

## Community Programs - Professional Development Funding Guidelines

**FUNDING – Covers registration costs up to \$500.00**

### FUNDING OPPORTUNITY

Community Programs provides scholarships to support Utahns who engage as staff, board members, or volunteers at Utah cultural organizations, to attend relevant training or conferences. This funding provides opportunities to expand organizations' skill sets and network with other cultural organizations.

### FUNDING DETAILS

- Maximum Award: Up to **\$500.00** per applicant
- Funds cover **registration fees only**. Travel, lodging, and per diem are not eligible.
- Funding is provided via **reimbursement** after the applicant has registered and provided proof of payment.

### GUIDELINES

- Training must take place prior to June 30th
- Preference will be given to first time applicants.
- Applicants must live and be based in Utah.
- Applicants may receive only one scholarship per fiscal year.
- Scholarships cannot be used to pay tuition fees for degree seeking programs (BFA, MBA, etc.).
- Scholarships cannot be used for training already offered by the Utah Division of Arts & Museums.
- 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*)
- 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.
- 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:

- Applicants have approval from their organization.
- Organization must sign off on accepting funding.
- Applicant 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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