

# GRANT WORKSHOP - FY2020

Boise City Department of Arts & History



# TOPICS

- The Basics
- Types of Projects
- Criteria
- Suggestions
- ZoomGrants



# THE BASICS

- Application Cycle
- Amounts
- Parameters



# THE BASICS

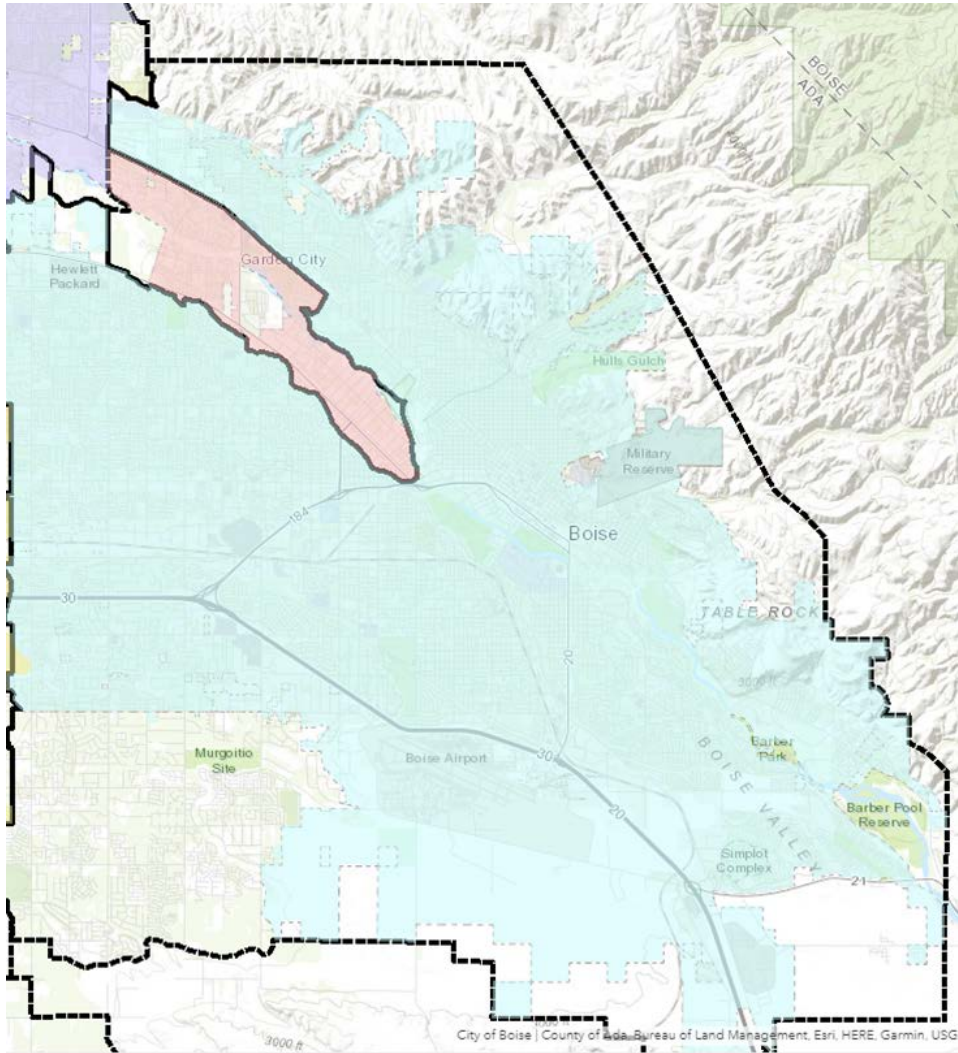
- Applications open May 1, 2019 – June 19, 2019
- This cycle for projects between October 2019 – September 2020 (city's 2020 fiscal year)
- Request between \$1,000 - \$5,000
  - \$500 increments
  - Requests should not be more than 50% of total project expenses
  - Generally fund the entire request
  - Note: Receive 80% initially; receive remaining 20% after submit the final report
- Total amount in fund: \$150,000



# THE BASICS

- Can only apply for one grant per year.
- Individuals, nonprofits, and businesses may all apply.
- If awarded funding:
  - Must sign an Agreement with the City
  - Must submit a W9





# THE BASICS

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.

# THE BASICS

- Proposals must meet Americans with Disability Act (ADA) standards regarding physical accessibility to project venues.
- If have additional means to accommodate those with special needs, include as part of the narrative of your proposal.



