



2023-2024 MISSION SUPPORT GRANT GUIDELINES

Mission Support Grants fund Wake-based arts organizations to 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 501c3 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; 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

United Arts defines culturally-specific 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, 2023 – June 30, 2024:

- 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, February 23, 2023 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 13-24, 2023. 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/06a7bedb-ed62-4ac8-a811-ae6e67206f84/2023-2024-mission-support-grants/eligibility>

Deadline: Monday, April 3, 2023 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 United Arts board members, Wake County appointees, and community members from a variety of artistic disciplines and nonprofit/business expertise who reflect the diversity of the region.

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 the audit/internal financial review 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 exceed 25%
- The financial stability of the organization

Grant Award Decisions

Funding decisions will be based on panel scores and available dollars.

Appropriations Panel

The appropriations panel is composed of the United Arts Board Chair, Vice Chair for Grants, and each United Arts 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

January 26, 2023	Guidelines and application published
February 23, 2023	Information Session/Application Workshop
March 13-24, 2023	Application review appointments
April 3, 2023	Application deadline
May - June 2023	Application review/Panel meetings
June 2023	United Arts Board of Directors final approval of grant awards
July 2023	Grant notifications emailed
July 1, 2023 – June 30, 2024	Grant Period

APPENDIX: EXAMPLE MISSION SUPPORT GRANT APPLICATION

Applications must be submitted online via: <https://unitedarts.submittable.com/submit/06a7bedb-ed62-4ac8-a811-ae6e67206f84/2023-2024-mission-support-grants/eligibility>



2023-2024 Mission Support Grants

Ends on April 3, 2023

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

This online application will auto-save every 10 seconds. However, if you plan on signing out and would like to continue working on your application at a later time, we recommend hitting "Save Draft" at the bottom.

*A red *** next to a question means that it is required. If a required question is left blank, the form will not submit.*

DEADLINE: Monday, April 3, 2023

Applicant Name *

Primary Address *

City *

Zip Code *

Website *

Contact Name *

Contact Title *

Telephone *

Email Address *

Year Organization Incorporated *

Federal Tax ID # (EIN) *

BOARD OF DIRECTORS & STAFF

Please provide the following information about your Board of Directors and staff.

How many people are currently serving on your Board? *

How many Board meetings do you have each year? *

What percentage of Board donate cash to the organization? If not 100%, please explain. *

For most recently completed fiscal year.

Board Composition *

Limit: 500 words

What is the current demographic makeup of your Board? What are your goals regarding Board diversity? Describe specific efforts made in recent years toward diversifying your Board.

Board List *

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .pdf, .doc, .docx, .xls, .xlsx

Upload a current list of Board of Directors. For each board member, include name, address, business affiliation, age, race, and any other identifiers. A list of advisory board members, if relevant to your program, may also be uploaded.

Number of Full-Time Paid Employees *

Do not include artists.

Number of Part-Time Paid Employees *

Do not include artists.

Number of Contracted Staff *

Include paid administrative interns, if relevant. Do not include artists.

Number of Unpaid Staff *

Include essential volunteers who function as staff members and unpaid administrative interns, if relevant. Do not include artists.

Notes about Staff Numbers

Use this space to explain any complicated staffing situations that are not easily understood by the numbers alone.

Grant Amount Request *

Eligible organizations may request 10% of annual operating expenses from their most recently completed fiscal year, not to exceed \$20,000. Culturally-specific organizations, as defined by mission and leadership, may request 20% of annual operating expenses from their most recently completed fiscal year, not to exceed \$20,000.

Is your organization culturally-specific, as defined by both mission and leadership?

- Yes
- No

United Arts defines culturally-specific 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.

NARRATIVE QUESTIONS

Please respond to the following narrative prompts about your organization and the arts programming you offer in Wake County.

1. Mission Statement *

Limit: 250 words

2. History/Programming *

Limit: 750 words

Briefly describe the history of your organization and its core arts programs. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the last two years.

3. Proposed Programming *

Limit: 500 words

Briefly describe your plans for arts programs that will take place in Wake County between July 1, 2023 and June 30, 2024.

