

# ARTS & HISTORY ANNUAL GRANT PROGRAM INFORMATION SESSION



FY24 Arts & History Grant Recipient Brett Perry: Dance Boise (Warm Up). Photography by Gretchen Lemay



# INTRODUCTIONS

Emily Chivers

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- 208-608-7049
- [Office Hours](#) on Wednesdays & Thursday  
9 a.m.–12 p.m. Sign up through the Grants  
webpage [www.boiseartsandhistory.org/grants](http://www.boiseartsandhistory.org/grants)



# AGENDA

- Annual Grant Program Overview
- Criteria
- Types of Projects
- Application Basics
- Suggestions
- Questions



# ANNUAL GRANT PROGRAM OVERVIEW





Downtown Boise Association: "Supersized" First Thursdays

# ABOUT THE PROGRAM

The Boise City Department of Arts & History awards \$150,000 in funding annually to support people in established and emerging Arts, History, and cultural fields with projects or programs designed to benefit the community.

The Annual Grant Program supports the Department of Arts and History's mission to cultivate a distinct sense of place which reflects Boise's rich past, diverse communities, and unique natural setting by creating opportunities that nurture and sustain Boise's creative economy. The purpose of the Annual Grant Program is to help fund meaningful creative projects and programs for Boise residents. We envision the program helping to bring people together and build positive relationships that help create A City for Everyone.



Story Story Night: Flagship Season

# DETAILS

- Background
  - Began in 1997
  - Funded over 500 grant projects/programs
  - Total over \$2.1 million in 27 years
- FY2025 Program (October 1, 2024-September 30, 2025)
  - Accept applications for projects or programs related to arts, history, and/or culture
  - Requests between \$1,000 and \$5,000 (in \$500 increments)
  - Requests must be for no more than 50% of the overall project budget
  - 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.
  - Individuals, groups, organizations do not have to be a 501 3c
  - There are tax implications for individuals (must fill out W9)



# PROGRAM TIMELINE

<b>Opens</b>	April 29, 2024
<b>Closes</b>	June 14, 2024
<b>Applicants Notified By</b>	September 15, 2024
<b>1<sup>st</sup> Invoices can be submitted</b>	October 1, 2024
<b>Final Report Due &amp; 2<sup>nd</sup> Invoices</b>	Within 30 days of the completion of your project but no later than September 1st, 2025



# PROGRAM ELIGIBILITY

Proposals must:

- Be completed by an individual or as a representative of an organization or nonprofit Friends group associated with a government agency
- Directly benefit residents living within Boise City Limits
- Meet Americans with Disabilities Act (ADA)
- 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.*

- Include the approved budget template provided





# BUDGET TEMPLATE - EXPENSES

	A	B	C	D	E	F	G
1	<b>Project Expenses Section</b>						
2	<b>Item Description</b>	<b>Cash Expenses</b>	<b>In-Kind/ Volunteer</b>	<b>Total</b>	<b>Explanation - How you calculated the #s in this row</b>	<b>Notes for filling out this budget form</b>	
3	Planning & Administration		\$ -	\$ -		See the <i>Budget Form-Sample</i> Excel sheet in the <i>Resources</i> tab of the application for an example of a filled out form.	
4	Artists/Historians/ Cultural Expertise	\$ -	\$ -	\$ -		Do not change the headings listed in the <b>Item Description</b> column. (Column A in both sections).	
5	Technical & Production	\$ -	\$ -	\$ -		You do not need to fill out every row or column (some cells can be empty); only fill out those expenses or income that apply to your proposal.	
6	Space/Venue Rental/ Lease	\$ -	\$ -	\$ -		<b>Cash Expenses:</b> Those you have to pay for directly.	
7	Marketing & Promotion	\$ -	\$ -	\$ -		<b>In-Kind/Volunteer:</b> Expenses you would normally have to pay for but are being donated or discounted; this includes the *value of volunteer hours	
8	Other Expenses 1		\$ -	\$ -		*Calculate volunteer value using your own system - or - you may use the Idaho standard volunteer rate of \$31.80 as calculated by Independent Sector ( <a href="https://independentsector.org/blog/independent-sector-releases-new-value-of-volunteer-time-of-31-80-per-hour/">https://independentsector.org/blog/independent-sector-releases-new-value-of-volunteer-time-of-31-80-per-hour/</a> )	
9	Other Expenses 2	\$ -	\$ -	\$ -		<b>Other Expenses (1, 2, 3)</b> - use these rows for expenses related to your project that aren't reflected in the other <b>Item Description</b> headings.	
10	Other Expenses 3	\$ -	\$ -	\$ -			
11	<b>TOTAL PROJECT EXPENSES</b>	\$ -	\$ -	\$ -	This <b>Total Project Expenses</b> (cell D-11 to the left) should match <b>Total Project Income</b> in section below (cell D-26). If the # matches it will appear in green; if it does not match the # will appear in red.	<b>Tip:</b> If the <b>Total Project Expenses</b> amount (# in cell D-11) is higher than the <b>Total Project Income</b> amount (# in cell D-26), lower the expenses in this section - or - add income in the section below.	
12							

