



# Ogden City Arts Grants 2024-2025 Guidelines

## [Overview](#)

The OGDEN CITY ARTS GRANTS program, funded through an annual appropriation from the General fund by City Council, makes direct grants to individuals and organizations that contribute to the cultural life of our community. OGDEN CITY ARTS GRANTS support projects in every art form, for both well-established institutions, emerging artists, and arts projects that directly benefit Ogden residents.

Grants are made in two areas: [GENERAL SUPPORT GRANTS](#) and [PROJECT SUPPORT GRANTS](#). You must apply in only one category. General Support and Project Support Grants will not be awarded to the same recipient. However, an individual may apply for a personal and independent Project Support Grant, outside of the scope of their institutional arts organization.

Grants are made available on a yearly basis, and new applications must be submitted each year. OGDEN CITY ARTS CULTURE AND EVENTS (ACE) support should not be considered the primary source of funding for any arts organization or project; grant applicants are expected to seek other funding sources. A minimum of one-to-one matching grant funds is required for any application. The OGDEN CITY ARTS GRANTS PROGRAM is competitive. An award for the current year does not guarantee an award for the following year. Grant awards are made at the sole discretion of Ogden City.

Please carefully read these guidelines and the Terms and Conditions on the last page of the application before signing. Should a grant be awarded, these terms become part of the legally binding contract between the applicant and Ogden City Corp.

Major changes in scope, budget, or schedule must be submitted via the grant portal and approved.

# **GENERAL SUPPORT GRANTS**

**GENERAL SUPPORT GRANTS** offer general, non-project support to Ogden City's established arts organizations which have developed a broad range of programming and have contributed extensively to the cultural life of the city. General Support grants are made available to assist arts organizations with general operating expenses and the continuation or expansion of arts programming for the people of Ogden.

## **General Support Grant Eligibility**

In order to be eligible for a GENERAL SUPPORT GRANT, the applicant must:

- Be a nonprofit, 501(c)3 tax-exempt arts organization, whose primary purpose is arts programming, support, or services.
- Be based in Ogden City and benefit Ogden residents.
- GENERAL SUPPORT GRANTS must be funded on a (1:1) matching basis. Matching funds may be anticipated at the time of the application, but must be verified and reported in the Final Report. In-kind services and goods may be used as a portion of the matching funds.
- Applicants for GENERAL SUPPORT must include in their application the organization's total estimated current fiscal year budget, showing revenue and expenditures anticipated. We want to see what portion of your program is being funded by an Ogden Arts Grant.
- Applicants for GENERAL SUPPORT are limited to requests of *no more than 15% of their preceding year's operating budget*.
- Applicants are encouraged to attend the Grant Workshop training session.

# **PROJECT SUPPORT GRANTS**

**PROJECT SUPPORT GRANTS** are available to individuals, businesses/organizations, and nonprofit organizations for specific arts projects and programs that have been determined to be of value to the community. Exhibits, concerts, performances, festivals, shows, workshops, and readings are among projects eligible for funding.

## **Project Support Grant Eligibility**

In order to be eligible for a PROJECT SUPPORT GRANT, the applicant must:

- Request support only for arts projects, or projects that incorporate arts into their activities.
- Projects must be based in Ogden City and support Ogden residents.

- PROJECT SUPPORT GRANTS must be funded on at least (1:1) matching basis. Matching funds may be anticipated at the time of the application, but must be received and obligated by the ending date of the grant as indicated in the application. In-kind services and goods may be used as a portion of the matching funds.
- Applicants for PROJECT SUPPORT GRANTS are limited to requests of no more than 50% of their project budget.
- Applicants are encouraged to attend the Grant Workshop training session.

### Funding Limitations

OGDEN CITY ARTS cannot fund:

1. Projects that do not demonstrate a broad base of funding from sources other than ACE.
2. Projects completed prior to application date.
3. Projects that take place outside the jurisdiction of Ogden city.
4. Projects that occur outside of the City's Fiscal Year. (July 1, 2024 - June 30, 2025)
5. Projects that do not reasonably fit withing the parameters of Art or Arts Programming.
6. Fundraising events such as a concert or festival geared towards collecting proceeds for an organization.

