



FY24 Small Museum Project Grant

Open: June 1, 2023 | Close: June 30, 2023 at 5pm

Requests \$500 to \$2,500 | Payments Disbursed Late August 2023

The purpose of the Small Museum Project Grant is to help support primarily small museums by encouraging the use of the best accepted industry practices in the preservation and management of collections, developing quality exhibitions and educational resources, and fostering public access to museums.

Examples of previously funded projects include; collections conservation consulting, cataloging, storage furniture and materials, [core document](#) development and consultation, exhibit planning and fabrication, educational outreach programs, interpretive materials, building improvements that enhance collections care, and paying for temporary staff to carry out proposed projects. Requests for items such as computer hardware or structural building modifications will receive additional scrutiny so applicants should make a convincing case for those projects, and should contact the Field Services Manager prior to writing their application.

APPLICATION REQUIREMENT: In order to provide additional support, museums that intend to apply must have a preliminary conversation with a member of the Museum Field Services team. Please use the link for appointment slots, below, to schedule a time to meet with Emily Johnson, Museum Field Services Manager.

- Sign up for an appointment slot to speak with Emily Johnson using [this link](#)
- There will be two grant application trainings/Q&A sessions. [Register to attend on May 25th, 11am-12pm](#) or [register to attend June 13th from 10am-11am](#).

DEADLINE TO APPLY: All applications must be created and submitted online at: uamgrants.utah.gov by Friday, June 30, 2023 at 5:00 p.m. MST. Grants will open on June 1, 2023.

APPLICATION PROCESS: Eligible applications will be reviewed by UA&M staff. Each review panel will evaluate applications based on the criteria outlined in the guidelines. All grant allocations are approved by the Utah Museums Advisory board. The board will review and approve final funding recommendations, and may consider a special exception to these guidelines based on agency priorities. UA&M is a state agency that provides public funding for arts and museums. As a public entity, it reserves the right to make final decisions about the use of public funds for projects,

programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or board. No organization or individual is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available, number of applications, a written application, and meeting specified criteria.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows grant review and award procedures as permitted by statute and board policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary. The revocation of any public funds will be taken under consideration by the appropriate state board.

WHO CAN APPLY?

- Utah-based Museums that:
 - have been open to the public for at least one year prior to application
 - have completed all final reports for previously received funds from Utah Arts & Museums
 - have not applied for General Operating Support funding in the most recent round (FY24/FY25) or the FY24 Arts & Museums Project grant.
-

WHAT WE CAN FUND:

- Conservation of objects
- Consultation and staffing to develop [core documents](#)
- Materials and supplies relevant to the preservation of collections
- Help and/or consultation with collections care and management
- Professional development training for staff/volunteers
- Structural repairs to buildings: building modifications for collections preservation purposes or building maintenance projects that directly affect the long term care of your collections are allowed

INELIGIBLE PROJECTS:

- Historical markers, monuments, or plaques
 - Endowments
 - Acquisition of objects for a collection
 - Lobbying expenses
 - New capital projects
 - Deficits
 - Hospitality (food/drinks)
 - Out of state travel
-

- Other items may be deemed ineligible due to impact on collections care or other factors. If you have a question about a project, please contact the Museum Services Manager prior to submitting your application.
-

REQUIRED CASH MATCH

All grants require a 1:1 match. Project grants can be matched with cash funds or a combination of cash funds and in-kind services for a minimum 1:1 match (50% or more cash and up to 50% in-kind).

- o The matching funds must be directly associated with this project. The cash match can be income and/or salaried employees whose time is directly attributed to the project.
- o In-kind services must also be directly associated with the project. In-kind contributions include any non-cash support that your museum receives. Volunteer time should be included as in-kind services and should be accounted for at the [national value of a volunteer hour](#), which is \$29.95, except for professional services (such as a consultant or legal services) which can be counted at the professional's going rate. Materials and supplies such as waived rent and utilities can be shown as in-kind goods estimating the value your museum would otherwise need to pay. The proposed income and expenses should balance.

