

# 23 GRANT GUIDELINES



**IDAHO COMMISSION ON THE ARTS**

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# CONTENTS

<b>1</b>	<b>Overview</b>
<b>2</b>	<b>Legal Requirements</b>
<b>3</b>	<b>Grantmaking Policies for Organizations, Schools &amp; School Districts</b>
<b>4</b>	<b>Grantmaking Policies for Colleges &amp; Universities</b>
<b>5</b>	<b>Grantmaking Policies for Individuals</b>
<b>6</b>	<b>Grantmaking Process</b>
<b>6</b>	<b>Work Samples and Support Materials</b>

## **GRANTS FOR INDIVIDUALS**

<b>7</b>	<b>Quick Projects</b>
<b>9</b>	<b>Professional Development</b>
<b>11</b>	<b>Fellowships</b>
<b>13</b>	<b>Writer in Residence</b>
<b>15</b>	<b>Traditional Arts Apprenticeships</b>

## **GRANTS FOR ORGANIZATIONS, SCHOOLS & SCHOOL DISTRICTS**

<b>17</b>	<b>Quick Projects</b>
<b>19</b>	<b>Consulting</b>
<b>21</b>	<b>Entry Track</b>
<b>23</b>	<b>Public Programs in the Arts (PPA)</b>
<b>25</b>	<b>Annual Projects for Arts Education</b>
<b>29</b>	<b>Glossary</b>



# OVERVIEW <sup>1</sup>

Grant programs depend on available dollars from the state of Idaho and the National Endowment for the Arts (NEA). Grant and award programs are competitive and eligibility for a current grant does not guarantee future funding.

**The Commission uses the following criteria to assess most applications:**

- Artistic quality
- Management and feasibility

*And, where appropriate:*

- Educational merit
- A public benefit

**What the Commission cannot fund:**

- Establishment of or contributions to an endowment;
- Fundraising projects that do not raise funds for the arts;
- Prizes, scholarships, or free tickets;
- Projects or programs to generate or attract audiences;
- Offsetting of debt, payment of fines, penalties, or legal fees;
- Activities that are primarily promotional or created for mass distribution, such as duplication of CDs, creation of portfolios, private gallery announcements, self-published books, brochures, or websites;
- Student exhibitions, anthologies, publications, or performances, unless those activities document an arts education grant;
- Costs associated with any degree or professional certification, such as tuition, fees, and teaching materials;
- Projects or activities already completed or beginning before the eligible start date or documentation of previously completed projects;
- Documentation of projects except for arts education activities;
- Projects primarily recreational, vocational, or religious;
- Activities restricted to an organization's membership;
- Costs for consecutive attendance at annual activities that are routinely within an arts organization's budget including, but not limited to, conferences of the National Assembly of State Arts Agencies, Americans for the Arts, American Folklore Society, or the Western Arts Alliance;
- Pageants, festivals, or celebrations unrelated to arts, ethnic, or cultural activities;
- Journalism;
- Historical or academic documentary film and electronic media arts that do NOT demonstrate significant artistic emphasis, consideration, and distinction;
- Scholarly or academic works in history, languages, archeology, and political science;
- Lobbying expenses or political activities;
- Hospitality expenses such as food and drink, alcohol, flowers, etc. Any such expenses included in a project approved for funding must be paid with applicant funds;
- Capital expenses for an individual; or
- Writing intended for youth.

## 2 LEGAL REQUIREMENTS

**A signed application certifies that all facts, figures, representations, and attachments are true and correct to the best of the applicant's knowledge. Recipients assure the Idaho Commission on the Arts that they will:**

- Expend funds solely for the activities described in the approved application;
- Obtain approval from the Commission prior to implementing changes;
- Return to the Commission by the end of the fiscal year any grant funds not committed on an approved project;
- If a final report is not submitted and approved by the published deadline, or if an extension is not requested and granted prior to the published deadline, the grantee will be ineligible

**The applicant will also comply with:**

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Federal Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Americans with Disabilities Act of 1990
- National Environmental Policy Act of 1969
- National Historic Preservation Act of 1966
- Davis-Bacon and Related Acts (DBRA)
- Native American Graves Protection and Repatriation Act of 1990
- U.S. Constitution Education Program
- Prohibition on use of funds to ACORN or its subsidiaries
- Drug-Free Workplace Act of 1988
- Federal restrictions on lobbying

Links to Acts and Amendments can be found at [arts.idaho.gov/grant-guidelines/](https://arts.idaho.gov/grant-guidelines/)  
Click on Legal Requirements tab.



## ORGANIZATIONS, SCHOOLS, SCHOOL DISTRICTS

### **Freedom of expression and community standards**

The Commission is an advocate for and defender of the right of free speech for all citizens under the First Amendment of the Constitution of the United States. The Commission intends, though, that funded projects exhibit a sensitivity and responsiveness to community standards.

### **Access**

Making the arts accessible to all Idahoans is a priority of the Commission. Recipients must agree to make every attempt to ensure that people with disabilities, ethnic groups, occupational groups, older adults, or young audiences have access.

### **Conflict of interest**

State law and Commission policy provide for conflict of interest statements to guide the agency's decision-making. Commission members and agency staff may not, at any time, use their positions to influence decisions or actions that will financially benefit:

- themselves;
- an organizational applicant with which they have a monetary or policy-making interest; or
- an individual applicant with whom they have a personal or financial relationship.

