WHO CAN APPLY?

**Utah Presenters** that are located in Utah and are a unit of government or a nonprofit organization with a 501(c)(3) designation from the IRS.

- o **Presenter** - An organization that selects, engages, and pays artists to perform before an audience as an ongoing and significant component of their organization’s activity and that contracts, markets and accepts financial risk for an arts presentation that is not self-produced. They can be either a nonprofit organization or governmental agency. In addition, they frequently arrange for community outreach activities during an artist's visit such as student

performances, lecture demonstrations, master classes and workshops.

## FUNDING SCOPE

- Funding can be used for either **in-state** or **out-of-state** performing artists.
  - o Presenters may submit **up to two** applications; however a separate and specific application must be submitted for each performing artist.
  - o \$500 to \$2000 may be awarded for each funded application.
  - o Organizations may receive a maximum of \$2,000 of OnStage in Utah funding per fiscal year.
  - o Funding will pay for no more than 50% of artists' fee (performance and community outreach activity costs only).
  - o OnStage in Utah may not be used for Guest Artists (see note\* on page 4)
- Special consideration will be given to rural communities.
- Block-booking is looked on favorably by panelists.
  - o Block-booking describes the act of multiple presenters coordinating on the presenting of the same artist, often resulting in lower artist fees.

## REQUIREMENTS

- Onstage funding requires a **1:1 cash match** for the artistic fees.
- Each funded application **must** have a performance that is open to the public. The public performance does not have to be free.
- Each funded application **must** include a community outreach activity (see below for more information).
- Presenter must have a tentative agreement or contract with the performing artist for which they are applying.
- Performing artists must have at least 3 years professional performance experience.
- Performances must be completed within the fiscal year in which the funding is given.
- Utah Arts & Museums funds must be spent before June 30, 2023.
- Performances must occur in Utah.
- All organizations applying for funding must have a UEI (Unique Entity Identifier). For more information, click [HERE](#).
- 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 or not, you can read the [law](#), or contact the [Division of Consumer Protection](#). An application for the CSP does not replace the actual permit.

- Each funded presenter will be required to fill out a final report.
  - o Photos of the performance or outreach activity are required in the final report.
  - o OnStage funding recipients must send a letter of appreciation to their legislators thanking them for funding and must submit a copy with the final report.
- Utah presenters must provide proof of organizational listing on [NowPlayingUtah.com](#). The funded performance must also be listed.
- The Utah Arts & Museums legislative recognition [logo](#) must be used in all marketing and print material for the performance and community outreach activity.
- Festivals that apply must have a specific dedicated performance space (e.g. a stage)

### COMMUNITY OUTREACH INFORMATION

- Community outreach activities include lecture/demonstrations, master classes, in-school education activities involving students with the performing artist, etc.
  - o These activities can take place at K-12 schools, senior centers, at a university or college, etc.
- The performing artist for which the OnStage funds are requested **must** conduct the community outreach activity.
- Please use the following guidelines in planning your community outreach activity:
  - o Community outreach activity must happen within one week of the public performance.
  - o A good measure for determining the eligibility for a proposed community outreach activity is whether the audience is different from the **public performance**, though some overlap is to be expected.
- The following items are not considered to be qualifying community outreach activities:
  - o Tickets to the public performance offered on a complimentary basis.
  - o Radio broadcasts, or audio/video podcasts, of the public performance.

- o A lecture or demonstration that directly precedes or follows the public performance.
- The outreach activity is an important part of the grant application. If you have questions about it, please reach out to Jason Bowcutt, [jbowcutt@utah.gov](mailto:jbowcutt@utah.gov) or 801-236-7554

### FUNDS MAY NOT BE USED FOR THE FOLLOWING

- Projects that are already specifically funded by other UA&M grants. (It is acceptable for a general operating support grant recipient to also apply for the OnStage in Utah grant, but priority will be given to organizations not currently receiving any other UA&M grants).
- Programming/performances completed prior to September 1, 2022.
- Fundraising events, conferences, or galas.
- Performances that are not open to the general public. This restriction does not apply to the community outreach activity.
- Public performances restricted to an organization's membership.
- Programs or events that are commercial in nature or in which the arts are not the primary focus, such as magic, stand-up comedy, improv, sidewalk sales, fireworks, food festivals, etc.
- PLEASE NOTE\* - The OnStage in Utah program supports touring performing artists; however, **guest artists are not eligible**. A guest artist is an artist such as a guest performer for a local symphony performance, a guest choreographer who sets a piece on local dancers, a performing group who incorporates locals through a rehearsal process and then performs alongside them, etc.  
If you have questions about this please contact Jason Bowcutt, [jbowcutt@utah.gov](mailto:jbowcutt@utah.gov).

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## APPLICATION PROCESS

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### DEADLINE

A complete application must be submitted to [uamgrants.utah.gov](http://uamgrants.utah.gov) by **Friday, June 24, 2022** at 5:00 p.m. MST. 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 staffing at your organization, please contact us so we can set up the correct account for access to our portal.

## FUNDING DECISIONS

Grants (funding awards) made by the Utah Division of Arts & Museums support communities statewide and are intended to provide Utah residents with opportunities to participate in arts and museums activities. Grant panels work diligently to evaluate grants according to the best standards in the industry. 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 in the guidelines. All grant allocations are approved by the Utah Arts board.

