



## 2024-2025 COMMUNITY SPOTLIGHT PROJECT GRANT GUIDELINES

Community Spotlight Project Grants support forward thinking arts projects that feature or are led by historically marginalized or underrepresented communities in the arts. The purpose of this grant is to encourage progressive programs to augment community access to diverse programming.

### CONTENTS

ELIGIBILITY REQUIREMENTS FOR APPLICANTS.....	2
ELIGIBILITY REQUIREMENTS FOR PROJECTS .....	2
GRANT REQUEST AMOUNT.....	2
USE OF FUNDS .....	2
EVALUATION CRITERIA.....	3
APPLICATION PROCESS .....	3
Information Session .....	3
Application Review Appointments.....	3
Application Link.....	4
APPLYING WITH A FISCAL AGENT.....	4
How to Complete Application with a Fiscal Agent .....	4
If Awarded with a Fiscal Agent.....	4
REVIEW PROCESS .....	4
Staff Review .....	4
Grant Panels.....	5
Grant Award Decisions.....	5
Board of Directors.....	5
TIMELINE.....	5
APPENDIX: PREVIEW OF COMMUNITY SPOTLIGHT PROJECT GRANT APPLICATION .....	6

Direct questions to:

**Ragen Carlile, Vice President for Education & Community Programs**  
**(919) 839-1498 x209 or [rcarlile@unitedarts.org](mailto:rcarlile@unitedarts.org)**

## 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 produced 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.

An applicant that does not meet the above criteria may apply with a fiscal agent that does. See “Applying with a Fiscal Agent” for details.

## ELIGIBILITY REQUIREMENTS FOR PROJECTS

To be eligible for funding, proposed projects must:

- be an arts program
- take place in Wake County
- take place between July 1, 2024 and June 30, 2025
- be compatible with the applicant’s mission
- feature a majority of artists from historically marginalized, underfunded, or underrepresented communities
- include both a public presentation and an educational/community engagement component

Priority will be given to projects that feature ALAANA/BIPOC artists and artists with disabilities. ALAANA is defined as African, Latinx, Asian, Arab, or Native American. BIPOC is defined as Black, Indigenous, People of Color.

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, 2024 – June 30, 2025:

- 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%
- Artistic Quality 35%
- Inventiveness/Originality of the Project 15%
- Ability to Complete Project 10%

## APPLICATION PROCESS

### Information Session

An information session will be held on Thursday, February 29, 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/Bf2JgJQVdc4VVBA36>. 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. Email Ragen Carlile at [rcarlile@unitedarts.org](mailto: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

A preview of the application is available in the appendix.

Link to online application: <https://unitedarts.submittable.com/submit/7ec8e423-cf34-4c1a-a6f5-1f5134d33028/2024-25-community-spotlight-project-grant-application>

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

## APPLYING WITH A FISCAL AGENT

Applicants that do not meet the eligibility requirements may apply with a fiscal agent that does. Fiscal agents do not have creative authority over a funded project, rather agree to accept financial and legal responsibility for the funded project.

### How to Complete Application with a Fiscal Agent

There are special questions in the application for applicants using a fiscal agent that require the following:

- Fiscal Agent contact information
- Fiscal Agent Employer Identification Number (EIN) and Unique Entity Identifier (UEI)
- Fiscal Agent letter of federal tax exemption
- Letter of Agreement – signed by both applicant and fiscal agent that outlines the fiscal agreement if the proposed project is funded.
- Fiscal Agent Board of Directors List
- Fiscal Agent Financial Statements
- Fiscal Agent IRS Form 990

The remainder of the application, including narrative prompts, bios of lead personnel, project budget, and support materials, should be completed by the applicant.

### If Awarded with a Fiscal Agent

If the applicant's project is funded, both the applicant and the fiscal agent will be required to sign the grant award agreement and grant funds will be sent directly to the fiscal agent.

## 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 1, 2024	Guidelines and application published
February 29, 2024	Information Session/Application Workshop
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 2024 – June 2025	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/7ec8e423-cf34-4c1a-a6f5-1f5134d33028/2024-25-community-spotlight-project-grant-application>

## 2024-25 Community Spotlight Project Grant Application

**Applicant Name \***

Limit: 300 characters

Applicant must be a non-profit organization with 501(c)(3) state and federal tax-exempt status and have had at least three years of programming.

**Are you using a Fiscal Agent to apply? \***

Yes

No

An applicant that does not meet the eligibility criteria may apply with a fiscal agent that does. If select "Yes" additional questions will appear that each begin with "Fiscal Agent." Questions that do not begin with "Fiscal Agent" should be about the applicant.

**Mailing Address \***

**City \***

Zip Code \*

Website \*

Contact Name \*

Contact Title \*

Telephone \*

Email Address \*

Employer Identification Number (EIN) \*

Also called Federal Tax Identification number

Unique Entity Identifier (UEI)

PREVIEW

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](https://sam.gov). Please indicate if you do not have one or if you have requested one but have not yet heard back.

### Letter of Federal Tax Exemption \*

Upload a file. No files have been attached yet.

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

### 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 and how that work informs your proposed project. If your organization has adopted an overarching statement or policy that addresses equity, diversity, access, and inclusion, please describe.

### 3. Project Description \*

Limit: 500 words

Describe your proposed project, including details of the public presentation and the educational/community engagement component. Include relevant collaborations and partnerships. Identify which specific community this project will highlight.

### 4. Artist Selection \*

Limit: 500 words

Who are the artists that will participate in this project and how were they selected? How will they implement the project in a thoughtful way? What experience do they have with this community?

### 5. Inventiveness/Originality of Project \*

Limit: 500 words

Describe how this project is innovative or original to the Wake County community.

### 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 Timeline \*

Provide a timeline of project activities.

## 8. 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.

## 9. Project Evaluation \*

Limit: 500 words

How will you evaluate the success of the project? What does success look like?

## Bios of Lead Personnel \*

Choose File

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.

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## PROJECT BUDGET

	A	B
1	<b>INCOME</b>	<b>AMOUNT</b>
2	Earned	
3	Grants - NC Arts Council	
4	Grants - Federal	
5	Grants - Other	
6	Donations	
7	United Arts Spotlight Grant - should match grant amount request	
8	Applicant Cash	
9	Other	
10	<b>TOTAL INCOME</b>	<b>0</b>

Include relevant expenditures to implement the project, including fees, contracts, marketing and advertising expenses, supplies, materials, space rental, etc. Up to 25% 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 2024.

### Link to Support Materials #1

### Link to Support Materials #2

### Upload Support Materials

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

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### Board List \*

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.

### 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.

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## 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.
- The organization is not disbarred, 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.

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Save Draft

Submit Form