Commission members, agency staff, and review panelists must disclose any actual or potential conflicts of interest, and refrain from participating in discussion and voting on affected applications.

### **Organizational changes**

Applicants who experience significant changes in staffing, programming, or finances after the application deadline should notify the Commission.

### **Fiscal agent**

Organizations that have not received tax-exempt status through the Internal Revenue Service may apply through an eligible tax-exempt organization. This Fiscal Agent becomes the legal applicant, redistributes the funds to the applicant organization, and is responsible for the grant requirements. Acting as a Fiscal Agent for another group will not exclude an organization from applying for grants. Though the Fiscal Agent receives the award (fiscal fees are not allowed), the sub-grantee will bear the primary responsibility for the project. The Commission will not act as arbitrator for any dispute between the two groups. A fiscal agent cannot be used when applying for PPA grants.

## 4 GRANTMAKING POLICIES

### **Acquisitions and commissions**

The Commission will only fund visual arts projects for acquisition or commission of new works when the applying organization maintains a facility open to the public, demonstrates strong management and security practices, and maintains an ongoing exhibition program or permanent collection.

### **Appeals process**

To appeal a decision made by the Commission an applicant must write the Executive Director within 30 days of notification. The amount or conditions of the grant may not be appealed unless the applicant can demonstrate a misinterpretation or misunderstanding by the review panel of the information submitted. Incomplete applications are not subject to appeal.

### **COLLEGES AND UNIVERSITIES**

Colleges and universities may apply for support if they present and market arts activities to the public and if the activity is supplementary to regular course offerings. University-based arts programs that receive Entry Track grants or Public Programs in the Arts grants are not eligible to apply for Quick Project grants.

#### **Quick Project for Organizations**

One Quick Project application per university may be funded each fiscal year.

#### **Entry Track and Public Programs in the Arts Grants**

If a university-based arts organization providing arts programs for the general public operates under the nonprofit umbrella of the university, then it is eligible to receive Entry Track or Public Programs in the Arts funding. Only one Entry Track or Public Programs in the Arts grant may be awarded per university each year.



## INDIVIDUALS

### **Freedom of expression and community standards**

The Commission is an advocate for and defender of the right of free speech for all citizens under the First Amendment of the Constitution of the United States. The Commission intends, though, that funded projects exhibit a sensitivity and responsiveness to community standards.

### **Conflict of interest**

State law and Commission policy provide for conflict of interest statements to guide the agency's decision-making. Commission members and agency staff may not, at any time, use their positions to influence decisions or actions that will financially benefit:

- themselves;
- an organizational applicant with which they have a monetary or policy-making interest; or
- an individual applicant with whom they have a personal or financial relationship.

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### **Appeals process**

To appeal a decision made by the Commission an applicant must write the Executive Director within 30 days of notification. The amount or conditions of the grant may not be appealed unless the applicant can demonstrate a misinterpretation or misunderstanding by the review panel of the information submitted. Incomplete applications are not subject to appeal.

## 6 GRANTMAKING PROCESS

### Submission

**Annual grants:** applicants may submit one application per program per fiscal year.

**Quick Project grants:** an applicant may submit one application per deadline but may receive funds for only one Quick Project grant each fiscal year.

**Professional Development and Consulting grants:** an applicant may submit one application per deadline but may receive funds for only one Professional Development and Consulting grant each fiscal year.

### Panel review and attendance at panel meetings

Panelists evaluate applications based on published evaluation criteria and propose recommendations to Commissioners who make all final funding decisions.

Applicants may attend these public meetings. However, they are not allowed to participate in panel discussions. Individuals in attendance must not publicly disclose panel recommendations until after the Commission has approved them.

### Grants and awards

Applicants will be notified about funding after Commission approval. All approved grants, except those for Professional Development, will be distributed in full following Commission approval and notification to the applicant. Professional Development grants are reimbursed following submission of the final report.

### Final financial and narrative reports

The Commission's fiscal year begins July 1 and ends June 30. All grantees are required to submit a final report by July 31 to remain eligible for future funding.

Extension requests must be submitted to the Commission prior to July 31. Extensions may not exceed one year beyond the fiscal year in which the grant was awarded.

### REQUIRED ATTACHMENTS

Applications may require work samples, support materials, and/or a statement of purpose.

**Work samples** show the quality of art or services and must be from the last five years. **Support materials** confirm the narrative by providing key evidence. A **Statement of Purpose** or artist statement may include a description of how the artist works, what their work means, the direction of current work, and/or context for included samples. The statement should be specific to the application.

**Images** Work samples may include up to ten images.

**Audio or video** Work samples may include up to five pieces of work not to exceed fifteen minutes in total duration.

**Literature, plays, screenwriting** Work samples may include up to 20 pages. If excerpted from a larger work or works, applicants may also include a one-paragraph synopsis.



Grant applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](https://grants.arts.idaho.gov)

# GRANTS FOR INDIVIDUALS 7

## QUICK PROJECTS

### **Purpose**

This quarterly Quick grant opportunity supports artist-initiated projects and activities. Examples include attendance at an artist residency, release time to create and exhibit a body of work, staging of performances, readings, or the creation of public art.

### **Process**

Applications are adjudicated by a panel of Commission staff and/or community arts professionals. Award amounts depend on available funds and are based on panel score. A final report is due by July 31 to remain eligible for future funding.

### **Amount**

The grant funds up to 75% of projected expenses. Maximum request is \$1,100.

