

# ARTS LEARNING GUIDELINES

## CITY ARTS GRANTS

The City Arts Grants program is designed to provide financial support for arts programs and projects in Salt Lake City that merit public funding. There are five City Arts Grants categories, each with its own eligibility standards, guidelines, and review criteria.

Because the City Arts Grants are supported with public tax dollars, the board places a priority on those programs that best reflect the Arts Council's mission and serve the residents of Salt Lake City. City Arts Grants can support only those programs and projects which take place within Salt Lake City limits.

The City Arts Grants program is competitive and includes a rigorous application review process. A newly completed application must be submitted each year and a grant award in one year does not guarantee an award for the following year. The award of City Arts Grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the board is final.

## SUBMITTING MORE THAN ONE CITY ARTS GRANT

Contact the Arts Council for further clarification if you are planning to submit multiple grant applications.

Applicants who apply for a General Support or Project Support grant may also apply for an Arts Learning grant.

Grantees who apply in General Support are NOT eligible to apply in Project Support.

Grantees who receive funding in the General Support, Project Support, or Arts Learning categories are NOT eligible to apply for a Mini Grant.

Applicants are allowed to apply in the Arts Learning category as well as General Support or Project Support because Salt Lake City places a priority on arts education programs.

The Salt Lake City Arts Council will only accept one application per project. For example, if an organization requests support for a project in the Project Support category and is not recommended for funding, the organization cannot submit the same application in the Mini Grant category.

## ARTS LEARNING DESCRIPTION

The Arts Learning grant category was established to support arts learning activities that reach youth of all means, backgrounds, and abilities in Salt Lake City. The funding for this category is intended to recognize the value of providing access and exposure to a wide variety of quality arts experiences and art forms for Salt Lake City's youth.

The Arts Learning grant category supports new and existing programs with opportunities for all Salt Lake City youth and a commitment to reaching underserved populations. It is the intent of this category to provide grants that would support free programs or scholarships or sliding fee scales to enable access for all youth.

## ELIGIBILITY:

In order to be eligible for an Arts Learning grant, the applicant must:

- Be a 501(c)(3) nonprofit organization, individual artist or group of artists;
- Have programming that serves youth ages 5-18;
  - **Youth who benefit from activities funded through this grant category must be Salt Lake City residents.**
- Request support for arts projects and programs occurring in Salt Lake City;
- Have a budget that is at least equally matched (1:1). This match can be through cash, earned income, private or public support, or through a combination of these resources;
  - Matching funds may be anticipated at the time of application, but must be received and obligated by the ending date of the grant year.
  - Because City Arts Grants funds are limited, applicants are expected to seek additional sources of support, including contributions (from individuals, businesses, and foundations), earned income, and grants from other government agencies. A balance of revenue sources demonstrates good fiscal planning as well as broad community support.
  - In-kind contributions are welcome, but will not meet the matching requirement. However, the Arts Learning grant category recognizes donated facilities as part of the matching requirement. If the facility is recorded as in-kind, it must be listed on the budget in BOTH projected income and projected expenses.
- Be responsible for tracking and reporting demographic information on participating youth;
- Perform services within a twelve-month period beginning no earlier than September 1, 2014 and ending no later than August 31, 2015.

## Funding Limitations:

City Arts Grants cannot be awarded for:

- Projects already underway or completed prior to the grant;
- Programs or travel outside of Salt Lake City;
- Programs provided by a for-profit business, such as a corporation or LLC;
- Deficit reduction.

### **ADDITIONAL INFORMATION:**

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The Arts Learning grant category was established in order to support arts learning activities for youth in Salt Lake City. To track the service areas of this grant category, grant recipients must determine what City Council district participants live in. Visit <http://council.slcgov.com/pages/mapHelp.htm> to access an interactive District map.

This information can be obtained through any number of methods; there is no set tracking system. It is important that you find a method that works best for you. One option is to collect participant addresses up front, but a simple tally (whether through a registration form or even raised hands) will suffice. Another option, if you/your organization work/s with the school system, is to request the information from school administrators who should be able to provide you with demographic information.

### **SERVICES TO UNDERSERVED POPULATIONS**

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The Salt Lake City Arts Council encourages applicants to consider providing access to underserved populations. These populations may be defined as people who would not ordinarily have the opportunity to participate in arts or cultural activities.

