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Utah Legislature

Utah Division of
Arts & Museums

FY24/FY25 GENERAL OPERATING SUPPORT (GOS) GUIDELINES AND APPLICATION QUESTIONS
-For organizations with budgets over $30,000-

HOW TO USE THIS DOCUMENT:
- Review this entire document, which contains general eligibility information, grants timeline, review process, award notification schedule, ineligible expenditures, grant writing tips, and reporting requirements.
- Starting on page 9, we list all of the application questions and additional information about how to answer them.

IMPORTANT NOTES ABOUT YOUR APPLICATION:
- We provide a lot of information in these guidelines to help you. Please refer to them often, especially the help text on pages 9-16 which follows each question.
- **What has changed this year?**
  - There are two application options for general operating support: either this one or the simplified application. These two grants replace the previous categories that were divided along the line of a $300,000 budget.
  - We have simplified the budget form and the budget narrative.
  - We have made some adjustments to the questions we are asking.
  - For organizations that previously received GOS grants, all reports must be filed on time or grant awards may be rescinded. Final reports will be available this year beginning in July with a final closing date of October 31, 2023.

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- ○ Grant Request Amount: **See grant request matrix (page 3)**. We have made adjustments to this matrix based on previous award cycles and by our current budget. As in previous years, the matrix does not guarantee an award amount, but it helps to set expectations. Our staff and board work diligently to provide a transparent grant review process.
- Each question will have a character limit that can be considered an indicator of how much information a good answer could have. This is the maximum number of characters allowed. We encourage larger organizations that have development staff to provide more information. Applications will be reviewed competitively in groupings of similarly sized organizations.
- We have made adjustments to the budget form in response to feedback we received from grant focus groups, and we welcome your continued feedback.
- We reserve the right to consider previous Utah Arts & Museums grant awards, the age of organization, location of organization, grant score, depth of programming, etc. in making grant award recommendations.
- Government Agencies and Municipalities: One or more cultural organizations that exist under the same governmental entity may apply when they have different and distinct mission or purpose statements.

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. This is a two-year grant. A two year grant can be re-evaluated and adjusted by the appropriate UA&M board if deemed necessary. Funds may be used to supplement general operating revenue with restrictions outlined below.

These grants are competitive and panel-reviewed.Funding levels are contingent on many factors, including UA&M's total grant budget, other organization resources available, number of applications, the written grant application, and demonstrated organizational excellence.

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.

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TWO-YEAR GRANT CYCLE:

➢ **FY24 (July 1, 2023 - June 30, 2024):** Applications due March 10, 2023 for FY24 funding.
  ○ Final reports for recipients of FY22/FY23 grants must submit a final report by August 1, 2023 in order to be considered in compliance and eligible to receive a new grant contract.
  ○ All final reports must be filed and new contracts must be signed by October 31, 2023 or the grant award will be rescinded.
➢ **FY25 (July 1, 2024 - June 30, 2025):** No application required (off-year for all grantees). Interim report will be due (date TBD, but likely August 1, 2024) for all applicants to report on funds granted in FY24.
➢ **FY26 (July 1, 2025 - June 30, 2026):** All organizations will apply again for funding. Final reports will also be due for the FY25 funding.

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/Requested Amount Matrix:

$9 million and above: Not to exceed 3% of revenue or grant award of $375,000

$500,000 to $9 million: Not to exceed 8% of revenue or grant award of $175,000

$150,000 to $500,000: Not to exceed 16% of revenue or grant award of $50,000

$30,000 to $150,000: Not to exceed 35% of revenue or grant award of $30,000

$5,000 to $30,000: Organizations with annual revenue below $30,000 must use the simplified grant application to apply, rather than this General Operating Support Grant.
Note: Organizations with annual revenue less than $300,000 have the option of applying for either grant.

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- The revenue number for this funding matrix should come from your **most recent verified annual budget number (Cell B13 of Operating Budget Form).**
- All GOS grants must be cash-matched 1:1.
- Do <u>not</u> include capital campaign funds in your revenue number.
- 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.
- The Governor-appointed and legislature-approved Utah Museums Advisory Board and Utah Arts Advisory Board may make adjustments to awards. Boards have the authority to make changes to the funding formula guide during the budget allocation process.

