



2024-2025 MISSION SUPPORT GRANT GUIDELINES

Mission Support Grants offer unrestricted funding to 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 501c3 state and federal tax-exempt status;
- be based and operate most of its programs in Wake County;
- have produced arts programs in Wake County for at least one year;
- 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 (complete definition is below)
- 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, 2024 – June 30, 2025:

- 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%
- Financial Management 20%
- Organizational Management 10%

APPLICATION PROCESS

Information Session

A virtual information session will be held Wednesday, February 28, 2024 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://forms.gle/4aPse5q3UUyeSASf8>. Details about joining meeting will be emailed to those registered the day before the session. This session will be recorded.

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 18-28, 2024. 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

A preview of the application is available in the Appendix.

Link to online application: <https://unitedarts.submittable.com/submit/fca009c4-4c95-42d2-8583-5f18d21c89d2/2024-2025-mission-support-grants/eligibility>

Deadline: Friday, April 5, 2024 before 5:00 pm

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.

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 health of each applicant. To determine this, the finance review panel will review financial statements, IRS Form 990, and narrative responses of each applicant to evaluate the following:

- Accumulated deficits and/or debts
- Plans for reducing any deficits and/or debts
- Fundraising and administrative costs that exceed 25%
- Financial stability of the organization

Grant Award Decisions

Funding recommendations, based on grant panel scores, panel notes, and available funds, are submitted to United Arts’ Board of Directors for final approval. The role of the grant 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

February 1, 2024	Guidelines and application published
February 28, 2024	Information Session/Application Workshop
March 18-28, 2024	Application review appointments
April 5, 2024	Application deadline
May - June 2024	Application review/Panel meetings
June 2024	United Arts Board of Directors final approval of grant awards
June 2024	Grant notifications emailed
July 1, 2023 – June 30, 2024	Grant Period

APPENDIX: PREVIEW OF MISSION SUPPORT GRANT APPLICATION

Below is a preview of the Mission Support Grant application to familiarize yourself with the format and questions. Applications must be submitted online via:

<https://unitedarts.submittable.com/submit/fca009c4-4c95-42d2-8583-5f18d21c89d2/2024-2025-mission-support-grants/eligibility>

Eligibility Form for Mission Support Grants 2024-25

Organizations who meet all primary eligibility requirements and at least one of the secondary eligibility criteria are eligible to apply for Mission Support Grant funding. Guidelines, including a preview of the full application, are available [here](https://unitedarts.org/wp-content/uploads/2023/01/2023-2024-Mission-Support-Grant-Guidelines.pdf) (<https://unitedarts.org/wp-content/uploads/2023/01/2023-2024-Mission-Support-Grant-Guidelines.pdf>).

Once eligibility is determined, the full application will be made available.

If you have questions about any of the eligibility requirements, please contact Ragen Carlile at rcarlile@unitedarts.org (<mailto:rcarlile@unitedarts.org>) before proceeding with the full application.

Is the applicant a non-profit arts/cultural organization with 501c3 state and federal tax-exempt status? *

- Yes
- No

Does the applicant have a primary mission to directly produce, present, or support arts programs? *

- Yes
- No

Is the applicant based in Wake County? *

Yes

No

Does the applicant operate most of its programs in Wake County? *

Yes

No

Has the applicant produced at least one year of arts programming in Wake County? *

Yes

No

Does the applicant receive a direct allocation from the State of North Carolina in Session Law?

Yes

No

Did the applicant's budget exceed \$2M in the most recently completed fiscal year? *

Yes

No

PREVIEW

SECONDARY ELIGIBILITY CRITERIA: Which of the following best describes the applicant? *

- has arts programs specifically designed for youth
- is a culturally specific organization as defined by mission and leadership
- has arts programs that take place in Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, or Zebulon
- has had 501c3 nonprofit status for less than eight years
- is primarily an arts service organization; an arts service organization does not directly produce or present the arts but provides services and technical assistance and/or promotes artists and arts organizations
- None of these

Save Draft

Submit Form

PREVIEW

2024-25 Mission Support Grant Application

Applicant Name *

Limit: 300 characters

Primary Address *

City *

Zip Code *

Website *

Contact Name *

PREVIEW

Contact Title *

Telephone *

Email Address *

Year Organization Incorporated *

Employer Identification Number (EIN) *

Also called Federal Tax Identification number

Unique Entity Identifier (UEI)

The federal government now uses a number called a Unique Entity Identifier to uniquely identify business entities. To find or request your UEI, please visit [SAM.gov](https://sam.gov). If you do not yet have one, or if you have requested one but have not yet heard back, please leave this question blank.

Letter of Federal Tax Exemption

Choose File

Upload a file. No files have been attached yet.

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

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 *

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 range, race, and any other identifying information. 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 *

PREVIEW

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

Notes about Staff Numbers *

Please specify the employee/staff positions that are included above. Please also explain any complicated staffing situations that are not easily understood by the numbers alone.

Bios of Lead Personnel *

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 / resumes of key staff that represent your organization.

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.

PREVIEW

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

PREVIEW

Limit: 250 words

2. History/Programming *

Limit: 500 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, 2024 and June 30, 2025. Include anticipated dates and locations of activities.

4. Artistic Merit *

Limit: 500 words

Define your organization's view of programmatic 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: 500 words

What niche do you fill in the Wake County arts community? Describe the Wake County community you serve including any relevant demographic, geographic, cultural, economic, or other characteristics as applicable or that are important to your organization.

6. 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.

7. Organizational Management *

Limit: 500 words

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

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

Limit: 500 words

PROGRAM REACH

For your most recently completed fiscal year, how many individuals were directly engaged in your arts programs? Separate numbers into two categories: individuals who participated in programs that took place in Wake County and the total number of individuals who participated in all programs, regardless of location.

If all of your programming took place in Wake County, then the two columns should contain the same numbers.

Individuals Engaged in Arts Programs



	A	B	C
1		Wake County programs	Total of All Programs
2	Artists		
3	Children/Youth		
4	Audiences		
5	Volunteers		

Program Reach Explanation *

PREVIEW

Please explain or provide any information needed to explain the numbers of the people who were engaged in your arts programming during your most recently completed fiscal year.

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, strategic plan, etc. If providing links to videos on YouTube, make sure that videos remain live and viewable through June 2024.

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, .gif, .tiff, .mp3, .mp4, .mov, .zip, .xls, .xlsx

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, 2022 - June 30, 2023
- January 1, 2023 - December 31, 2023

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.

In lieu of an Internal Review, a completed and signed Annual Financial Report that has been submitted to the North Carolina Department of the Secretary of State's Charitable Solicitation Licensing Division for your most recently completed fiscal year may be submitted.

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.

Please provide your change in net assets for each of the past five years, starting with your most recently completed fiscal year. If you had an overall negative change in net assets over the past five years, please explain. *

If your balance sheet shows accumulated debt, what is your plan for reducing this debt while continuing to pay your annual expenses? *

PREVIEW

Did you submit an application for a Sustaining Support for Arts Organizations Grant to the North Carolina Arts Council by the March 1, 2024 deadline?

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 Form