



## **FY27 Annual Grant**

### **Boise City Department of Arts & History**

**APPLICATION OPENS:** May 1, 2026

**APPLICATION CLOSES:** June 16, 2026

**INFORMATION SESSIONS:**

- May 5, 12 – 1 p.m. Virtual via ZOOM [REGISTER HERE](#)
- May 12, 6-7 p.m. Library! at Collister (4724 W State St, Boise, ID 83703)

**CONTACT:** Makenzi Dunstan, Grants & Outreach Manager ([mdunstan@cityofboise.org](mailto:mdunstan@cityofboise.org), 208-608-7793)

#### **GRANT OVERVIEW & PURPOSE**

The Annual Grant Program funds meaningful creative projects and programs for Boise residents. The program supports the Department of Arts & History's (A&H) 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.

We envision the program helping to bring people together and build positive relationships that help create [A City for Everyone](#).

#### **ELIGIBILITY & REQUIREMENTS**

**You are eligible to apply for this grant if you meet the following criteria:**

- You are an individual, organization, or community group that offers arts, history, or cultural-based programming or projects in Boise, Idaho.
- And you, your organization, or community group resides or operates generally within Ada, Boise, Canyon, Elmore, and/or Gem County.

**Your project is eligible to be funded by this grant if it meets the following criteria:**

- Centers arts, history, or culture-based activities.
- Is free or low cost (\$20 or less per person) and/or provides scholarships or financial aid to participate.
- Is completed by an individual, a representative of an organization, or a representative of a community group that operates within Ada, Boise, Canyon, Elmore, and/or Gem County.
- Will take place within Boise City Limits.
- Will occur between October 2026 and September 2027.
- Meets the Americans with Disabilities Act (ADA) standards regarding physical accessibility to project venues.
- Complies 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.*

- Includes a balanced budget using the provided template.
- Requested grant funds do not exceed 50% of total project expenses.

**Types of eligible projects include:**

- Public programs (presentations/lectures, workshops, guided tours, trainings, etc.)
- Events
- Performances
- Exhibits
- Educational experiences
- Collaborations or innovative productions that cultivate the cultural community
- Research, planning, and/or analysis that is available for Boise residents to help strengthen Boise's cultural base
- Virtual and online versions of the above or other projects, with a clear intent to reach Boise residents

**Eligible use of grant funds includes, but is not limited to:**

- Artist or contractor fees (such as payment to those creating, performing, or presenting the project).
- Materials and supplies directly needed for the project (such as creative supplies, printing, or equipment rentals).
- Venue or space rentals (as needed for the project).
- Marketing and promotion (such as design, printing, or advertising directly tied to the funded project).
- Accessibility expenses (such as American Sign Language interpretation, captioning, materials in alternate formats such as Braille).
- Documentation (such as photography, videography, or archiving the event/project).

**FUNDING**

The guaranteed funding available for the Annual Grant is \$150,000 to be distributed among selected projects.

Funding amounts will vary based on the number and scope of applications received, and not all applicants are guaranteed an award.

Applicants may apply for the following amounts of funding:

- \$1,000
- \$1,500
- \$2,000
- \$2,500
- \$3,000
- \$3,500
- \$4,000
- \$4,500
- \$5,000



Funding requests may not exceed 50% of the total project expenses, as outlined in the Budget Excel sheet in the Attachments section of the application.

For example, if your total project expenses are \$4,000, you may request up to \$2,000. Please note that, depending on available funds, the award you receive may be less than the amount requested.

### **RESTRICTIONS ON FUNDING**

The following types of organizations, projects, and requests are not eligible for funding. This list is not exhaustive, so please contact staff if you have any questions about eligibility.

#### **Ineligible Individuals or Organizations**

- Government agencies at the city, county, state, or federal level  
*(Nonprofit "Friends of" groups ARE eligible.)*
- Organizations that already receive significant in-kind support from the City of Boise, such as use of a city-owned facility.
- You, your organization, or community group resides or operates outside of Ada, Boise, Canyon, Elmore, and/or Gem County.
- You are a City of Boise employee proposing a project that could fall within your regular scope of work.

#### **Ineligible Project Types**

- Projects focused on general operating or seasonal support  
*(Grants must fund a specific project or event.)*
- Public art projects (e.g., sculptures, murals, traffic boxes, etc.)  
*(Contact Public Art staff for related opportunities.)*
- Projects expecting or implying that the City of Boise will add materials to its collections, assist with or manage any part of the project, or provide ongoing care or maintenance of the result of the project.
- Projects advocating for or against a religion or political group.
- Fundraising events, capital campaigns, or endowment funds.