### Review Criteria

**The following criteria are considered during the review and approval process for all grant categories:**

1. Quality of the mission and objectives for the organization or project.
2. The applicant's history and ability to administer and implement the programs or project.
3. The artistic quality of programs, services or projects offered.
4. Number of people served through the programs or project.
5. Number of contributing artists or creators are participating in programs or project.
6. Community involvement and collaboration efforts. Demonstration of professional community relations and support for artists and the arts community.
7. Programs and services that consider diversity, equity, and inclusion.
8. Ability to form and execute an effective marketing plan.
9. Ability to identify and use assessment tools to evaluate the programs or project.
10. Demonstrate an overall benefit to the citizens of Ogden.
11. Organizational or Project match to the goals and objectives outlined in the Ogden City [Master Plan for Arts and Culture](#).

12. A realistic budget and projected income that reflects cash and in-kind match from a broad range of sources.
13. Determination to present professional quality arts experiences as evidenced by paid performers, fair honoraria to artists, staff, etc.
14. Completeness and clarity of application.

### Tax Exemption

As verification of tax exemption, General Support and Project Support organizational applicants must upload a copy of their Internal Revenue Service letter granting 501(c)(3) federal tax-exempt status during the application process. Fiscally sponsored organizations should upload the IRS tax-exempt letter of their fiscal sponsor.

**NOTE:** PROJECT SUPPORT applications for individuals and organizations who do not hold non-profit status do not require an IRS 501(c)(3) federal tax-exempt letter.

### Matching Funds

Both OGDEN CITY ARTS GRANTS categories described in these guidelines have a matching fund requirement. During evaluation of all applications, the grants review panel looks for a balance in the amounts and sources of funds. Because OGDEN CITY ARTS GRANTS funds are limited, applicants are required to seek additional sources of support, including contributions from individuals, businesses, and corporations, earned income, and grants from other government agencies. A balance of revenue sources demonstrates thoughtful fiscal planning, as well as broad community support.

In-kind contributions are allowable as *a portion* of the required match and considered as evidence of commitment to the applicant or project by others. Both cash and in-kind support are recommended.

### On-Site Review

All grantees will be required to submit to ACE the dates, times, and locations of their project or events. In addition, if requested, grantees must provide two free admission tickets for on-site evaluations of program activity. ACE team members, the Arts Grants Sub Committee, and Ogden City Arts Advisory Committee (OCAAC) will make every effort to attend and evaluate the programs or projects. This is not an adjudication or critique, just a report on promised deliverables for OGDEN CITY ARTS GRANTS funding.

### Final Report

All grant recipients will be required to submit a Final Report form to ACE within thirty (30) days of project/season completion and/or no later than June 30, 2025. This form, which will be available via the application portal upon award of grant funding, includes similar narrative questions that are seen in the application. Additionally, the applicant will be responsible for building assessment tools that are

appropriate for the project. Keep these questions and assessment tools in mind during your process and use them to report on your final product/program.

### **Project Extensions/Change in Scope**

In the event that a project scope change or project extension is necessary, grantees must make the necessary request in writing by March 15, 2025. Emails should be sent to [arts@ogdencity.com](mailto:arts@ogdencity.com).

### **Payment to Grantees**

Be prepared to front the costs. An awardee is responsible for any payments for artists/creatives or laborers.

In the case that a project grant is partially funded, the applicant will be required to update their grant application's budget and proposal (as appropriate if proposal parameters are changed due to the partial grant award) to match the new funding amount. This will be completed within the online grant portal.

General Support grants will be awarded in full after the grants are officially approved by Ogden City Council and the necessary grant award agreement paperwork has been completed.

Project grant funds will be awarded in two payments with 50% of funding released after the grants are officially approved by Ogden City Council and the necessary grant award agreement paperwork has been completed. The payment of the remaining 50% will be made to grantees upon completion of the project/season and approval of the grantee's Final Report to ACE.

In case of non-compliance with the conditions of the grant, ACE reserves the right to refuse payment of the grant.