### **INSURANCE**

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As a good business practice, the Salt Lake City Arts Council encourages all applicants to purchase some form of liability insurance, appropriate to the activity, for both project participants and audience members.

### **REVIEW CRITERIA**

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The following are considered during the review and approval process for applications:

- Community aspects of the project, service to the community;
  - Outreach efforts and services to the community are evaluated by a clear explanation of the people served, why the organization provides this service, and how the service fits the overall mission of the organization.
- Payment of professional fees to artists;
  - The Salt Lake City Arts Council values paying artists professional wages. Organizations that pay artists for their services will be given priority. A guideline for fees to be paid is a minimum of \$30 per hour for the artists' time.
- Completeness and clarity of application;
- Programs that are free or provide scholarships or sliding fee scale to enable access for youth from lower income families will be given priority;
- Artistic quality;
- Ability to administer and implement the project, including the development of a realistic budget;
  - The clarity of the project description and presentation of a balanced budget will demonstrate an applicant's ability to administer and implement the project.
- Constituency served and number of people served through the project;
- Effective and accountable management practices;
- Value to the community as evidenced by community support, public profile, and public participation;
- Programs and services must be open to the public and not restricted to members only;
- Access for all constituents regardless of disability, ethnicity, age, economic status, etc.;
- A community-based board of directors or trustees (if applicable).

### Review Process:

The Grants Committee, comprised primarily of Salt Lake City Arts Council board members with knowledge of the arts community, educational system, and the community-at-large, meet regularly to review City Arts Grants applications. Committee members are provided with the applications in advance in order to review the materials prior to each meeting. Applications are reviewed by category, and decisions for funding are based on comprehensive discussions on the merits of each application and on the budget allocated for the City Arts Grants program. The Grants Committee will not award an amount in excess of what is requested in the application budget.

The grant award recommendations from the Grants Committee are provided to the full board for discussion and approval and the applicants are then notified of the board's decision by mail. The City Arts Grants awards are published in the Arts Council's quarterly newsletter and website.

The Grants Committee will meet in May 2014 to review all Arts Learning applications. The committee recommendations will go before the board for final approval in August. Applicants will receive preliminary notification of recommendations by June 2014 and a confirmation of the final decision in August.

### APPLICATION PROCESS

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One hard copy and one electronic copy must be completed and received at the City Arts Council office no later than the deadline. **Late applications will not be reviewed.** Applications submitted that are determined to be incomplete may be ruled ineligible for funding

### How to Apply:

- 1) Download the PDF application and save a copy to your computer (available at [www.slcgov.com/arts/grants](http://www.slcgov.com/arts/grants)).
  - a) **APPLICATIONS MUST BE COMPLETED IN AN ADOBE PROGRAM**
    - You must have at least version 7.0 of Adobe Reader. Downloads are free. Visit [get.adobe.com/reader/](http://get.adobe.com/reader/) to download the latest version.
    - Note to Mac users: Your computer may be set to open PDF documents using the Preview program. Please be sure to use an ADOBE program when completing the application.
- 2) Fill in every blank on the application. DO NOT include additional information unless requested.
  - a) Supplementary materials not specifically requested will not be included with the application information sent to the Grants Committee members. These materials will be brought to the review meeting and made available upon request. Committee recommendations rely solely on the merits of the application.
  - b) "SEE ATTACHED" is not an acceptable response to application questions (unless specifically requested). Grants Committee members will not review documents submitted in substitution for completing a response in designated spaces.
- 3) Submit **TWO** copies of the application:
  - a) Send one electronic PDF copy (not a scanned image) via email to [kelsey.ellis@slcgov.com](mailto:kelsey.ellis@slcgov.com)
  - b) Mail or deliver one hard copy, printed single-sided with no staples, folders, or binders.
    - Hard copies must be received in-hand, not postmarked, by the deadline.

If you need technical assistance to complete the application, please contact Kelsey Ellis at 801.596.5000.

**BOTH COPIES MUST BE RECEIVED BY MONDAY, APRIL 21, 2014, 5:00 P.M.**

### CONTACT INFORMATION

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Please contact the Salt Lake City Arts Council with questions or visit [www.slcgov.com/arts/grants](http://www.slcgov.com/arts/grants)

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