The Utah Division of Arts & Museums is a state agency involved in public funding for arts and museums. As a public entity, it reserves the right to make final decisions on 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.

### TIMELINE

OnStage in Utah opens: Wednesday, May 18, 2022

OnStage in Utah closes: Friday, June 24, 2022 at 5:00 p.m. MST

Panel review: July 2022

Funding notification: August 2022

Payment disbursed: After receipt of signed contract; after September 1, 2022

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## APPLICATION QUESTIONS

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### GENERAL INFORMATION (NOT SCORED)

- Contact information
- Federal Tax ID #
- Unique Entity Identifier (UEI)

- Nonprofit or government agency
- Current copy of your Charitable Solicitations Permit (or exemption)
- Organization’s mission
- Are you receiving FY22/FY23 UA&M General Operating Support or an FY23 UAM Project grant?

**PERFORMING ARTIST INFORMATION (NOT SCORED)**

- Name of performing artist
- Date and time of public performance
- Location of public performance
- Date and time of community outreach activity
- Location of community outreach activity

**ARTISTIC EXCELLENCE 40%**

What we ask	What we are looking for
Why did you choose this performing artist for your community? Include in your answer your process for selecting the artist. (up to 2,000 characters)	Tell us <b>why</b> this artist was chosen. How does this artist further the artistic vision of your organization? What was the selection process your organization used in choosing this performing artist?
Upload the performing artist resume or bio. This should show at least 3 years of professional experience.	Upload a current resume or biography for the performing artist.
Upload a PDF document with two active links to performing artist work samples. Maximum of two representative work samples.	The samples should reflect the artistic merit of the performing artist. Make sure anything you submit works correctly. You can submit a maximum of 2 work samples. Please create a PDF document with the web-links and a brief description of the work sample as well as a timestamp of where the panelists should begin reviewing. Please put all uploaded materials in PDF format. Do not provide more than <b>two</b> total samples.

## COMMUNITY INVOLVEMENT & ACCESS 40%

What we ask	What we are looking for
Briefly describe your organization. (up to 1,000 characters)	Provide a brief summary of your organization and the programs and services you offer.
<b>Public Performance:</b> How will the public performance benefit/impact your community? (up to 2,000 characters)	Tell us who is in your community, including your target audience. Provide the demographics for this/these communities. Tell us how your community will benefit from or engage with the <b>public performance</b> you are applying for.
<b>Community Outreach:</b> Provide a detailed description of the planned community outreach activity, including audience served and anticipated impact. (up to 2,000 characters)	Tell us, in detail, what will take place during the <b>community outreach activity</b> . Explain what the performing artist will do. How will they engage the audience? Who do you anticipate will attend the <b>community outreach activity</b> ? Why were they chosen?
Describe how this project will engage with populations whose access to arts experiences is limited (e.g., by geography, language barriers, disabilities, economics, etc.) (up to 2,000 characters)	The review panel wants to know your organization's commitment to engaging with diverse populations and audiences. This could include providing direct services, increased outreach, or inclusion in the planning stages of your programming.

## SOUND MANAGEMENT 20%

What we ask	What we are looking for
Total performing artist fee	What is the total cost for the performing artist to perform a public performance and provide a separate community outreach event?
Amount Requested	This is the amount you are requesting from us. Remember, this cannot be more than 50% of the total you entered in the previous question and not to exceed \$2,000.
What strategies will you utilize to evaluate the success of the event and/or your	Tell us the methods you will use to understand both the successes and

<p>audience development goals? (up to 1,500 characters)</p>	<p>challenges of your events. How will you evaluate your ability to increase audience and attendance numbers? Tell us the specific actions you will take, for example, audience surveys after each performance, collecting comment cards, tracking ticket sales, etc.</p>
<p>Describe evidence of support as demonstrated by partnerships or volunteer involvement. (up to 1,000 characters)</p>	<p>Talk about any collaborations, partnerships, block booking, in-kind support, additional donors, or commitment from volunteers that will help to make the project successful.</p>
<p>Please upload your budget spreadsheet, which can be found at: <a href="https://artsandmuseums.utah.gov/onstage-grant/">https://artsandmuseums.utah.gov/onstage-grant/</a></p>	<p>Follow the link and find the OnStage budget sheet. Download this to your computer, update with your numbers, and upload the completed budget. Keep a copy of this budget form for your records as you will need it for your final report, if funded.</p>
<p>Upload your tentative contract or agreement with the performing artist.</p>	<p>Please provide documentation that the performing artist will be able to perform for the public performance and the community outreach activity. This tentative contract/agreement can be in the form of an email or a hardcopy letter. The panel wants to be sure the artist has agreed to all the event details and logistics.</p>

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## QUESTIONS?

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For questions about the performance or outreach, assistance with finding artists, etc. contact Jason Bowcutt, Community & Performing Arts Manager: 801.236.7554 | [jbowcutt@utah.gov](mailto:jbowcutt@utah.gov)  
 For technical questions about the portal access or application, contact the Grants Team Email: [uamgrants@utah.gov](mailto:uamgrants@utah.gov)