



## FY24/FY25 SIMPLIFIED GENERAL OPERATING SUPPORT (GOS) GUIDELINES AND APPLICATION QUESTIONS

### WHO SHOULD APPLY?

We are offering this new simplified grant application for general operating support. Nonprofit organizations or municipal governments whose mission is primarily the arts or a public museum may apply. You may choose to apply in this category if your organization has the following annual revenue amounts:

- **\$5,000-\$30,000:** If your annual revenue is between \$5-\$30K, **you must apply** in this category.
- **\$30,000 or more:** Any organization with annual revenue of more than \$30K may opt to apply in this category instead of the primary GOS application category, knowing that the top award amount will be \$6,000. **You must choose to apply for either the SIMPLIFIED GOS -or- the GOS application category, but not both.**

Organizations with annual revenue of **less than \$5,000 must apply for a project grant** instead of general operating support. The Utah Arts & Museums Project Grant will be available beginning April 3, 2023 for projects that occur between July 1, 2023 and June 30, 2024 (our FY24). The application will be due April 28, 2023.

### FUNDING AMOUNTS:

\$1,500-\$6,000

No organization will receive more than \$6,000 or 35% of the organization's budget, whichever is less. If the total grant budget is increased by the legislature, the Utah Arts & Museums boards may consider making grant awards greater than \$6,000.

## 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. The simplified general operating support grant 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 as outlined below.

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

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.

## WHO CAN APPLY? (Must meet all requirements below)

- **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).
- 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
- 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.

## 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 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)**

## 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

### → 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 YOU CANNOT USE THE GRANT FOR:

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

- ◆ The only building modifications that may be paid for by this grant are for projects that directly affect the long-term care of museum collections. Please contact the Museum Field Services staff regarding building modifications prior to submitting an application

## 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 [panel reviewers](#)). 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 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 APPLICANT REQUIREMENTS:

- 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.

- UA&M restricts its funding to organizations based in and primarily serving the residents of, or visitors to, Utah.
- 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.
- Grants require a minimum of a 1:1 cash match. Cash matches come from earned or raised income. The cash match may 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.
- 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.
- 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
- 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 criteria regarding legislative pass-through/direct line item funding can be found at our website, [artsandmuseums.utah.gov](https://artsandmuseums.utah.gov). 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.
- **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.
- **Follow the funding schedule:** 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 Arts and Museums Advisory Boards. A new contract will be issued in the second year after the interim report has been submitted.

- **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](http://uamgrants.utah.gov) as instructed in the award letter and contract:**
  - List your organization name and event information on [NowPlayingUtah.com](http://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 a copy of the budget you submitted in your application updated 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. This year it is 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.
- 

## FY24/25 SIMPLIFIED GOS APPLICATION QUESTIONS:

In the online application form, look for "help text" by hovering your cursor over the question mark icon (not clicking) for tips such as "see line b13 of the budget form."

**General Information Section (not scored):** 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

## ARTISTIC EXCELLENCE/MUSEUMS BEST PRACTICE (30%)

### **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 organization's mission statement?**

**QUESTION 2: What programs or projects does your organization offer?**

List specific detailed programs, events, and services that you typically provide in a given year. If you are undertaking something for the first or only time, you may also talk about that here.

**QUESTION 3: Arts organizations, please describe what your commitment is to artistic excellence. Museums, please describe what you do to assure you are following museum best practices. (Up to 1,500 character limit)**

In this question, help us understand your organization's commitment to doing the best possible work. When we think about artistic excellence, we understand that various communities have their own definitions of excellence, and we honor that. How do you choose what programs you offer; how do you excel in your programming? 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.

**QUESTION 4: Please upload two to three work samples that demonstrate artistic excellence or museum best practices.**

Examples might include photos or videos, an annual report, a strategic plan, museum collection management policy, accessibility plan developed through [Breaking Barriers](#), board member roster, newspaper reviews, etc. Video links should be typed and saved on a PDF. On the PDF, please include the time marker for when the panelist should begin watching, and please don't expect that a panelist would be able to watch more than five minutes.

## COMMUNITY ENGAGEMENT (35%):

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.

**QUESTION 1: Imagine talking to someone who has never heard of your organization before. What would you tell them about the value the community receives from your organization? (up to 1,500 characters)**

Think of this as your "elevator speech." If you were asked why your organization is important to your community, how would you answer? Why does your organization exist? How are people benefitted by your organization?

Notes:

- Don't oversell what you do.
- Give specific examples.
- Answer why you exist, but don't repeat your list of programs.

**QUESTION 2: Who from your community typically attends your programs/organization? Who is not attending, and how can you engage/include these people? (Up to 1,500 characters)**

Community may be defined by geography, economic status, ethnicity, etc. Your organization exists within a community. Being aware of this community will help you better understand how you can engage with various patrons. You may consider using [census data](#) or Wikipedia to help describe your community and use that information to write your answer.

**QUESTION 3: If someone with a disability (e.g., sight, auditory, mobility, sensory, cognitive) wants to attend your organization's programs, how can you help them have a good experience? What do you provide now, and what might you want to do better in the future? (Up to 1,500 characters)**

One quarter of all people identify as having a disability. In order for places and experiences to be accessible, people with disabilities may need "tools" and "accommodations." A tool is something that a person with disabilities brings with them, like a hearing aid or a wheelchair; an accommodation is what helps the person use that tool. An example of how you might provide a better service is to have a large-print program available, or assign a volunteer to meet anyone who comes in a wheelchair to provide extra direction and assistance. Tell us what your organization

currently does to assist people with different kinds of disabilities. What would you like to be able to offer in the future?

### **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 the completed [FY24/FY25 UA&M General Operating Support 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: Do you anticipate any major changes in your organization's budget in the next two years? (Up to 1,500 characters)**

Tell us what you think will happen with your organization's budget in the next two years. Do you think you will show some incremental growth? Will the budget shrink, or will it stay relatively the same? We are invested in the organization's long-term fiscal health, so be sure to explain the WHY when talking about the changes that may take place.

**QUESTION 3: How do you currently collect data about your organization's work? (select all that apply)**

- a) Annual survey to membership/patrons
- b) Statistics about ticket sales, season subscriptions, etc.
- c) Web traffic/social media/online statistics
- d) Post-event survey/evaluations
- e) Comment box
- f) We are not currently collecting any data
- g) Other

**QUESTION 4:** Regarding data, tell us how you use the information in planning your organization's future work. Or, if you chose "other," please explain. If you are collecting no data, write N/A. (Up to 1,500 characters)

You may collect data about your audience, participant experience, programming, etc. In this question, we want you to first share what data you collect, if any, and if you do collect data, how do you use it?

### **Bonus Question For Potential Extra Funding**

**QUESTION:** Please share any work that your organization is doing to be more inclusive and equitable. (optional) (Up to 1,500 characters)

The staff and boards of UA&M are committed to advancing work that serves to eliminate barriers to participation and actively, thoughtfully includes all people.

For reference, our agency has adopted the following definitions from the American Alliance of Museums for inclusion and equity. These definitions do a good job of explaining how our agency is approaching this work.

**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.

**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.

### **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](mailto:uamgrants@utah.gov).

#### **UA&M Grants Team:**

Laurel Cannon Alder, Grants Manager  
Racquel Cornali, Grants Coordinator