

MINI GRANT 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. They are General Support, Project Support, Mini Grants, Arts Learning and Artist-in-the-Classroom.

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.

MINI GRANT DESCRIPTION

Mini Grants provide an opportunity for limited funding requests from nonprofit organizations for projects that may arise during the year. In general, grant awards will be \$500 or less.

The Mini Grant category is not an alternative for submitting late applications or missing deadlines in other categories. Organizations may apply only once a year.

MINI GRANT DEADLINES FOR 2013-2014:

Mini Grant applications are reviewed quarterly:

FOR PROJECTS SCHEDULED DURING	QUARTERLY DEADLINE
September 2013 – August 2014.....	MONDAY, JULY 29, 2013
December 2013 – August 2014.....	MONDAY, OCTOBER 28, 2013
March 2014 – August 2014	MONDAY, JANUARY 27, 2014
June 2014 – August 2014	MONDAY, APRIL 28, 2014

ELIGIBILITY:

In order to be eligible for a Mini Grant, the applicant must:

- Be a nonprofit, 501(c)(3) tax-exempt arts organization for at least one year;
- Request support only for arts projects or programs occurring in Salt Lake City;
- Have a budget that is at least equally cash matched (1:1);
 - Matching funds may be anticipated at the time of application, but must be received and obligated by the ending date of the grant year as indicated in the application.
 - 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.

Funding Limitations:

City Arts Grants cannot be awarded to:

- Projects already underway or completed prior to the grant year as designated in the application;
- Programs or travel outside of Salt Lake City;
- Tuition of college or university study;
- Programs provided by a for-profit business, such as a corporation or LLC;
- Deficit reduction;
- Organizations that have received City Arts Grants (General Support, Project Support, Arts Learning) funding for the grant year September 2013-August 2014.

REVIEW CRITERIA

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

- Artistic quality;
- Ability to administer and implement the project, including the development of a realistic budget;
- 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;
- Payment of professional fees to artists;
- Demonstrate need for support;
- Programs and services 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;
- Completeness and clarity of application.

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 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 quarterly to review submitted Mini Grant applications. The committee recommendations will go before the board for final approval in November, February, May, and August. Applicants will receive notification of recommendations and final decisions shortly after the board's final approval.

SERVICES TO UNDERSERVED POPULATIONS

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. Examples include seniors, people of ethnic background, people with disabilities, or those from low income households.

INSURANCE

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.

APPLICATION PROCESS

All applications must be completed and received at the City Arts Council office no later than the deadline stated in each category with one hard copy and one copy sent electronically. Late applications will not be reviewed. Applications submitted that are determined to be incomplete will be ruled ineligible for funding.

How to Apply:

- 1) Download the PDF application and save a copy to your computer (available at slcgov.com/arts/grants).
 - a) **APPLICATIONS MUST BE COMPLETED IN ADOBE READER**
 - You must have at least version 7.0 of Adobe Reader. Downloads are free. Visit get.adobe.com/reader/ to download the latest version.
- 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.
- 3) Submit **TWO** copies of the application:
 - a) Send one electronic PDF copy (not a scanned image) via email to kelsey.moon@slcgov.com
 - b) Mail or deliver one hard copy with **NO STAPLES, FOLDERS OR BINDERS** to
54 Finch Lane, Salt Lake City, UT 84102

BOTH COPIES MUST BE RECEIVED BY:

- **MONDAY, JULY 29, 2013, 5:00 P.M.**
- **MONDAY, OCTOBER 28, 2013, 5:00 P.M.**
- **MONDAY, JANUARY 28, 2014, 5:00 P.M.**
- **MONDAY, APRIL 29, 2014, 5:00 P.M.**

CONTACT INFORMATION:

Please contact the Arts Council for any questions or for clarification on the application and guidelines.

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