# THE BASICS

Proposals must 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.*







# THE BASICS

## NEW THIS YEAR:

- Starting in this FY2020 cycle, after three consecutive years of receiving a grant award, applicant needs to take a one-cycle break before applying again.
- Community Benefit is weighted slightly higher than other criteria.
- Free / low-cost most appropriate – community access (reflected in application questions)



# THE BASICS

**NEED EXTRA ASSISTANCE?** Request as soon as possible.

- Translation
- Physical Limitations
- Other

# TYPES OF PROPOSALS

- Eligible Projects
- Ineligible Projects
- Summary



# TYPES OF PROPOSALS

## Eligible Projects – With Community Access

- Performances
- Exhibits
- Educational Programs (presentations, lectures, workshops, walking tours, training, etc.)
- Collaborations / Innovative Productions
- Research, Planning, and/or Analysis
- Public Cultural Events & Festivals
- General Operating Support / Season Support – With some focus

# TYPES OF PROPOSALS

## Ineligible Projects

- Personal/individual training, education, professional development, emergencies, travel, loans, software or equipment (for personal benefit vs. community benefit)
- 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 box wraps, etc.)
- Government institutions (city, county, state, federal)
- Organizations that receive in-kind support from the City
- Staff positions
- Organizations or projects promoting a religious or political 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






A group of five men are in a kitchen, focused on making sausage. They are standing around a large wooden table covered with various tools and ingredients. One man in the foreground is smiling at the camera while holding a sausage. The background is a solid yellow color.

**MAKING MORTZILLA**

Basque sausage in Boise.

**EXHIBIT AT THE BOISE FARMERS MARKET ON DEC 8<sup>TH</sup> & 15<sup>TH</sup>**

With support from:

BOISE CITY  
DEPT OF ARTS  
& HISTORY

the basque museum  
AND CULTURAL CENTER



## EXAMPLES – FUNDED PROJECTS





## EXAMPLES – FUNDED PROJECTS



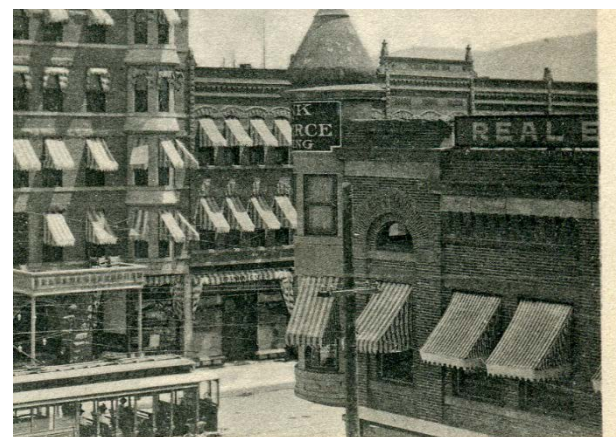


## EXAMPLES – FUNDED PROJECTS





## EXAMPLES – FUNDED PROJECTS







## EXAMPLES – FUNDED PROJECTS





# EXAMPLES – FUNDED PROJECTS



# CRITERIA

- Quality
- Community Benefit
- Management



# CRITERION: QUALITY

- Skill level and expertise (related to proposal)
  - Background
  - Experience
  - Education
  - Transferable skills
- Attachment: Bio or brief resume



# CRITERION: COMMUNITY BENEFIT

- How and to what degree the project makes arts, history, and/or other cultural experiences accessible to Boise citizens.
- May also or instead of relate to how the project gives a voice to people in Boise in contributing to and developing local culture.
- Address the following in questions:
  - Target Audience – Be as specific as possible.
  - Affordability – Free or low cost (\$20 or less) are preferred for this grant program.
  - Community minded – Projects that aim to bring people together to expand perspectives and build positive relationships are the priority.





# CRITERION: MANAGEMENT

- Make it clear that you will be able to carry out what you have proposed. (Related experience, attention to detail, commitment of others you mention related to the proposal.)
- Answer the questions clearly on the application.
- Budget Strength (balanced; clear; request no more than 50% total expenses; reasonable request for project scope)
- Reviewers may also consider
  - Attendance at a workshop
  - Whether sought staff feedback
  - Outcomes of past awards - ongoing programs; follow-through; compliance with checklist



# SUGGESTIONS





# SUGGESTIONS: AMOUNTS TO REQUEST

- Request amount needed
  - Not extra – expect to get a percentage of the request
  - Make sure amount requested matches the scope
- Try to fund full amount
  - Exceptions – generally when close to or at the cut-off point based on score
  - Component that review team is not clear about
- Never received an A&H Grant: Request between \$1,000 - \$3,000



# SUGGESTIONS: INDIVIDUALS – SMALL / EMERGING ORGANIZATIONS

- Remember must fill out a W-9
- Can use in-kind toward the total budget expenses (volunteer time; donated materials, space, services, etc.)
- Make sure partnerships are confirmed (so reviewers have confidence will follow through)



# SUGGESTIONS: LARGE / ESTABLISHED ORGANIZATIONS

General Operating / Season Support Requests - Best still to focus on something tangible, and be as specific as possible:

- Operational Costs – outline where directed  
**Note:** Avoid direct requests for staff positions (potential legal complications for the City of Boise)
- Performance season
- Educational programs

Why?