GRANT TIMELINE:

Grant Opens: Friday, February 3, 2023
Grant Closes: Friday, March 10, 2023 at 5:00 P.M. MST
Panel Review: April-May 2023
Funding Notification: July 2023
Payment Disbursed: After receipt of signed contract
Interim/Final Report: August 1 each year (no reports will be accepted after October 31, 2023 and grant award will be rescinded)

GRANT 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 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 nominations to participate as a panel reviewer.) Each review panel will evaluate applications based on the criteria outlined in the guidelines. Panelists will be reviewing applications based on the provided rubric. All grant allocations are approved by either the Utah Arts Advisory Board or the Utah Museums Advisory Board. The appropriate board will review and approve final funding recommendations. 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

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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 other specified criteria.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows grant review and award procedures as permitted by Utah state 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 UA&M grant per fiscal year. Any exception to this rule will be published in the applicable guidelines.
➤ 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.
➤ Organizations will be asked to attest that no member of the organization's leadership, board leadership, or key financial employees have been debarred or suspended prior to the award of funds.
➤ 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](). At the time these guidelines are being published, a change to the law is being considered by the legislature. If passed, UA&M will not require proof of the CSP for grant applications.

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➢ All organizations applying for grants must have a Unique Entity Identifier (UEI). This is a 12-digit alpha-numeric sequence that is required by federal law. For more information on applying for a UEI, visit sam.gov. In order to remain in good standing with the federal government, you must file with sam.gov annually. Please remember that having a **UEI is always free**; do not fall prey to predatory companies trying to charge money for anything associated with the UEI.

➢ As a subgrantee, you are allowed to use your federally-negotiated indirect cost rate or the de minimis cost rate (not to exceed 10%) for facilities, administration, or other overhead.

➢ UA&M funds received from this GOS grant process must be spent between July 1 and June 30. 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 as overseen by the UA&M Advisory Boards. 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 UA&M, 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.

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

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- 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 Advisory Board or Utah Museums Advisory 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 the Department of Cultural & Community Engagement may be subject to review by the Executive Committee of the Utah Arts Advisory Board or Utah Museums Advisory 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. You will sign the contract electronically in order to receive payment. Contracts that are not signed within three months of issuing may be withdrawn.

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- **Adhere to grant contract:** Grantees will need to comply with what is outlined in the signed grant contract. Failure to do so may lead to recapture of grant funds.
- **Acknowledge the source of your funding:** Use the [Recognition Logo and Usage Guide](#). Please participate in our campaign to recognize the support of the legislature and Governor. The cultural landscape of Utah is better because of the increase in funding, and we need your help to let all Utahns know how state funds are serving people. The Recognition Logo and the NEA logo are available electronically on our [website](#).
  - In addition to the above logo, arts organizations must also recognize the National Endowment for the Arts.
- **Make certain all reports are filed on time:** Due to some compliance issues, we are instituting a final date at which we will issue a contract for the new year. Reports are due August 1, but if your grant report is not submitted by October 31, the organization will forfeit the grant awarded.
- **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 form 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 Cultural Industry Advocacy Day on Tuesday, February 7, 2023.

GRANT WRITING BEST PRACTICES:

- Read the entire guidelines document **before** you begin.
- 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.

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

FY24/FY25 GOS APPLICATION
QUESTIONS AND GRANTEE INFORMATION

WHO CAN APPLY? (Must meet <u>all</u> requirements below)

- Arts organizations, museums, and designated local arts agencies with operating budgets **over $30,000 that have been in existence for at least one year prior to application submission.**
  - NOTE: Any organization may use the simplified general operating support grant application, and we recommend this if your award historically has been under $7,000.
- **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 mission and purpose of providing arts, creative, or cultural programming/services.
  - A Local Arts Agencies is an entity that can function as a 501(c)(3) Nonprofit organization, government agency, or a hybrid of the two. In order to be eligible for this grant, an LAA must have a signed [Local Arts Agency Designation](#).
  - A museum must have a physical location in Utah that is open to the public and maintains an active collection.