### **Public Hearing**

In compliance with Utah State Code 10-2-8, a public hearing must be conducted prior to awarding grant funds to selected applicants. Therefore, applicants recommended for funding may be requested to attend a public hearing that will be held in conjunction with an Ogden City Council meeting. A notice of the hearing's date and time will be sent to all perspective grantees when it is scheduled. While not mandatory, participation in this is strongly encouraged and bodes well for future applications.

Following City Council's approval of grant award recommendations, grantees are required to send thank you letters to Ogden City's Mayor and appropriate City Council members relevant to your program/project. Please save copies of this correspondence; they are a required upload during the final reporting process.

### **Insurance**

ACE strongly encourages all applicants to independently pursue some form of insurance coverage, both for project participants and for audience members, as a good business practice. Proof of insurance is not required to receive grant funds.

## Acknowledgement and Documentation

The Ogden City logo (provided digitally in the grantee award packet) must be included on all printed and digital materials in relation to the grant project/programming. If your project occurs within the boundaries of the Nine Rails Creative District (24-26<sup>th</sup> Streets from Grant Ave. to Madison Ave.), the Nine Rails Logo must also be included on all printed and digital materials that pertain to the grant project/programming.

It is good practice to document your programming/project with high quality photos. A minimum of five, high quality photos of your event or programming will be required uploads to your Final Report. Not doing this will result in negative marks for future applications. ACE or OCAAC may request a reprint of all posters or documents at your expense.

## Grant Workshops

All applicants, regardless of previous OGDEN CITY ARTS GRANTS funding, are encouraged to attend one Grant Workshop. This workshop will support perspective applicants in navigating Ogden City Arts' online grant application process.

[Grant writing workshops will be held on Monday, December 11, 2023, at 10:00 am and 6:00 pm.](#)

ZOOM MEETING LINKS: \*Hint- Copy the meeting details into your calendar

## 10am Meeting

### Join Zoom Meeting

One tap +17193594580,,88565265529# US

mobile: +12532050468,,88565265529# US

Meeting URL: <https://us02web.zoom.us/j/88565265529?pwd=NDBxa3NlN0VsZmU2bmJxR1hkMkErQT09>

Meeting ID: 885 6526 5529

Passcode: 524618

### **Join by Telephone**

For higher quality, dial by your current location.

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 885 6526 5529

Find your local number: <https://us02web.zoom.us/j/kc3FET8eJA>

## **6pm Meeting**

### **Join Zoom Meeting**

One tap +12532050468,,87053903994# US

mobile: +12532158782,,87053903994# US

Meeting <https://us02web.zoom.us/j/87053903994?pwd=aENZem1MMc9iNkM5YmdlZDFXVm4vUT09>

URL:

Meeting 870 5390 3994

ID:

Passcode: 773613

### **Join by Telephone**

For higher quality, dial by your current location.

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 719 359 4580 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)

Meeting ID: 870 5390 3994

Find your local number: <https://us02web.zoom.us/j/kcmROJlf02>

## How to Apply

Applications must be completed and submitted online through [Ogden City's Grant Portal](#). In anticipation of the portal opening, please see the application questions located on the [Arts Grants website page](#) for your advanced preparation.

Helpful hints:

- Upon submitting your application, download a completed copy of your application within the portal to save for your records.
- When creating your Survey Monkey Apply account, be certain to retain your username and password. If you are awarded funds, this portal will be used to submit final reports and more.
- Only completed applications submitted via Ogden City's online application portal will be accepted and reviewed. Applications and budget information in other formats will **NOT** be accepted. Applications determined incomplete will be ruled ineligible for funding.

**Application Deadline:**  
**Friday, January 12, 2024 at 4:00pm MST**

**Late applications will not be considered.**

## QUESTIONS

All applicants are invited and encouraged to contact the Arts Administrator with any questions.

