

# Boise City Department of Arts & History Grants General Applicant Information & Criteria Fiscal Year 2018

## Overview

The City of Boise's Arts & History Grants fund quality, well-managed cultural opportunities that encourage people in Boise to create, engage, and connect with the community. Strong proposals will convey how the project will develop, document, research, share, or reflect upon Boise's culture and help make Boise welcoming for all residents and visitors. Ultimately, A&H's goal for the grant program is to help make Boise the most livable city in the country through building and reinforcing a strong and equitable cultural foundation. The A&H Grant program also aligns with the recently adopted [City of Boise Cultural Master Plan](#).

### *FY2018 - Grant Opening and Closing Dates*

Grants Open: May 1, 2017

Grants Close: June 19, 2017 (A&H Staff assistance ends at 5:00pm on this date.)

### *How to Apply*

Create an account on ZoomGrant (follow instructions on website: [www.boiseartsandhistory.org/grants](http://www.boiseartsandhistory.org/grants) or register directly at [ZoomGrants](#)). If you'd like to access FY2017 or past applications, please log in [here](#).

### *Funding Dates*

The Boise City Department of Arts & History (A&H) Grant Program - Fiscal Year 2018 is for projects or initiatives that occur between *October 1, 2017* and *September 1, 2018*.

### *Funding Amounts*

The Department offers grants between \$1,000 and \$5,000 (in thousand dollar increments). We expect to fund successful applicants for the full amount requested (although occasionally only a portion is funded).

### *Suggestions for Applicants*

- A \$1,000 - \$3,000 range is recommended for applicants who have never received a grant from the Arts & History Department.
- Attend one of the seven grant workshops offered. (Visit the following site for schedule: <https://www.boiseartsandhistory.org/opportunities/grants/fy2018-ah-grant-workshop-schedule/>.)
- Consult with A&H staff about your project (by email, phone, or set up an in-person meeting).
- Request feedback on a complete draft version of your application by June 9, 2017. Staff cannot guarantee a thorough review after that date because of time necessary to provide helpful feedback.

## IMPORTANT NOTES:

- Funding requests should not exceed 50% of total expenses.
- Recipients receive 80% of the grant award beginning October 1, 2017 after the Agreement is signed and notarized and a W9 form is submitted. The remaining 20% will be available after the project is completed and final report is submitted.

## GENERAL INFORMATION

### *Who Can Apply*

Individuals, nonprofit organizations, other organizations, and businesses may all apply for an Arts & History grant. No more than one submission per year will be accepted for the same applicant. If two are submitted, the application with the earliest date will be considered and the other will be deemed ineligible.

### *Types of Applications Accepted*

We structure our grant program to provide a wide breadth of opportunities to benefit Boise citizens. 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:

- General Operating Expenses / Season Support – May cover specific costs within an organization or help provide season support for multiple performances.
- Projects, such as:
  - Performances
  - Exhibits
  - Educational opportunities (presentations/lectures, workshops, walking tours, training, etc.)
  - Collaborations
  - Research, planning, and/or analysis that can help strengthen Boise’s cultural base
  - Innovative production that cultivates the cultural community
  - And More!
- Public Community Cultural Events - Those with a cultural focus will have priority; will also consider funding cultural components within a larger public event.

Proposals with a public-facing component or other outcome that clearly serves Boise residents are most likely to receive funding. See the Grant Evaluation section for more details on criteria.

### *Ineligible Applications*

We must award funds responsibly and in compliance with city codes and policies. We have therefore identified types of organizations and requests that are **ineligible** for consideration. (Disclaimer: This list may not be complete, as we occasionally encounter new issues.)

- Applicants who submit an application that involves a project in which it is expected or implied that the City of Boise will assist with, maintain, manage, or otherwise assume responsibility for its ongoing care.
- Government institutions, departments, or agencies (city, county, state, federal)
- Organizations that receive in-kind support from the City of Boise such as use of a city-owned facility
- Organizations or projects with a religious or political affiliation
- Capital campaigns and endowment funds
- Capital improvements, such as renovation or construction
- Fundraisers
- Lobbying efforts
- Efforts to influence elections directly or indirectly
- Real estate acquisition
- Emergencies
- Personal Travel
- Loans
- Individual training/education

## **GRANT EVALUATION**

Grants fund cultural opportunities that encourage people in Boise to create, engage, and connect with the community. Applications are evaluated based on responses to the online application and related attachments and how the following components are addressed.

