



## FY26/FY27 SIMPLIFIED GENERAL OPERATING SUPPORT (GOS) GRANT GUIDELINES & APPLICATION QUESTIONS

**-For organizations with annual revenue of \$5,000-\$20,000-**

GRANT GUIDELINES	2
Who Should Apply With The Simplified Application?	2
Award Amounts	2
Grant Overview	2
Who Can Apply?	3
Who Cannot Apply?	3
Two-Year Grant Cycle	4
Grant Timeline	4
What You Can Use The Grant To Pay For	4
What You Cannot Use The Grant For	5
Grant Review Process	6
Grant Applicant Requirements	6
Nonprofit Educational Institution Eligibility	7
Split Payment Process & Reporting	8
Legislative Pass-Through/Direct Line Item Funding	8
Grantee Responsibilities	8
Grant Writing Best Practices	9
FY26/27 SIMPLIFIED GOS APPLICATION QUESTIONS	10
General Information Section (Not Scored)	10
Performance Metrics	10
Scored Sections	10
Artistic Excellence/Museums Best Practice (30%)	11
Arts Organizations & Local Arts Agencies   Artistic Excellence	11
Museums   Museum Best Practices	11
Community Engagement (35%)	12
Sound Management (35%)	13
Bonus! Strategic Initiative Question	14
Need Assistance? + Resource List & Links	16

# GRANT GUIDELINES

## WHO SHOULD APPLY WITH THE SIMPLIFIED APPLICATION?

- This grant application is open to nonprofit organizations or municipal governments whose mission is primarily the arts or a public museum.
- Revenue Requirements for Simplified Application:
  - **For annual revenue of \$5,000-\$20,000, you must apply in this category.**
  - If your revenue is \$20,000 or more, you may apply in this category instead of the general GPS application category, knowing that the top award amount will be \$6,000. You must choose to apply for either the Simplified or the General category, but not both.
  - Organizations with annual revenue of less than \$5,000 are not eligible for GOS. Please [contact the Grants Team](#) to learn about other options.

## AWARD 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 Utah State Legislature, the Utah Arts & Museums Advisory Board may make grant awards greater than \$6,000.

## GRANT OVERVIEW:

- The purpose of the GOS Grant is to invest in arts organizations and museums based in and serving Utah residents.
- GOS 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 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: [uamgrants@utah.gov](mailto:uamgrants@utah.gov).

## WHO CAN APPLY? (Applicants must meet all requirements)

- 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 Agency 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.
  - 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.
  - *If you are an organization that offers many different types of services (including, but not limited to, humanitarian, health, housing, political, etc.), please [contact the Grants Team](#) to learn about other options.*
- Organizations must be based in Utah.
- Must be a 501(c)(3) nonprofit, tribal, or municipal government agency.
  - Fiscally sponsored organizations are not eligible to apply.
- Must be in full legal compliance.
- 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.*

## WHO CANNOT APPLY?

- Public university-affiliated organizations
- State parks/state park museums/other state agencies
- Fiscally sponsored organizations
- Organizations that do not have a three-year history of programming prior to July 1, 2024 may receive additional review.

## TWO-YEAR GRANT CYCLE:

- **Year 1 - FY26** (July 1, 2025 - June 30, 2026): Applications due **March 14, 2025**.
  - Year 1 final reports for FY26 grants are due by **June 1, 2026** in order to be considered in compliance and eligible to receive Year 2 contracts.
  - All final reports must be filed and new contracts must be signed by October 31, 2026 or the grant award will be rescinded.
- **Year 2 - FY27** (July 1, 2026 - June 30, 2027): No application required. Year 2 funds will only be granted if Year 1 reporting requirements are met (above).
- **FY28** (July 1, 2027 - June 30, 2028): All organizations will apply again for funding. Year 2 final reports for FY27 grants are also due.