  Note: UA&M staff may assess whether an organization is eligible for general operating support 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.
  - If you are an organization that offers many different types of services (including, but not limited to, humanitarian, health, housing, political, etc.), please apply for an [Arts & Museums Project Grant](#) instead of General Operating Support.
- Must be a 501(c)(3) nonprofit, tribal, or government agency.
  - Fiscally sponsored organizations are not eligible to apply.
- Must be in full legal compliance (including the Charitable Solicitation Permit) at the time of submitting this application (application for permit is not sufficient).

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- Arts organizations, museums, and designated local arts agencies **must be in compliance with all UA&M reporting.**
  - *If your organization fails to file a final report to UA&M, the organization may be required to complete the delinquent report, return the funds, or may be deemed ineligible for future funding. All final reports must be filed in order to be considered eligible again.*
- Organizations that do not have a three-year history of programming prior to July 1, 2024 may receive additional review.
- 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

WHAT YOU CAN USE THE GRANT TO PAY FOR:

This list is not comprehensive, but it should give you a good indication of the kinds of things that General Operating Support grants can be used to support.

- Program support
- Staff or intern salaries
- Consultant fees
- Professional development training
- Purchase of materials/equipment
- Utility costs
- Marketing
- Specific activities directly related to the general function of the organization
- Facility rental
- Building maintenance (not encouraged and requires prior written approval from the grants team)
- ★ **For Museums Only:**
- Purchase of materials/equipment needed for conservation, storage, or exhibition of collections
- Specific activities directly related to the general function of the museum
- Building modifications for collections care purposes or building maintenance projects that **directly** affect the long-term care of museum collections **are** allowed. We encourage you to contact our [Museum Field Services](#) staff regarding building modifications prior to submitting an application
- Historic building maintenance

WHAT THE GRANT CANNOT PAY FOR:

- Endowments
- Building renovation or capital expenditures (including capital improvement, purchase, or long-term lease of property; museums see notes both above and below)

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- Out-of-state travel
- Hospitality (food, alcohol, refreshments, etc.)
- Deficit reduction
- Scholarships or tuition for academic programs
- Programming completed prior to July 1, 2023
- Activities restricted to an organization's membership
- Employee or applicant's personal gain
- Direct fundraising events/expenses or galas, including prizes, awards, or benefits
- ★ **For Museums (all of the above, plus the following):**
- ○ Historical markers, monuments, or plaques
- ○ Acquisition of objects for a collection
- ○ Building modifications for collections care purposes or building maintenance. Exception: projects that directly affect the long-term care of museum collections are allowed. Please contact the Museum Field Services staff regarding building modifications prior to submitting an application

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UNSCORED QUESTIONS/GENERAL INFORMATION SECTION:

The General Organizational Information section will not be scored. These questions will ask for basic contact information, total revenue, organizational compliance questions, etc. We will also be asking a few questions related to economic contribution in conjunction with our partnership with the Kem C. Gardner Institute. These questions will ask for the following:

- Total Number of Paid Employees

- Total Payroll

- County

SCORED SECTIONS: APPLICATION QUESTIONS & GUIDANCE

HELPFUL TIP: In the online application form, look for "help text" by hovering your cursor over the question mark icon on the application for tips such as "see line B13 of the budget form."

PLEASE NOTE: Some questions will apply to all applicants, and some will be specific to either arts organizations, local arts agencies, or museums. If there is **NOT** a notation before the question, the question requires a response from **ALL** applicants.

CHARACTER LIMITS: Larger organizations with staff are expected to have more robust narrative responses. You will notice that the narrative text questions have **character limits**. You are not required to use the full limit, but it is our intent that

these character limits will provide you some direction about the amount of information that is being requested.