# BUDGET TEMPLATE - INCOME

Project Income Section				
Item Description	Secured	Expected	Total	Explanation - How you calculated the #s in this row
Amount of THIS Grant Request	\$ -	\$ -	\$ -	Between \$1000-\$5000. This amount should match what you requested in the application - and should not be more than 50% of Total Project Expenses.
Total In-Kind / Volunteer	\$ -	\$ -	\$ -	[This auto-fills from cell C11]
Admissions (Tickets, Entry Fees, etc.)	\$ -	\$ -	\$ -	
Corporate Contributions	\$ -	\$ -	\$ -	
Private Individual Contributions/ Membership	\$ -	\$ -	\$ -	
Other Grants / Foundation Support (DO NOT include this request)	\$ -	\$ -	\$ -	
Fundraising Events		\$ -	\$ -	
Other Income 1	\$ -	\$ -	\$ -	
Other Income 2	\$ -	\$ -	\$ -	
Other Income 3	\$ -	\$ -	\$ -	
<b>TOTAL PROJECT INCOME</b>	\$ -	\$ -	\$ -	This <b>Total Project Income</b> (cell D-26 to the left) should match <b>Total Project Expenses</b> in section above (cell D-11). If the # matches it will appear in green; if it does not match the # will appear in red.

**Secured** = Funds confirmed

**Expected** = Funds requested or expected but not yet confirmed

**Other Income** (1, 2, 3) - use these rows for income related to your project that aren't reflected in the other **Item Description** headings.

**Tip:** If the **Total Project Income** amount (# in cell D-26) is higher than the **Total Project Expenses** amount (# in cell D-11), lower the income in this section - or - add expenses in the section above.

# NEW THIS YEAR

- Updated Eligibility
  - Must include budget template to be considered
- Updated Criteria
  - Mission alignment
  - Accessibility
  - Special considerations
- As a reminder, there is no longer a policy about the number of years you can apply.



# CRITERIA





Boise Phil: Community Engagement Series

# GRANT CRITERIA

Proposals are evaluated based on the following criteria:

- Quality (20%)
- Community Benefit (20%)
- Alignment with City of Boise and Arts & History Department Mission (20%)
- Accessibility (20%)
- Management (20%)

# QUALITY

- **Clear description** of the project including its artistic, historic, and/or cultural components and details on how funding will be used.
- **Biographies** that describe the background, experience, and training of people included in your application who will be relied upon for artistic, historical, and/or cultural expertise. Such expertise 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.



# COMMUNITY BENEFIT

Describe how your proposal will benefit Boise residents 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.
- **Intended Audience(s)** – Clearly describe the types of audiences you plan to attract and/or be involved with your project and describe how you plan to promote/ market your project to the intended audience(s).
  - **Note:** A project can have a small audience and still have a community benefit.



# MISSION ALIGNMENT

- Bring people together and build positive relationships that ultimately help create **A City for Everyone.**
- **Clearly aligns with the Department of Arts & History's mission** to cultivate a distinct sense of place which reflects Boise's rich past, diverse communities, and unique natural setting.





# ACCESSIBILITY

- **Affordable** – Free or low-cost experiences (\$20 or less per person) are most appropriate for this grant program or where scholarships/financial aid is offered.
- **Inclusive** – The project offers accommodations or services included related to hearing or vision, physical accessibility, language access, scholarship, financial aid, etc.



# MANAGEMENT

- **List the person or people responsible** for the project and their related management skills.
- **Planning and logistics**, such as licenses or approvals needed, venue reservations, timeline, and project evaluation measures.
- **A complete, balanced budget.** You must use the Excel sheet provided in the application to fill out your budget. Read the instructions carefully, and be sure to note the following:
  - The budget must balance (total project expenses = total project income)
  - Provide an explanation for each line you fill out (Column E, “Description”)



# SPECIAL CONSIDERATIONS

- Applicants that attend in-person, virtual, or recorded information session, or consult with staff before applying
- First-time applicants
- Outcomes related to past years' Arts & History grant awards (if applicable)



# TYPES OF PROJECTS





Boise Chinese Traditional Dance Group: Spring Show

# TYPES OF PROJECTS

Including but not limited to:

- Performing Arts
- Visual Art
- Collaborations
- Initiatives from Community Cultural Groups
- Historical or Preservation
- Literary-Based
- Community Cultural Events
- Educational Programs and Workshops
- Exhibits



BOISE CITY  
DEPT OF ARTS  
& HISTORY

PERFORMING ARTS  
IDAHO DANCE THEATRE



BOISE CITY  
DEPT OF ARTS  
& HISTORY

VISUAL ART  
STEPHEN AIFEGHA



BOISE CITY  
DEPT OF ARTS  
& HISTORY

# INITIATIVES FROM COMMUNITY CULTURAL GROUPS

## AFRICAN COMMUNITY DEVELOPMENT





## TRILLET TIME CAPSULE

### DOWNTOWN & EAST END

Streetcars or trolleys were once a common sight on Boise streets, although today, little physical evidence remains. Here and there a building and sometimes tracks are uncovered beneath asphalt streets. Read along and discover the history of the trolley in your neighborhood.



