



Boise City Department of Arts & History Grants Criteria for Evaluation (FY2023)

The City of Boise's Arts & History Grant program funds quality arts, history, and cultural projects that benefit Boise residents.

Grant criteria provide applicants with guidance in preparing a strong application that meets the program goals. Reviewers evaluate applications based on these criteria.

Read the criteria descriptions closely and refer to them as you answer the application questions.

Criterion 1: QUALITY (30% of score)

For purposes of this grant, reviewers will look for the following information when evaluating your application for quality.

- A clear description of the project and its artistic, historic, and/or cultural components. You want the reviewers to fully understand what you want to do and your project goals.
- Bios that describe the background, experience, and training of those listed in your application who will be relied upon for artistic, historical, and/or cultural expertise. These may be acquired in various ways, such as:
 - Formal educational settings (school, college, certification programs, etc.);
 - Passed down within a community or cultural group;
 - Jobs, apprenticeships, and internships;
 - Non-traditional settings; and/or
 - A combination of any of the above.
- Strong work samples that directly relate to the program or project you're proposing. You can upload multiple work samples in a wide variety of formats. (Upload work samples in the *Attachments* section of the application.)
- The potential for expanding the cultural base to be more inclusive. This may be through collaboration, experimentation, or other kinds of innovation.

Criterion 2: COMMUNITY BENEFIT (40% of score)

Describe how your proposal is accessible to Boise residents and how it will benefit them and contribute to our cultural community. Be sure to clearly explain the following:

- *Why your Project is Meaningful* – Capture what drives the project and why it is important for Boise residents.

- *Target Audience* – Clearly describe the types of audiences you plan to attract and/or be involved with your project. **Note:** A project can have a small audience and still have a community benefit.
- *Affordability* – Free or low-cost experiences (\$20 or less per person) are most appropriate for this grant program.
- *Community Focus* – The priority of this grant program is to fund projects and programs that bring people together and build positive relationships that ultimately help [create a city for everyone](#).

Criterion 3: MANAGEMENT (30% of score)

You want to assure the reviewers that you will accomplish what you have proposed. Answer application questions carefully, and be sure to clearly explain the following:

- The person or people responsible for the project and their related management skills.
- The project scope and specifically how funding will be used. (Tip: Use words like “I will” **not** “I might” or “I could.”) You want to give reviewers confidence that the project is feasible and you are prepared and committed to following through.
- Planning and logistics, such as licenses or approvals needed, venue reservations, timeline, and project evaluation measures. Also, make sure the marketing and promotion strategy is aligned with your target audience and budget.
- Budget. Use the Excel sheet provided in the application to fill out your budget. Read the instructions carefully, and be sure to note:
 - The budget must balance (total project expenses = total project income);
 - Explain each line you fill out (Column E, “Description”);
 - 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 Arts & History grant awards (if applicable), including compliance with provisions outlined in the Agreement and Grantee Checklist, communication with staff, timeliness of submitting information, and project reviews.
- Whether the applicant attended a workshop and sought feedback from staff.
- **Note:** Be sure to spend time on the attachments section in the application. Read the requirements and descriptions closely.

Quick Links

- [Arts & History Grant Program](#)
- [Arts & History Grant Guidelines](#)
- [Frequently Asked Questions \(FAQs\)](#)

Questions?

Contact [Amy Fackler](#), Cultural Programs Manager.

We encourage persons with disabilities and those who require language assistance to apply. If you anticipate needing accommodation, please contact [Jennifer Yribar](#) as soon as possible, but no later than 72 hours before the application is due. To request assistance, you may also dial TTY 1-800-377-3529.