General Guidelines
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.

Proposals are evaluated based on the following criteria (see Criteria section for more information):
- Quality
- Community Benefit
- Management, including the budget.

The purpose 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 Arts & History (A&H) Grants program reflects priorities as set forth in the City of Boise Cultural Master Plan.

FY2020 - Grant Opening and Closing Dates
Grants Open: May 1, 2019
Grants Close: June 19, 2019 (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 http://www.zoomgrants.com/.

Funding Dates
The A&H Grants Fiscal Year 2020 cycle funds projects or initiatives that occur between October 1, 2019 and September 1, 2020.

Funding Amounts
The Department offers grants between $1,000 and $5,000 (in $500 increments). Most grant recipients are awarded the full amount requested. Note: Funding requests cannot exceed 50% of total expenses as outlined in the budget section of the application.

New This Year
- Starting in the FY2020 cycle, applicants that receive funding for three years in a row cannot apply again the fourth year but will be eligible to apply again after a one-year break. For example, the ABC Dance Company applies for and is awarded a grant in FY2020, FY2021, and FY2022. The company cannot apply again in the FY2023 cycle but can apply again in the FY2024 cycle.

- Reviewers will score on all criteria, but the score for the Community Benefit criterion will be weighted most heavily. See the Criteria section for details.
Suggestions for Applicants

- Request between $1,000 - $3,000 if you’ve never received a grant from the Arts & History Department.
- Attend one of three grant workshops. (If none of the dates fit your schedule, an online viewing option may be available starting May 13. Check for workshop dates and online viewing 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 7, 2019. Staff cannot guarantee a thorough review after that date because of time necessary to provide helpful feedback. (Draft reviews are completed on a first come, first served basis.)

Note on Funding: The City processes the first 80% of the grant award beginning October 1, 2019 after the recipient signs the Agreement; fills out a W9 form; and submits an invoice. The remaining 20% of the award is sent after the recipient submits a final report and invoice.

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 any others 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 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:
  - Performances
  - Exhibits
  - Educational opportunities (presentations/lectures, workshops, walking tours, training, etc.)
  - Collaborations
  - Innovative production that cultivates the cultural community
  - Research, planning, and/or analysis that is available for Boise citizens to help strengthen Boise’s cultural base
- Public Community Cultural Events – Events with a cultural focus will have priority; will also consider funding cultural components within a larger public event.
• General Operating Expenses / Season Support – May support outlined operational costs within an organization or ongoing programs and performances throughout the season (that fall within the grant program's identified fiscal year: October 2019 – September 2020). Note that funds cannot be requested for specific staff positions.

Ineligible Applications

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

- 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 (murals, sculptures, traffic boxes, etc.) – contact public art staff for information on related processes
- Government institutions, school districts, universities, departments, or agencies (city, county, state, federal)
- 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 promoting a religious or political party affiliation
- Lobbying; efforts to influence elections directly or indirectly
- Capital campaigns and endowment funds; fundraisers
- Capital improvements, such as renovation or construction
- Real estate acquisition

GRANT CRITERIA

• QUALITY (30% of score) – Reviewers will evaluate the applicant’s skill level and expertise related to the proposal. This will include assessing the applicant’s background, experience, and education in the related artistic, historic, or cultural-based medium.

Experimental, new, or untested projects—especially those with potential for expanding or strengthening Boise’s cultural base—will also be considered.

• COMMUNITY BENEFIT (40% of score) – Applicants should describe how their proposal makes art and history experiences accessible to Boise citizens and/or give them a voice in contributing to and developing Boise’s culture. Applicants should address the following:
  o Target Audience – Clearly describe the target audience and/or participants (such as identifying age groups, residents in a specific location in the city, ethnic groups, etc.).
  o Affordability - Free or at a low cost ($20 or less) experiences are most appropriate for this grant program. If there is a range of ticket prices, explain the different rates and specify how many will be available at each level.
  o Community Minded – The priority of this grant program is to fund projects and programs that will bring people together to expand perspectives and build positive relationships that contribute to a kind and welcoming Boise culture and community.

• MANAGEMENT (30% of score) – Applicants should explain their ability to carry out what they have proposed. This includes answering application questions thoroughly and consistently and clearly explaining the following:
The project scope and specifically how funding will be used;
- Related project management experience and/or ability to manage project details;
- Commitment of project manager and others who are involved in the project;
- A balanced budget (total project expenses = total project income) with a funding request that is reasonable for the scope and not more than 50% of total project expenses.

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, Grantee Checklist, and Final Report.
- Whether applicant attended a workshop and sought feedback from staff.

**Review Process Overview**
- Grants due June 19, 2019. (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 by early September 2019.

**Expectations if Your Grant is Funded**
Please be aware that you need to complete the following to receive your funding (this information will be included with award notifications in September 2019).
- 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 and City logo on all related promotional materials produced after award notification date.
- Acknowledge City of Boise and Arts & History 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