

# Mission Support Grant Recipient Checklist

These are abbreviated instructions for Mission Support Grant recipients.  
Please refer to the 2023-2024 Mission Support Grant Agreement for complete instructions.

## ✓ Complete By October 16, 2023



### Grant Agreement

Electronically sign your 2023-2024 Mission Support Grant Agreement. This agreement will be emailed directly to your Executive Director and Board Chair to the addresses you provided and will come from "Adobe Sign adobesign@adobesign.com". Once all parties have signed the agreement, you will be emailed a fully signed copy for your records.



### Panel Scores & Comments

If you are interested in seeing your panel scores and comments, please request them by emailing rcarlile@unitedarts.org.



### State Grant Certification

The State Grant Certification No Overdue Tax Debts form must be signed and notarized by both your Board Chair and Executive Director, or equivalent positions. Email your signed/notarized form to rcarlile@unitedarts.org with the subject "State Grant Certification". Please retain the original notarized form in your files.

Upon the receipt of the above indicated items, your grant award will be paid in two equal installments in October 2023 and February 2024.

## ✓ Other Tasks To Be Completed



### Online Calendar

Submit your grant-supported programs to be included in online calendars

- VisitRaleigh.com at <https://www.visitraleigh.com/events/submit-an-event/>
- CVNC.org to [events@cvnc.org](mailto:events@cvnc.org)



### Letters to Elected Officials

Send letters to your state and county elected officials to thank them for appropriating funds for your grant and to inform them of your programming and community impact.

Find your state legislators at [www.ncleg.gov/Members/CountyRepresentation/Wake](http://www.ncleg.gov/Members/CountyRepresentation/Wake)

Find your Wake County Commissioners at [www.wakegov.com/commissioners/districts](http://www.wakegov.com/commissioners/districts)



### Final Report

Track participation and measurable cultural statistics for your grant-supported program.

Take photos throughout the program to be included in your final report. **Due July 10, 2024.**

## ✓ Public Acknowledgements



### Logos

Download United Arts logos: [www.unitedarts.org/grants/manage-your-award](http://www.unitedarts.org/grants/manage-your-award) AND N. C. Arts Council logos: <https://www.ncarts.org/grants-resources/resources/logo-branding-materials>



### Credit Line

In all grant-related promotional materials, the credit line should read: "[Grant Recipient] is supported by the United Arts Council of Raleigh and Wake County, as well as the N.C. Arts Council, a division of the Department of Natural and Cultural Resources."



### Social Media

Acknowledge United Arts grant support via social media during the grant period. Use #unitedartsgrants #arts919 @UnitedArtsWake on Twitter, Instagram, and Facebook.

## ✓ Keep Us Updated



### Stay in Touch

Keep United Arts informed of activities and let us know of changes to your organization, staffing, or programming.



### Contact Information

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