4. Artistic Merit *

Limit: 750 words

Define your organization's view of artistic excellence. Describe your organization's programming and how it reflects that view. How does the organization ensure artistic excellence of its programs/events?

5. Community Value *

Limit: 1000 words

Describe the community you serve including any relevant demographic, geographic, cultural, economic, or other characteristics as applicable or that are important to your organization. How has your organization responded or adapted to the needs of your community?

6. Organizational Management *

Limit: 750 words

Describe your organization's administrative structure and capacity. Describe how your organization approaches annual programmatic planning and evaluation.

7. Diversity, Inclusion, and Access *

Limit: 500 words

Describe how your organization has demonstrated its commitment toward the principles of equity, diversity, access, and inclusion. Please include examples of how your organization serves diverse communities.

8. Is there anything else you would like to share about your organization?

Limit: 500 words

PARTICIPATION STATISTICS

Include participation figures for those individuals who participated in or attended your arts programming in Wake County during the most recently completed fiscal year. If none, enter "0."

When was your most recently completed fiscal year? *

- July 1, 2021 - June 30, 2022
- January 1, 2022 - December 31, 2022

The below participation figures should be from your most recently completed fiscal year.

How many artists? *

How many children/youth? *

How many volunteers? *

How many audiences? *

Include audience members from in-person and virtual events. Do not include website hits or TV/radio broadcast audiences.

Demographics of Total Number of Participants



	% of Total Number of Participants
Asian	
Black/African-American	
American Indian/Alaska Native	
Hispanic/Latino	
Native Hawaiian/Pacific Islander	
White/Caucasian	
Two or More Races	
TOTAL ALL PARTICIPANTS (should = 100%)	0

Enter whole numbers only. Do not include decimals or use the "%" symbol.

Participation Statistics Explanation *

Please explain or provide any information needed to clarify how these numbers were determined. Examples include by actual count, survey, etc.

SUPPORT MATERIALS

You have the option of uploading support materials that highlight your organization's recent activity. Examples include videos, photos, marketing materials, reviews, letters of support, etc. If providing links to videos on YouTube, make sure that the video remains live and viewable through June 2023.

Link to Support Materials #1

example.com

Link to Support Materials #2

example.com

Upload Support Materials

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .tif, .tiff, .mp3, .mp4, .mov, .zip, .xls, .xlsx

Bios of Lead Personnel *

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .doc, .docx

Upload up to three brief bios or resumes of key staff that represent your organization.

FINANCIAL STATEMENTS

An independent audit is required if an organization's actual gross revenue is greater than or equal to \$500,000. An internal review is required for organizations with actual gross revenue less than \$500,000.

All applicants are required to upload IRS Form 990 from your most recently completed fiscal year.

What is your organization's most recently completed fiscal year? *

- July 1, 2021 - June 30, 2022
- January 1, 2022 - December 31, 2022

This should match the fiscal year of the financial statements uploaded below.

Audit

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .pdf, .jpg, .jpeg

Upload an audit of your most recently completed fiscal year if your organization's actual gross revenue is greater than or equal to \$500,000.

Internal Review

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .xls, .xlsx

If your actual gross revenue is less than \$500,000, upload the following items about your most recently completed fiscal year:

1. Profit and Loss Statement
2. Balance Sheet
3. Letter, signed by three board members (including the treasurer), stating that they have reviewed the organization's financial records.

IRS Form 990 *

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .pdf, .jpg, .jpeg, .tif, .tiff

Upload a copy of the applicant's IRS Form 990 that was filed for the most recently completed fiscal year. This copy should include either the signatures by both officer and preparer or the IRS Form 8879 for e-file signature authorization.

If either your audit/internal review or tax return show a deficit, please provide an explanation. *

CERTIFICATION

We certify that:

- The information contained in this application, including all attachments, is true and correct to the best of our knowledge.

- The organization has nondiscrimination, conflict of interest, and accessibility policies.

- There has been no change to the organization's federal or state tax-free status.

We certify that the above statements are true. *

Signature/Title of Authorizing Official

Person legally able to obligate the applicant. Type in full name; this will qualify as a signature.

Signature/Title of Contact Person (if different from above)

Person submitting this application. Type in full name; this will qualify as a signature.

Save Draft

Submit