#### **Ineligible Uses of Funds**

- Expenses such as personal education, training, professional development, travel, emergencies, loans, software, website domains, or buying equipment.
- Salaries or staff positions.
- Rent or operating costs for your own space.
- Lobbying or political activities, including efforts to influence elections.
- Capital improvements such as building renovation, construction, or real estate purchase.

### **EVALUATION CRITERIA**

Applications are evaluated on the following criteria **(42 points total)**:

- **Community Benefit (8 points):** Your application includes a clear description of how it will benefit Boise residents and strengthen our cultural community. Your



application explains why the project is meaningful, who it will reach, and how you plan to connect with your intended audience. Please note that projects with smaller audiences can still provide significant community value.

- **Alignment with City of Boise and A&H Department Vision/Mission (8 points):** Your application demonstrates alignment with the priorities of the City of Boise and the Department of Arts & History. Your project seeks to build positive relationships that help create *A City for Everyone* and reflects the Arts & History's mission to cultivate a distinct sense of place that honors Boise's rich past, diverse communities, and unique natural setting.
- **Project Readiness (8 points):** Your application demonstrates that you are well-prepared to carry out the proposed project. It includes relevant experience and/or meaningful community support (such as partners and collaborators) that position you for success. You provide a clear and realistic overview of how awarded funds will be used, and the proposed approach aligns with the scope, timeline, and goals of your project.
- **Implementation & Logistics (8 points):** Your application provides a clear and detailed plan for how the project will be carried out. It identifies the individuals responsible for key roles and outlines specific logistics such as permits, venue arrangements, timelines, and intended audience. The application also describes how success will be evaluated. A complete, accurate, and balanced budget is included and reflects the proposed project activities.
- **Accessibility (8 points):** Your project ensures that Boise residents can meaningfully participate by being both affordable and inclusive.
  - **Affordable:** Offers free or low-cost experiences (\$20 or less per person) and/or provides scholarships or financial aid.
  - **Inclusive:** Anticipates accommodations or services that support access for all participants, such as physical accessibility, language translation, and hearing or vision assistance. Review the [City of Boise's Accessible Events Guide](#) for best practices and guidance on planning for inclusivity.
- **Special Considerations (2 points):** Additional points may be awarded to first-time applicants, those who attended or watched the information session, or who consulted with Arts & History staff prior to applying or requesting a draft review.

## REVIEW PROCESS

The review panel, consisting of Arts & History Commissioners and community members, assesses grant applications independently and in coordination with Arts & History staff. This process ensures a fair, equitable, and thorough review and scoring experience.

All review panel members are bound by a conflict-of-interest policy. A real or perceived conflict of interest may arise from any fiduciary, professional, or personal relationship with an applicant that could compromise an unbiased review. In the case of a conflict-



of-interest, that panelist abstains from scoring, commenting, or voting on that application.

## TIMELINE

- **Application Opens:** May 1, 2026
- **Application Closes:** June 16, 2026
- **Community Panel Review:** June-August 2026
- **Applicants Notified:** September 2026
- **Recipients Awarded:** October 2026
- **Grant Funded Projects Occur:** October 2026 – September 2027
- **Final Reports Due:** Within 30 days of completion of project, but no later than September 30, 2027

## INFORMATION SESSION & SUPPORT

Learn more about this grant and how to submit your best application. This virtual information session will be recorded and available to watch online.

- May 5, 12 – 1 p.m. Virtual via ZOOM [REGISTER HERE](#)

If you have questions about your project, consult with Makenzi Dunstan, Grants & Outreach Manager. 30-minute meeting times are offered during the following days and times. [BOOK HERE](#).

- Mondays, 10:30 a.m. – 1:30 p.m.
- Thursdays, 10:30 a.m. – 1:30 p.m.
- Fridays, 10: 30 a.m. – 2 p.m.

You can also request feedback on a completed draft version of your application. Draft reviews are completed on a first-come, first-served basis.

Please give staff one (1) week prior to the application due date to review. Staff cannot guarantee a thorough review if you submit your draft after that time, due to time constraints.

## APPLICATION INSTRUCTIONS

Create or log in to an existing account in Euna Grants (f. AmpliFund) using the link below:

Application URL:

<https://www.gotomygrants.com/Public/Opportunities/Details/ddec0c90-5cc5-4778-8965-734e9caaed51>

If possible, we recommend using a shared organizational email address to ensure multiple team members can access and manage the account as needed.

If you have any issues logging in, creating an account, or accessing a pre-existing account, please email [support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com).

Basic application instructions can be found in this tutorial video [HERE](#).



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 need an accommodation to access City of Boise's services, programs, or activities, please contact us at [artsandhistory@cityofboise.org](mailto:artsandhistory@cityofboise.org) or 208-972-8500 (TTY 800-377-3529).