- Easier to complete the application questions and budget
- Clarity for reviewers



# SUGGESTIONS: APPLICATION QUESTIONS

- Answer the questions asked – be clear and concise.
- Stay in scope – keep parameters clear.
- State what WILL do; not “might” or “maybe” or “could.”

# SUGGESTIONS: APPLICATION QUESTIONS

Be specific on the community benefit

- Event-based proposals:
  - Evident with application questions; make sure to be thorough
  - Read the instructions with each question
- Non-event types of proposals:
  - Info on a website – exactly where? How many current visits? If not yet developed – when? How will you market it?
  - Brochures – How many? Where / how distributed?
  - Research – what form will it be available to others?

**Note:** Last question also gives you opportunity to add some information that may not fit elsewhere.



# SUGGESTIONS: APPLICATION BUDGET

- Make sure correlates with your application questions
- Explain the numbers – using either of the following:
  - Excel template provided
  - Section below budget to write out

Will depend on complexity and preference



# SUGGESTIONS: POLISH

- Type in Word first (back up version; grammar and spell check)
- Answer the questions asked (and okay to repeat)
- Connect the dots throughout application, including budget and attachments
- Use headings /subheading, bullets, spacing (formatted text from Word doesn't transfer over)
- Read through the application after it's completed - Make sure it reads well; writing is clear (ask for help if needed)



# SUGGESTIONS: ATTACHMENTS

- Use an opportunity to add to application
- Illustrate your project, idea, similar work, and quality
- Accepts many different kinds of file formats





# SUGGESTIONS: FEEDBACK

- Discuss proposal with me prior to submitting grant application.
    - Email – [afackler@cityofboise.org](mailto:afackler@cityofboise.org)
    - Phone – (208) 608-7049
    - Meeting – call or email to schedule
  - Request a draft review prior to June 9 (first come, first served).
- \*Do NOT select “submit” from the application! Create a pdf and email.

# SUGGESTIONS: IF YOU GET THE GRANT

- Follow the checklist (Sign the Agreement; submit W9, and submit a first invoice [for 80% of award] starting October 1, 2019)
- Get started right away on your proposal
- Continually refer back to your application – keep focused on what you proposed

# SUGGESTIONS: OTHER GRANT FUNDING



Idaho Commission on the Arts (ICA or Arts Idaho)

<https://arts.idaho.gov/grants/>





ABOUT GRANTS ▾ NEWS CONT

THE ALEXA ROSE FOUNDATION FURTHERS THE CREATIVE WORK OF INDIVIDUAL ARTISTS THROUGH GRANTS AND FELLOWSHIPS, STRENGTHENING THE CULTURAL ENVIRONMENT OF THE BOISE VALLEY AND BENEFITING THE COMMUNITY AT LARGE.

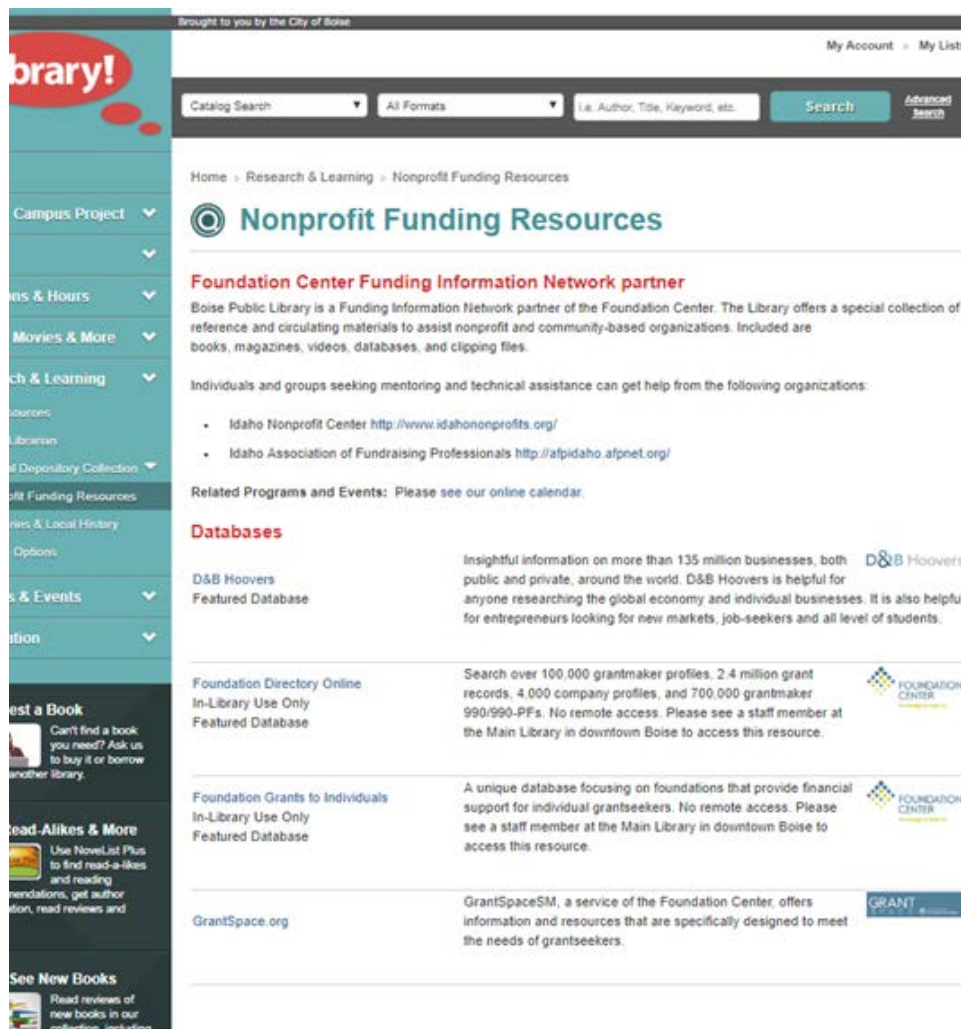
Alexa Rose Foundation  
<https://alexarosefoundation.org/>





