

# United Arts Council of Raleigh and Wake County

## 2012-2013 Funding Opportunities

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### Guidelines and Application



*Building better communities through support and advocacy of the arts.*

# PROGRAMMING GRANTS CALENDAR

## Required Meetings, Workshops and Deadlines

### Grant Applicant Workshops: Attendance Required – No Make-up Workshop (all workshops in United Arts offices)

Applicants (Please review Guidelines before attending)

Tuesday, 1/17/12	4:30 p.m. – Arts for Municipalities Grants 5:30 p.m. – School Project Grants 6:30 p.m. – Cultural Access Grants
Thursday, 1/19/12	1:30 p.m. – Youth Arts Grants
Saturday, 1/ 21/12*	10:00 a.m. – Arts for Municipalities Grants 11:15 a.m. – Youth Arts Grants 12:30 p.m. – School Projects Grants 1:45 p.m. – Cultural Access Grants

**\*Please RSVP for the Saturday workshop by calling 919.839.1498 x209.**

### Applicant Meetings with United Arts Staff

Friday, 1/27/12	<b>Deadline to make February appointments with staff</b>
Friday, 2/29/12	Final day for staff meetings with applicants

### Panel and Application Process Dates

<b>Friday, 3/9/12</b>	<b>Deadline for submission of Programming Grants - 5:00 p.m.</b>
	<b>All orientation/panel meetings will be held in United Arts' offices</b>
Monday, 4/09/12	Orientation for Youth Arts Grants panelists at 5:30 p.m.
Wednesday, 4/11/12	Orientation for Cultural Access Grants panelists at 5:30 p.m.
Thursday, 4/12/12	Orientation for School Project Grants panelists at 5:30 p.m.
Monday, 4/16/12	Orientation for Arts for Municipalities Grants panelists at 5:30 p.m.
Thursday, 4/19/12	Make-up Orientation Meeting for Panelists at 5:30 p.m.
Monday, 4/30/12	Youth Arts Grants panel interviews at 3:00 p.m.
Tuesday, 5/01/12	Youth Arts Programming Grants panel interviews at 3:00 p.m.
Wednesday, 5/02/12	Cultural Access Programming Grants panel interviews at 3:00 p.m.
Thursday, 5/03/12	School Project Grants panel interviews at 3:00 p.m.
Wednesday, 5/09/12	School Project Grants panel interviews at 3:00 p.m.
Thursday, 5/10/12	Arts for Municipalities Grants panel interviews at 3:00 p.m.
Wednesday, 6/06/12	Appropriations panel meeting at 3:00 p.m.
Wednesday, 6/13/12	United Arts Executive Committee
Wednesday, 6/27/12	United Arts Board of Directors final approval of grant awards
Thursday, 6/28/12	Notification of grant awards mailed
7/1/12 - 6/30/13	Grant funding cycle

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# About United Arts Council of Raleigh and Wake County

## Mission

United Arts builds better communities through support and advocacy of the arts.

## Vision

A community that values the arts.

## Programs

United Arts offers funding opportunities for communities, individual artists, organizations and schools. United Arts provides services to the community such as advocacy, resource development, professional/leadership development and special projects. United Arts supported programs and services reached more than 1.2 million people in 2010-2011.

## Support

United Arts' grants and programs are funded through a variety of sources. The annual United Arts Campaign raises funds from government agencies, corporations, foundations and individuals. United Arts' 2010-2011 budget is greater than \$1.4 million. Support is also provided by the North Carolina Arts Council, the Wake County Public School System and the citizens of Wake County through the Wake County Board of Commissioners and the Towns of Apex, Cary, Fuquay-Varina, Garner, Knightdale, Rolesville, Wake Forest and Zebulon and Wendell Chamber of Commerce.

The Grassroots Arts Program is a partnership between the N. C. Arts Council, a division of the Department of Cultural Resources, and the communities of the state. The General Assembly provides major support through this program by allocating funds to each county on a per capita basis. United Arts has been named by the Wake County Board of Commissioners and North Carolina Arts Council as the Designated County Partner to distribute all community arts funds for Wake County.



This project was supported by the N.C. Arts Council, a division of the Department of Cultural Resources.

[www.ncarts.org](http://www.ncarts.org)

## Mailing Address

United Arts Council of Raleigh and Wake County, Inc.  
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Raleigh, North Carolina 27601  
Phone: (919) 839-1498 Fax: (919) 839-6002  
[www.unitedarts.org](http://www.unitedarts.org)

## Contact Information

Virginia B. Zehr, Vice President for Education and Community Programs  
(919) 839-1498, x209 or [gzehr@unitedarts.org](mailto:gzehr@unitedarts.org)

## Accessibility

These guidelines can be made available in large print and on audio tape. Please allow ten (10) working days to fulfill your request.

## General Information

### General Application Limits

Organizations that meet all relevant eligibility requirements may apply for one grant in up to two categories.

### General Eligibility Requirements

All applicants:

- must be nonprofit and exempt from federal and state income tax as one of the following: 1) a charitable organization with 501(c)(3) designation of the I.R.S. code as defined under Section 501(a), or 2) a unit of government or 3) an educational institution,
- may apply for support only for programming and services delivered in Wake County,
- must be in good standing in accordance with performance requirements (previous recipients) and
- must meet additional eligibility requirements for each specific category in which an application is made.

### Funding Restrictions

Funds may not be used for the following expenditures:

- Deficit reduction
- Contributions to cash reserves and/or endowment funds
- Loan repayments, interest and/or penalties, fines or litigation costs
- Capital expenses (e.g., buildings, roads, major immobile equipment, furniture, fixtures or musical instruments, artwork, etc.)
- 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 occurring outside of Wake County
- Programs in the following areas: acrobatics, aerobic dance, beauty pageants, clowning, comedy, cosmetology, face painting, fashion shows, karaoke, juggling, magic shows, martial arts, mineralogy, gemology, modeling, nature presentations, talent shows and pageants, or quiz bowl presentations
- 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

Additional funding restrictions may apply in specific categories.

### Applicants with Similar Artistic Functions

Applications submitted by organizations with comparable missions are evaluated according to the stated criteria. There is no policy stating that only one such application can be funded during a given grant period.

### Programming

It is the expectation of United Arts that the programming offered by an applicant be compatible with the applicant's mission. It is not the role of United Arts to determine programming for applicants except in those areas dictated by law.

### Diversity

United Arts looks at diversity in its broadest sense, including all the attributes that make us individuals. These attributes include but are not limited to age, disability, education level, geographic location, household income, race/ethnicity, gender and sexual orientation.

