



## 2022-2023 MISSION SUPPORT GRANT GUIDELINES

Mission Support Grants support Wake-based arts organizations that provide specific types of arts programming throughout Wake County.

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Direct questions to:

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## ELIGIBILITY REQUIREMENTS

To be eligible for Mission Support Grant funding, applicants must meet all of these primary eligibility criteria:

- have a primary mission to directly produce, present, or support arts programs;
- be a non-profit arts/cultural organization with 501(c)(3) state and federal tax-exempt status;
- be based and operate most of its programs in Wake County;
- 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.

In addition, eligible organizations must meet at least one of the following secondary criteria:

- have arts programs specifically designed for youth
- have arts programs that take place in Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, or Zebulon
- are a culturally specific organization as defined by mission and leadership
- have had 501c3 status for less than eight years
- are primarily an arts service organization

The following organizations are not eligible to apply:

- Organizations that receive direct allocations from the State of North Carolina in Session Law
- Organizations with budgets that exceeded \$2M in the most recently completed fiscal year

## GRANT REQUEST AMOUNT

- Eligible organizations may request 10% of annual operating expenses of most recently completed fiscal year.
- Eligible culturally-specific organizations, as defined below, may request 20% of annual operating expenses of most recently completed fiscal year.
- Maximum grant request: \$20,000

### Culturally-Specific Organizations

Culturally-Specific will be defined as organizations with specific missions to promote, preserve or enhance the identity and character of one of the following specific cultures: African American, Hispanic/Latinx, Asian American, or Native American. Culturally-specific nonprofit organizations are not designated based on their audiences, customers, or clientele. To qualify as culturally-specific, the leadership of the organization must demographically represent the specific culture identified.

## USE OF FUNDS

Grant funds can be used for the following expenses incurred July 1, 2022 – June 30, 2023:

- Programming expenses
- General operating expenses
- Administration expenses

Grant funds cannot be used for:

- Deficit reduction
- Contributions to cash reserves and/or endowment funds
- Loan repayments, interest and/or penalties, fines or litigation costs
- Fundraising events and activities
- Food or beverage for hospitality or entertainment functions
- Private events closed to the general public and activities restricted to an organization's membership
- Lobbying expenses
- Tuition for academic study
- Programs in the following areas: acrobatics, aerobic dance, art therapy, beauty pageants, clowning, comedy, cosmetology, face painting, fashion shows, gemology, juggling, karaoke, magic shows, martial arts, mineralogy, modeling, nature presentations, pageants, quiz bowl presentations, talent shows
- Scholarships and awards for use outside the applicant's programming
- Projects of a religious nature designed to promote or inhibit religious belief and/or practice and which have no basic underlying secular theme or topics
- Competition prizes

## 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 Thursday, March 24, 2022 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 April 11-22, 2022. 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/f9690d9e-ae39-43fe-8271-6e64153d5a6b/2022-23-mission-support-grant-application>

Deadline: Monday, May 2, 2022 before midnight

## REVIEW PROCESS

### Staff Review

Applications are first reviewed by United Arts staff to confirm eligibility and 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.

Applicants who have had their 501c3 nonprofit status for less than eight years will be reviewed by United Arts staff who will 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

## Grant Award Decisions

Funding decisions will be based on panel scores and available dollars. Priority will be given to organizations that have not received or been awarded ARPA funds for the 2022-23 fiscal year.

## 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

March 11, 2022	Guidelines and application published
March 24, 2022	Information Session/Application Workshop
April 11 – 22, 2022	Application review appointments
May 2, 2022	Application deadline
June 2022	Application review/Panel meetings
June 2022	United Arts Board of Directors final approval of grant awards
July 2022	Grant notifications emailed
July 1, 2022 – June 30, 2023	Grant Period