

Community Spotlight Grant Recipient Checklist

These are abbreviated instructions for Community Spotlight Project Grant recipients. Please refer to your 2023-2024 Community Spotlight Project Grant Agreement for complete instructions.

✓ Complete By August 25, 2023



Grant Agreement

Electronically sign your 2023-2024 Community Spotlight Project 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 echosign@echosign.com". Once all parties have signed the agreement, you will be automatically emailed a fully signed copy for your records.

Upon the receipt of your signed grant agreement, your grant award will be paid in full by early September.

✓ 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



Letter to Elected Officials

Send a thank you letter to your state legislators and Wake County Commissioner for supporting this grant. Consider inviting them to attend your event. Find your state legislators at www.ncleg.gov/Members/CountyRepresentation/Wake. Find your Wake County Commissioner at www.wakegov.commissioners/districts.



Final Report

Track participation and measurable cultural statistics for your grant-supported project. Take photos throughout the project to be included in your final report. **Due July 10, 2024.**

✓ Public Acknowledgements



Logo

Download official United Arts logos: unitedarts.org/about/logos/



Credit Line

Use United Arts logo AND credit line in all grant-related publicity and printed materials: "[Grant Recipient] is supported by the United Arts Council of Raleigh and Wake County."



Social Media

Reference United Arts via the grantee's social media outlets. Use #unitedartsgrants @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 staffing, project, or organization.



Contact Information

Ragen Carlile, Vice President for Education & Community Programs
rcarlile@unitedarts.org
919.578.4511