



# grants

## 2004-2005 MINI GRANT GUIDELINES

The Salt Lake City Arts Council's **MINI GRANTS** provide flexibility for limited funding requests that may arise during the year. Mini Grants are available to nonprofit organizations who develop a project during the year out of special circumstances or unusual opportunities. The funding for this category is limited. In general, grant awards will be \$500 or less.

Organizations funded through General or Project Support are ineligible for Mini Grant funding. The Mini Grant category is not an alternative for submitting late applications or missing deadlines in other categories. Applications for Mini Grants are reviewed quarterly, and may be submitted to the Arts Council on August 30, 2004; November 29, 2004; February 28, 2005; or May 31, 2005. Only one Mini Grant may be awarded per year to eligible applicants.

### **WHAT ARE THE MINI GRANT DEADLINES AND WHEN WILL I BE NOTIFIED?**

Mini Grants are evaluated quarterly. Tentative Mini Grant application deadlines for 2004-2005 are as follows:

<b>For Projects Scheduled During:</b>	<b>Quarterly Deadline:</b>
October, November & December, 2004 .....	Monday, August 30, 2004
January, February & March, 2005 .....	Monday, November 29, 2004
April, May & June, 2005 .....	Monday, February 28, 2005
July, August & September, 2005 .....	Tuesday, May 31, 2005

Applicants should contact the Grants Officer to confirm these dates. Decision of the Grants Committee will generally be announced 10 days following each date listed above.

### **ELIGIBILITY**

In order to be eligible for a Mini Grant, the applicant must:

- Be a nonprofit, 501(c)(3) tax-exempt organization in existence for at least one year.
- Request support only for arts projects.
- Demonstrate professionalism in management and programming.
- Show determination to present professional quality arts experiences as evidenced by payment for artists, production and management staff, etc.
- Be based in Salt Lake City

## **GUIDELINES**

- Mini Grants must be at least equally cash matched (1:1) with the exception of grants awarded for capital expenditures (e.g., permanent equipment) which must be matched 2:1. Matching funds may be anticipated at time of application but must be received and obligated by the ending date of the grant as indicated in the application.
- In addition to project budget information, applicants for Mini Grants must include in their application the organization's total estimated current budget, showing all revenue and expenditures anticipated.
- Services must be performed within the Arts Council's twelve month (grant year) period beginning no earlier than October 1, 2004 and ending no later than September 30, 2005.
- Programs for which support is requested must take place in Salt Lake City.
- Applicant must submit copy of IRS tax-exemption letter with application.
- Recipients of other Salt Lake City Arts Council grants during the same grant year are ineligible for Mini Grants. Only one Mini Grant may be awarded per organization per grant year.
- Recipients of Mini Grants must make available four free admission tickets — when applicable — to the Salt Lake City Arts Council for on-site evaluations of program activity.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

## **REVIEW CRITERIA**

The following criteria are considered during the review and approval process for applications in this category:

- Artistic quality;
- Ability to administer and implement the project, including the development of a realistic budget;
- Projected income that reflects cash and in-kind contributions from a broad range of sources;
- Constituency served and number of people served through this project;
- Sound organizational planning and fiscal management;
- Community impact as evidenced by community support, public profile, types of programs and services offered;
- Demonstrated need for support;
- Payment of professional fees to artists;
- Programs and services open to the public and not restricted to members only;
- Access for underserved and alternate constituents (e.g., disabled, ethnic, senior, at-risk youth, lower income, rehabilitative, etc.);
- Demonstration of professional community relations, and support for artists and the arts community, as it relates to this project;
- Completeness and clarity of application.