### **Financial Need**

Financial need of the applicant for funds is neither a criterion nor a consideration in this process.

### **Applicant Reserve/Endowment/Restricted Funds**

United Arts considers it appropriate for arts/cultural organizations to have as much as 25% of current revenues in cash reserves and encourages applicants to create endowment and reserve funds. United Arts will not consider donor- or board-restricted funds in making decisions.

### **Free vs. Ticketed Events**

United Arts has no policy stipulating that an event must be ticketed.

### **Applicant Recognition and Support of United Arts**

Recognition of United Arts is an award requirement monitored by United Arts staff.

United Arts is aware that the board members of each grantee organization feel strong allegiance to that organization and are encouraged to support that organization with a direct contribution. United Arts will solicit its own board members during its annual campaign and also may solicit the boards of its grantees. Grantees may be required to send thank you notes annually to selected United Arts donors. Instructions for this process will be distributed with the grant contracts. The grantee may, if called upon, supply a staff person, board member or client to make a brief presentation about the grantee's work in a United Arts workplace or corporate campaign.

### **Capital Projects**

Solicitation of corporate and/or Wake County support for capital projects or endowment campaigns requires prior notification of United Arts.

### **Changes in Major Administrative Staff**

Please notify United Arts about known and/or anticipated major changes in administrative staff.

### **Minimum Requests/Awards**

Applications for less than \$1,000 will not be accepted. **The minimum award that will be made is \$1,000. Some applications may receive no funding.**

### **General Funding Guidelines**

Generally, proposals scoring under 70% of the maximum score will not be funded.

### **Appeals Process**

United Arts Council grant funds are awarded by decision of its Board of Directors. United Arts' decision-making is guided by published evaluation criteria that require independent qualitative judgment on the part of the panelists and board members. An applicant may appeal an award decision if there is a question of policy or guidelines violation. Dissatisfaction with the denial of an award or with the award amount is not grounds for appeal. If an application remains incomplete at the time the appropriate panel meets, the application will not be considered by the panel and is specifically denied any appeals process.

Requests for appeals with supporting documentation must be received, in writing, at United Arts' offices within thirty (30) days of a funding award notification. United Arts' Executive Committee will review the appeal and forward a recommendation to the United Arts Board of Directors for action at its next regularly scheduled meeting. The decision of the Board is final. If United Arts changes a funding decision as a result of an appeal, the timing of the payment of the funds shall be at the discretion of the President and CEO of United Arts.

## Application, Review and Award Process

All applicants and grant and appropriations panelists should review the following information carefully. There are several steps involved in the application, review and award process.

### Grant Applicant Workshops

All grant applicants are required to attend an applicant workshop for each grant category in which they are applying. At these workshops, United Arts staff will assist applicants with the process by discussing eligibility requirements, grant requirements and tips on how to submit a competitive application.

### Applicant Meetings with United Arts Staff

To further ensure that applications are as competitive as possible and that they are submitted in the correct category, applicants applying in new categories are **required** to meet with staff to discuss a draft of their application. Returning applicants are **encouraged** to meet with staff. Staff may also request a meeting which will be **required**. Proposals will not be accepted from any applicant who does not meet with staff as required. Meetings will be held during the month of February in half-hour increments. Applicants must make an appointment before January 27, 2012, by contacting the Vice President for Education and Community Programs. Two working days before the meeting, applicants **must** submit a draft narrative and budget. Drafts may be submitted by facsimile, e-mail or mail.

### Staff Assistance

In addition to reviewing draft applications, the Vice President for Education and Community Programs is available to assist with any aspect of the application process and to answer any questions.

### Application Deadline

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is **not** a postmark deadline. No additional materials may be submitted after the deadline, unless requested by United Arts staff.

Occasionally, applicants with extenuating circumstances for failing to meet the application deadline and who have received **pre-approval** from United Arts will be allowed to submit the application past the deadline. Otherwise applications received after the deadline will be rejected without further consideration.

### Staff Review

Applications are first reviewed by staff for completeness and forwarded to grant panel members with a staff cover sheet. The cover sheet indicates compliance with all application requirements and with previous grant award requirements. Staff may contact applicants for additional materials.

### Grant Panel Meetings

Open grant panel meetings make it possible for applicants and other constituents to observe the grant decision-making process and to gain a better understanding of grant-making policy. **The appropriations panel meeting, however, will not be open for 2012-2013.** Observers, particularly first-time applicants, are encouraged to attend. Panel meeting schedules are listed in the grant calendar. The following policies have been established for observers:

- As a courtesy to others, observers are asked to enter only during breaks.
- Observers will be asked to identify themselves.
- Observers may not use cameras or sound or visual recording devices.
- Observers at panel meetings may not participate in the discussions or address the panel for any reason during the meeting and, to prevent the appearance of conflict of interest or persuasion, observers may not engage in informal discussions with panelists or other observers during breaks or before and after the panel meeting.
- The panel chair facilitates the meetings and is responsible for maintaining order during the meetings.
- Any observer not complying with these guidelines may be asked to leave by the panel chair.

Because applications have been reviewed and rated prior to deliberations, some applications may not receive a great deal of discussion.

### **Receipt of Funds**

All awards and payments are made contingent upon the availability of funds. If an applicant has been awarded United Arts funding totaling \$6,000 or more, the recipient will receive payment of all funds in equal monthly payments deposited automatically in the recipient's checking account on the first banking day of the month, pending return of a completed contract and required documents. If a recipient has been awarded United Arts funding totaling less than \$6,000, the recipient may submit a Request for Payment Form for seventy-five percent (75%) of its funding after July 1, no more than ninety (90) days before the project start date, pending return of a completed contract and required documents. The final twenty-five percent (25%) shall be distributed upon acceptance of the final report.

### **Performance Requirements**

Recipients are required to abide by federal and state laws and to provide required reports by the dates indicated by United Arts and agreed to by the recipient in the contract. As part of the award, recipients will be required to submit a revised budget, an interim report form and an updated list of board and staff members and may be required to submit request for payment forms. All recipients must credit United Arts and its major donors, submit a final report and provide two tickets to funded events, if applicable. Recipients must meet all conditions and requirements outlined in the contract. Failure to abide by contractual conditions and requirements, including report deadlines, will affect payment of current and future awards, consideration of future applications and eligibility for funding.

Recipients are **required** to submit a written request to make a material change in dates, scope of the funded activities or the budget (25% or more). The request to make a material change will be submitted to the Vice President for Education and Community Programs for approval and may also be reviewed by the Vice Chair for Grants.

