



**BOISE CITY
DEPT OF ARTS
& HISTORY**

Annual Grant Guidelines

Arts & History Annual Grant Program

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Program Overview

About

The Boise City Department of Arts & History awards \$150,000 in funding annually to support people in established and emerging cultural fields with projects designed to benefit the community. The program operates on a yearly cycle by fiscal years (October 1 through September 30) and offers awards between \$1,000 and \$5,000 (in \$500 increments).

The Annual Grant Program supports the Department of Arts and History's (A&H) mission to cultivate a distinct sense of place which reflects Boise's rich past, diverse communities, and unique natural setting by creating opportunities that nurture and sustain Boise's creative economy. The purpose of the Annual Grant Program is to help fund meaningful creative projects and programs for Boise residents. We envision the program helping to bring people together and build positive relationships that help create [A City for Everyone](#).

Eligibility Requirements

To be considered for funding through the A&H grant program, proposals must:

- Be completed by an individual*, as a representative of an organization, or as a representative of a nonprofit Friends group associated with a government agency.
- Directly benefit residents living within [Boise City Limits](#). If the project involves an event, the venue must be located within Boise City Limits.
- Meet Americans with Disabilities Act (ADA) standards regarding physical accessibility to project venues.
- Comply with the **Department of Arts & History Equal Opportunity Statement**:
Boise City Department of Arts & History does not discriminate in its programs and activities on the basis of race, religion, national origin, sex, age, sexual orientation, gender identity and/or disability.
- Include a budget using the template provided in the application and on the website.

*Individuals may apply, but this grant does not fund professional development or creation of individual work without a public component (that is, having the work accessible for free or low cost to the public).

Grant Timeline

Opens	April 29, 2024
Closes	June 14, 2024*
Applicants Notified By	September 15, 2024
Final Report Due	Within 30 days of the completion of your project but no later than September 1st, 2025

*Late, partial, or incomplete applications will not be considered.

Funding Available

The Department offers awards between \$1,000 and \$5,000 (in \$500 increments). We expect to award a total of \$150,000 for the FY2025 cycle. Funding requests cannot exceed 50% of total expenses as outlined in the Budget Excel sheet in the Attachments section of the application.

Note on Funding: We will process the first 80% of a grant award after the recipient (1) signs the Agreement; (2) fills out a W9 form; and (3) submits an invoice. The remaining 20% of the award is processed after the recipient submits a final report and invoice.

Examples of Activities

We strive to fund a wide range of projects and initiatives with an arts, history, or cultural focus, such as (but not limited to) the following*:

- Projects, such as:
 - Public Programs (such as presentations/lectures, workshops, walking tours, trainings, etc.)
 - Events
 - Performances
 - Exhibits
 - Educational opportunities
 - Oral history projects
 - Collaborations or innovative production that cultivates the cultural community
 - Research, planning, and/or analysis that is available for Boise residents to help strengthen Boise's cultural base
 - Virtual and online projects of the above or other project, with a clear intent to reach Boise residents

Review Process

Community Review Panel

A panel made up of members of the Arts & History Commission and arts and history practitioners from diverse communities work both independently and alongside Arts & History program staff to evaluate grant applications, ensuring an equitable, fair, and thorough review and ranking process. Note: All participants in the A&H grant review panel are bound by a conflict of interest policy. An actual or apparent conflict of interest relates to a fiduciary, professional, or personal relationship with an applicant that would prevent an unbiased review.

Review Timeline

- The FY25 Annual Grant application opens on April 29th and the deadline is June 14th.
- A review panel will evaluate all applications submitted and make recommendations to Arts & History staff over a period of at least four weeks.
- The review panel convenes and evaluates and scores the applications according to the criteria listed in the guidelines.
- A&H staff presents final recipients to the A&H Commission as well as Mayor and City Council members and provides at least two weeks for comment or questions prior to sending applicant notifications of acceptance status.
- A&H staff notifies grant applicants of award status by September 2024.

Review Criteria

Proposals are evaluated based on the following criteria:

- Quality (20%)
- Community Benefit (20%)
- Alignment with City of Boise and A&H Department Vision/Mission (20%)
- Accessibility (20%)
- Management (20%)

Panelists may give preference to:

- First-time applicants;
- Outcomes related to past years' Arts & History grant awards (if applicable), including compliance with provisions outlined in the Agreement and Grantee Checklist, communication with staff, timeliness of submitting information, and project reviews; and
- Applicants that attended an in-person, virtual, or recorded information session, attended the Arts & History Grant Writing Workshop, or consulted with staff prior to applying.