### **Eligibility and Restrictions**

- Applicant must be a practicing artist
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year prior to the application deadline
- Final reports for past Commission grants and awards must be submitted and approved
- Applicant may receive one Quick Funds grant in a fiscal year
- Fellowship, Traditional Arts Apprenticeship, and Writer in Residence recipients are not eligible for a Quick Funds grant during their award year or term
- Artists working in collaborations must file one joint application whereby one person will be considered the primary applicant
- Individuals who currently are enrolled in a degree or certificate-granting program may apply only if the project is not directly related to their degree program

### **Narrative Questions**

Applicants must submit a narrative answering the following questions:

1. Describe what you propose to do and how you plan to accomplish it.
2. Explain how this activity will enhance your artistic growth or career.
3. Describe how you will share the knowledge gained, involve your community, or how this activity will benefit participants.
4. Explain the relationship between your work samples and the proposed project or activity.

### **Budget**

Applicant must submit a budget

### **Required Attachments**

- Résumé or bio

# 8 GRANTS FOR INDIVIDUALS

## QUICK PROJECTS

- Statement of purpose (*may include a description of how the artist works, what their work means, the direction of current work, and/or context for included samples*)
- Work samples (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence*)

## EVALUATION CRITERIA

### Artistic Quality (40 points)

- Artist's work is of excellent quality and a logical extension of previous work or aesthetic interest

### Feasibility (20 points)

- Ability and plan demonstrates the applicant can realistically accomplish the project or activity
- The application is clear and complete; the budget is realistic and correlates with the narrative

### Artistic Growth (40 points)

- Opportunity has the potential to enhance applicant's artistic growth, career, or support continuation of an art form
- A public aspect (exhibition, performance, reading, or demonstration) is present, where appropriate

# GRANTS FOR INDIVIDUALS 9

## PROFESSIONAL DEVELOPMENT

### **Purpose**

This quarterly grant opportunity supports the professional development of artists and arts administrators. Applicants may receive reimbursement for attending a conference, workshop, or other form of professional development.

### **Process**

Applications are adjudicated by a panel of Commission staff and/or community arts professionals. Award amounts depend on available funds and are based on panel score. A final report is due by July 31 to remain eligible for future funding.

### **Amount**

The grant funds up to 50% of projected expenses. Maximum request is \$600.

### **Eligibility and Restrictions**

- Applicant must be a practicing artist, arts administrator, or K-12 teacher, educator, or Commission Teaching Artist
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year prior to the application deadline
- Final reports for past Commission grants and awards must be submitted and approved
- Applicant may receive one Professional Development grant in a fiscal year
- Fellowship, Traditional Arts Apprenticeship, and Writer in Residence recipients are not eligible for a Professional Development grant during their award year or term
- Individuals who currently are enrolled in a degree or certificate-granting program may apply only if the opportunity is not directly related to their degree program
- Multiple Professional Development applications for the same event or opportunity will not be accepted from members or staff of single organizations with budgets over \$50,000. Two applications for the same event will be allowed from members or staff of organizations with budgets under \$50,000

### **Narrative Questions**

Applicants must submit a narrative answering the following questions:

1. List the name, dates, and location of the conference or workshop you will attend.
2. Explain how this activity will enhance your artistic growth or career. If an educator or Commission Teaching Artist, explain how this activity will enhance student learning, your teaching, and arts education professional skills.
3. If a practicing artist or administrator, explain describe how you will share the knowledge gained, involve your community, or how this activity will benefit participants.
4. If a practicing artist, explain the relationship between your work samples and the proposed project or activity.

# 10 GRANTS FOR INDIVIDUALS

## PROFESSIONAL DEVELOPMENT

### Budget

Applicant must submit a budget

### Required Attachments

- Résumé
- Statement of Purpose (*may include a description of how the artist works, what their work means, the direction of current work, and/or context for included samples*)
- Work Samples, arts administrators, educators, and Commission Teaching Artists exempt (*show the quality of art or services and must be from the last five years*)
- Support Materials (*confirm the narrative by providing key evidence*)

### EVALUATION CRITERIA

#### Artistic Quality (40 points)

- Artist's work is of excellent quality and a logical extension of previous work or aesthetic interest
- An arts administrator's work history indicates professional experiences with high quality arts organizations or projects, or applicant works for an organization that produces programs of high artistic quality appropriate for its stated mission
- Educators and Commission Teaching Artists' past work history reveals experience with quality arts or education projects.

#### Feasibility (20 points)

- Ability and plan demonstrates the applicant can realistically accomplish the project or activity
- The application is clear and complete; the budget is realistic and correlates with the narrative

#### Growth (40 points)

- Opportunity has the potential to significantly affect or enhance applicant's ability, career, artistic development, technique, managerial skills, teaching skills, or the applicant's plans to improve student learning in the arts.
- A public aspect (exhibition, performance, reading, or demonstration) is present, where appropriate

# GRANTS FOR INDIVIDUALS 11

## FELLOWSHIPS

### Purpose

These annual grants recognize the outstanding work of Idaho artists and writers. They reward the pursuit of artistic excellence, promote public awareness of the arts, and help advance an artist's career.