United Arts staff, board and/or panel members may request a site visit to evaluate recipient performance. Recipients are required to refund to United Arts any unexpended funds remaining at the end of the funding cycle.

### **Additional Reporting Requirements**

Recipients are required to submit a notarized "No Overdue Tax Form" to United Arts. This form is due to United Arts with the contract. If a recipient is required to submit the "No Overdue Tax Form" to the Office of the State Auditor, a copy of the notarized form may be sent to United Arts in lieu of the original. **Wake County Pre-K - 12<sup>th</sup> grade schools, Wake County institutions of higher learning and Wake County municipalities are exempt from this requirement.**

Grassroots Arts Program subgrantees are required to submit a "NC Grants" report to United Arts within three months after the close of the subgrantees' fiscal year in which Grassroots Arts Program funds were received. United Arts will notify you if you are receiving Grassroots Arts Program funds.

### **Fiscal Year**

We encourage all applicants to adopt a July 1-June 30 fiscal year to assist with application and reporting requirements.

## Grant Panels

Peer grant panels are integral to the application review process. Grant panels are grant category-based and composed of up to 12 independent and objective community volunteers selected to ensure artistic, ethnic and geographic representation. One board member serving on a panel is selected to serve as the panel chair and to act as chief representative to United Arts' appropriations panel. The appropriations panel is composed of United Arts Board Chair, Vice Chair for Grants and each Board member who served on individual grant panels.

### **Grant/Appropriations Panel Member Roles and Responsibilities**

The grant panels evaluate applications based on established criteria. The appropriations panel recommends, by a majority vote, grant amounts based on grant panel scores and available funds. These recommendations are submitted to United Arts' Board of Directors for final approval. The role of the grant and appropriations panels is advisory to the Board; the power to make decisions on both policy and funding rests with the Board, whose decisions are final.

Grant panelists are appointed for one-year terms and may be reappointed to a panel or assigned to another panel for up to three consecutive terms. Approximately one third of each panel's members are new each year. All grant and appropriations panel members are required to serve without self-interest, recognizing that loyalties to a particular geographic area, arts discipline, institution or specific interest group must be subordinated to the broader purpose of acting in the best interest of community-wide arts development.

It is not a function of panel members to represent United Arts to the community. Speaking for United Arts is a staff function that should not be assumed by panelists. Panelists should direct any questions they may have about an applicant or application to United Arts staff to obtain additional information. Panelists should also refer any questions they receive about grant recommendations or any other matters to United Arts staff.

All grant and appropriations panelists must:

- Attend an orientation session conducted by staff.
- Review and be familiar with United Arts' guidelines and criteria for funding.
- Declare conflicts of interest. Panelists with a conflict of interest pertaining to a particular applicant shall not complete a rating form and shall leave the room during any discussion of the applicant.
- Advise United Arts' Board on current and future needs in each category, funding priorities, field issues and the development and revision of grant guidelines.

Grant panelists must:

- Read all grant applications in a specific grant category and come to the panel meeting prepared to discuss and evaluate those applications according to the published criteria for the appropriate grant category.
- Participate in official panel meetings, which are open to the public. Panelists meet with applicants during scheduled meetings, discuss each application and complete a rating form. Discussion and ratings are based solely on the criteria for funding, policies, application, interviews and first-hand knowledge of applicant's programs by panelists in the past two years.
- Forward scores to the appropriations panel.
- Review and approve compilations of panel comments prepared by staff to share with applicants.
- Be present at applicant interview to participate in discussion of and/or rating of that application.

Appropriations panelists must:

- Participate in official appropriations panel meetings (not open for 2012-2013).
- Make recommendations, by majority vote, on grant awards, based on ratings from individual panels and available funding.

Discussion of grant applicants often involves frank and candid comments among panelists. These discussions are necessary in order to ensure that each panelist has full and complete knowledge of the organization and the applicant's proposal. The utmost care must be taken to maintain constructive dialogue. Panelists are encouraged to use such phrases, particularly during panel interviews, as the following:

“Could you elaborate on...”  
“I would like to have seen...”  
“It was noteworthy that...”  
“I have a question about...”

“I don't see evidence of...”  
“There is not strong evidence to support...”  
“I have the same observations about...”  
“I think this idea needs more development or clarification...”

“I am unclear about...”  
“I have a sense that...”  
“I have a concern...”  
“My response to that is...”

## Common Requirements

Please see specific requirements in each category.

### Application Deadline for All Grant Applications

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices.** This is a delivery deadline **not** a postmark deadline. Applicants must complete the United Arts Standard Grant Application Form with appropriate attachments. No additional materials may be submitted after the deadline unless requested by United Arts staff.

### Grant Requests

Grant requests for Arts for Municipalities Grants, Arts Service Grants, Cultural Access Grants and Youth Arts Grants will not exceed 20% of applicant's Wake County programming expenses in that category as indicated in the cost-center expense budget for the request year or the short budget form. Applicants whose main purpose is to highlight a specific culture and municipalities may apply for 20% of arts-related programming expenses.

Schools may request 50% of their project expenses as indicated in the short budget form for School Project Grants.

### Matching Requirements

Although no specific cash match is required, United Arts will not provide more than 20% of a grantee's actual Arts for Municipalities Grants, Arts Service Grants, Cultural Access Grants and Youth Arts Grants programming expenses (or arts-related festival expenses for a municipality or cultural organization) through programming support. Future grant decision will be negatively affected if a United Arts programming grant in the categories above ultimately exceeds 20% of the actual programming expenses at the end of the grant year. Grant funds may not be matched with North Carolina Arts Council grants or other United Arts grants.

Schools may use salaries of participating faculty as part of their match. United Arts will not provide more than 50% of a School Project grantee's actual programming expenses. School Project Grants funds may not be matched with NC Arts Council grants or with other United Arts grants.

New Generation Grants do not require a cash match.

### Use of Funds

Grant funds are restricted to the purpose described in the application and may not be used for expenses that are not arts-related. **Grant funds must be used for programs in Wake County.**

### Project Period

Funded programs must take place between July 1, 2012 and June 1, 2013.

Grant Interview for School Projects, Arts for Municipalities, Arts Service, Cultural Access and Youth Arts  
As part of the review process, applicants will have a 15-minute interview with their grant panel. Applicants usually involve their executive and artistic directors, board president, treasurer and/or education/program staff (those individuals who can best speak to the applicant's mission, programs and finances) in the interview. The interview will be in a question-and-answer format. Questioning will begin with a request for information on changes to the proposed program since the proposal was submitted. Panel discussion and deliberation will occur after all interviews are completed. Time and place of interviews will be scheduled by United Arts. Presenters are expected to be on time for grant interviews. **Minutes late will be deducted from the 15 minutes of interview time.**

A grant panel interview is a required part of the grant process. If the grant panel interview is missed, the grant process is incomplete and the applicant is specifically denied any appeals process. Failure to appear at the grant panel interview will in all likelihood result in the denial of a grant award unless United Arts is persuaded of a good faith effort to attend.



