



UTAH ROCK ART RESEARCH ASSOCIATION

PO Box 511324 Salt Lake City, Utah 84141

www.utahrockart.org

URARA Funding Application

INSTRUCTIONS

The purpose of these instructions is to provide guidance to individuals and organizations applying for financial assistance from the Utah Rock Art Research Association (URARA). The purpose of the application is to provide the necessary information for reviewers to evaluate your proposal with respect to how well it aligns with URARA's mission and priorities and complies with our requirements for funded projects.

URARA's Mission

- To lead in the preservation and understanding of the value of rock art
- To encourage the appreciation and enjoyment of rock art sites
- To assist in the study, presentation, and publication of rock art research

URARA's Funding Program Goals

- To protect, conserve and better understand rock art.
- To educate the public in the significance and history of rock art, and best practices for visitation and protection of rock art.

Projects That URARA May Prioritize

- Projects involving publicly accessible resources
- Projects that are leveraged with other sources of funding, including volunteer participation, and involve partnership with other public and private organizations (BLM, SITLA, USFS, SHPO, Utah counties)
- Projects involving rock art that is at-risk, or has 'outstanding' characteristics
- Education projects that are publicly available, have a track record of success, reach a greater number of people, and/or are directed at school-age children
- Projects that include training and/or volunteer opportunities for members.

Award Size

URARA funding is typically provided for amounts of up to \$2,000, although some projects may be funded for higher amounts.

Conditions of Funding

- For projects that URARA agrees to fund, monies are typically provided upon completion of the grantee's project and URARA's receipt of the agreed-upon

submittals. For awards provided for actual costs, receipts or equivalent documentation must be received before monies are awarded.

- Projects requiring up-front funds will be considered on a case-by-case basis.
- URARA prefers that projects be completed by the end of the year in which they are awarded. If your project has not started by your estimated date of completion, URARA will withdraw the funding offer unless continuation is requested and approved by the Board.
- If you do not complete your project within your scheduled completion date and have made no arrangement with URARA's Board of Directors for an alternate completion date, URARA may not disburse final payment. We may also request a refund of all monies that have been disbursed.
- Failure to complete a project for which funds have been disbursed may make a grantee ineligible to receive funding for future projects.
- URARA prefers that grantees provide a submittal that may be shared with URARA membership such as public acknowledgement, the appearance of our logo on project materials, or an article that can be published in our newsletter Vestiges or our Patina publication. If such a submittal is a condition of the grant, the submittal must be received before monies are disbursed.
- Any legally-required documentation (such as IRS Form W-9) must be received before monies are disbursed.
- All projects on government property must include an approval of the project by the appropriate land management agency. Projects on private property require approval by all impacted landowners.

URARA does not generally fund the following

- Projects geographically located outside of Utah
- Social events
- Projects completed on private property for which there is no public access
- Any project which may be considered to violate state or federal laws
- Funding for which a percentage or other portion will be used for administrative costs including administrative costs for a pass-through organization

Application Deadline

Funding requests should be received by December 15th for consideration at URARA's January Board meeting where funding decisions are typically made. Funding requests may be submitted at any time, but requests received after the December 15th deadline will only be considered if the Board is able to do so and if budgeted funds are available.

Funding Application

A funding application form is attached to this document as pages 4, 5 and 6. Please complete all sections and attach the requested documentation. Use additional pages if necessary, to fully describe your project. Failure to complete all sections may delay consideration of your proposal until URARA receives all required information.

If URARA agrees to fund your project.

URARA may agree to fully fund your project, or we may instead offer partial funding. At the time we agree to fund your project, we will coordinate with you on a Project Plan describing the amount and conditions of funding and a timeframe for disbursement. A Project Plan form is attached to this document as pages 7 and 8 and will be completed by URARA.

Before we provide final payment, URARA will review your project and document that the work has been successfully completed according to the Project Plan and expenses have been verified. We must also receive your deliverable and a completed W-9 for your organization before any payments are made.

URARA FUNDING APPLICATION

_____, 20____

Today's date

Grantee Information

Name of organization/individual requesting funding

Address

Contact person

Contact telephone

contact email

Type of entity (501c3, government, individual, etc.)

Fill out Attachment A if funds will be paid to an organization other than the entity above.

Describe your project:

Describe how your project aligns with URARA's mission:

Project Schedule

Expected start date	Expected completion date
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Approximate date when money will be needed if different than the completion date

Project Budget

Detail Item	Amount
_____	_____
_____	_____
_____	_____
Total budget	\$ _____
funding from other sources	\$ _____
Amount requested	\$ _____

(attach bids, cost estimates, and/or other cost documents as applicable)

Project Deliverable Description:

(report, article, submittal, infrastructure, completed documentation received and approved by the land manager and SHPO, etc

Applicant Signature

Project Plan for URARA Funded Projects
To be completed by URARA after project approval

Grantee:

Name

Address

Contact Name

telephone

email

Attach completed Attachment A, if applicable.

_____ (indicate if total or not-to-exceed)

Funding Amount

Project Schedule:

Expected Initiation date:

Expected completion date

Project Deliverable:

(report, article, submittal, infrastructure, completed documentation received and approved by the land manager and SHPO, etc.)

Project Conditions:

Standard Conditions for URARA Funding

- For awards provided for actual costs, receipts or equivalent documentation must be received before final payment.
- If your project has not been started by the estimated completion date provided in your Project Plan, this funding offer is withdrawn unless you request and receive approval for a continuation from the Board and a new estimated completion date is agreed upon.
- If you do not complete your project within 90 days of your estimated completion date and have not made arrangement with URARA's Board for an alternate completion date, URARA will not make final payment. We may also request that you return all funds that have been disbursed.
- Any submittals included as a condition of the funding must be received before final payment.
- Any legally-required documentation (such as IRS Form W-9) must be received before final payment.
- All projects on government property must include an approval of the project by the appropriate land management agency. Projects on private property must have the approval of all impacted landowners.
- This funding agreement is voided if the grantee participates in any activity that violates state or local laws or regulations, including non-discrimination laws.

URARA project contact

Telephone

email

Grantee signature

Date