#### **Fellowship disciplines rotate by fiscal year July 1-June 30:**

- 2024 Literature | Performing & Media Arts *application deadline 1/31/23*
- 2025 Visual Arts, Design & Craft | Folk & Traditional Arts *application deadline 1/31/24*

### Process

Anonymous applications are adjudicated by a panel of out-of-state experts in the field. Decisions are based on the merit of an existing body of work, not on a project idea or proposal. Those awarded a fellowship are expected to do a public presentation of their work, engage in research or complete work within the fiscal year that the award is made. This activity must be described in a final report due July 31 to remain eligible for future funding.

### Amount

\$5,000 each. No match required.

### Eligibility and Restrictions

- Applicant must be a practicing artist or writer
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year prior to the application deadline
- Individuals who currently are enrolled in a degree or certificate-granting program may apply only if the project is not directly related to their degree program
- Final reports for past Commission grants and awards must be submitted and approved
- Fellowship recipients must wait four years before reapplying
- Artists may receive a maximum of three Fellowship awards

### Required Attachments - applicant name should not appear on attachments

- Résumé or bio
- Statement of purpose (*may include a description of how the artist works, what their work means, the direction of current work, and/or context for included samples*)
- Work samples (*show the quality of art or services and must be from the last five years*) – Applicant name, such as a signature on a painting or a credit in a film, should be redacted from the work samples

## 12 **GRANTS FOR INDIVIDUALS**

### **FELLOWSHIPS**

#### **EVALUATION CRITERIA**

##### **Artistic Excellence (85 points)**

- Work shows originality, innovation, and consistency
- Work is of a preeminent quality and demonstrates a mastery of the medium
- Folk and traditional artists must show a commitment to their community's cultural traditions through continued practice or teaching

##### **Past Work and Contributions to the Field (15 points)**

- Evidence of exceptional, continued aesthetic investigation, professional activities, and achievements
- Applicant demonstrates engagement with community



# GRANTS FOR INDIVIDUALS 13

## WRITER IN RESIDENCE

### **Purpose**

This biennial grant is the highest literary recognition and largest financial award accorded an Idaho writer. The residency encourages an interaction with and appreciation for excellence in literature throughout the state.

### **Process**

Anonymous applications are adjudicated by a panel of out-of-state experts in the field. Decisions are based on the merit of an existing body of work, a recording of their recitation, and professional history. The Writer in Residence is required to conduct readings, craft workshops and/or participate in events four times a year, throughout the appointment (6/8 in underserved communities). These activities must be described in an annual report due July 31.

### **Amount**

Annual payments of \$5,000 are distributed over two years. No match required. The recipient will be reimbursed for allowable travel expenses.

### **Eligibility and Restrictions**

- Applicant must be a practicing writer
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year prior to the application deadline
- Final reports for past Commission grants and awards must be submitted and approved
- The Writer in Residence is limited to two nonconsecutive awards
- The Writer in Residence may receive a Fellowship before becoming Writer in Residence, but after that, he or she is ineligible for a Literature Fellowship
- Applicant may apply for Writer in Residence and a Fellowship in the same cycle. Only one will be awarded

# 14 GRANTS FOR INDIVIDUALS

## WRITER IN RESIDENCE

### **Required Attachments - applicant name should not appear on attachments**

- Résumé or bio
- Statement of purpose (*may include a description of how the artist works, what their work means, the direction of current work, and/or context for included samples*)
- Work samples (*show the quality of art or services and must be from the last five years*)
- Audio recording – Up to ten minutes of the applicant reading aloud from their own work. Applicant name should not be stated in the recording

### **EVALUATION CRITERIA**

#### **Literary Excellence (85 points)**

- Work shows originality, innovation, and consistency
- Work is of a preeminent quality and demonstrates a mastery of the medium
- Effectiveness of oral reading

#### **Past Work and Contributions to the Field (15 points)**

- Evidence of exceptional, continued aesthetic investigation, professional activities, and achievements
- Applicant demonstrates engagement with community

# GRANTS FOR INDIVIDUALS 15

## TRADITIONAL ARTS APPRENTICESHIPS

### **Purpose**

This annual grant opportunity supports a learning partnership between a recognized mentor artist and one or more qualified apprentices to continue artistic traditions of a shared cultural heritage. An apprentice should have some background in the art form and indicate a commitment to practice the art form after the apprenticeship has been completed.

### **Process**

Applications are adjudicated by a panel of out-of-state experts in the field. A final report is due July 31 to remain eligible for future funding.

### **Amount**

\$3,000 disbursed to the mentor artist. No match required.

### **Eligibility and Restrictions**

- Applicant (mentor artist) must be a practicing artist
- Applicant must be at least 18 years old. Apprentices may be under 18
- Applicant must be a United States citizen, legal resident, or refugee
- Apprentices must live in Idaho
- Final reports for past Commission grants and awards must be submitted and approved
- The length of the apprenticeship must not exceed ten months
- Apprenticeships must include a public presentation or demonstration

### **Narrative questions**

#### **Mentor**

Submit a narrative that responds to the questions below.

1. Describe the art form, technique, occupational skill, or tradition you practice and want to teach.
2. Describe the role this tradition plays in your cultural heritage. For example, is it a part of everyday life? Is it reserved for ceremonies, rituals, or other special occasions?
3. Describe your history or experience with this art form. Who taught you? Where and when did you learn the tradition? Are there other practitioners in your community? Do you have a particular style, a unique sound, or a special technique?
4. Describe your relationship to the apprentice and why it is important to teach them. Do you share the same cultural community? How long have you known each other? Are you related?
5. Have you taught other people? Who are they? Are they still practicing this art form or tradition?

