



Boise City Department of Arts & History Grants Applicant Guidelines & Criteria (FY2021)

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 details):

- Quality
- Community Benefit
- Management, including the budget.

The purpose for the grant program is to help build and reinforce a strong and equitable cultural community in Boise.

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

Covid-19

We recognize that many potential applicants face uncertainty and challenges with planning cultural projects and events in the wake of the Covid-19 pandemic. As a result, the FY2021 grant cycle will operate differently this year in an attempt to offer support and flexibility. The biggest change for FY2021 will be that we will offer two grant rounds, with dates noted below. (We will evaluate this process when it has concluded to determine whether we will continue the annual cycle with two rounds or revert back to one.)

FY2021 - Grant Opening and Closing Dates

Round 1: For projects that occur between October 1, 2020 – March 30, 2021

Grants Open: June 1, 2020

Grants Close: June 30, 2020 (A&H Staff assistance ends at 5:00pm on this date.)

Round 2: For projects that occur between April 1, 2021 – September 30, 2021

Grants Open: October 7, 2020

Grants Close: November 5, 2020 (A&H Staff assistance ends at 5:00pm on this date.)

Details on Two Rounds:

- If you received an extension (Modification) on your FY2020 grant award, you cannot apply for that same project in the FY2021 cycle. But you can apply for a different project in each round of the FY2021 grant cycle.
- You can submit one application per round in the FY2021 grant cycle.
- If you submit an application for both rounds, each application must be for a project that occurs within the time frame outlined for the round (see above under *FY2021 – Grant Opening and Closing Dates*).
- If you're not awarded a grant in the first round, you may apply again for the same project or a different project in the second round (with project dates that occur within the time frame outlined for the round (see above under *FY2021 – Grant Opening and Closing Dates*)).
- If you receive an award for both rounds, it will count as one year towards your total of consecutive awards (no more than three consecutive years of funding that began in FY2020 and is not retroactive to prior years). See *Funding Limitations* below.
- A total of \$75,000 will be disbursed in each round, although we reserve the possibility that a full \$75,000 may not be disbursed in the first round (depending on applications received), in which case we will add the difference to the second round. For example, if we award only \$60,000 in the first round, the \$15,000 difference will be added to the funding pot for the second round (\$90,000 instead of \$75,000).

How to Apply

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

Funding Amounts

In each of the two rounds, the Department offers awards between \$1,000 and \$5,000 (in \$500 increments). Most grant recipients are awarded the full amount requested. For FY2021, an applicant could potentially receive up to \$5,000 in Round 1 and Round 2 for a total of \$10,000. Note: Funding requests cannot exceed 50% of total expenses as outlined in the budget section of the application.

Funding Limitations – Three consecutive annual awards

- 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 receives a grant in FY2020, FY2021, and FY2022. The company cannot apply again in the FY2023 cycle but can apply again in the FY2024 cycle.
- If you apply for and receive a grant for both Round 1 and Round 2 this year (FY2021), it counts as one annual cycle.

Suggestions for Applicants

- Request between \$1,000 - \$3,000 if you've never received a grant from the Arts & History Department.

- Watch the Grant Information Webinar. Join the live online Zoom session scheduled for June 4 at 12:00pm, or access a recorded version shortly thereafter. The link for both will be posted on the Arts & History website <http://www.boiseartsandhistory.org/opportunities/grants/>.)
- Keep in mind you need to submit your application in a shorter time frame than past A&H Grant cycles.
- Pay attention to dates in the round you're applying for. Make sure your project is focused and falls within the parameters outlined.
- Consider what is practical to accomplish within the context of Covid-19, especially for the first round (for projects that occur between October 1, 2020 and March 30, 2021). For example, you may want to pursue an online or virtual project in Round 1, in case group gatherings remain limited or revert back to earlier phases as directed by the city or state government. Hopefully, conditions will stabilize by the time Round 2 opens (October 7) that may allow you to pursue a different project than you would in Round 1. Also think about how you would adapt a project you apply for in either round if Covid-19 restrictions remain or revert to earlier phasing.
- Consult with A&H staff about your project by email, phone, or Microsoft Teams. In-person meetings will not be offered for Round 1 because of Covid-19, but will hopefully be an option for Round 2 (fingers crossed!).
- Request feedback on a complete draft version of your application by June 23, 2020. 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: 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.

Who Can Apply

Individuals*, nonprofit organizations, other organizations, and businesses may all apply for an Arts & History grant. No more than one submission per round (two rounds for FY2021) will be accepted from the same applicant.

*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. .
- 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
 - Virtual and online projects of the above or other project, with a clear intent to reach Boise citizens
- Public Community Cultural Events – Events with a cultural focus will have priority; will also consider funding cultural components within a larger public event.

Ineligible Applications

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

- General Operating/Season Support – we are no longer able to offer this category
- 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 (note the time frame it takes for such approval)
- 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 work samples provided in the application and 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:

- *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.).
- *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.
- *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 an equitable 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 demonstrated ability to manage budgets and project details;
- Commitment of project manager and others who are involved in the project;
- A balanced budget (total project expenses = total project income)
- 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.

Note: We recognize the challenges related to the Covid-19 outbreak and its effect on planning for projects and events. Keep in mind we are offering two rounds for this grant cycle. If applying for the first round, you may consider a project that is less focused on large groups assembling. In any case, be prepared to answer what your “Plan B” is for your project if you need to make adjustments for your application related to potential Covid-19 restrictions (or any other pandemic situation).

Review Process Overview

- Grants due June 30, 2020 (Round 1) and November 5, 2020 (Round 2). A&H Staff assistance ends at 5:00pm on these dates.)
- 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 applicants are notified of their status (Round 1 applicants notified in September 2020; Round 2 applicants notified in January 2021).

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).

- 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