## GRANT TIMELINE:

- Grant Opens: Monday, February 3, 2025**
- Grant Virtual Info Session: February 10, 2025 from 1 p.m.-2:30 p.m. ([Register here!](#))
- Grants Team Virtual Office Hours: every Friday from February 21 - March 14 from 11:00 a.m. - 12:00 p.m. (Contact [uamgrants@utah.gov](mailto:uamgrants@utah.gov) for meeting link)
- Grant Closes: Friday, March 14, 2025 at 5 p.m.. MST**
- Panel Review: April-May 2025
- Board Approval: June 2025
- Funding Notification: July 2025**
- 90% Payment Disbursed: After receipt of signed contract
- Final Report: **June 1** each year (no reports will be accepted after October 31 and grant award will be rescinded)
- Final 10% Payment Disbursed: After the final report has been submitted and UA&M grants staff has reviewed and approved the report.

## WHAT YOU CAN USE THE GRANT TO PAY FOR:

This list is not comprehensive but includes common expenses. For a more detailed list, view our [UA&M Grant Expenses Reference Guide here](#).

- |                                     |  |
|-------------------------------------|--|
| - Program support                   | - Utility costs  |
| - Staff or intern salaries          | - Marketing  |
| - Consultant fees                   | - Facility rental  |
| - Professional development training | - Specific activities directly related to the general function of the organization |
| - Purchase of materials/equipment   |  |

→ **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
- Historic building maintenance
- 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*

**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, 2025**
- 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, then approved by the UA&M Advisory Board.
  - Each review panel will evaluate applications based on the criteria outlined in the guidelines and using the provided [rubric here](#).
    - (We welcome nominations to participate as [panel reviewers](#)).
  - All grant allocations are approved by the UA&M Advisory Board. UA&M is a state agency that provides public funding for arts and museums. As a public entity, the agency 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, the written application, and other specified criteria.
- 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 grants, projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the agency and/or board. 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 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.
- 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.
- **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, [visit sam.gov](https://sam.gov). You must file with sam.gov annually. Having a UEI is always free; do not fall prey to predatory companies trying to charge money for anything associated with the UEI.
- The state of Utah now requires certain entities to create a listing on the **State Entity Registry**. [Please check to see if your organization needs to register here](#). Nonprofits required to file reports with the state auditor's office must register. Nonprofits receiving more than \$25,000 in any combination of federal, state, or local public money must register. Find instructions and create your registration at <https://entityregistry.utah.gov>.
- As a subgrantee, you are allowed to use your federally-negotiated indirect cost rate or the de minimis cost rate (**not to exceed 15%**) for facilities, administration, or other overhead.
- **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.
- **Performance Metrics:** As per state law, all grants from the state of Utah must provide an accurate reporting of performance metrics. You will be asked to include performance metrics in the application and to track and report on these metrics in the report. Please view our [Performance Measure Template](#) for assistance.

## NONPROFIT EDUCATIONAL INSTITUTION ELIGIBILITY:

Nonprofit 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 the 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.

## SPLIT PAYMENT PROCESS & REPORTING:

- Payments are now processed in 2 splits:
  - **Year 1 Payment 1; 90% of your grant award**
    - Paid once contract is executed
  - **Year 1 Payment 2: the remaining 10% of your grant award**
    - Paid once final report is submitted and reviewed
- Reporting Requirements
  - All final reports must demonstrate that the organization has spent the grant funds as detailed in the application. This will include an itemized budget that clearly lists the specifics of how the grant award was expended and a narrative response that explains how the entirety of the funds were spent in relation to what was proposed in the application.
  - The report must be submitted between April 1 and June 1, 2026 so we can disburse your final 10% payment.
  - Please spend the remaining funds by June 30, 2026.

## 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 board in the event of increased funding from the Utah State Legislature. The board 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 utilize 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 Year 1 GOS grant process must be spent between July 1, 2025 and June 30, 2026. Because these are two-year awards, the intent is that the Year 2 award amount will be the same as the first, but if the UA&M budget changes, awards will be adjusted fairly as overseen by the Arts & Museums Advisory Board. A new contract will be issued in the second year after the Year 1 report has been submitted.
- **Acknowledge the source of your funding:** Use the [Logo and Usage Guide](#). The cultural landscape of Utah is better because of your work, and we need your help to let all Utahns know how state funds are serving people. The UA&M logo is available electronically on our [website](#).
- **Submit reports 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 June 1, but if your grant report is not submitted by October 31, the organization will forfeit the grant awarded.
  - Complete a final report online in the [Grants Portal](#) as instructed in the award letter and contract.