ELIGIBILITY POLICIES

- o Organizations may receive a maximum of one project -or- general operating support grant through the Utah Division of Arts & Museums in a fiscal year. If an organization received pass-through funding, then UA&M rules regarding pass-through will also apply.
 - o Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
 - o Organizations may not apply if there are any outstanding financial or reporting obligations due to UA&M for any previous grant funded by the division.
 - o Organizations must list their events on [Now Playing Utah](#).
 - o 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 QUESTIONS

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 get a portal account, so plan accordingly.

Below is a list of the questions that you will find in the online application.

General Information (not scored)

- o Contact information
- o Federal tax ID# or EIN
- o Federal Unique Entity Identifier (UEI) (optional)
- o Mission statement of museum
- o Year museum first opened and started exhibiting objects to the general public
- o Approximate number of visitors annually
- o Approximate number of hours open to the public in the last year
- o Number of full-time employees
- o Number of part-time employees
- o Number of volunteers
- o Number of seasonal workers
- o Now Playing Utah screenshot
- o Current W9 for organization

Project Information (100%)

- o Describe the project you are planning to do, why you are proposing this, and how you will do this. (3,000 characters)
- o Tell us how and why this project will benefit your museum. (2,500 characters)
- o Please provide a tentative schedule for when the project will start and end.
- o Remember that this grant is for projects that occur between September 1, 2023 - June 30, 2024; the funds must be spent on activities that occur during that time frame.

- o Are you working with any consultants on this project? If so, what is their role?
- o Please upload a current résumé for the consultant(s) you are using (if applicable).
- o How much are you requesting for this grant (max: \$2,500)?
- o What is the total cost of the project?
- o Which project expenses will be covered by this grant?
- o What is the projected source(s) of income/funding for this project (aside from this Arts & Museums grant).
 - o Example: Sale of merchandise, admission tickets, fundraiser, private donation, etc.
- o Based on the source(s) you listed above, what is the TOTAL amount of income you will have for this project?
- o What are the projected sources of in-kind for this project (this amount cannot be more than 50% of your projected income match for this project)
 - o See page 3 for more information about in-kind
- o Based on the source(s) you listed above, what is the TOTAL amount of in-kind you will have for this project?

REVIEW PROCESS/TIMELINE

All applications will be reviewed by a panel of Utah Division of Arts & Museums staff. Grant awards depend on how the applicant scores in the review process and the amount of funding available. The Utah Museum Services Board reviews and approves all funding recommendations.

Conversation with Museum Field Services Staff (required): Between May - June, 2023

Grant Opens: Thursday, June 1, 2023

Deadline: Friday, June 30, 2023 at 5:00 p.m.

Funding Notification: Late August 2023

Payment Disbursed: After receipt of signed contract

WHAT IF MY MUSEUM RECEIVES A GRANT?

The steps for receiving a grant award are as follows:

- 1) You will receive an email notifying you of your grant award.
- 2) All of our contracts are sent electronically. You will receive an email from CongaSign asking you to review and sign the contract with an e-signature. You do not need to download any special software to use this.

- 3) When you sign your contract, the contract will then be sent to our office and the State Finance Office for authorizing signatures. Once all appropriate parties have signed, you will receive another email from CongaSign notifying you that your contract has been executed. The email will include an attachment of the executed contract as a PDF.
- 4) After our office has received the executed contract from CongaSign, we will process payment. Payments take up to one month to be processed and mailed to the grantee.

GRANTEE RESPONSIBILITIES

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

- o Give credit to the Utah Division of Arts & Museums (UA&M).
- o List your organization name and event information on NowPlayingUtah.com.
- o Ensure all grant funds are spent before June 30, 2024
- o Write a letter of appreciation to your legislators thanking them for the grant funding, and keep a copy to submit with your final report.
- o Complete a final report form online at uamgrants.utah.gov as instructed in the award letter.
 - o Include a copy of your legislative thank you letters in the final report.
 - o Include an updated copy of your budget with actual numbers (keep a copy so that 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.

CONTACT US WITH QUESTIONS:

Need help with the questions in the application?

Emily Johnson, Museum Services Manager · emilyjohnson@utah.gov

Need help with the online grant portal/other technical issues?

Laurel Cannon Alder, Grants Manager · uamgrants@utah.gov