Quality

For purposes of this grant, reviewers will look for the following information when evaluating your application for quality.

- A clear description of the project including its artistic, historic, and/or cultural components and details on how funding will be used.
- Biographies that describe the background, experience, and training of people included in your application who will be relied upon for artistic, historical, and/or cultural expertise. Such expertise may be acquired in various ways, such as:
 - Formal educational settings (school, college, certification programs, etc.);
 - Passed down within a community or cultural group;
 - Jobs, apprenticeships, and internships;
 - Non-traditional settings; and/or
 - A combination of any of the above.

Community Benefit

Describe how your proposal will benefit Boise residents and contribute to our cultural community. Be sure to clearly explain the following:

- *Why your Project is Meaningful* – Capture what drives the project and why it is important for Boise residents.
- *Intended Audience(s)* – Clearly describe the types of audiences you plan to attract and/or be involved with your project and describe how you plan to promote/ market your project to the intended audience(s). *Note:* A project can have a small audience and still have a community benefit.

Alignment with City of Boise and Department Mission

The priority of this grant program is to fund projects and programs that:

- Bring people together and build positive relationships that ultimately help create A City for Everyone.
- Clearly aligns with the Department of Arts & History's mission to cultivate a distinct sense of place which reflects Boise's rich past, diverse communities, and unique natural setting.

Accessibility

The priority of this grant program is to fund projects and programs that are:

- *Affordable* – Free or low-cost experiences (\$20 or less per person) are most appropriate for this grant program or where scholarships/financial aid is offered.
- *Inclusive* – The project offers accommodations or services such as related to hearing or vision, physical accessibility, language translation, scholarship, financial aid, etc.

Management

Be sure to clearly explain the following:

- List the person or people responsible for the project and their related management skills.
- Planning and logistics, such as licenses or approvals needed, venue reservations, timeline, and project evaluation measures.
- A complete, balanced budget. You must use the Excel sheet provided in the application to fill out your budget. Read the instructions carefully, and be sure to note the following:
 - The budget must balance (total project expenses = total project income)
 - Provide an explanation for each line you fill out (Column E, “Description”)

Restrictions from Funding

The following types of organizations and requests are **not eligible** for funding. (Note: This list is not exhaustive.)

- General Operating/Season Support – A&H grants award funding for specific projects / events
- Proposals in which it is expected or implied that the City of Boise will add materials to its collection(s) and/or assist with, maintain, manage, or otherwise assume responsibility for any part of the project, including ongoing care and maintenance
- Public art projects (sculptures, traffic boxes, etc.) – contact [public art staff](#) for information on related processes; mural projects approved through Phase Two of the [City’s Application & Permitting Process](#) may be eligible, but you must first consult with A&H staff (and note the timeframe it takes for permitting approval)
- Public Service Announcements or similar types of promotion that imply or directly represent the City of Boise’s involvement
- Government institutions (city, county, state, federal); nonprofit Friends groups are allowed
- Organizations that receive significant City of Boise in-kind support, such as use of a city-owned facility
- Personal/Individual training, education, professional development, emergencies, travel, loans, software, or equipment (personal benefit vs. community benefit)
- Staff positions
- Organizations or projects advocating for or against allegiance to a religion or political group
- Lobbying: efforts to influence elections directly or indirectly
- Capital campaigns and endowment funds; fundraisers
- Capital improvements, such as renovation or construction
- Real estate acquisition

Application Instructions (ZoomGrants)

How to Apply

Create an account (or log in to an existing account) on ZoomGrants. Follow instructions on the A&H website: www.boiseartsandhistory.org/grants or register directly at <http://www.zoomgrants.com/>.

Budgets

The budget is an Excel form only. You must use the provided budget template to be considered. You will find the form in the *Attachments* section of the application and on the A&H website: www.boiseartsandhistory.org/grants. (An example of a filled-out form is found in the *Resources* section of the application.)

Please note: Funding requests cannot exceed 50% of total expenses as outlined in the Budget Excel sheet in the Attachments section of the application.

Application Support

First, consider what is practical to accomplish within the timeframe. Big ideas are valuable! But for this grant, be realistic about what you can accomplish given the timeframe and range of grant awards.

Attend a Grant Information Session or watch the recorded version. Visit the [A&H Grants page](#) for details. If you have questions about your project, consult with Grants and Public Programs Manager Emily Chivers about your project. [Book a meeting with the Grants Manager](#). Meeting times are offered during each application round on Thursdays between 9 a.m.-12 p.m. If there are no times available that fit your schedule, please reach out to Emily Chivers directly at echivers@cityofboise.org or 208-608-7049. In the email, please let her know if there are any specific dates or times that work best for you.

