



Boise City Department of Arts & History Grants Applicant Guidelines (FY2023)

The City of Boise's Arts & History Grant program funds quality arts, history, and cultural projects that benefit Boise residents. Proposals are evaluated based on quality, community benefit, and management. Learn about the types of grant proposals the City of Boise supports and instructions on how to apply.

Overview

The Department of Arts & History Grant program funds quality arts, history, or cultural projects that benefit Boise residents. Proposals (which will take place between October 1, 2022, and September 30, 2023) are evaluated based on the following criteria (see Grant Criteria for details):

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

The purpose of 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 that help [create a city for everyone](#).

The Arts & History Grant program reflects priorities as outlined in the [City of Boise Cultural Master Plan](#).

New in 2023

- If awarded a grant, you must complete the final report in ZoomGrants and submit the final invoice for the remaining 20% of the award within 30 days of completion of your program or project. If your project or program is planned for September 2023, you will need to submit the final report and invoice no later than September 30, 2023.
- Reminder: 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. Check the [City's Coronavirus \(Covid-19\) Information page](#) for updates on the latest policies and recommendations. The City of Boise's Special Events page is another resource for updated links. <https://www.cityofboise.org/departments/finance-and-administration/city-clerk/licensing/other/special-events/>

Arts & History Grants

Timeline

- Grants open on May 1, 2022, at 12:00 a.m.

- Grants close on June 16, 2022, at 11:59 p.m. (Arts & History Staff assistance ends at 5:00 p.m. on this date.)
- After June 16, 2022, a review panel evaluates all applications and makes recommendations to the Department of Arts & History staff.
- Arts & History staff finalizes recommendations and presents them to the Arts & History Commission.
- Final recommendations are submitted to Mayor and City Council.
- Applicants will receive notification of results by early September 2022.

How to Apply

The Department of Arts & History uses the ZoomGrants platform for Grant applications. Need help with creating an account or have other ZoomGrants questions? Review a ZoomGrants Tutorial or head to [ZoomGrants HELP & FAQs](https://www.boiseartsandhistory.org/media/3671/zoomgrant_tutorial.pdf). https://www.boiseartsandhistory.org/media/3671/zoomgrant_tutorial.pdf

[Apply Now](#) (opens May 1)

Funding Amounts

The Department offers awards between \$1,000 and \$5,000 (in \$500 increments). We expect to award a total of \$150,000 for the FY2023 cycle. Most grant recipients are awarded the full amount requested. Funding requests cannot exceed 50% of total expenses as outlined in the budget Excel sheet in the *Attachments* section of the application.

Note: We will process the first 80% of a grant award after the recipient (1) signs the Agreement; (2) fills out a W-9 form, and (3) submits an invoice. The remaining 20% of the award is processed after the recipient submits a final report and invoice.

Funding Limitations

Starting in the FY2020 cycle, applicants who 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 organization cannot apply again in the FY2023 cycle but can apply again in the FY2024 cycle.

Eligibility

- 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 (\$20 or less per person). You can only apply for one grant per year.

*Individuals may apply, but this grant does not fund professional development or the creation of individual work without a public component (that is, having the work accessible for free or low cost to the public).

- We accept applications from people in both established and emerging cultural fields—from representatives of professional cultural organizations to people just starting in Boise's cultural scene.

To be considered for funding through the Arts & History 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's 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 art, history, or cultural focus, such as (but not limited to) the following: 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

Browse a list of [current and past Grant Recipients](#).

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 and 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 [Amy Fackler](#) (and note the timeframe 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 the use of a city-owned facility
- Personal/Individual training, education, professional development, emergencies, 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

Suggestions for Applicants

- Make sure your project will occur between October 1, 2022 and September 30, 2023.
- Attend one of three [Grant Information Sessions](#) (two in person and one via Zoom with a recorded version available by May 6). See the [Arts & History Grants](#) for details.
- Request between \$1,000 - \$3,000 if you've never received a grant from the Department of Arts & History. Consider developing a project that has a smaller scope that you can build upon and potentially request additional funds for in future grant cycles.
- Consider what is practical to accomplish within the timeframe. Big ideas are valuable! But for this grant, be realistic about what you can accomplish given the time frame and range of grant awards (\$1,000 - \$5,000). Also consider the context of Covid-19 and requirements from venues and personal comfort levels. (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 [Amy Fackler](#) about your project.
- Request feedback on a complete draft version of your application by June 6, 2022. 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: 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.

Expectations if Awarded

If your proposal is awarded, 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 recipient's full acceptance and 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 City of Boise and Boise City Department of Arts & History logos on grant project-related promotional materials produced after award notification date.
- Acknowledge City of Boise and Department of Arts & History support for funding at project events.
- Notify [Amy Fackler](#) on project-related events or other updates.
- Complete final online report within 30 days of completion of your program or project. The report includes submitting at least five high-resolution photos to the City of Boise and the Department of Arts & History to use without restriction for promotional purposes.

Quick Links

- [Arts & History Grant Program](#)
- [Arts & History Grant Criteria](#)
- [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 not later than 72 hours before the application is due. To request assistance, you may also dial TTY 1-800-377-3529.