



2023-2024 COMMUNITY SPOTLIGHT PROJECT GRANT GUIDELINES

Community Spotlight Project Grants support innovative arts projects that feature or are led by historically marginalized, underfunded, or underrepresented communities.

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Direct questions to:

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ELIGIBILITY REQUIREMENTS FOR APPLICANTS

To be eligible for funding, applicants must:

- be a non-profit organization with 501c3 state and federal tax-exempt status
- have had at least three years of programming
- have a history of working with historically marginalized, underfunded, or underrepresented communities
- have nondiscrimination, conflict of interest, and accessibility policies

Collaborative projects are welcome. Organizations working together should identify a single organization that will serve as the grant applicant.

ELIGIBILITY REQUIREMENTS FOR PROJECTS

To be eligible for funding, proposed projects must:

- be arts-related
- take place in Wake County
- take place between July 1, 2023 and June 30, 2024
- be compatible with the applicant's mission
- feature a majority of artists from historically marginalized, underfunded, or underrepresented communities

Priority will be given to projects that feature artists of color and artists with disabilities.

Community Spotlight Grants cannot be awarded to projects that have previously been included in Mission Support grant applications and awarded funding by United Arts.

GRANT REQUEST AMOUNT

- Maximum grant request: \$10,000
- Minimum grant request: \$1,000
- No matching requirement

USE OF FUNDS

Grant funds can be used for the following expenses incurred July 1, 2023 – June 30, 2024:

- Project-related fees and contracts
- Marketing and advertising expenses
- Expendable supplies and materials
- Space rental
- Up to 25% of grant funds may be used for administrative expenses including salaries that are directly related to the project

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, 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:

- Community Value 40%
- Quality of Project 35%
- Ability to Complete Project 25%

APPLICATION PROCESS

Information Session

An information session will be held on Thursday, March 16, 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/221355023500136>. 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 11-24, 2023. Email Ragen Carlile at rcarlile@unitedarts.org to schedule your appointment.

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/ce27c4b9-7d57-4bcd-997b-671d542ba5b3/2023-24-community-spotlight-project-grant-application>

Deadline: May 1, 2023

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 on grant awards.

Grant Panels

Each grant application will be carefully reviewed and scored based on established criteria by a panel. The panel will be composed of artists, arts professionals, and community members from a variety of disciplines and nonprofit/business expertise who reflect the diversity of the region.

Grant Award Decisions

Grant awards will be based on panel evaluation and available funds. All requests will not be funded. Some requests may receive partial funding.

Board of Directors

The grant panel will recommend grant award amounts based on scores, panel notes, and available funds. These recommendations are submitted to United Arts' Board of Directors for final approval. The role of the grant panel 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 23, 2023	Guidelines and application published
March 16, 2023	Information Session/Application Workshop
May 1, 2023	Application deadline
June 2023	Application review/Panel meetings
June 2023	United Arts Board of Directors final approval of grant awards
Late June 2023	Grant notifications emailed
July 2023 – June 2024	Project Period

APPENDIX: PREVIEW OF COMMUNITY SPOTLIGHT PROJECT GRANT APPLICATION

Below is a preview of the Community Spotlight Project Grant application to familiarize yourself with the format and questions. Applications must be submitted online via

<https://unitedarts.submittable.com/submit/ce27c4b9-7d57-4bcd-997b-671d542ba5b3/2023-24-community-spotlight-project-grant-application>.

2023-24 Community Spotlight Project Grant Application

Applicant Name *

Applicant must be a non-profit organization with 501c3 state and federal tax-exempt status and have had at least three years of programming.

Mailing Address *

City *

Zip Code *

Website *

Contact Name *

PREVIEW

Contact Title *

Telephone *

Email Address *

Federal Tax ID # (EIN) *

Unique Entity Identifier (UEI) Number

The federal government now uses a number called a Unique Entity Identifier (UEI) to uniquely identify business entities. To find or request your UEI, please visit SAM.gov. Please indicate if you do not have one or if you have requested one but have not yet heard back.

Grant Amount Request *

Applicants may request between \$1,000 and \$10,000. There is no matching requirement.

Complete the following sentence, "We are seeking funding to support . . ." *

Limit: 25 words

In one sentence, succinctly describe your proposed project. Do not describe your organization or explain why this project is important.

NARRATIVE PROMPTS

Please respond to the following narrative prompts about your organization and your proposed project.

1. Mission Statement *

2. History/Programming *

Limit: 500 words

Briefly describe the history of your organization and its core programs. Include your history of working with historically marginalized, underfunded, or underrepresented communities.

3. Project Overview *

Limit: 1500 words

PREVIEW

Describe your proposed project in detail. Include significant artistic collaborations and partnerships. How is this project innovative? How is this project different from your normal programming?

4. Location of Grant Activities *

What is the address of the physical location where your grant-funded activities would take place? Is this a historic property older than 50 years or located in a historic district? Is the location included on the National Register of Historic Places? If yes to any of these, please explain.

5. Project Timeline *

Provide a timeline of project activities, including planning meetings and evaluation activities.

6. Community Value *

Limit: 1000 words

Describe how the proposed project fulfills a community need by spotlighting a historically marginalized, underfunded, or underrepresented community. What will this project's impact be on the community it will serve?

7. Project Evaluation *

Limit: 500 words

How will you evaluate the success of the project?

Bios of Lead Personnel *

Upload a file. No files have been attached yet.

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

Upload brief bios or resumes of key staff as relevant to your proposed project and include relevant experience and qualifications.

PROJECT BUDGET *



INCOME	AMOUNT
Earned	
Grants - NC Arts Council	
Grants - Federal	
Grants - Other	
Donations	
United Arts Spotlight Grant	
Applicant Cash	
Other	
TOTAL INCOME	0

EXPENSES	
Personnel - Administrative Salaries	
Contracted Services - Artistic	
Contracted Services - Technical/Production	
Contracted Services - Education/Teaching Artists	
Marketing and Advertising	
Supplies and Materials	
Space Rental and Equipment	
Accessibility	
Other	
TOTAL EXPENSES	0

Include relevant expenditures to implement the project, including fees, contracts, marketing and advertising expenses, supplies, materials, space rental, etc. Up to 26% of grant funds may be used for administrative expenses including salaries that are directly related to the project. If project expenses exceed your grant request, identify sources of additional funding.

Budget Narrative *

Please provide any non-numerical information needed to clarify your budget. If income or expenses are included under "Other", please describe.

SUPPORT MATERIALS

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

Board List *

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, .xls, .xlsx

Upload a current list of Board of Directors. A list of Advisory Board members, if relevant to your program, may also be uploaded.

Letter of Federal Tax Exemption *

Choose File

Upload a file. No files have been attached yet.

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

Financial Statements *

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

Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png

Upload an audit of your most recently completed fiscal year. If an audit is not available, then upload the following three items:

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 *

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 a copy of the applicant's IRS Form 990 that was filed for the most recently completed fiscal year.

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 (if these documents are on file at United Arts.)
- The organization is not barred, suspended, or has any other exclusions or disqualifications from doing business with the federal government.

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 Form

PREVIEW