



## 2025-2026 COMMUNITY SPOTLIGHT PROJECT GRANT GUIDELINES

Community Spotlight Project Grants support:

- Arts festivals, productions, or classes that highlight and are led by underrepresented communities
- Programs that utilize the arts to engage with or address important community issues

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Direct questions to:

**Ragen Carlile, Vice President of Programming**  
**(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.

Organizations that apply to United Arts for Mission Support Grant funding are not eligible to apply for Community Spotlight Project Grant funding.

## ELIGIBILITY REQUIREMENTS FOR PROJECTS

To be eligible for funding, proposed projects must be either:

- an arts festival, production, or class that highlights and is led by an underrepresented community; or
- a program that utilizes the arts to engage with or address an important community issue

In addition, proposed projects must:

- take place in Wake County
- take place between July 1, 2025 and June 30, 2026
- be compatible with the applicant’s mission
- include an opportunity for public engagement

Priority will be given to projects that feature artists who are Black American, Indigenous, or from other racially marginalized groups and artists with disabilities.

## GRANT REQUEST AMOUNT

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

## USE OF FUNDS

Community Spotlight Project Grant funds can be used for the following expenses incurred July 1, 2025 – June 30, 2026:

- 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

Community Spotlight Project Grant funds cannot be used for:

- Art, music, and dance therapists
- Artifacts
- Purchases of artwork
- Capital expenditures
- Competition prizes
- Contributions to cash reserves and/or endowment funds
- Deficit reduction
- Fundraising Events
- Food or beverages for hospitality or entertainment functions
- Lobbying expenses
- Loan repayments, interest and/or penalties, fines or litigation costs
- Private events closed to the general public and activities restricted to an organization's membership
- 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
- Scholarships and awards for use outside the applicant's programming

## EVALUATION CRITERIA

Each application will be evaluated and scored according to the following criteria:

- Community Value 45%
- Artistic Quality 40%
- Ability to Complete Project 15%

## APPLICATION PROCESS

### Information Session

An information session will be held on Wednesday, February 26, 2025 at 2:00 pm via Zoom. The session will include information about the updated guidelines/application and time for questions. Register for the session at <https://forms.gle/JSMQz1rpEkf22FXS9>. Details about joining meeting will be automatically emailed to those registered. 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. Email Ragen Carlile at [rcarlile@unitedarts.org](mailto:rcarlile@unitedarts.org) to schedule your appointment.

## Application

The application for 2025-2026 Community Spotlight Grant funding is available online via Submittable at: <https://unitedarts.submittable.com/submit/d861e8a8-fcaf-466d-ba02-ddaa9ae57e0f/2025-26-community-spotlight-project-grant-application>

A preview of the application is available in the appendix.

Deadline: Friday, April 4, 2025 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.

Grant correspondence will be directed to the Applicant contact, not the Fiscal Agent contact.

### 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.

The Fiscal Agent may charge a small administrative fee not to exceed 10% which should be included in the project budget.

### If Awarded with a Fiscal Agent

If the applicant's project is funded,

- the applicant must use the same fiscal agent throughout the duration of the grant period
- both the applicant and the fiscal agent will be required to sign the grant award agreement
- grant funds will be sent directly to the fiscal agent
- it will be the applicant's responsibility to complete the final report
- the fiscal agent will be responsible for returning grant funds to United Arts if the applicant's project does not come to fruition

## 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

January 15, 2025	Guidelines and application published
February 26, 2025	Information Session/Application Workshop
April 4, 2025	Application deadline
May - June 2025	Application review/Panel meetings
June 2025	United Arts Board of Directors final approval of grant awards
June 2025	Grant notifications emailed
July 1, 2025 – June 30, 2026	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/d861e8a8-fcaf-466d-ba02-ddaa9ae57e0f/2025-26-community-spotlight-project-grant-application>

## 2025-26 Community Spotlight Project Grant Application

**Applicant Name** (required)

Limit: 300 characters

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

**Are you using a Fiscal Agent to apply?** (required)

- 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** (required)

**City** (required)

**Zip Code** (required)

**Website** (required)

**Contact Name** (required)

**Contact Title** (required)

**Telephone** (required)

**Email Address** (required)

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**Grant Amount Request** (required)

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

PREVIEW

Complete the following sentence, "We are seeking funding to support . . ." (required)

Limit: 25 words

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

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## NARRATIVE PROMPTS

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

### 1. Mission Statement (required)

### 2. History/Programming (required)

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 (required)

Limit: 500 words

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

### 4. Artist Selection (required)

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. Community Value (required)

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? What community issue will this project address?

### 6. Project Timeline (required)

Provide a timeline of project activities.

**7. Location of Grant Activities** (required)

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.

**8. Project Evaluation** (required)

Limit: 500 words

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

**Bios of Lead Personnel** (required)

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.

**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 grants 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 (required)**

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

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### 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 2025.

#### 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

## 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. (required)

**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

Drafts may be visible to the administrators of this program.