SCORED SECTIONS:
- Artistic Excellence/Museum Best Practices (35%)
- Community Engagement (30%)
- Sound Management (35%)
- Target Priority Question (additional funding for exceptional work)

ARTISTIC EXCELLENCE (35%)

Arts Organizations & Local Arts Agencies | *Artistic Excellence*

Artistic excellence demonstrates an organization's potential to: create art that meets the highest standards of excellence; engage the public with diverse art forms; enable participants to acquire knowledge or skills in the arts; and/or strengthen communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience, and community. Artistic excellence and artistic merit are the criteria by which artwork will be considered, taking into account general standards of decency and respect for the diverse beliefs and values of the people of this state.

-OR-

Museums | *Museum Best Practices*
The panel will review the grant based on the evidence the application provides about how this funding will help the museum care for and manage its collections; develop quality educational resources, such as exhibitions and publications; and provide access to its collections.

Question 1. What is your mission statement?

Question 2. Briefly (in one or two sentences) describe what your organization does.

Reviewers often don't know anything about your organization. Please help them by briefly describing your organization.

Question 3. Artistic Excellence OR Museum Best Practices

Using the information below, provide an answer based on whether you are applying as an arts organization, local arts agency, or museum.

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➔   **For Arts Orgs & LAAs:**
Describe how you strive for artistic excellence in relation to your programming and mission.

As the state arts agency, we will be funding organizations that demonstrate high artistic excellence. Because this is a two-year grant cycle, we do not expect that you will have your seasons or schedules planned for two years, but we want to understand your artistic process **(up to 2,500 characters).**

- What does your organization do that shows you provide quality arts programming?
- Please provide proof that the arts are the primary focus of your mission.
- Is your commitment to artistic excellence demonstrated through how you fulfill your mission?
- How do you choose what to offer to your community, plan the content of your season, select artists, etc.?
- What are the artistic standards that you follow?

➔   **For Museums:**
Describe what museum best practices mean to you in relation to the programming and services your museum provides.

As the state museum service agency, we fund museums that are preserving, protecting, and sharing collections with the public. Tell us how you are doing a great job of being a museum that is modeling best practices. All museums should have a scope of collections and a basic collections management policy (you may upload that in the next question). In addition to these documents, there are core documents (Ethics Policy, Emergency Response Plan, Strategic Plan, and Mission Statement) which we recommend all museums have on hand or have begun developing. If you have questions about these documents, please contact Museum Field Services, or use our Previous Museums Workshops resources to learn more. **(up to 2,500 characters).**

- What story does your museum tell?
- What is the scope of your collection?
- How do you care for your collection?
- How do your programs serve your mission?

Question 4. **Please upload current supporting documentation to demonstrate the quality of your recent work/institution.**

Using the information below, provide an answer based on whether you are applying as an arts organization, local arts agency, or museum.

➔   **Arts orgs & LAAs:**

The samples should reflect the ideas, concepts, or quality of the organization's work. Take care to select a good representation of your work for the panel. **You can submit a maximum of three work samples (links, uploads, or a combination of both).**

NOTE: If you would like to submit weblinks, please create a PDF document with the weblinks and a brief description of the work sample as well as a timestamp for where the panel should begin viewing if you upload a long sample. Provide no more than three samples total, and each sample should be no more than five minutes long. The samples should be reflective of the type of work that you are doing; for example, if you are a theatre company, a short video of your latest production will be much more useful to the panel than a past program.

➔   **Museums:**

Please upload examples of your collections management plan, current museum programming, most recent annual report, community outreach, or other documentation to support your best practices. **You can submit a maximum of three work samples.**

NOTE: If you would like to submit weblinks, please create a PDF document with the weblinks and a brief description of the documentation. No more than three samples total.

Question 5. **All: What do you do to foster growth within your organization? You can answer this as it relates to artistic growth, specific exhibitions, programming, staff development, etc. (up to 1,500 characters)**

Healthy organizations take steps to continually advance and refine their work. In this answer, you may talk about providing more opportunities for staff/volunteer training, restructuring programs or services, bringing in a guest artist or exhibit designer, or even ways that you are responding to the current cultural climate. Please note that although expansion is often a way that an organization grows, it is also fine for this answer to talk about redirection of focus, cutting back to improve fiscal health, or combatting burnout, etc.