## 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, or join one of our info sessions.

*Application questions are on the following pages*

# FY26/27 SIMPLIFIED GOS APPLICATION QUESTIONS

## 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.

- Total number of paid employees
- Total payroll
- County
- State funding disclosure: The State of Utah now requires all grant applicants and grantees to disclose all state funds received. You will be asked the following question in the application: "If you are receiving any funding from the State of Utah (direct awards, competitive grants, pass-through, partnerships, memorandums of understanding, etc.), please provide a detailed list, including the amount and name of the state agency."

## Performance Metrics

As per state law, all grants from the state of Utah must provide an accurate reporting of performance metrics. You will be asked to include performance metrics in the application and to track and report on these metrics in the report. For help answering these questions, please refer to our [performance measure guide](#).

- What is your organization's "Performance Goal" for this coming year?
- What is your organization's "Performance Measure" for this coming year?
- What is your organization's "Performance Target" for this coming year?

## SCORED SECTIONS

- Artistic Excellence/Museum Best Practices (30%)
- Community Engagement (35%)
- Sound Management (35%)
- Strategic Initiative Question (additional funding possible for exceptional work)

**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 C34 of the budget form.”

## ARTISTIC EXCELLENCE/MUSEUM 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 include all 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 FY26/27 GOS budget form.*

**NEW THIS YEAR:** 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 this feedback, we have added an example and [slides](#) with more details and tips.

Click here for the [updated Budget Template](#) and here for the [budget tips slides](#). 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 may be required to update the budget you submitted with actual numbers for revenue and expenditures and upload the updated form to your report.

**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! Strategic Goal Area Question (additional funding possible for exceptional work)**

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

### **What Are We Looking For?**

We hope you will brag about the impact of your work in one of the areas below. Please pick **one** of the 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.

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.

**Strategic Goal Areas (choose only one):**

- **Preserve, protect, and activate Utah's art and cultural resources:** This could involve preserving art collections, providing meaningful interpretations of cultural items, making cultural resources accessible to the public, or sparking curiosity and creativity in people of all ages through arts and museum experiences.
- **Model welcoming and accessible practices:** This could involve creating welcoming environments, ensuring affordability, or removing barriers for people with disabilities.
- **Champion the value and impact of Utah's cultural community:** This could involve sharing compelling stories about your work using data, effectively communicating your organization's impact to the public, or advocating for the arts and museums community in Utah.

**Why are we asking this question?**

Our grantees are doing important work across the state that supports our strategic plan, vision, mission, and values. Organizations that are doing exceptional work in any of these goal areas may receive additional money to support this work.

- The Utah Division of Arts & Museums staff, advisory board, and strategic planning committee worked in collaboration with Pathway Associates to create the division's 2024-2028 Strategic Plan, which includes six strategic goal areas (three of which are listed above). [Check out the full UA&M Strategic Plan here.](#)
- Vision: UA&M inspires and connects people and communities through Utah's arts and museums, encouraging a vibrant and culturally engaged state.
- Mission: UA&M enhances Utah's quality of life. We champion opportunities to experience culture by investing in arts and museums, offering professional development, facilitating connections, and providing direct services.
- Values: Respect, Collaboration, Support, Accessibility, Creativity.

## NEED ASSISTANCE?

If you are having issues with the grant application, please contact us. The preferred way to reach us is via email at [uamgrants@utah.gov](mailto:uamgrants@utah.gov) or by calling 801-663-8457.

## Accessibility

We are committed to providing an accessible process for all applicants. If you have any accessibility needs, please reach out to us. For more information about our division's accessibility plan and resources, please visit [artsandmuseums.utah.gov/accessibility](https://artsandmuseums.utah.gov/accessibility).

## UA&M Grants Team

Stephanie Rokich, Grants Manager  
Racquel Cornali, Grants and Data Coordinator

## Resource List & Links

[UA&M GOS Webpage](#)

[Grant Expenses Reference Guide](#)

[Grants Portal](#)

[Performance Measure Guide](#)

[Budget Template](#)

[UEI Registration](#)

[Budget Tips Slides](#)

[Local Arts Agency Designation](#)

[Scoring Rubric \(simplified applications\)](#)

[UA&M Logo and Usage Guide](#)

*These guidelines were updated on 2025-02-06.*