## CHAMPIONING ARTS EDUCATION

United Arts is dedicated to making the arts fundamental to education, particularly in supporting programs that serve Pre-K through 12 students, classroom teachers, arts specialists, teaching artists and administrators in school, after school or outside the school setting.

United Arts values arts in education programs and projects that:

- introduce students to arts experiences through performance- or exhibit-based programs (either as audience or participant)
- provide sequential education in art disciplines
- provide opportunities for students who have limited access to arts instruction or experiences
- serve serious arts students
- emphasize arts integration
- provide professional development opportunities for Pre-K through 12 teachers

Programming in this category should address at least one of the values above. It is not necessary for the programming to address all the values.

### I. SCHOOL PROJECT GRANTS

**Maximum Grant Amount: \$6,000**

School Project Grants are intended to enhance and strengthen arts education in Wake County, to broaden or deepen programs offered for Pre-K through 12 students and to encourage collaborations between artists and schools. The majority of project activities must take place **within** the school environment, school day and school year. Professional development activities and consultant's work may occur outside the school environment or school day. Field trips may occur outside the school environment. (Contact United Arts staff if you have questions.) School Project grants are not intended to substitute for a school's arts education program. Funds cannot be used for permanent personnel positions.

Residencies should accomplish one or more of the following:

- emphasize learning in, through or about the arts,
- encourage integration of the arts into the school curriculum,
- provide professional development to train teachers in integrating the arts into the curriculum,
- encourage and support the understanding and appreciation of our community's cultural heritage and diversity,

A school may submit one application per year. Generally, United Arts will not support a project for more than three years, and projects that receive funding are not guaranteed funding in subsequent years. Schools may apply for a one-year planning grant for the development of extensive educational programs that may involve several partners or collaborators. If a planning grant is awarded, the applicant may apply for an implementation grant the following year. Receiving a planning grant award does not guarantee funding for implementation.

#### **Applicant Requirements**

Applicants must meet the general eligibility requirements listed on page 3. Only Wake County Pre-K through 12 schools may apply for School Project Grants. Nonprofit organizations established to support school-based arts programs (i.e., band boosters, art boosters, etc.) are not eligible for funding. All applicants must attend a grant workshop and meet with the Vice President for Education and Community Programs (see grant calendar on inside front cover).

#### **Additional Requirements for Residency Grants**

Residencies must include:

- hands-on activities with at least one core group of students (minimum of five contact hours per student),
- one on-site planning session. Artists must be paid for their participation in this session.

In addition, the residency must include two or more of the following:

- professional development or in-service workshops led by the residency artist(s)/company for educators, administrators and/or arts educators,
- in-school or community-based event, such as a performance, an exhibition or slide presentation or a reading/presentation by the residency artist(s)/company,
- participatory family night, led by the residency artist(s)/company, that involves adults and students in joint hands-on activities,
- an event that shares the work of students done during the residency,
- Wake County residency-related field trip for the core group of students (examples: museum, gallery, performance, concert).

### **Application Deadline**

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is a delivery deadline **not** a postmark deadline. Applicants must complete the United Arts Standard Grant Application Form with appropriate attachments. No additional materials may be submitted after the deadline unless requested by United Arts staff.

### **Grant Awards**

Grant awards will not exceed 50% of the project expenses. The maximum grant award is \$6,000. School Project Grant funds must be matched one-to-one in cash, although applicants may use salaries of participating faculty as part of their match. School Project Grant funds may not be matched with NC Arts Council grants or with other United Arts grants.

### **Receipt of Grant Funds**

All grant awards and payments are made contingent upon the availability of funds. Pre-K—12 schools receiving a School Project Grant may submit a Request for Payment Form for one hundred percent (100%) of their funding no more than ninety (90) days before the project start date, pending return of a completed contract and required documents.

### **Project Period**

Funded programs must take place between July 1, 2012 and June 1, 2013.

### **Grant Interview**

As part of the review process, applicants will have a 15-minute interview with their grant panel. Applicants usually involve their administrators, teacher(s) in whose class the project will occur, Cultural Arts Representative or arts specialist (those individuals who can best speak to the applicant's mission, programs and finances) in the interview. The interview will be in a question-and-answer format. Questioning will begin with a request for information on changes to the proposed program since the proposal was submitted. Panel discussion and deliberation will occur after all interviews are completed. Time and place of interviews will be scheduled by United Arts. Presenters are expected to be on time for grant interviews. **Minutes late will be deducted from the 15 minutes of interview time.**

A grant panel interview is a required part of the grant process. If the grant panel interview is missed, the grant process is incomplete and the applicant is specifically denied any appeals process. Failure to appear at the grant panel interview will in all likelihood result in the denial of a grant award unless United Arts is persuaded of a good faith effort to attend.

### **Evaluation Criteria**

Each application will be evaluated on an overall impression of the applicant's strengths in the following areas:

*Project Quality (Artistic and Educational Merit) - 65 points*

- *Relationship between project's goals and proposed activities*
- *Qualifications, background and expertise of the artists involved*

- *Ability of artists involved to provide quality educational experiences*
- *Effective integration of the project into the school's curriculum (if applicable)*
- *Enhancement of the school's current arts program (if applicable)*
- *Potential of activities to extend participants' knowledge and/or skills in the arts and/or other curriculum areas (if applicable)*
- *Quality and clarity of project plans and potential for proposed activities to meet project goals*
- *Evidence of planning among artists, schools, teachers and other key participants*

*Project Impact - 35 points*

- *Potential for long-term impact on participants*
- *Efforts to involve a diversity of participants, including persons or groups not ordinarily participating in cultural activities; e.g., special education classes, etc.*
- *Strength of management and resources necessary to carry out project*
- *Appropriate evaluation strategies that are matched to project goals*

**Narrative (Maximum of three typed pages)**

Clearly address all the applicable evaluation criteria above and provide the information requested below. Please number each section of your narrative using the numbers below.

1) Project Goals and Activities: State project goals and how the proposed activities are related to curricular and/or school goals. Provide a clear and concise description of the proposed project. For each activity, summarize what will happen and who will be involved (grade levels, types of classes). State the grant amount requested and discuss how the grant funds will be used. If matching funds include teacher/administrator salaries, please itemize these expenses in this section. Include a discussion of only those NC Essential Standards Key Ideas and Details and Common Core Standards that will be addressed most deeply within the project.