You can request feedback on a completed draft version of your application. Please give staff one (1) week prior to the application due date to review. Staff cannot guarantee a thorough review if you submit your draft after that time, due to time constraints. (Draft reviews are completed on a first-come, first-served basis.)

Reporting

You must complete the final report in ZoomGrants within 30 days of completion of your program or project but no later than September 1, 2025. The remaining 20% of the award is processed after the recipient submits a final report and 2nd invoice.

As part of your Final Report, we ask that you include at least five (5) photos related to your grant-funded project.

Required Documentation

- W-9 Form – you will need to include your Taxpayer Identification Number (either an individual social security number or an employer identification number).
- Signed City of Boise Agreement – a contractual agreement to indemnify the city against all liability and indicate recipient's full acceptance and assumption of responsibility for all federal, state, local, and venue legal responsibilities related to the project included but not limited to liability insurance, workers' comp insurance, permits, and taxes.
- Invoices – submit the first invoice within 45 days of notification of awarded funds for 80% of the funded amount. Within 30 days of the completion of your project, submit a second invoice for the remaining 20% of approved funding along with a final report. Total amount invoiced must equal the approved amount listed in the notification letter and in ZoomGrants.
- Final Report – submit within 30 days of completion of your program or project. The report includes submitting at least five high-resolution photos to the City of Boise and its Arts & History Department can use without restriction for promotion purposes.

General Guidance

FAQs

What if my approved project or proposal unexpectedly changes?

Budget Changes:

If your budget changes more than 25% from the approved application, please reach out to the Grants Manager. They will have you submit a new budget using the approved template that reflects the changes. This new budget is subject to Grants Manager and Director of Arts & History approval.

Scope Changes:

Please reach out to the Grants Manager if the project or program's scope changes significantly (i.e., change in keynote speaker, change in format, change in venue, etc.). Changes will be approved on a case-by-case basis by the Grants Manager and the Director of Arts & History. A one paragraph narrative that outlines the new scope of the project may be required.

Is my program or project eligible for this grant program?

We strive to fund a wide range of projects and initiatives with an arts, history, or cultural focus, such as (but not limited to) the following:

- Projects, such as:
 - Public Programs (presentations/lectures, workshops, walking tours, training, etc.)
 - Events
 - Performances
 - Exhibits
 - Educational opportunities
 - Collaborations or innovative production that cultivates the cultural community
 - Research, planning, and/or analysis that is available for Boise residents to help strengthen Boise's cultural base
 - Virtual and online projects of the above or other project, with a clear intent to reach Boise residents

If you have questions about your project, consult with Grants & Public Programs Manager Emily Chivers about your project. [Book a meeting with the Grants Manager](#) or contact her directly at echivers@cityofboise.org or 208-608-7049.

You can request feedback on a completed draft version of your application. Please give staff one (1) week prior to the application due date to review. Staff cannot guarantee a thorough review if you submit your draft after that time, due to time constraints. (Draft reviews are completed on a first-come, first-served basis.)

We also recommend that you attend one Grant Information Session or watch the recorded version to learn more about the program and if your project is a good fit for this funding opportunity. Visit the [A&H Grants page](#) for details.

Are there limitations on how many years in a row I can apply for funding through the Department of Arts & History?

There are no longer any restrictions on being able to apply more than three years in a row.

Is there a matching requirement for these grant funds?

Yes, funding requests cannot exceed 50% of total expenses as outlined in the Budget Excel sheet in the Attachments section of the application.

Acknowledgement & Recognition Requirements

Logo Usage

Grant recipients must credit BOTH the Boise City Department of Arts & History and the City of Boise in printed materials associated with the funded activity. The department supplies each grant recipient with the guidelines and graphics/logos necessary for compliance. Logo usage is mandatory, and information can be found on the department's website: boiseartsandhistory.org/about-us/logos/. Failure to comply with this requirement, as outlined in the signed grant agreement, will jeopardize future funding through the Grants Program. The Arts & History monitors publications and communications throughout the year to ensure compliance.

In addition, please acknowledge City of Boise and Arts & History funding at any project events or programs.

Grant Funded Event or Program Promotion

The Boise City Department of Arts & History supports the promotion of Grant Funded events, programs, and projects. Notify the Grants and Public Programs Manager on project-related events at <https://forms.office.com/g/sDjUAGLy5w>.