## APPLICATION QUESTIONS

1. **Basic Eligibility Confirmation:** Please confirm that your project meets all eligibility requirements outlined in the Grant Guidelines. If you are unable to confirm all items below, we recommend revising your proposal before continuing.
  - My project centers arts, history, or culture-based activities.
  - My project is free or low cost (\$20 or less per ticket), and/or offers scholarships or financial assistance.
  - This application is submitted by an individual, an organization representative, or a nonprofit Friends group associated with a government agency located in Ada, Boise, Canyon, Elmore, or Gem County.
  - My project will take place within Boise City limits.
  - My project will occur between October 2026 and September 2027.
  - My project complies with the Americans with Disabilities Act (ADA) for physical accessibility.
  - My project complies 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.*
  - My application includes a balanced budget using the required template.
2. **Applicant Information** *(select all that apply):*
  - I/my organization have taken part in one or more of the following: Consulted with the Arts & History Grants & Outreach Manager, attended or viewed a Grant Information Session, and/or received a draft review from Arts & History staff.
  - I/my organization is a first-time applicant.
  - None of the above.
3. **Project Description:** Provide a brief description of your project or program.
4. **Use of Requested Funds:** Describe specifically how you will use the requested funds. Please ensure your response aligns with the eligibility criteria and requirements.
5. **Which category best describes your project or program?** *Please select all that apply.*
  - Educational Opportunity
  - Event
  - Exhibit
  - Oral History Project



- Performance
- Presentation or Lecture
- Research or Publication
- Virtual or Online
- Workshop
- Tour
- Training
- Collaborative or Innovative Production
- Other

6. **Project Team and Key Personnel:** List all key individuals involved in the project (e.g., artists, historians, cultural experts, project managers). For each person, include: name and role, paid or volunteer status, and a 1–2 sentence summary of their relevant experience. Optional: Upload resumes or bios in the Attachments section.

7. **Accessibility:** Describe how your project will be accessible and affordable to participants. Include any accommodations or services you will provide (e.g., American Sign Language, vision, physical accessibility, language translation, transportation, or cost supports such as free admission, scholarships, or sliding-scale fees).

8. **Audience and Outreach:** Describe your intended audience(s). How will you market and promote the project to reach them?

9. **Estimate how many people you expect to be involved with AND attend your project or program at the various price levels.**

*Free or low-cost (\$20 or less per person) is most appropriate for this grant program.*

	# of People involved with your project/program
	# of People Attending (Audience Members and/or Participants) - FREE Access
	# of People Attending (Audience Members and/or Participants) - Paying \$20 or less Per Person
	# of People Attending (Audience Members and/or Participants) - Paying more than \$20 Per Person
	TOTAL

10. **Project Logistics and Requirements:** Describe any legal, licensing, insurance, permits, or other logistical considerations required to carry out your project.

11. **Project Timeline:** Provide a timeline of key tasks for your project. You may organize this by timeframe (e.g., monthly) or by phase (e.g., planning, production, promotion, evaluation).



**12. Alignment with City and Department Goals:** Describe how your project supports the City of Boise's vision of "A City for Everyone" and aligns with Arts & History's mission to cultivate a distinct sense of place reflecting Boise's history, communities, and environment.

**13. Community Impact:** Describe how your project will provide value to or benefit Boise residents.

**14. Evaluation and Success Measures:** How will you measure the success of your project? Describe how you will determine whether it achieved your intended goals.

### **IF AWARDED**

If awarded, grant recipients will be provided additional information on next steps for managing their grant and how the Boise City Department of Arts & History supports the promotion of grant-funded projects.

Recipients can anticipate completing the following documentation if awarded:

- **W-9 Form:** You will need to include your Taxpayer Identification Number (either an individual social security number or an employer identification number).
- **Signed City of Boise Agreement:** A contractual agreement to indemnify the City of Boise against all liability and indicate recipient's full acceptance and assumption of responsibility for all federal, state, local, and venue legal responsibilities related to the project included but not limited to liability insurance, workers' comp insurance, permits, and taxes.
- **Invoice:** Recipients will submit an invoice within 30 days of notification of awarded funds for 100% of the awarded amount. Total amount invoiced must equal the approved amount listed in the notification letter and in Euna Grants (f. AmpliFund).
- **Acknowledgement & Recognition Requirements:** Grant recipients must credit both the City of Boise and the Department of Arts & History in printed and digital materials associated with their grant funded activities.
- **Final Report:** Submitted within 30 days of completion of the grant funded program or project but no later than September 30, 2027. This report must include at least five (5) high-resolution photos that the City of Boise can use without restriction for promotion purposes.