2) Planning and implementation timeline: Provide a detailed timeline of all planning activities (including planning meetings held before submission of grant proposal through completion of project) and of all proposed project and evaluation activities.

3) Artists/Consultants: Provide a description of the artists who will be conducting residency and/or professional development activities and of any consultants. Include a description of the artist/consultant selection process, artists/consultants credentials and ethnicities and detailed rate of payment for their services.

4) Participants: Provide a description of intended participants and how they will benefit from involvement in the project. Estimate numbers served and demographic composition.

5) Evaluation: Describe the strategies and instruments that will be used to evaluate the project and its success in meeting stated goals. Evaluation strategies/tools should be strongly related to the project goals and goals should be measurable. For example, an evaluation process must address "what will the students know and be able to do artistically (or in a curricular area) as a result of this project?"

**Application Package**

- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Short Budget Form for School Projects
- Resumes of consultants (if applicable) and key artists. A copy of an artist's page from the current United Arts Council's Artists Resource Directory is acceptable
- Copy of partnership agreement/letter signed by all parties (for projects including partnerships and/or collaborations with other organizations or schools)
- Copy of letter(s) of intent from artist(s)/consultant(s). Letter should include dates for planning meeting(s) and all activities and rate of pay; see sample letter of intent on page A18

- Include a lesson plan created by the artist(s) for the residency using the lesson plan format on page A17 (one day is sufficient)
- Evaluation instruments for the project; these instruments must address what children will know and be able to do as a result of the project

## II. YOUTH ARTS GRANTS

**Maximum Grant Amount: \$20,000\***

Youth Arts Grants are intended to support opportunities for arts instruction for Pre-K through 12 students **outside** of the formal school environment, school day or school year and include performing arts series for youth. Examples include: summer arts camps, after-school and track-out arts program, classes, workshops, master classes, residencies and youth series (youth and/or families as targeted audience).

### **Applicant Requirements**

Applicants must meet the eligibility requirements listed on page 3. Only non-profit arts organizations with 501(c)(3), state and federal tax-exempt status and a principal office in Wake County may apply in this category.

In addition, applicants for Youth Arts Programming support must:

- maintain a board of directors which meets at least quarterly,
- have a CPA or internal review (see Glossary of Terms for definitions) if organization's annual budget is less than \$100,000,
- have a CPA review if organization's annual budget is between \$100,000 and \$299,999,
- follow generally accepted accounting principles and have an independent audit (see Glossary of Terms for definition) performed annually by a Certified Public Accountant if organization's budget is \$300,000 or more,
- have fundraising and administrative expenses that did not exceed 25% of total cash revenue according to the most recently audited budget year,
- have budget fundraising and administrative expenses that do not exceed 25% of total cash revenue in the request year,
- have had at least three years of programming,
- have nondiscrimination, conflict of interest and accessibility policies,
- attend a required workshop; meet with staff, if applicable. Applicant meetings are discussed under Application, Review and Award Process on page 5.

### **Grant Awards**

Applicants may apply for a maximum of \$20,000 or up to 20% of their youth arts programming expenses (as indicated in the cost-center expense budget for the request year or short budget form) whichever is less.

\*Applicants with total proposed revenue budgets of \$2 million or more may apply for a maximum of \$10,000 or 20% of their youth arts programming expenses (as indicated in the short budget form), whichever is less.

### **Application Deadline**

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is a delivery deadline **not** a postmark deadline. No additional materials may be submitted after the deadline unless requested by United Arts staff.

### **Evaluation Criteria**

Each application will be evaluated on an overall impression of the applicant's strengths in the following areas (Because of the wide variation in the programming presented by applicants, their programming may not address all the evaluation qualities):

*Program Quality (Artistic and Educational Merit) – 45 points*

- *Relationship between organization's mission and goals and the program's goals and activities*
- *Qualifications, background and expertise of the artists, instructors or education directors involved*
- *Potential of activities to extend participants' knowledge and/or skills in the arts and/or other curriculum areas (instructional programs)*
- *Quality of instruction or programming*
- *Quality and clarity of program plans and potential for proposed activities to meet program goals*

*Program Impact – 35 points*

- *Fulfillment of programmatic need in the community*
- *Potential for long-term impact on participants*
- *Efforts to involve a diversity of participants, including persons or groups who have limited arts opportunities due to educational, geographic, cultural, physical, economic or other constraints*

*Program Management – 20 points*

- *Administrative capacity, resources, planning and expertise to ensure success*
- *Effective marketing*
- *Appropriate evaluation strategies that are matched to program goals*

**Narrative (Maximum of three typed pages)**

Clearly address all the evaluation criteria above and provide the information requested below. Please number each section of your narrative using the numbers below.

- 1) **Community Value:** Describe the value of your youth arts programming to the community. Describe how this programming fulfills a community need and the program's anticipated impact on the people served. Include the type of students your programs are meant to attract.
- 2) **Youth Arts Programming:** Provide a clear and concise description of youth arts programs for the proposed grant period. Include a timeline of all activities, location of activities and a summary of what will happen. For classes, summer arts camps, after-school and track-out arts programs, workshops and residences, include the number and lengths of sessions and the grade levels or age ranges of participants. For youth series, indicate the age range of targeted audiences. For new projects, discuss how you will sustain this programming in the future.
- 3) **Program Goals:** State program goals and relationship between applicant's mission and goals and the program's goals and activities.
- 4) **Artistic/Educational Quality and Merit:** Describe the recruitment and selection of artists, teaching artists and/or instructors. Provide information that will help the panel assess the artistic/educational expertise of the artists, teaching artists and/or instructors involved. Also include this information for arts education directors or for those who administer education programs. For applicants with performing arts series for youth, please describe the process for determining this programming.
- 5) **Curriculum:** Describe instructional curriculum, lesson plans **and/or** connections to North Carolina Essential Standards Key Ideas and Details for your programming. See "**North Carolina Essential Standards, Key Ideas and Details, and/or Common Core Standards**" on page 16 for the information needed for your type of programming.
- 6) **Demographics:** Describe the demographics and characteristics of the participants/audiences served by this programming and how they will benefit from the program. Include a summary of marketing plans to reach all targeted participants and audiences. If there is an invitation, selection or auditioning process for program participants, please describe.
- 7) **Accessibility:** Describe specific efforts your organization conducts to make programs accessible to those who have limited arts opportunities due to educational, geographic, cultural, physical, economic or other constraints. Give examples of successful efforts, e.g., discounted or free access for underserved populations. Describe the process for awarding financial aid or scholarships, including number and amount awarded currently and for the past two years.
- 8) **Program Evaluation:** Describe the strategies/tools that will be used to evaluate the program and its success in meeting stated goals. For ongoing programs, describe past success in meeting goals. Describe any anticipated changes to programming based on current evaluation results.