# 16 GRANTS FOR INDIVIDUALS

## TRADITIONAL ARTS APPRENTICESHIPS

### **Apprentice**

Submit a narrative that responds to the questions below.

1. Describe your history or experience with this art form. For example, who or what influenced you to take up this art form? Where and at what age did you begin working on this art form? Do you have experience in another related art form?
2. Describe the role the tradition plays in your cultural heritage or community.
3. Describe the mentor's relationship to you and to your community. Have you worked together before? If so, explain.
4. Explain what you want to accomplish during this apprenticeship.
5. Explain your plans to continue working on this art form after the apprenticeship ends. Will you pass on to others what you have learned?

### **Budget**

Applicant must submit a budget

### **Work Plan**

Applicant must submit a detailed work plan

### **Required Attachments**

- Résumé or bio for mentor
- Letters of support for mentor – two or three
- Letters of support for apprentice – two or three
- Work samples for mentor (*show the quality of art or services and must be from the last five years*)
- Work samples for apprentice

## **EVALUATION CRITERIA**

### **Quality (50 points)**

- Mentor is recognized by peers and by community standards
- Apprentice will benefit from working with the mentor
- Apprentice is committed to advancing their skills and to carrying on the tradition

### **Community (25 points)**

- Mentor and apprentice share the same cultural background
- Art form is significant to their community
- Work plan includes a public component

### **Feasibility (25 points)**

- Goals for the apprenticeship are clear
- Budget is appropriate
- Work plan provides adequate time to achieve meaningful results

# GRANTS FOR ORGANIZATIONS, SCHOOLS & SCHOOL DISTRICTS

17

## QUICK PROJECTS

### **Purpose**

This quarterly Quick grant opportunity supports the public projects and events of nonprofit organizations, of informal arts groups applying through fiscal agents, and of arts-in-education projects in schools and school districts.

### **Process**

Applications are adjudicated by a panel of Commission staff and/or community arts professionals. Award amounts depend on available funds and are based on panel score. A final report is due July 31 to remain eligible for future funding.

### **Amount**

The grant requires a 1:1 match with cash or in-kind donations, and funds up to 50% of projected expenses. Maximum request is \$1,100.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or applying through a fiscal agent; or be a unit of local, county, tribal, or state government, including schools and school districts
- Nonprofit organizations (and fiscal agents) must have been in operation in Idaho for at least one year and have a valid 501(c)(3) Determination Letter with an effective date at least one year prior to the grant application deadline
- Applicant must compensate professional artists
- Final reports for past Commission grants and awards must be submitted and approved
- Applicant may receive one Quick Funds grant in a fiscal year
- Organizations that receive Public Programs in the Arts or Entry Track funding are not eligible to apply for Projects for Organizations
- Quick Funds applications may not support a current Arts Education Annual Project grant

### **Narrative questions**

Submit a narrative that responds to the questions below.

1. Describe your organization; include structure, mission statement, history, programs, services, and community you serve.
2. Describe what you propose to do, how you plan to accomplish it, and why your project merits funding.
3. Explain why this project is essential to your organization; or if the applicant is a school, how this project addresses curricular needs of the learners.
4. Describe community or campus involvement, the anticipated community or educational impact, and public or campus access to project activities.

### **Budget**

Applicant must submit a budget

# 18 GRANTS FOR ORGANIZATIONS, SCHOOLS & SCHOOL DISTRICTS

## QUICK PROJECTS

### **Required Attachments for Organizations**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status for applicant or fiscal agent
- Fiscal agent form, if applicable
- Three current letters of support
- Work samples (*show the quality of art or services and must be from the last five years*). Commission Teaching Artist artistic work samples not required.
- Support materials (*confirm the narrative by providing key evidence*)

### **Required Attachments for Schools & School Districts**

- Résumés for key personnel
- Work samples (*show the quality of art or services and must be from the last five years*). Commission Teaching Artist artistic work samples not required.
- Support materials (*confirm the narrative by providing key evidence*)

### **EVALUATION CRITERIA**

#### **Artistic / Educational Merit (40 points)**

- Organization produces programs of artistic and/or educational merit appropriate to its mission
- Artistic merit of the project is related to the vision or mission of the organization

#### **Management (20 points)**

- Demonstrates the applicant can accomplish the activity according to the proposed plan
- Application is clear and complete; the budget is realistic and correlates with the narrative
- If an arts education project, the educational goals are clearly stated, and activities are appropriate to the arts learning needs of the participants

#### **Community Involvement and Access (40 points)**

- Ensures broad community participation, or reflects the needs of the school population or community
- Evidence of public access to project activities, or to involve parents, school administrators, and the campus or community

# GRANTS FOR ORGANIZATIONS 19

## CONSULTING

### **Purpose**

This quarterly grant opportunity supports consulting services for organizational development or artistic needs of nonprofit organizations, or informal arts groups applying through fiscal agents.

### **Process**

Applications are adjudicated by a panel of Commission staff and/or community arts professionals. Award amounts depend on available funds and are based on panel score. A final report is due July 31 to remain eligible for future funding.

