



Boise City Department of Arts & History Grants General Applicant Information & Criteria Fiscal Year 2019

Overview

The City of Boise's Arts & History Grants fund quality arts, history, or cultural projects in both established and emerging cultural fields that benefit people living within Boise City Limits.

Strong proposals will convey the quality and merit of the proposal, the community benefit, management expertise, and a solid budget.

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 reflects priorities as set forth in the [City of Boise Cultural Master Plan](#).

FY2019 - Grant Opening and Closing Dates

Grants Open: May 1, 2018

Grants Close: June 19, 2018 (A&H Staff assistance ends at 5:00pm on this date.)

How to Apply

Create an account on ZoomGrants (follow instructions on website: www.boiseartsandhistory.org/grants) or register directly at www.zoomgrant.com).

Funding Dates

The Boise City Department of Arts & History (A&H) Grant Program - Fiscal Year 2019 is for projects or initiatives that occur between *October 1, 2018* and *September 1, 2019*.

Funding Amounts

The Department offers grants between \$1,000 and \$5,000 (in \$500 increments). Grant recipients are usually awarded the full amount requested.

Suggestions for Applicants

- Request between \$1,000 - \$3,000 if you've never received a grant from the Arts & History Department.
- Attend a grant workshop. An online viewing option may be available after and/or watch it online. (Check back at <http://www.boiseartsandhistory.org/opportunities/grants/>.)
- 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, 2018. Staff cannot guarantee a thorough review after that date because of time necessary to provide helpful feedback.

IMPORTANT NOTES:

- Funding requests cannot exceed 50% of total expenses.
- Recipients receive 80% of the grant award beginning October 1, 2018 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.

*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 to the public).

Basic Eligibility Standards

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 regarding 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.

Types of Applications Accepted

We structure our grant program to provide a wide breadth of opportunities to benefit Boise citizens. Proposals that have some component that is available to the public and clearly serve Boise residents are most likely to receive funding. Within that context, 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 provide funding to support programs throughout the season (that fall within the grant program's identified fiscal year: October 2018 – September 2019).
- 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.

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. (Note: This list may be added to at any time as new issues are identified.)

- Proposals in which it is expected or implied that the City of Boise will assist with, maintain, manage, or otherwise assume responsibility for any part of the project, including ongoing care and maintenance
- Government institutions, departments, or agencies (city, county, state, federal)
- Organizations that receive significant in-kind support from the City of Boise such as use of a city-owned facility
- Individual training or education
- Individual professional development or creative projects with little or no accessibility or means to engage with the public.
- Organizations or projects with a religious or political affiliation or messaging
- 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

GRANT EVALUATION

Applications are evaluated based on responses to the online application and related attachments and how the following components are addressed.

CRITERIA

- **QUALITY/MERIT** – Applicant should be able to clearly explain the proposal and how they will use the funding. Reviewers will look for evidence of skill level and expertise in the related artistic, historic, or cultural-based medium. They will also take into consideration the merit of an inclusive, new, or untested project 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.). For example:
 - If your grant proposal is for a ticketed performance, will some tickets be available at a lower price 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?

In addition, a goal of the grant program is for projects and programs to ultimately bring people together to build understanding and positive relationships that contribute to a healthy and compassionate Boise community.

- **MANAGEMENT** - The applicant should demonstrate ability to:
 - Follow through with organizing and overseeing the project proposal, such as through training, experience, and others involved in administration and their commitment to the proposal.
 - Anticipate project details and have a plan to handle them.
 - Answer application questions thoroughly and consistently; include relevant attachments.

Reviewers may also take under consideration:

- Outcomes related to past A&H grant awards (if applicable), including compliance with provisions set forth in the Agreement and the Grantee Checklist.
- Whether applicant attended a workshop and sought feedback from staff.
- **BUDGET** – The applicant should demonstrate:
 - An overall mastery of the budget process and a clear explanation of proposal expenses and income.
 - A balanced budget (total project expenses = total project income).
 - The amount requested is reasonable for the scope of the proposal and does not exceed 50% of total project expenses.

Review Process Overview

- Grants due June 19, 2018. (A&H Staff assistance ends at 5:00pm on this date.)
- A review panel evaluates all applications and makes recommendations to Boise Department of Arts & History staff.
- Arts & History 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 early September 2018.

Expectations if Your Grant is Funded

Congratulations! Please be aware that you need to complete the following to receive your funding (this information will be included with award notifications in September 2018).

- 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 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 the City of Boise and its Arts & History Department can use without restriction.)

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

Amy Fackler, Cultural Programs Manager

Email - afackler@cityofboise.org

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