



2021-2022 MISSION SUPPORT GRANT GUIDELINES

Due to the pandemic, United Arts will temporarily shift from offering programming support aligned to specific grant categories to general operating support. This newly designed Mission Support Grant opportunity will support organizations with missions to provide arts programming throughout Wake County.

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Direct questions to:

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ELIGIBILITY REQUIREMENTS

To be eligible for funding, applicants must:

- have been eligible and applied for a grant in one of United Arts' five programming grant categories in 2020-2021 or 2019-2020;
- be a non-profit arts/cultural organization with 501(c)(3) state and federal tax-exempt status;
- be in Good Standing as defined in [General Grant Policies](#);
- maintain a board of directors which meets at least quarterly;
- have fundraising and administrative expenses that did not exceed 25% of total cash revenue according to the most recently audited/reviewed fiscal year; and
- have nondiscrimination, conflict of interest, and accessibility policies.

MAXIMUM GRANT REQUEST

- Arts organizations based in Wake County may request 10% of annual operating expenses of most recently completed fiscal year.
- Non-arts organizations and arts organizations not based in Wake County may request 10% of expenses from Wake County arts programs of most recently completed fiscal year.
- Culturally-specific organizations, as defined below, are eligible to request 20%.
- Maximum award amount: \$20,000
- Funding decisions will be based on panel scores and available dollars.

Culturally-Specific Organizations

Culturally-Specific nonprofit organizations are defined as organizations with specific missions to promote, preserve and enhance the identity and character of one of the following specific cultures:

- African American: Persons with origins in any of the black racial groups of Africa.
- Hispanic-American/Latinx: Persons of Mexican, Puerto Rican, Cuban, Spanish, or Central and South American origin.
- Asian-American: Persons having origins in any of the original peoples of the Far East, Middle East, Southeast Asia, the Indian subcontinent or the Pacific Islands, and any other region of the Asian continent.
- Native American: Persons having origin in a recognized Native American Tribe.

Culturally-Specific nonprofit organizations are not designated based on their audiences, customers, and clientele. To qualify as a Culturally-Specific nonprofit organization, the leadership of the Culturally-Specific nonprofit organization must demographically represent the specific culture identified.

EVALUATION CRITERIA

Each application will be evaluated and scored according to the following criteria:

- Artistic Merit 35%
- Community Value 35%
- Organizational Management 10%
- Financial Management 10%
- Compliance 10%

APPLICATION PROCESS

Information Session

A virtual information session will be held Wednesday, March 3, 2021 at 10:30 am via Zoom. The session will include information about the updated guidelines/application and time for questions. Register for the session at <https://form.jotform.com/210466673325153>. Details about joining meeting will be emailed to those registered the day before the session. This session will be recorded and made available to eligible applicants.

Application Review Appointments

United Arts staff is available for individual applicant appointments to review drafts of application materials and to provide feedback. Phone appointments are available March 22 – April 9. Please use this link to schedule a phone appointment: <https://calendly.com/rcarlile-1/feedback-on-draft-of-grant-application>

To give staff time to review draft proposals appropriately, applicants must submit draft materials via email at least two working days before the appointment.

Application Link

Link to online application: <https://unitedarts.submittable.com/submit/2fa234e5-e503-463a-8856-e0ecca25ab2f/2021-22-mission-support-grant-application>

Deadline: Friday, April 16, 2021 before midnight

REVIEW PROCESS

Staff Review

Applications are first reviewed by United Arts staff for completeness. Only complete applications are forwarded to grant panel members for review. Staff does not score applications during the review or vote during appropriations.

Grant Panels

Each grant application will be carefully reviewed and scored by a panel of volunteers. Grant panels are organized based on applicants' budget size and applications are evaluated based on established criteria.

Panels are composed of artists, arts professionals, and community members from a variety of disciplines and nonprofit/business expertise who reflect the diversity of the region. Each panel is chaired by a United Arts board member and facilitated by United Arts staff.

Grant applications previously funded in the Arts Services and New Generation grant categories will continue to be reviewed by United Arts staff who then make funding recommendations to the United Arts Board of Directors.

Financial Review Panel

The finance review panel is responsible for evaluating the financial management of each applicant. To determine this, the finance review panel will review audits/internal financial reviews and IRS Form 990 of each applicant to evaluate the following:

- If organization is running a deficit
- If deficit explanation is sufficient
- If fundraising and administrative costs are within limits
- The financial stability of the organization

Appropriations Panel

The appropriations panel is composed of the United Arts Board Chair, Vice Chair for Grants, and each Board member who served on a grant panel. The appropriations panel recommends, by a majority vote, grant amounts based on grant panel scores, panel notes, and available funds. These recommendations are submitted to United Arts' Board of Directors for final approval. The role of the grant and appropriations panels is advisory to the Board; the power to make decisions on both policy and funding rests with the Board, whose decisions are final.

TIMELINE

February 19, 2021	Guidelines and application published
March 3, 2021	Information Session/Application Workshop
March 22 – April 9, 2021	Application review appointments
April 16, 2021	Application deadline
June 2021	Application review/Panel meetings
June 2021	United Arts Board of Directors final approval of grant awards
July 2021	Grant notifications emailed
July 1, 2021 – June 30, 2022	Grant Period