



Boise City Department of Arts & History Grants Applicant Guidelines (FY2022)

General Guidelines

The City of Boise's Arts & History Grant program funds quality arts, history, or cultural projects that benefit Boise residents. If you have a project or initiative to develop, document, research, share, or reflect upon Boise's culture - We welcome you to apply! You can apply as an individual or as a representative of an organization; the key is that Boise residents need to be able to access your project for free or at a low cost (ideally have some access for \$20 or less per person).

We accept applications from people in both established and emerging cultural fields: You may be from or represent a professional cultural group - or - you may be just starting out in an arts, history, or cultural field. If you have an idea, please call or email the grants manager to talk about whether it is a good fit for this program.

Proposals are evaluated based on the following criteria (see *Criteria* information for details):

- Quality
- Community Benefit
- Management (including the budget)

The purpose for the grant program is to help build, evolve, and reinforce a strong and equitable cultural community in Boise. We envision the program helping to bring people together to expand perspectives and build positive relationships.

The Arts & History (A&H) Grants program connects with the City of Boise's vision to [create a city for everyone](#) and reflects priorities as set forth in the [City of Boise Cultural Master Plan](#). We want this grant program to help you share your talents and inspiration to Boise's unique character and sense of community.



- You may add short video in the Attachments section of the ZoomGrants application to help answer some questions. (See ZoomGrants application for instructions.)
- The budget is now an Excel form only; there is not a separate budget section in the application. You will find the form in the *Attachments* section of the application. (An example of a filled-out form is found in the *Resources* section of the application.)

Covid-19

We recognize the uncertainty and challenges with planning cultural projects and events in the wake of the Covid-19 pandemic. With cautious optimism, we hope that the Covid infections continue to decrease and vaccinations increase throughout the application window (and beyond!).

Check the [City's Covid-19 Orders and Community Information page](#) for updates on the latest policies and recommendations. Especially note the recommended crowd sizes and [Central District Health form](#) for public events that must be approved before submitting applications to the [City of Boise's Special Events team](#).

FY2021 - Grant Opening and Closing Dates

For projects that occur between October 1, 2021 – September 30, 2022

Grants Open: May 1, 2021

Grants Close: June 16, 2021 at 11:59pm (A&H Staff assistance ends at 5:00pm on this date.)

Of Note:

- If you received an extension (Modification) due to Covid-19 on a previous grant award and the project or event has not yet been completed, you cannot apply for that same project in the FY2022 cycle. But you **can** apply for a different project in the FY2022 grant cycle.
- The total grant budget for FY2022 is \$150,000.
- We plan to award this entire amount in one cycle; if necessary, we will add a second round to open later in 2021.

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

The Department offers awards 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 Excel sheet in the Attachments 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, *Bernie's Ballet* applies for and receives a grant in FY2020, FY2021, and FY2022. The ballet company cannot apply again in the FY2023 cycle but can apply again in the FY2024 cycle.
- This policy will not affect any applicant until the FY2023 cycle.

Suggestions for Applicants

- Request between \$1,000 - \$3,000 if you've never received a grant from the Arts & History Department.
- Attend the Grant Information Webinar via Zoom on May 4, 2021 at 12:00pm. Links to the live webinar will be posted by May 1 and the recorded version will be posted after May 4 on the [A&H Grants page](#) (look for the Quick Links heading).
- Make sure your project will occur between October 1, 2021 and September 30, 2022.
- Consider what is practical to accomplish within the time frame. (Big ideas are great, but you are more likely to get funded if you keep it simple to start.) Also consider the context of COVID-19. (For example, you may want to consider an online or virtual project, at least as a backup, in case group gatherings remain limited or revert to earlier phase. See the [City of Boise Covid-19 Information](#) page for the most updated information.)
- Consult with A&H staff about your project by email, phone, or Microsoft Teams. In-person meetings may also be an option.
- Request feedback on a complete draft version of your application by June 4, 2021. Staff cannot guarantee a thorough review after these dates 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. You can only apply for one grant per year.

We encourage persons with disabilities and those who require language assistance to apply. If you anticipate needing accommodation, please contact Jennifer Yribar, (208) 608-7051 or email jyribar@cityofboise.org as soon as possible, but not later than 72 hours before the application is due. To request assistance, you may also dial TTY 1-800-377-3529.

*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 for free or low cost 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**:
Boise City Department of Arts & History does not discriminate in its programs and activities on the basis of race, religion, national origin, sex, age, sexual orientation, gender identity and/or disability.

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 or 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.

*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, your proposal is more likely to be accepted if you have some available at low or no cost.

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 required to award funding for specific projects / events
- 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, but you must first consult with A&H staff (and note the time frame it takes for permitting approval)
- Public Service Announcements or similar types of promotion that imply or directly represent the City of Boise's involvement
- Government institutions (city, county, state, federal); friends groups are allowed
- 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 advocating for or against allegiance to a religion or political group
- Lobbying: efforts to influence elections directly or indirectly
- Capital campaigns and endowment funds; fundraisers
- Capital improvements, such as renovation or construction
- Real estate acquisition

Review Process Overview

- Grants due June 16, 2021, 11:59pm. (A&H Staff assistance ends at 5:00pm on the due 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 applicants are notified of their status (early September 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 – you will need to include your 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 grant project-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