### *Basic Parameters*

In order to be considered for funding through the A&H grant program, proposals must:

- Directly benefit residents living within Boise City Limits. If the project involves an event, the venue must be located within Boise City Limits. See [a map of Boise City Limits](#).
- Meet Americans with Disability Act (ADA) standards in regards to physical accessibility to project venues.
- Comply with the Department of Arts & History Equal Opportunity Statement:  
*The Department of Arts & History is committed to supporting cultural endeavors in the City of Boise without regard to race, color, creed, religion, age, gender, sexual orientation, military status, marital status, political opinion, national origin, familial status, disability, gender identity, and source of income or disability status.*

## CRITERIA

- **QUALITY/MERIT** – Reviewers will look for evidence of skill level and expertise shown within the artistic, historic, or cultural-based medium. They will also take into consideration the merit of a project that may be new or untested with potential for expanding or strengthening Boise’s cultural base. The following definitions may be helpful:
  - Quality –
    - A high level of value or excellence
    - What sets a person or thing apart
  - Merit –
    - A good quality or feature that deserves to be praised
    - The quality of being good, important, or useful: value or worth
- **COMMUNITY BENEFIT** – A&H strives to make art and history accessible to Boise citizens and give them a voice in contributing to and in developing Boise’s culture. Grant applicants should describe their target audience and whether it will include diverse socio-demographic groups (such as income level, location in the city, age, ethnicity, etc.). The following examples are meant to illustrate this concept:
  - If your grant proposal is for a ticketed performance, will you offer some tickets at a lower cost for those who may not be able to afford the standard admission price?
  - Does your proposal involve efforts to include people with a variety of backgrounds?
  - Are you working on a project that integrates art and/or history to address community needs and issues?

The community benefit definition also incorporates the City of Boise’s 2017 [Welcoming City Resolution](#) (RES-71-17), particularly the following excerpt:

*“...the City of Boise is committed to being a welcoming city and creating a community where all of our residents feel welcomed, safe, and able to fully participate in, and contribute to, our city’s economic and social life.”*

- **MANAGEMENT** - The applicant's demonstrated proficiency with organizing and overseeing a similar project. Applicant should be able to clearly explain the endeavor, anticipate project details and have a plan to handle them; and provide evidence of ability to follow through. The following will also be taken under consideration:
  - Record and evaluation of the applicant's past A&H grant award outcomes (if applicable), including compliance with provisions set forth in the Agreement and the Grantee Checklist.
  - Communication regarding the current proposal (workshop attendance, discussing project with staff and/or submitting a draft of the proposal ahead of time).
  - Marketing and outreach that connects with the target group identified, with efforts to reach those in different socio-economic categories, such as age, economic bracket, and ethnic background.
- **BUDGET** – The applicant demonstrates an overall mastery of the budget process, and thorough understanding and explanation of proposal expenses and income. Information should validate the requested amount as reasonable for the scope of the proposal.

\*Welcoming City Note: If you consider your application to be closely aligned with the Welcoming City Resolution (RES-71-17) (see Community Benefit section) and want to be considered for additional funding beyond the \$5,000 maximum request, please note your request should allow for this possibility. For example, if you think you may be eligible for up to \$10,000, your total budget expenses should be at least \$20,000 (since you can't request more than 50% of your total project expenses). A small portion of available funds will be set aside for consideration to award between \$6,000 - \$10,000 total for a small number of such applicants as recommended by the review panel.

### *Review Process Overview*

- Grants due June 19, 2017. (A&H Staff assistance ends at 5:00pm on this date.)
- A review team comprised of Boise residents evaluate grants and make recommendations to Boise Department of Arts & History staff.
- A&H staff finalizes recommendations and presents them to the Arts & History Commission for approval.
- Final recommendations are submitted to Mayor and City Council.
- Grant recipients are announced in September 2017.

### *Expectations if Your Grant is Funded*

Congratulations! As with most worthy endeavors, with success also comes responsibility. The following are required in order to receive your funding (this information will be mailed with award notifications in September 2017).

- Submit a W-9 form with the Applicant's Taxpayer Identification Number (either an individual social security number or an employer identification number).
- Sign a contractual agreement to indemnify the City against any and all liability and indicate applicant'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.
- Include the Boise City Department of Arts & History logo on all related promotional materials produced after award notification date.
- Acknowledge City of Boise and A&H support funding at any project events.
- Notify Department of Arts & History grant contact person on project-related events or other updates.
- Complete online final report (including submitting at least five high-resolution photos A&H can use without restriction.)

For all grant-related questions or reviews, please contact:

Amy Fackler, Cultural Programs Manager

Email - [afackler@cityofboise.org](mailto:afackler@cityofboise.org)

Phone - (208) 608-7049 or TDD/TTY (800) 377-3529