Lorie Buckley, Arts Administrator  
Ogden City Arts  
2501 Wall Avenue | Ogden, UT 84401  
Email: [arts@ogdencity.com](mailto:arts@ogdencity.com)



## **FREQUENTLY ASKED QUESTIONS**

### **My organization is fiscally sponsored. Can I still apply?**

Yes, fiscally sponsored organizations are eligible for Ogden City Arts Grants. If the applicant organization is not separately incorporated and uses the nonprofit status of another organization as its “umbrella,” a statement must be submitted with your application identifying the organization from which nonprofit eligibility is derived. This is done in the “Uploads” section of the grant application.

Fiscally sponsored organizations must also upload the IRS Tax Exemption Letter of their fiscal sponsor during the “Uploads” section of the grant application.

### **How does Ogden City Arts Grants define diversity, equity, and inclusion?**

In alignment with the Utah Division of Arts and Museums, Ogden City Arts Grants defines the following:

#### *Diversity*

Diversity is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.

#### *Equity*

Equity is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specified goals.

#### *Inclusion*

Inclusion refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

### **What is in-kind and how do we account for it?**

In-kind contributions include any non-cash support your organization receives. Panelists want to know what kind of non-monetary support you receive. Volunteer time should be included in in-kind services and should be accounted for at a rate that is consistent with your accounting. This could be minimum wage or a nationally accepted rate (rounded to \$28.00/hr). Volunteers providing professional services (such as lawyers and accountants performing legal and accounting services) can be counted at the professional's going rate. Materials and supplies such as waived rent and utilities should be included in in-kind goods. Estimate the value your organization would pay at full price.

### **What if our fiscal year is different from Ogden's fiscal year?**

That is acceptable. You need to plan to spend any grant money that you receive from Ogden City within the city's fiscal year, which runs July 1- June 30.

### **What is considered an “underserved population”?**

Any group of people or communities that regular programming is not normally directed at. Consider those living with disability, senior citizens, people of color, those that speak English as a second language (or not at all).

### **What is applicant cash?**

Applicant cash refers to the money that comes from the organization's general operating budget or reserves. This can be funds contributed from an individual for a project.

### **What if our income and expenses in the budget section do not match?**

Projected budgets should balance, while actuals probably will not. Projected budgets balance because you are providing a picture of what you think you will spend and where that funding will come from. Your actual budget will be shown in your final report.

### **Who evaluates the grants applications?**

Applications are first reviewed by the Art Grants Subcommittee. This group is composed of at least 5 voting members from Ogden City Arts Advisory Committee, the Ogden City Diversity Officer, a member of City Council or their designee, and the Director of Community and Economic Development or the director's designee. Recommendations for funding are submitted to the full Arts Advisory Committee and then to City Council for final approval.

### **How are applications reviewed?**

Arts Grants applications are reviewed by the Ogden City Arts Advisory Committee's Arts Grants Sub Committee. The Committee meets several times to discuss the applications and to formulate recommendations for City Council. In addition to the funding criteria listed in the guidelines, the decisions are also based on the amount of funds available, and the number of grant applications deemed appropriate for funding. If questions arise, the Arts Administrator will contact the applicant for clarification or additional information.

### **When are grant awards announced?**

Ogden City Arts will notify grant applicants about the public hearing date for final City Council approval of the Ogden City Arts Grants recommendations. The hearing date will be determined by the Ogden City Council. Applicants are encouraged to attend the public hearing for input to the City Council and City Administration. However, attendance is not mandatory. Official awardee notification takes place after City Council approval.

### **How should I handle the matching funds requirement if I am an individual artist and am applying for a Project Support Grant?**

Cash match for a Project Support Grant may be generated by sponsorships from other sources, personal funds, ticket sales, etc. We understand that it may be more difficult to find matching funds when the applicant is not a nonprofit corporation. At the same time, OGDEN CITY ARTS would like to see evidence of community support for the project and matching funds are one indication of that support. The subcommittee will consider a portion of match to be in in-kind, but not all of your matching funds can be in-kind support.

### **Does submitting additional materials with my application improve my chances for getting a grant?**

Yes – Letters of support, or documentation and images related to your project will help the review panelists better understand your project or programs. You are limited to three additions (3 images or documents in PDF Format only) to your application.