9) Student/Instructor Evaluation: For instructional programs, describe how students' progress, quality of instruction (instructors) and curriculum are evaluated.

10) Additional Information: You may discuss Artists in the Schools (AIS) programs in this section. DO NOT provide any support material for AIS programs, i.e., do not attach AIS evaluation forms, sample curriculum or study guides.

**North Carolina Essential Standards, Key Ideas and Details, and/or Common Core Standards\***

- **Instructional – Group**
  - Camps/summer conservatory
  - Classes
  - Multi-arts pre-school
  - Residencies
  - Workshops

Describe instructional curriculum or lesson plans in narrative, including connections to NC Essential Standards, Key Ideas and Details, and/or Common Core Standards. Attach sample curriculum or lesson plans.

- **Instructional – Individual**
  - Mentor programs
  - Individual lessons

Describe an individual lesson plan in narrative, including connections to NC Essential Standards Key ideas and Details and/or Common Core Standards. Attach sample individual instructional plan.

- **Participatory**
  - Competition
  - Gallery tour/hands-on art experience
  - Guided gallery tours
  - Lecture series
  - Multi-group performances
  - Performing ensembles
  - Performing series for youth
  - Recital series

Describe connections to NC Essential Standards, Key Ideas and Details, and/or Common Core Standards in narrative.

For NC Essential Standards and Common Core Standards, go to [www.learnnc.org](http://www.learnnc.org). On the right side of the page under Classroom, select Curriculum Standards.

**Application Package: See Page A4**



# BUILDING COMMUNITIES

United Arts is dedicated to serving a large metropolitan area with growing populations and diverse populations including numerous ethnicities and special needs communities.

## I. ARTS FOR MUNICIPALITIES GRANTS

### **Maximum Funding: \$20,000**

Arts for Municipalities Grants are intended to assist Wake municipalities outside of Raleigh develop their cultural and artistic resources to create vibrant communities and to ensure broad access to the arts.

Arts for Municipalities funds will support the arts programming of:

- Arts/cultural organizations\* that present arts programming (performances, exhibitions, community residencies, arts-rich festivals) in any of the eleven Wake County municipalities outside of Raleigh
- Wake County municipal governments outside of Raleigh or their departments

\*Arts/cultural organizations based outside the City of Raleigh within Wake County or organizations based in Raleigh presenting programs outside of Raleigh within Wake County.

### **Applicant Requirements**

Applicants must meet the eligibility requirements listed on page 3. Non-profit arts/cultural organizations with 501(c)(3) state and federal tax-exempt status or a unit of government may apply in this category. Applications for programming for Pre-K through 12 students must be made in the Youth Arts Grants category with the following exception: a program or performance for a Pre-K through 12 school provided that it is part of a larger community based program where at least one other program or performance is planned for and open to the general public and conducted outside the classroom setting.

These grants may support existing as well as new programming. At least 80% of the total costs may be from any other source. In general, Arts for Municipalities will give priority to arts/cultural organizations that are based outside of the city of Raleigh within Wake County.

In addition, applicants for Arts for Municipalities Grant support must:

- maintain a board of directors which meets at least quarterly (municipalities exempt),
- have a CPA or internal review (see Glossary of Terms for definitions) if organization's budget is less than \$100,000 (municipalities exempt),
- have a CPA review if organization's budget is between \$100,000 and \$299,999 (municipalities exempt),
- follow generally accepted accounting principles and have an independent audit (see Glossary of Terms for definition) performed annually by a Certified Public Accountant if organization's budget is \$300,000 or more (municipalities exempt),
- have had at least three years of programming,
- have nondiscrimination, conflict of interest and accessibility policies,
- attend a required workshop and required meeting with staff. Applicant meetings are discussed under Application, Review and Award Process on page 5.

### **Application Deadline**

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is a delivery deadline **not** a postmark deadline. No additional materials may be submitted after the deadline unless requested by United Arts staff.

**Grant Award**

Grant awards will not exceed 20% of applicant's Wake County arts-related program/project expenses as indicated on the Short Budget Form.

**Project Period**

Funded programs must take place between July 1, 2012 and June 1, 2013.

**Use of Funds**

Grant funds are restricted to the purpose described in the application. **Grants funds may be used for artist fees, production and marketing costs.** Please refer to page 3 for other funding restrictions.

**Evaluation Criteria**

Each application will be evaluated on an overall impression of the applicant's strengths in the following areas:

*Artistic Quality, Merit and Integrity – 40 points*

- Overall artistic quality of the programming
- Professional artistic direction and vision

*Program Impact – 40 points*

- Demonstrated knowledge and understanding of community and audience needs; programs are well attended and engage audiences and participants
- Programming addresses the needs and interests of a culturally diverse audience
- Involvement of avocational and/or professional artists
- Efforts to increase life-long learning in the arts
- Impact of the programming on the community's access to the arts or development of new or expanded audiences for the applicant
- Availability of similar programming in the community served

*Program Management – 20 points*

- Administrative capacity, resources, planning and expertise to ensure success
- Effective marketing
- Appropriate evaluation strategies that are matched to program goals

*Extra point: United Arts offers extra points, not to exceed three points, to arts/cultural organizations based outside of the City of Raleigh within Wake County.*

**Narrative (Maximum of two typed pages)**

Clearly address all the evaluation criteria above and provide the information requested below. Please number each section of your narrative using the numbers below.

1) Community Value: Describe the value of your Arts for Municipalities programming to the community.

Describe how this programming fulfills a community need and the program's anticipated impact on the people served.

2) Goals and Project Activities: State programming goals. Provide a clear and concise description of your Arts for Municipalities arts programming for the proposed grant period. Include a detailed description of specifics, including dates, titles, nature of programs, artists and venues or locations of programs, etc. Include how programming was determined, and/or how and why artists were chosen and rates of payment for their services. Include any significant artistic collaborations and partnerships.

- 3) Participants: Describe the demographics and characteristics of the audience served by your programming. Provide a description of targeted audiences and how your proposed activities will engage them. Include efforts to deepen the audience's experience or to increase opportunities for life-long learning.
- 4) Marketing: Describe how the project will be publicized and promoted to reach intended participants.
- 5) Evaluation: Describe the strategies/tools that will be used to evaluate the program and its success in meeting stated goals.
- 6) Additional Information: Provide any additional information that may help reviewers evaluate your program.