COMMUNITY ENGAGEMENT (30%)

Community engagement demonstrates the organization's efforts to understand and serve its community, its efforts to be inclusive of individuals, the community's support of the organization, and why the organization deserves public funding.

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Please refer to these definitions as you answer the questions in the Community Engagement Section.

EQUITY is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specified goals.

DIVERSITY is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.

INCLUSION refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

ACCESSIBILITY is giving equitable access to everyone along the continuum of human ability and experience. Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.

PLEASE NOTE: *Our agency has adopted these E.D.I.A definitions from the American Alliance of Museums.*

Question 1. Briefly describe the community/communities you are serving and who is engaging with your organization (attending, buying tickets, etc.). Note: It can be useful to use census data to help provide specifics about your geographic community (https://www.census.gov/quickfacts/fact/table/US/PST045222). (up to 1,500 characters)

Help the panel members understand who is in your community or communities. Describe who your target audiences are. These grants are intended to provide all Utah residents with opportunities to participate in cultural activities. Being aware of the various types of people in your community is the first step to understanding which of your services you should be providing. Your community could be geographic or represent other demographics and may include a mix of community residents and out-of-town visitors. Panel members like to see census data information because it provides important contextual information about who lives in your community.

Question 2: Imagine you have an audience with a legislator. What would you tell them about the value the community receives from your organization and why your organization merits public funding? (up to 2,000 characters)

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Think of this as your "elevator speech." If you were asked by a legislator to talk about why your organization is important to the residents of Utah, what would you tell them? Provide a description of the services you provide that bring value to your communities. UA&M grants come from taxpayer dollars. These grants are intended to provide all Utah residents with opportunities to participate in cultural activities.

Question 3. **Please describe how you have partnered, collaborated, or engaged with historically underrepresented communities in the past two years. (up to 2,000 characters)**

Show the panel that you are finding ways to make connections and meaningful relationships with various historically underrepresented communities (BIPOC, LGBTQ+, senior populations, etc.). We want to see that your organization is not just reaching out to these communities, but that you are actively including members from these communities in the planning and implementation of your programs and services.

Question 4. **Describe how people with varying disabilities can access or request accommodations to participate in your organization's programs. (up to 2,000 characters)**

Part of being inclusive means that your organization's programs can be made accessible to people with disabilities. For example, has your staff taken accessibility training? Other questions to consider: how would a patron request accommodations? Is this listed on your website or marketing materials? Is it easy for a patron to figure out whom to contact with accommodation requests? What accommodations do you offer that are standard for each event? For example, can a patron request an ASL translator? Is the event located in a space that is easily accessible for people with physical disabilities? Are all of your printed materials available in a large-print format? Other accommodations?

SOUND MANAGEMENT (35%)

Sound management demonstrates the organization's ability to carry out its proposed activities, including a budget that shows administrative support and careful use of finite resources.

Question 1. **Please upload your completed FY24/FY25 Budget Form.**

Follow the link for the General Operating Support Budget. Download this to your computer, complete the form with accurate numbers for your organization, and

upload the new file to this question. (Please note that we cannot open ".numbers" files. Files should be either Excel or PDF.) Keep a copy of this budget form for your records. If you receive GOS funding, you will be required to update the budget you submitted with actual numbers for revenue and expenditures and upload the updated form to your interim report next summer.

Question 2. Budget Narrative

Use this space to help panel members understand how you completed the budget form. Provide a brief description of the fiscal health of your organization and any steps that you are taking to ensure that health. You may provide information about anything that requires further explanation or things about which a panel member might have questions. Here are some ideas of questions a panel member might have that you could help with a brief narrative explanation: Were there COVID impacts that you are still grappling with that impact your budget? Is there a reason that your revenue is different from your expenses? Did you have a shortfall? Do you have plans on how to navigate it? Did you have significant earnings in one year that you do not anticipate being repeated?