Promotion includes (but is not limited to):

- A&H Newsletter (monthly)
- A&H Online Events Calendar
- Social Media
- Cultural Resource Guide (quarterly)

Grant Information Sessions

All individuals or organizations applying for funding through the 2025 Annual Grant Program are encouraged, but not required, to attend a grant information session offered by the Boise City Department of Arts & History. Department staff will walk through the guidelines and answer questions about the application process. The virtual information session will be recorded and uploaded to the website and [YouTube](#) for those unable to attend:

- April 29th, 2024, 12-1pm | Zoom, [Register Here](#) (Virtual/Recorded)
- April 30th, 2024, 12-1pm | Butte Room, Hillcrest Library [Register Here](#)
- May 4th, 2024, 5:30-6:30pm | Multipurpose Room, Global Lounge [Register Here](#)

Grants Manager Office Hours

Do you have an idea for a proposal, looking for feedback on an application, or questions about the application process? [Book a meeting with the Grants Manager](#).

Meeting times are offered during each application round on Thursdays between 9 a.m.-12 p.m. If there are no times available that fit your schedule, please reach out to Emily Chivers directly at echivers@cityofboise.org or [208-608-7049](tel:208-608-7049). In the email, please let her know if there are any specific dates or times that work best for you.

Boise City Department of Arts & History Contact Information

If you have questions concerning the Annual Grant Program, grant writing, the guidelines, or application materials, contact:

Emily Chivers
Grants and Public Programs Manager
150 North Capitol Blvd, Boise, ID 83702

Phone: 208-608-7049
Email: echivers@cityofboise.org

Application Questions

1. I/My Organization meet the Basic Eligibility Requirements as outlined in the Grant Guidelines.

If you are unable to check all the boxes below, we suggest adjusting your proposal before moving forward with the application.

This application must:

- Be completed by an individual, as a representative of an organization, or as a representative of a nonprofit Friends group associated with a government agency.
- Directly benefit residents within Boise City Limits.
- Hold events within Boise City Limits and meet ADA physical accessibility requirements.
- Comply with A&H Equal Opportunity Statement: *Boise City Department of Arts & History does not discriminate in its programs and activities on the basis of race, religion, national origin, sex, age, sexual orientation, gender identity and/or disability.*
- Include a budget using the template provided in the application/on the Arts & History Website.

2. Please check all that apply.

- A project lead either: 1) consulted with A&H Grants Program Manager about this proposal, 2) attended the Arts & History Grant Writing Workshop or attended one of the Grant Information Sessions or later watched the recorded session or 3) obtained a draft review from A&H staff.
- I/My organization is a first-time applicant of an Arts & History Grant.
- None of the above.

2. Please describe your project or program including its artistic, historic, and/or cultural components and how you will use the requested funds.

3. List the key artists, historians, and/or those with cultural expertise who you will rely on for this proposal. For each person listed, write a summary of their role and how their background and experience will benefit the project. Also note whether they are paid or volunteer.
Optional: In the Attachments tab, you can upload more details (such as resumes, bios, etc.).

4. Why is the project meaningful and how will it benefit Boise residents?

5. Describe your intended audience(s) for this project. Explain the marketing and promotion strategies you will use to reach them.

6. Describe how this project or program supports the city’s vision to [create A City for Everyone](#) and aligns with the department’s mission to cultivate a distinct sense of place which reflects Boise’s rich past, diverse communities, and unique natural setting.

7. Describe any accommodations or services you will offer as part of your project (such as related to hearing or vision, physical accessibility, language translation, scholarships, etc.).

8. Estimate how many people you expect to be involved with and attend your project or program at the various price levels.
Free or low-cost (\$20 or less per person) is most appropriate for this grant program.

# of People involved with Production	
	# of People Attending (Audience Members and/or Participants) - FREE Access
	# of People Attending (Audience Members and/or Participants) - Paying \$20 or less Per Person
	# of People Attending (Audience Members and/or Participants) - Paying \$20.01 - \$30.00 Per Person
	# of People Attending (Audience Members and/or Participants) - Paying \$30.01 to \$40.00 Per Person
	# of People Attending (Audience Members and/or Participants) - Paying \$40.01 and higher Per Person
	TOTAL

9. Describe the responsibilities of the project manager(s). List who will be the lead(s) in this role and their related background and experience.
Optional: In the Attachments tab, you can upload more details (such as resumes, bios, etc.).

10. What kinds of legal, licensing, insurance, or other project management details do you expect you will need to address?
11. Provide a timeline of key milestones related to your proposal.
12. Describe how you will evaluate the outcomes of this proposal and whether they met your goals.
13. What else would you like to share about your proposal?
This question is optional, but you do need to type in something, such as “N/A” in the space below to submit the application.