### **Amount**

The grant requires a 1:1 match with cash or in-kind donations, and funds up to 50% of projected expenses. Maximum request is \$600.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or applying through a fiscal agent; or a unit of local, county, tribal, or state government, including schools and school districts.
- Nonprofit organizations (and fiscal agents) must have been in operation in Idaho for at least one year and have a valid 501(c)(3) Determination Letter with an effective date at least one year prior to the grant application deadline
- Applicant must compensate professional artists and administrators
- Applicant may receive one Consulting grant in a fiscal year
- Final reports for past Commission grants and awards must be submitted and approved

### **Narrative questions**

Submit a narrative that responds to the questions below.

1. Describe your organization; include structure, mission statement, history, programs, services, and community you serve.
2. Describe what you propose to do, how you plan to accomplish it, and why your project merits funding.
3. Explain why this project is essential to your organization.
4. Describe community involvement, the anticipated community impact, and, if applicable, public access to project activities.

### **Budget**

Applicant must submit a budget

# 20 GRANTS FOR ORGANIZATIONS

## CONSULTING

### **Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status for applicant or fiscal agent
- Fiscal agent form, if applicable
- Two current letters of support
- Work samples (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence*)

### **EVALUATION CRITERIA**

#### **Merit (40 points)**

- Organization produces programs of artistic merit appropriate to its mission
- Clearly states the purpose and need for assistance

#### **Management (20 points)**

- Demonstrates the applicant can accomplish the activity according to the proposed plan
- Application is clear and complete; the budget is realistic and correlates with the narrative
- The purpose and need for assistance are clearly stated

#### **Community Involvement and Access (40 points)**

- Ensures appropriate community participation



# GRANTS FOR ORGANIZATIONS 21

## ENTRY TRACK

### Program Goals

- Support artistic excellence as demonstrated by the organization's mission and potential to: meet the highest standards of excellence in the creation of art, engage the public, provide opportunities for participants to acquire knowledge or skills in the arts, and/or strengthen communities through the arts
- Encourage community access to the arts through the expansion and diversification of participants and audiences. Increase efforts in diversity, equity and inclusion by ensuring that funded activities are reflective of Idaho's people, cultures and traditions
- Strengthen best practices for management including planning, budgeting, evaluating outcomes, documenting activities and diversifying income sources
- Prepare organizations for transition to Public Programs in the Arts

### Process

Applications are adjudicated by a panel of community arts professionals. Award amounts depend on available funds. A final report is due July 31 to remain eligible for future funding.

### Amount

Grant amounts vary and are based on a funding formula that considers a panel review assessment, organizational budget and past Commission funding.

### Program Dates

July 1, 2022 – June 30, 2023

### Eligibility and Restrictions

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or applying through a fiscal agent; or be a unit of local, county, tribal, or state government, including schools and school districts. Nonprofit organizations must have a valid 501(c)(3) Determination Letter with an effective date at least three years prior to the grant application deadline date
- Applicant must have a minimum of a three-year program history as of the application deadline date
- Applicant must compensate professional artists and administrators
- The organization's primary purpose must be the production, presentation, or support of the arts
- University applicants are eligible for one Entry Track grant application per year, if the institution does not already receive a Public Programs in the Arts grant
- Final reports for past Commission grants and awards must be submitted and approved

### Narrative Questions

1. Describe the mission of your organization and the public programs in the arts that your organization produces in support of the mission. Describe the process used to ensure excellence in the artistic quality of programs and services.

# 22 GRANTS FOR ORGANIZATIONS

## ENTRY TRACK

2. Identify and describe the community or communities served including demographics and the needs of that community.
3. Describe how new, nontraditional or underserved audiences are reached. (Underserved may include age, ethnicity, disability, geographic location or economic status).
4. Provide evidence of community support as demonstrated by initiatives, partnerships or collaborations.
5. Describe how your organization complies with ADA and Section 504 accessibility requirements to accommodate people with disabilities. Beyond compliance, describe initiatives to reach audiences covered in innovative ways.
6. Provide an overview of your organization's operating structure: board and staff responsibilities, paid positions, and volunteer involvement.
7. Describe how your organization reaches the target audience through marketing, audience development and long-range goals.
8. Explain how your evaluation methods indicate effective programming. What forms of evaluation do you use, and how is this used to inform programming?
9. If applicable, explain any significant changes in your organization's operations in the past three fiscal years (budget increases or deficits, personnel changes, multi-year grants, etc.)

### **Budget**

Applicant must submit a clear budget.

### **Required Attachments**

- Résumés or bios for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Support materials and work samples (*confirm the narrative by providing key evidence*)
- Samples of evaluation methods (surveys, interview questions, etc.) and/or collected evidence (compiled data, systematic observation or documentation, etc.)
- Three current letters of support

### **EVALUATION CRITERIA**

#### **Artistic Merit (40 points)**

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

#### **Community Involvement and Access (40 points)**

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

**Management (20 points)**

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

# GRANTS FOR ORGANIZATIONS

## PUBLIC PROGRAMS IN THE ARTS (PPA)

**Purpose**

This annual grant opportunity supports Idaho's established arts organizations that provide public programs in the arts. An organization must first apply in Entry Track before being eligible for PPA as determined by staff and panel recommendation.

**Process**

Applications are adjudicated by a panel of community arts professionals. Award amounts depend on available funds. A final report is due July 31 to remain eligible for future funding.

**Amount**

Grant amounts vary and are based on a funding formula that considers a panel review assessment, organizational budget and past Commission funding.