Idaho Humanities Council  
<https://www.idahohumanities.org/>





# FOUNDATION CENTER

- Boise Public Library (Main Branch) - <https://www.boisepubliclibrary.org/research-learning/nonprofit-funding-resources/>
- Set up a time to meet with a librarian – or – me
  - <https://www.boisepubliclibrary.org/research-learning/ask-a-librarian/>
  - Amy Fackler – [afackler@cityofboise.org](mailto:afackler@cityofboise.org) / (208) 608-7049



## Other Grant Opportunities

**Artists, Historians, and People of Culture! Check out these other opportunities for funding...**

### Grants to Individuals

*Alexa Rose Foundation* - Now open through March 4, 2019.

*Artwork Archive* - The Complete Guide to 2018 Artist Grant Opportunities

*Creative Capital* - Expecting to open approximately February 1, 2019; for proposals from individual artists or collaborations in 34 disciplines

*Harpo Foundation* - Applications accepted through April 20, 2018 for direct support to under-recognized visual artists 21 years and older

*Idaho Commission on the Arts* - Multiple categories and deadlines

*The Pollock-Krasner Foundation* - No deadline noted. For mid-career artists (painters, sculptors, and artists who work on paper, including printmaking) with extensive exhibition records and demonstrable financial need.

*The Adolph & Esther Gottlieb Foundation Emergency Grant* - Open deadline; set amount appropriated each year. Provides interim financial assistance to qualified artists whose needs are the result of an unforeseen, catastrophic incident and who lack resources to meet that situation.

### Grants to Arts Organizations

## Resources listed on A&H Website

From link at bottom of grant landing page -

<https://www.boiseartsandhistory.org/opportunities/grants/other-grant-opportunities/>



# ZOOMGRANTS

- Creating / Logging into account
- Application Questions
- Application Budget
- Attachments





# ZOOMGRANTS - BASICS

- Link at [boiseartsandhistory.org/grants](http://boiseartsandhistory.org/grants)
- Don't submit until final and uploaded all documents
- Any technical assistance – please call ZoomGrants directly

The screenshot displays the ZoomGrants website. At the top, there is a 'LOG IN' button and the 'ZOOMGRANTS' logo. Below the header, a navigation bar includes links for 'Home', 'Overview', 'Pricing', 'Request a Demo', 'Get Started', and 'About Us'. The main content area features the text 'Online Application Management' and 'SIMPLE. INTUITIVE. FULLY-CUSTOMIZABLE.' followed by a description: 'Application, review, and reporting processes entirely online. Best of all: it's affordable.' A smaller inset image shows a user's account dashboard for 'ZG Giving', specifically for the '2017 CDBG Public Service Grants' program. This dashboard includes tabs for 'Dashboard', 'Applications', 'Scoring', 'Funding Allocations', 'Financial', 'Reporting', and 'Data'. It also shows a bar chart for 'Applications' with categories: Approved (green), Denied (red), and Undecided (blue). At the bottom of the main content area, there is a 'SIGN UP NOW!' button. The footer contains the text 'How It Works'.



# CONTACT INFORMATION

Amy Fackler

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

(208) 608-7049