#### DOWNTOWN BOISE

The first trolley line in Boise was built in 1890. It ran from downtown Boise to the east end of town. The line was built to provide a means of transportation for the growing city.



#### EAST END

The trolley line was extended to the east end of town in 1895. This extension provided a means of transportation for the growing city.

## SOUTH SIDE

Streetcars or trolleys were once a common sight on Boise streets today, little physical evidence remains. Here and there a building and sometimes tracks are uncovered beneath asphalt streets. Read along and discover the history of the trolley in your neighborhood.



### Over the River

On December 25, 1905 the trolley crossed the Boise River, headed to the village of South Boise. The trolley initially went as far as Garfield School but soon was extended to Linden Street near the end of Broadway Avenue. A wood station at Richmond Street provided passengers with a place to wait out of the weather.

The trolley line was extended to the south side of the river in 1905. This extension provided a means of transportation for the growing city.



Eventually electric tracks spread out through the city, even past the "bench" above the city. The Boise Valley Railway Company built a line from downtown Boise to the bench.

The tracks formed a "Y" and from that location passengers could travel to the center of town or southwest along the Cole School line. Cars ran every 15 minutes every hour. Liberty, El Dorado and Ash Park stations where passengers could access the trolley.

### Building Ustick

The trolley line was extended to the south side of the river in 1905. This extension provided a means of transportation for the growing city.



BOISE CITY  
DEPT OF ARTS  
& HISTORY

COMMUNITY CULTURAL EVENTS



BOISE CITY  
DEPT OF ARTS  
& HISTORY

# EDUCATIONAL PROGRAMS AND WORKSHOPS

KATE WALKER



## EXHIBITS

ARLIE SOMMER – FOOD HISTORY & BOISE FOOD  
CULTURE EXHIBIT PHOTOS BY GUY HAND



BOISE CITY  
DEPT OF ARTS  
& HISTORY

# APPLICATION BASICS



# ZOOMGRANTS

Arts & History Website

[boiseartsandhistory.org](http://boiseartsandhistory.org)

ZOOMGRANTS

[ZoomGrants.com](http://ZoomGrants.com)

Need Help? Review a [ZoomGrants Tutorial](#) or head to [ZoomGrants HELP & FAQs](#).



# ZOOMGRANTS

- Creating / Logging into account
- Application Questions
- Application Budget
- Other Attachments (optional)



# NEED ASSISTANCE?

In our commitment to engaging everyone, the City of Boise is actively removing barriers to participation, including for our residents with disabilities and those who prefer a language other than English. If you anticipate needing accommodation, please email Emily Chivers [echivers@cityofboise.org](mailto:echivers@cityofboise.org) or call 208-608-7049 as soon as possible.





# IF AWARDED

- Sign City of Boise Agreement
- Submit W-9
- Submit Invoice through ZoomGrants
- 80% will be awarded up front (after agreement is signed and 1<sup>st</sup> invoice and W-9 are submitted)
- 20% at completion of the project (after final report and 2<sup>nd</sup> invoice is submitted)

**Form W-9** Request for Taxpayer Identification Number and Certification  
 Department of the Treasury Internal Revenue Service  
 Go to [www.irs.gov/Form989](http://www.irs.gov/Form989) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C-Corporation, S-S corporation, P-Partnership) Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

5 Address number, street, and apt. or suite no. (See instructions). Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) (see optional)

**Part I Taxpayer Identification Number (TIN)**  
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.  
 Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

**Part II Certification**  
 Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here: Signature of U.S. person Date



# FINAL REPORT

- Need to submit the final report and invoice within 30 days of the close of your project but no later than September 1, 2025
- Five (5) photos uploaded with Final Report



# SUGGESTIONS



# SUGGESTIONS

## Individuals – Small Groups

- Remember must fill out a W9 (there may be tax implications)
- Can include in-kind values in your budget
- Confirm partnerships before applying





Idaho Shakespeare Festival: Access Programs

# SUGGESTIONS

## Application Questions

- Review the guidelines and criteria carefully
- Answer questions asked – clear and concise (get help if needed)
- Connect the dots throughout – okay to repeat
- State what WILL; avoid “might” or “maybe” or “could”

# SUGGESTIONS

## Feedback

- Grant Manager Office Hours, Wednesdays and Thursdays between 9 a.m.-12 p.m.
- You can learn more and register for Information Sessions on the Boise Arts & History website
- Discuss proposal with me prior to submitting application
- Request a draft review at least one week prior to deadline (first come, first served)



# SUGGESTIONS

## If You Get the Grant!

- Follow the instructions that will be provided
- Continually refer to your accepted application
- Don't forget to arrange for photographs of the program for the Final Report



# QUESTIONS?

Emily Chivers

[echivers@cityofboise.org](mailto:echivers@cityofboise.org)

(208) 608-7049