**Program Dates**

July 1, 2022 – June 30, 2023

**Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization; or be a unit of local, county, tribal, or state government, including schools and school districts. Nonprofit organizations must have a valid 501(c)(3) Determination Letter with an effective date at least three years prior to the grant application deadline date
- Applicant must have a minimum of a three-year program history as of the grant application deadline date
- Applicant must compensate professional artists and administrators
- The organization's primary purpose must be the production, presentation, or support of the arts and it must demonstrate a history of maintaining high artistic standards
- Applicant must have completed at least one year of Entry Track funding and have received notification of PPA status
- Final reports for past Commission grants and awards must be submitted and approved

# 24 GRANTS FOR ORGANIZATIONS

## PUBLIC PROGRAMS IN THE ARTS

### PPA Fixed Cycle

New PPA recipients may enter during any year of the cycle once PPA notification has been received from staff. PPA is reviewed on a three-year cycle.

2023	2024	2025
application due	application due	application due
interim (staff) review	panel review	interim (staff) review
final report due	final report due	final report due

(cycle repeats)

### EVALUATION CRITERIA

#### Artistic Merit (40 points)

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

#### Community Involvement and Access (40 points)

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

#### Management (20 points)

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

# GRANTS FOR ARTS EDUCATION 25

## ANNUAL PROJECTS

### **Purpose**

This annual grant opportunity supports activities that unite effective practices in education and in the arts, enriching teaching and learning opportunities for K-12 students.

### **Process**

Applications are adjudicated by a panel of community arts professionals. Award amounts depend on panel scores and available funds and may be less than the amount requested. A final report is due July 31 to remain eligible for future funding.

### **Grant amount**

The grant requires a 1:1 match with cash or in-kind donations, and funds up to 50% of projected expenses. Maximum request is \$15,000.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by applying through a fiscal agent; or a unit of local, county, tribal, or state government, including schools and school districts
- Nonprofit organizations (and fiscal agents) must have been in operation in Idaho for at least one year and have a valid 501(c)(3) Determination Letter with an effective date at least 1 year prior to the grant application deadline date
- Applicant must compensate professional artists and administrators
- Final reports for past Commission grants and awards must be submitted and approved

### **Narrative questions**

Submit a narrative that responds to the questions below.

1. Briefly describe the organization's or school's educational mission and the project or activities for which funds are sought.
2. What student NEEDS will be addressed by this project?
  - Describe the population expected to benefit from the project. Specify the number of participants and, if applicable, how they will be chosen.
  - Identify important student learning needs that this project will address.
  - Describe your systems, practices, and actions that encourage participation of diverse members of your community and individuals with disabilities, including activities designed to minimize barriers to participation.
3. IMPACT – How will the project contribute to what students will know and be able to do in the arts? Reference your response to the National Core Arts Standards: [nationalartsstandards.org](http://nationalartsstandards.org).
  - Identify the Artistic Process and Essential Question from the National Core Arts Standards that will focus student learning.
  - Specify up to three discipline-specific knowledge and skill standards (eg. VA:Cr1.2PKa) that students will know and be able to do in the arts as an outcome of your planned activities or experiences. Please provide the full statement(s).

# 26 GRANTS FOR ARTS EDUCATION

## ANNUAL PROJECTS

4. Describe how EVIDENCE of student learning will be captured, documented, and shared.
  - What assessment tools will be used to determine if the identified standards are understood and/or applied in the student work?
  - Describe how evidence of student learning will be documented and shared with wider audiences such as peers, parents, funders, school personnel, or other stakeholders.
5. Describe the project activities in detail.
  - Identify which individual artists, performing groups, educators, or consultants will be involved, including their roles, qualifications, and responsibilities.
  - What activities will build student interest and curiosity before the project begins?
  - Describe a clear sequence of activities that will deepen students' interests, skills, and understanding to achieve the project's identified outcomes.
  - How will students be guided in responding to/reflecting on their work or the work of others?

### **Budget**

Applicant must submit a budget

### **Required Attachments**

- List of key personnel
- Résumés for key personnel. Commission Teaching Artist résumés may be omitted
- Three letters of support
- Work samples, if applicable, Commission Teaching Artist work samples not required (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence, recommended materials include schedules, lesson plans, and letters of support*)

# GRANTS FOR ARTS EDUCATION 27

## ANNUAL PROJECTS

### EVALUATION CRITERIA

#### **Educational/Artistic Merit (30 points)**

- Addresses the needs of the populations served
- Outcomes identify specific concepts, processes, and skills that students will master as a result of their participation
- In-school project outcomes are aligned with the Idaho Humanities Standards and/or 21st Century Skills; or outcomes are clearly defined and based on the needs of the out-of-school individuals served
- Activities are appropriate to achieve project outcomes
- Artists, consultants, personnel, and presenters are highly qualified to carry out the activities and are appropriate for those served
- Support materials, such as handouts, curriculum, study guides, and CDs, are of high quality, support stated outcomes, and are appropriate for learners

#### **Planning, Implementation, and Evaluation (30 points)**

- Outcomes that reflect the needs of learners are specified
- Activities are appropriate to achieve project outcomes
- Assessment methods for learners are aligned with project outcomes
- Evaluation findings are incorporated into ongoing planning and, especially for returning applicants, the refinement of the program
- Plans are in place to support evaluation and the dissemination of results to identified audiences

#### **Management (20 points)**

- The budget is complete, clear, and correlates with the narrative
- Support is broad-based, including public and private sources
- Roles and responsibilities of key personnel, community and school partners, artists, and outside consultants are identified and clearly defined

#### **Community Involvement and Access (20 points)**

- Plan includes opportunity to share student learning with others
- Plans and publicity will inform and involve the community
- Accommodation for people with disabilities is evident
- Organizational efforts identify and include under-served populations





# GLOSSARY 29

**Accessibility** Accessibility involves the location and ease of usage of the facility, content of the activities, and the planning process. Every attempt should be made to ensure that people with disabilities, ethnic groups, occupational groups, older adults, or young audiences have access.

