



# Utah Division of **Arts & Museums**

## **FY23 Office Partnership Grant**

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.

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## **CONTENTS**

### OVERVIEW

The mission of the Utah Division of Arts & Museums is to connect people and communities of Utah through arts and museums. By creating strategic partnerships with Utah-based nonprofit organizations that have complementary missions and resources, Utah Arts & Museums (UA&M) can more efficiently and effectively provide services for Utahns. The purpose of Office Partnership Grants is to leverage funding to provide training, networking, centralized marketing, professional development, technical assistance, model programs, or unique educational resources.

Office Partnership Grants will be given to organizations that:

- Advance the UA&M mission
- Offer areas of expertise or services that are mutually beneficial to UA&M constituents
- Enhance program offerings
- Serve as hosts for programs
- Increase community outreach
- Programming occurring in fiscal year 23 (July 1, 2022 to June 30, 2023)

Because these grants are for partnerships, the grant application must be crafted and executed in direct partnership with a Utah Division of Arts & Museums staff member and must contain mutually agreed upon goals and measurements. New applicants must contact the UA&M Grants Manager at [lalder@utah.gov](mailto:lalder@utah.gov) before submitting an application.

## WHO CAN APPLY?

- Nonprofit organizations
- Municipalities or government agencies
- Correctional/juvenile facilities
- Social service agencies
- Libraries or community centers
- Federally recognized tribal communities

## WHAT DO WE NOT FUND?

- Endowments
- Activities that have already taken place
- Major capital expenses
- Direct funding to acquire, construct, extend or maintain a facility
- Activities or materials which violate State or Federal laws
- Travel outside of Utah for professional conferences
- Fundraising events/expenses or galas
- Prizes, awards, or benefits
- Hospitality (food, refreshments, etc.)
- Deficit reduction
- Scholarships for academic programs
- Activities restricted to an organization's membership (see also education on page 8)
- Employee or applicant's personal gain
- Paid political advertising or lobbying expenses
- L3C, for-profit, or individuals

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## APPLICATION CONTENT

In order to apply for this grant, you need to have a special login credential. Please contact the grants manager to create or update your account. This grant requires preauthorization. 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.

- Applications will be approved by a quorum of the board. Keep in touch with UA&M staff regarding timeframes.
- If the Partnership Grant is funded, the partner agency will receive a contract from the State of Utah.
- Because these are partnerships, the grant recipient must work with a UA&M staff member throughout the duration of the grant period.

## 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.

### Application Questions:

**WHAT WE ASK:** Describe the proposed partnership in detail. Include definition of partner roles, major milestones and/or timeline. (Character Limit: 5,000)

**WHAT WE'RE LOOKING FOR:** Because this grant creates a partnership between UA&M and your organization, please describe the purpose and structure of the partnership. Keep in mind that the review panel may not be familiar with this partnership, its purpose, or its value to the constituents of UA&M. It is important that a staff member of UA&M has an active role in this partnership. Please outline that as well as the timeline and major milestones.

**WHAT WE ASK:** Describe how this partnership will benefit the constituents of the UA&M community. (Character Limit: 2,500)

**WHAT WE'RE LOOKING FOR:** Grants made by the Utah Division of Arts and Museums encourage arts, museum, and cultural experiences in communities across the state of Utah. Grants are intended to benefit arts organizations and museums, but also provide Utah residents with opportunities to participate in cultural activities. Briefly describe what the target audience is as well as how the proposed partnership will impact UA&M Constituents.

**WHAT WE ASK:** Describe why the applicant organization is uniquely poised to deliver the service. (Character Limit: 2,500)

**WHAT WE'RE LOOKING FOR:** Describe the unique resources, tools and/or assets your organization brings to this project.

**WHAT WE ASK:** How will the program be evaluated? Include specific evaluation methods, expected outcomes, etc. (Character Limit: 2,500)

**WHAT WE'RE LOOKING FOR:** Provide information about your evaluation methods. The panel wants to know how you plan to evaluate your project, and if this is a project that has been done previously, how you have implemented ideas from previous evaluations. This grant does not require matching funds.

