Community Programs - Professional Development Funding Guidelines

FUNDING – Covers registration costs up to $500.00

FUNDING OPPORTUNITY

Community Programs provides scholarships to support arts and museums organizations to attend relevant trainings or conferences. This funding provides opportunities to expand organizations' skill sets and network with other cultural organizations. Funds will cover registration costs only, with a maximum payment of $500.00.

Please note: No funds may be used to pay for state agencies including state parks, or state-funded universities or nonprofits housed in said educational institutions (UCA 63J-1-206)

GUIDELINES

- Training must take place prior to June 30th
- Preference will be given to first time applicants.
- Applicant must live and be based in Utah.
- Organizations may receive only one scholarships per fiscal year.
- Organizations may apply annually.
- Applicants must explain how the training is of benefit to the organization.
- The scholarship cannot be used to pay tuition fees for degree seeking programs (BFA, MBA, etc.).
- Funding will be given in the form of reimbursement after applicant has registered and provided proof of payment.
- Applicant must plan to attend the entire training/conference.
- Organization must have a UEI number or have applied for one *(not needed for individuals)*
- Applicant must have organizational approval to accept payment. (e.g. an applicant housed within a university or municipality must obtain approval from that entity to accept payment.)
- Payment must be made to the actual organization or individual who has applied.
- Funding will be available until budget is expended on an annual basis.
- Within one month of attending training/conference, organization must fill out an evaluation form.
- 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.

ELIGIBILITY

Organizations' staff, board members, or key volunteers are eligible to apply if:

- Applicant has approval from their organization.
- Organization must sign off on accepting funding.
- Organization is in compliance with past Utah Arts & Museums funding requirements and final reporting.

PROCESS

1. Fill out and submit application via Google form.
2. If approved, applicant will receive notification as well as an acknowledgement letter that organization will sign and return.
3. Applicant must submit proof of payment (receipt) for the training/conference.
4. Utah Arts & Museums will process reimbursement (up to $500) once receipt has been submitted.

If you have questions please reach out to Jason Bowcutt
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