Question 3. Describe how you anticipate your budget will change next year (up to 1,500 characters)

Do you anticipate that your budget will remain quite similar, increase, or decrease? If you do not anticipate your budget staying the same, please explain what you anticipate and why (e.g., are you adding or eliminating programming?). Are there growth areas that you are anticipating or specific budget lines that you anticipate will shrink?

The UA&M grant staff surveyed all previous grant applicants and learned that the budget remains a challenging part of the application. In response to the feedback we received, we have removed the third column on the budget sheet, which asked for projections, but we need to know what you expect financially next year for your organization. Please remember that we do not require projected budget growth and are primarily interested in organizational fiscal health and stability.

Question 4. How do you intend to spend your GOS grant money? (Check all that apply)

Please use the multiple-select checklist to mark how you intend to use the GOS funding for eligible expenses within your organization. If one of the things you are requesting to use the funding for is building maintenance, please check the "Special request for building maintenance" box and upload the documentation from the grants staff in the next question.

Question 5. **Special Request for Building Maintenance (optional upload)**
If you will use a part of your grant for building maintenance, you must receive written permission from a member of the grant team, and you need to upload that documentation in this question.

Question 6. **What data do you collect and how does it influence your work?**
Do you collect any data about your organization's audiences and the impact of your work? If yes, please tell us what data you collect, how you collect the data, and if you use the information in planning your upcoming work.

UA&M PRIORITY HIGHLIGHT QUESTION **(For additional consideration)**

==UPDATED THIS YEAR:== **Question Asked:** Please tell us about the exceptional work your organization has done within the past two years in ==**one**== of UA&M's strategic target areas (listed below; up to 2,000 characters).

What We Are Looking For:
We hope you will brag about the impact of your work in one of the six areas below. Please pick **one** of the target areas below and describe something new, unique, or particularly impactful that your organization accomplished in this area. This section will
be ranked in comparison to other applicants. Additional funds will be added to a base award to help support exceptional work in the field.

Even though there may be some overlap in how you describe the work you are doing from any of the earlier questions in this grant, we hope you will thoughtfully answer this question and not just copy and paste from any previous responses. Please be specific in your answer and support your narrative with evidence. You may upload additional documentation to support your narrative in the subsequent question.

Target Areas (choose only one):
- **Rural Services:** Services in and to rural Utah (all counties but Weber, Davis, Salt Lake, and Utah)
- **Diversity:** Programming to serve those from culturally/ethnically diverse populations, new Americans, senior citizens, etc.
- **Economic Contribution:** You may provide evidence of economic contributions. The grants staff will also be using an economic contribution evaluation tool that was designed for UA&M by the Kem C. Gardner Institute. This tool uses a national tool called the IMPLAN multiplier, county information, and employment information.

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- **Access:** Accommodations to provide greater access to your programming to those with disabilities (cognitive and physical). You may upload your organization's accessibility plan if you have one and have chosen "Access" as your target area.
- **Equity:** Demonstrating a commitment to providing fair access to your programs and services.
- **Inclusion:** Creating inclusive programming where those invited actively participate in the planning and enjoyment of the activities.

Why are we asking this question?

Arts organizations, museums, and local arts agencies are a vital part of a healthy economy, and as Utahns, we are proud of our cultural landscape. Making organizations accessible to Utahns of all cultures and abilities is a priority for UA&M, as outlined in our [Strategic Plan](#). The priority to serve all people represents best practices. Involving individuals from varied or historically underrepresented populations and/or organizations in the planning, implementation, evaluation, and follow-up of your programs helps ensure relevance and increases your audience participation. By making Utah's cultural programs, activities, information, and facilities usable by all people, we open the doors to new and expanded audiences. Providing opportunities in rural areas is also vitally important and is a priority of Governor Cox and our legislators. Organizations that are doing exceptional work in any of these target areas may receive additional money to support this work.

NEED ASSISTANCE?

If you are having issues with the online grant application or are getting an error message, please refer to our [portal troubleshooting document.](#)

The preferred way to reach us is via email at uamgrants@utah.gov.

UA&M Grants Team:
Laurel Cannon Alder, Grants Manager
Racquel Cornali, Grants Coordinator

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