



# Boise City Department of Arts & History Grants Criteria for Evaluation (FY2022)

The following information guides the reviewers when they evaluate your application. Please be sure to review these criteria closely. Contact the Grants Manager (see end of this document) with any questions! See also: *A&H Grant Program General Information* and the *Frequently Asked Questions (FAQs)*.

**Criterion 1: QUALITY** (30% of score) – Make sure you provide a specific description about your project to help the reviewers envision it. Reviewers will look for:

- A clear description of the artistic, historic, and/or cultural components of the project.
- The background, experience, training (both formal and informal) of those listed in your application who will be relied upon for artistic, historic, and/or cultural expertise.
- The level of skill and expertise shown in your work samples (upload in the *Attachments* section of the application).
- The potential for expanding or strengthening Boise’s cultural base (this can be through existing programs or new, innovative, or experimental projects).

**Criterion 2: COMMUNITY BENEFIT** (40% of score) – Describe how your proposal is accessible to Boise residents and how it will develop, document, research, share, or reflect upon Boise’s culture. Be sure to clearly explain 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, community groups, etc.). *Note:* A project can have a small audience and still have community benefit.
- *Affordability* - Free or low cost experiences (\$20 or less per person) 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.

**Criterion 3: MANAGEMENT** (30% of score) – You want to assure the reviewers that you will accomplish what you have proposed. Answer application questions thoroughly and consistently to clearly explain the following:

- Who is responsible for the project and what are their related skills?
  - Be sure to attach bios and/or resumes for each person who will manage the project.
  - The letter of support you attach should note the management expertise of the project leader(s).
- The project scope and specifically how funding will be used. (Tip: Use words like “I will” **not** “I might” or “I could.”)
- Budget.
  - Make sure it is balanced (total project expenses = total project income).
  - On the Budget Excel sheet provided in the application, make sure to explain each line in that you fill out (Column E, “Description”).
  - Make sure the amount you request is reasonable for the scope of the project.
  - The amount you request should not be more than 50% of total project expenses. (Example: if you request \$3,000 your *Total Project Expenses* should be \$6,000 or higher.)

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 Grantee Checklist, communication with staff, timeliness of submitting information, and project reviews.
- Whether applicant attended a workshop and sought feedback from staff.

**NOTE ON ATTACHEMENTS:** Be sure to spend time on the attachments section in the application. Read the requirements and descriptions closely. Contact the Grants Manager if you have any questions!

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