**WHAT WE ASK:** Upload the Project Budget Form which can be found on the UA&M [website](#).

**WHAT WE'RE LOOKING FOR:** If you have questions about the budget, please call the grants manager, 801.236.7550. Make certain that you use the correct budget form.

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## REVIEW PROCESS

Grants made by the Utah Division of Arts and Museums support arts, museum, and cultural experiences in communities throughout Utah and are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on cultural merit, sound fiscal management, and ability to reach a broad community.

Because of the unique nature of this grant, it will be reviewed by the Executive Committee of the Board and then approved for final funding recommendations by the full board. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made. Funds are not available until after September 1, 2022.

All Office Partnership Grant applications will be reviewed by the Director of the Utah Division of Arts & Museums, and the Executive Committee of both the Arts Board and Museum Board. The Executive Committee will advance funding

recommendations to the appropriate board for approval. Grant applications will be accepted at any time during the year, but will only be reviewed during regularly scheduled board meetings. For the board meeting schedule, you may check with the grants office and/or the partnering staff member. Applications will be reviewed based on the following criteria:

- o Partnership with a UA&M program.
- o Unique ability of partner to provide services to identified UA&M communities.
- o Established benefit to the constituents of UA&M.
- o Timeline and demonstrated ability to deliver the proposed service.
- o Compelling case for value of contracted services in relationship to UA&M expenditures.
- o Ability of partnership to expand or improve the reach of UA&M statewide services
- o Clarity of proposal for services.

Following board review, applicants are notified and contracts are sent to successful applicants. Applicants must sign and return contracts before payment can be made. Funds are not available until after August 1st.

## GRANT TIMELINE

Grant Opens: June 2022

Grant Closes: Determined by board schedule. Consult with grants team

Funding Notification: Following board approval

Payment Disbursed: generally one month after award notice has been made

Spending Ends & Project Complete: June 30, 2023

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## ELIGIBILITY POLICIES

- Office Partnership Grants must be awarded to nonprofit or government organizations that provide services to constituents of the Utah Division of Arts & Museums.

- Applicants can propose projects for a partnership grant that would span up to three years, but if a multiple year contract is issued, annual expenditure reports will be filed each year.
  - All applicants must have a DUNS number.
  - Office Partnership Grants may be exempt from the board policy restricting funding to recipients of direct ongoing general operating support from the legislature. Partnership grants may also be granted an exception to the one grant per organization rule. Cases for exceptions will be evaluated by the UA&M Director.
  - In rare situations, a second partnership grant may be approved to a single organization for a second, distinctly different partnership if there is a need for this service by the Utah Division of Arts & Museums to better serve the state of Utah.
  - 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%.
  - Application will require a budget and clear specification of roles of grantee and UA&M.
  - A UA&M staff member must identify the budget source at the time of application.
  - All grants will be subject to the terms and conditions of State of Utah Contracts.
  - Utah restricts its funding to organizations based in and primarily serving residents of Utah.
  - 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.
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## **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. Grantee should read and sign the contract and 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:

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- 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"
  - If you are an arts organization, you must also credit the National Endowment for the Arts (NEA) on all publicity (online or print). "This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."
- Please use the most current logos, which can be found [here](#).
- Ensure all grant funds are spent before June 30, 2023.
- 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.
- Organizations that receive pass-through funding for capital projects are eligible for UA&M funding.
- Grantees are also encouraged to participate in Arts Day on the Hill and/or Museums Day on the Hill.
- Complete a final report form online at [uamgrants.utah.gov](http://uamgrants.utah.gov) by August 1, 2023.
  - Include a copy of your legislative thank-you letter(s).
  - Include an updated copy of your budget with actual numbers.
  - Include a photo of the project. Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.
- Organizations must list their organization name and event information on [nowplayingutah.com](http://nowplayingutah.com).

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## CONTACT THE GRANT STAFF WITH QUESTIONS

Laurel Cannon Alder, Grants Manager · [lalder@utah.gov](mailto:lalder@utah.gov) · 801.236.7550