**Apprentice** Someone who has some experience with an art form and wishes to further their knowledge or skills.

**Artist** For granting purposes, an individual who practices the arts as a profession and derives a significant portion of the individual's livelihood from performing the arts or engages in frequent or regular exhibitions, performances, publications, or similar public art displays.

**Arts educator** A person who works with children grades K-12 or affects those who work with that age group.

**Authorizing official** The person with the authority to legally obligate the applicant.

**Capital purchases** The acquisition of, modification or improvements to, real property or its fixtures. Funds used to purchase equipment that is defined as an article of tangible, nonexpendable, personal property having a useful life of more than one year and costing \$5,000 or more.

**Community** Familial, ethnic, social, religious, or occupational groups conscious of their identity that gives them a sense of "belonging to" a certain region, city, tradition, occupation, religious belief, ethnic, or linguistic group.

**Community access** To provide the community with an opportunity to experience the arts.

**Craft** Arts disciplines resulting in works that primarily emphasize skill or utility rather than conceptual orientation.

**Creative nonfiction** Writing that uses literary devices available to poets and fiction writers that does not alter true and accurate information.

**Design** Arts disciplines resulting in plans on which the production of an item is based.

**Documentary** Includes any cinematographic work or sound recording that conveys factual information and analysis related to actual events or issues. For granting purposes, work must be artistic, not historical or academic.

**Earned income** Revenue from sales of admissions, tickets, subscriptions, and memberships.

**Employer Identification Number (EIN)** Tax ID number assigned by the Internal Revenue Service.

**Ethnic group** Any social group based on perceptions of shared ancestry, cultural traditions, and a common history that distinguishes that particular group.

**Feasibility study** An analysis to determine if a project is possible.

**Final report** The Final Descriptive Report (FDR) that recipients must submit to the Commission within the fiscal year of the grant (by July 31) or within 30 days after completion of a project or activity.

**Financial statement** Annual organizational board-approved year-end financial statement from the completed fiscal year. It includes a profit and loss statement, balance sheet of assets, debts, liabilities, and retained earnings.

**Fiscal agent** An eligible, tax-exempt organization used as an umbrella by an organization that does not have its own tax-exempt status from the Internal Revenue Service.

**Fiscal year** The Commission's fiscal year is July 1 - June 30.

**Folk art** Those artistic expressions that demonstrate an affiliation with established and newcomer communities, values, and aesthetics, such as vernacular architecture, crafts, tools and trades, occupational practices and poetry, community, religious, and civic celebrations; jokes, stories, rhymes, games, food preservation, preparation and presentation.

**Folklife** Concerns the practice of cultural and artistic traditions shared by the different groups who live in a community. It includes their celebrations, customs, stories, beliefs, skills, working traditions, language use, rituals, crafts, music, foodways, songs, dances, and architecture of their community.

**In-kind contributions** Goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses.

**IRS 501(c)(3) determination letter** Official Internal Revenue Service correspondence verifying nonprofit status. Includes tax ID number.

**Literature** For granting purposes, literature includes fiction, creative nonfiction, poetry, play writing, screen writing, cowboy poetry or other literary uses of the written word.

**Mentor artists** Those recognized by their communities or their peers as the best in their discipline.

**Media arts** Arts disciplines resulting in work that requires a technological (usually electronic) component to function. For granting purposes this includes, but is not limited to, film, video, audio, or Internet-based works of art.

**Performing arts** Arts disciplines resulting in live or recorded performances. For granting purposes this includes, but is not limited to, dance, music, and theater, and their constituent disciplines such as choreography, composition, set and costume design, etc.

**Public art** Art in any media that has been planned and executed with the intention of being staged in the physical public domain, usually outside and accessible to all.

**Résumé** Describes the applicant's professional development as an artist or arts administrator. In lieu of a formal résumé, a short bio may be submitted.

**Statement of purpose** A discussion of the current direction of your work, providing a personal perspective.

**Tax ID number** Also known as Employer Identification number; assigned by the Internal Revenue Service.

**Tradition bearers** Recognized for their knowledge of the traditions and oral history of their community, or who are qualified to provide information and pass on their knowledge because of their distinguished role in the community.

**UEI (Unique Entity Identifier)** A twelve-digit/letter identifier, required by the federal government for entities doing business with the federal government and sub-awardees of those entities, issued by Sam.gov (System for Award Management).

**Underserved** A community in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, or disability.

**University** Any multi-department or multi-school post high school institution of higher learning, including 2-year and 4-year colleges.

**Visual arts** Arts disciplines resulting in works that function primarily through sight. For granting purposes this includes, but is not limited to, painting, photography, printmaking, sculpture, ceramics, fiber arts, design, installation arts, etc.

**Writing intended for youth** For granting purposes, writing intended for youth refers to literature written in consideration of a primary audience (under the age of 8), and/or writing for children that relies on images or illustrations over language, to convey story.