See appendix for Application Package contents and attachments:

**Application Package (also listed on Page A2)**

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Short Budget Form
- Current list of staff and board of directors, with officers, names, addresses and business affiliations (municipalities exempt)
- Samples of program and marketing materials, current reviews, news articles, awards or other recognition, etc. **Please limit amount.**

Include only **one copy** of the following documents per organization, attached to the original application: (**Do not** provide additional copies of these documents if applying for multiple grants.)

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption (municipalities exempt)
- Letter of state tax-exemption (municipalities exempt)
- Copy of independent audit conducted by CPA or a copy of a CPA or internal review for 2010-2011, as applicable\* (municipalities exempt)
- IRS Form 990 for 2010-2011\* (municipalities exempt)

**\*If these documents have been submitted to United Arts, you do not need to attach.**

## II. CULTURAL ACCESS GRANTS

### Maximum Grant Award: \$20,000

Cultural Access Grants are intended to support 1) arts programming delivered by African American, Asian American, Latino or Native American organizations or 2) arts programming delivered by arts/cultural organizations or municipalities in which the majority of the paid and volunteer artists involved are of **one race/ethnicity** as follows: African American, Asian American, Latino or Native American. For Festival applicants in this category, 50 percent or more of the programming must be arts programming. This grant category is supported in part by the NC Arts Council, a division of the Department of Cultural Resources, through the Grassroots Arts program.

### Applicant Requirements

Applicants must meet the eligibility requirements listed on page 3. Only non-profit arts/cultural organizations with 501(c)(3), state and federal tax-exempt status and a principal office in Wake County and Wake County municipalities may apply to produce or present arts programming in this category. Arts organizations/cultural organizations that receive State Arts Resource Grants funds through the NC Arts Council are not eligible for Grassroots Arts funds.

In addition, applicants for Cultural Access Programming Grants must:

- maintain a board of directors which meets at least quarterly
- for programs delivered by African American, Asian American, Latino or Native American organizations: board and staff must be comprised of at least 51% of the ethnic groups represented by the organization,
- have had at least three years of programming,
- have a CPA or internal review (see Glossary of Terms for definitions) if organization's budget is less than \$100,000,
- have a CPA review if organization's budget is between \$100,000 and \$299,999,
- follow generally accepted accounting principles and have an independent audit (see Glossary of Terms for definition) performed annually by a Certified Public Accountant if organization's budget is \$300,000 or more,
- have fundraising and administrative expenses that did not exceed 25% of total cash revenue according to most recently audited budget year,
- budget fundraising and administrative expenses that do not exceed 25% of total cash revenue in the request year,
- have nondiscrimination, conflict of interest and accessibility policies,
- attend a required workshop; meet with staff, if applicable. Applicant meetings are discussed on page 5.

### Application Deadline

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is a delivery deadline **not** a postmark deadline. No additional materials may be submitted after the deadline unless requested by United Arts staff.

### Grant Awards

Applicants may apply for a maximum of \$20,000 or up to 20% of their cultural access expenses (as indicated in the cost-center expense budget for the request year or short budget form) whichever is less.

### Evaluation Criteria

Each application will be evaluated on an overall impression of the applicant's strengths in the following areas:

#### *Artistic Quality, Merit and Integrity – 45 points*

- *Programming of high artistic merit defined as improvement and innovation within the context of the applicant's stated mission, goals, environment and history of artistic accomplishment*
- *Professional artistic direction and vision*

*Program Impact – 35 points*

- *Demonstrated knowledge and understanding of community and audience needs; programs are well attended and engage audiences and participants*
- *A diversity of participants, including persons or groups who have limited arts opportunities due to educational, geographic, cultural, physical, economic or other constraints*
- *Involvement of avocational and/or professional artists, the majority of whom are African American, Asian American, Latino, or Native American*
- *Degree to which the organization seeks to work collaboratively and share resources with other community groups*

*Program Management – 20 points*

- *Administrative capacity, resources, planning and expertise to ensure success*
- *Effective marketing*
- *Appropriate evaluation strategies that are matched to program goals*

**Narrative (Maximum of three typed pages)**

Clearly address all the evaluation criteria above and provide the information requested below. Please number each section of your narrative using the numbers below.

- 1) **Community Value:** Describe the value of your Cultural Access programming to the community. Describe how this programming fulfills a community programmatic need and the program's anticipated impact on the people served.
- 2) **Cultural Access Programming:** Provide a clear and concise description of your Cultural Access programming for the proposed grant period. Include a detailed description of specifics, including dates, titles, nature of programs, featured artists, venue or location of programs, etc. Please list the number of proposed paid and volunteer artists and indicate those who are African American, Asian American, Latino, or Native American. Include significant artistic collaborations, partnerships and innovative/challenging programs. Describe how your organization shares expertise and resources with other arts and community organizations.
- 3) **Artistic Quality and Merit:** Explain how you determine programming (selecting and scheduling the activities, identifying and selecting performers and artists). Indicate how the proposed programming demonstrates artistic quality and merit within the context of your mission, goals, environment and history of artistic accomplishment. State the titles and responsibilities of key staff members (paid, volunteer and/or volunteer board) involved and describe their expertise and artistic/professional qualifications.
- 4) **Accessibility:** Describe specific efforts your organization conducts to make programs accessible to those who have limited arts opportunities due to educational, geographic, cultural, physical, economic or other constraints. Give examples of successful efforts, e.g., discounted or free access for underserved populations.
- 5) **Demographics:** Describe the demographics and characteristics of the audience served by your programming. Provide a description of targeted audiences and how your proposed activities will engage them. Include efforts to deepen the audience's experience or to increase opportunities for life-long learning. Include a summary of marketing plans to reach all targeted audiences.
- 6) **Program Goals:** State programming goals (or indicators for measuring success). Describe the strategies/tools that will be used to evaluate the program and its success in meeting stated goals (or success indicators). Describe any anticipated changes to programming based on current evaluation results. For ongoing programs, describe past success in meeting goals and/or success indicators.
- 7) **Additional information:** Provide any additional information that may help reviewers evaluate your programs.

**Application Package: See Page A3**

### III. ARTS SERVICES GRANTS

#### Maximum Funding: \$6,000

Arts Services funding is intended to support arts service organizations, those organizations that provide services and technical assistance and/or promote artists and arts organizations but do not themselves produce or present the arts and are not directly involved in the creative process.

#### Applicant Requirements

Applicants must meet the eligibility requirements listed on page 3. Only non-profit arts service organizations with 501(c)(3), state and federal tax-exempt status and a principal office in Wake County may apply in this category.

In addition, applicants for Arts Services Grants must:

- maintain a board of directors which meets at least quarterly,
- have had at least three years of programming,
- have a CPA or internal review (see Glossary of Terms for definitions) if organization's budget is less than \$100,000,
- have a CPA review if organization's budget is between \$100,000 and \$299,999,
- follow generally accepted accounting principles and have an independent audit (see Glossary of Terms for definition) performed annually by a Certified Public Accountant if organization's budget is \$300,000 or more,
- have fundraising and administrative expenses that did not exceed 25% of total cash revenue according to most recently audited budget year,
- budget fundraising and administrative expenses that do not exceed 25% of total cash revenue in the request year,
- have nondiscrimination, conflict of interest and accessibility policies,
- meet with staff. Applicant meetings are discussed on page 5.

#### Applicant Meetings

Applicants must meet with staff before submitting an application. Applicants should make an appointment by calling the Vice President for Education and Community Programs before **January 27, 2012** to set up an appointment for February 2012. Two working days before the meeting, applicants must submit a draft narrative and budget. Drafts may be submitted by facsimile, e-mail or mail.

#### Application Deadline

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is **not** a postmark deadline. No additional materials may be submitted after the deadline unless requested by United Arts staff.

#### Awards

Awards will not exceed 20% of applicant's arts service expenses in Wake County for the request year. The maximum award is \$6,000.

#### Matching Requirements

Although no specific cash match is required, United Arts will not provide more than 20% of an applicant's actual arts service expenses in Wake County through Arts Services support. Future grant decision will be negatively affected if an Arts Service Organization grant ultimately exceeds 20% of the actual arts service programming expenses at the end of the grant year. Funds may not be matched with NC Arts Council grants or other United Arts grants.

**Use of Funds**

Arts Service funds are restricted to the purpose described in this application. **Funds must be used for programs in Wake County.**

**Evaluation Criteria**

Each application will be evaluated on an overall impression of the applicant's strengths in the following areas:

- *Community value*
- *Uniqueness of services*
- *Demonstrated use of services*

**Review**

United Arts staff will review applications and make funding recommendations to the United Arts Board of Directors. Staff may require a meeting to discuss the proposal once it has been submitted.

**Narrative (Maximum of two typed pages)**

Attach a narrative of no more than two pages detailing the request for funding, a description of all Wake County services, service providers, audiences and participants. Describe how these services fulfill a community need, their impact on those served and how the programs are evaluated.

**Application Package: See page A2**



## **BUILDING CAPACITY IN THE ARTS**

United Arts is committed to supporting a new generation of arts programmers for Wake County through grants and other services to formative groups.

### **New Generation Grants**

**Maximum Funding: \$6,000**

New Generation Grants funding is intended to support arts organizations that have begun to produce arts programming and have been in existence for less than eight years following the date of achieving non-profit status. The purpose of the funding is to help arts organizations develop their capacity for producing or presenting arts programs. Applicants for emerging arts funding may not apply in any other United Arts grant category. United Arts staff members are available for consulting and technical assistance.

#### **Applicant Requirements**

Applicants must meet the eligibility requirements listed on page 3. Only non-profit arts organizations with 501(c)(3), state and federal tax-exempt status, a principal office in Wake County, a majority of activities in Wake County and have been in existence for less than eight years following the date of achieving non-profit status may apply in this category. Applicants must attend a workshop or meet with staff before submitting an application.

In addition, applicants for New Generation Grant support must:

- maintain a board of directors which meets at least quarterly,
- have a CPA or internal review (see Glossary of Terms for definition) if organization's budget is less than \$100,000,
- have nondiscrimination, conflict of interest and accessibility policies,
- attend a workshop or meet with staff.

Emerging arts organizations not having 501(c)(3) status are urged to consult with United Arts staff for other types of assistance, including fiscal agency and access to community resources at any time of the year.

#### **Application Deadline**

The application deadline is **Friday, March 9, 2012 by 5:00 p.m. in United Arts' offices**. This is a delivery deadline **not** a postmark deadline. No additional materials may be submitted after the deadline unless requested by United Arts staff.

#### **Awards**

The maximum award is \$6,000

#### **Receipt of Funds**

All awards and payments are made contingent upon availability of funds. All awards and payments are made contingent upon notification of the award and pending return of the signed contract. The organization may submit a Request for Payment Form for seventy-five percent (75%) of its funding after July 1, no more than ninety (90) days before the project start date, pending return of a completed contract and required documents. The final twenty-five percent (25%) shall be distributed upon acceptance of the final report.

#### **Matching Requirements**

There is no cash match required.

## **Use of Funds**

New Generation Grants funds are restricted to the purpose described in this application letter and may not be used for expenses that are not arts-related. **Funds must be used for programs in Wake County.**

## **Review**

United Arts **staff** will review applications and make funding recommendations to the United Arts Board of Directors.

## **Intention to Apply and Proof of Eligibility**

All applicants should submit a letter stating intention to apply to arrive by **January 27, 2012**. **New applicants** must attach to this letter the following documents to determine proof of eligibility:

- Articles of Incorporation
- Applicant's by-laws with date adopted
- Letters of state and federal tax exemption
- Mission statement, list of board of directors and board meeting dates
- Organization address and contact information
- Budget for last fiscal year and current year

**Once the letters are received, staff will schedule a workshop or individual meetings.**

**Returning applicants** (have received Seed Funding in the past) must schedule a February meeting with the Vice President for Education and Community Programs by January 27, 2012.

Application: Once eligibility is determined, submit the narrative and following:

## **Narrative (Maximum of two typed pages)**

Submit a letter of no more than two pages detailing:

- the request for funding
- a description of Wake County programs for the request year
- community need for this programming
- audiences/participants
- anticipated impact on the target audience.

## **Application Package (See Application Package on A3)**

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Budget for request year (no form provided)
- Current list of staff and board of directors, with officers, names, addresses and business affiliations
- Additional attachments, if requested

Attach to original application, do not include with copies:

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption (**unless new applicant that submitted this information by January 27, 2012**)
- Letter of state tax-exemption (**unless new applicant that submitted this information by January 27, 2012.**)

# The Marilyn J. Harrison and Henry Bowers Revolving Loan Fund

## The Program

The Marilyn J. Harrison and Henry Bowers Revolving Loan Fund was established to provide low-interest, short-term loans or emergency financial assistance for arts organizations, with more than 5,000 total participants, that are currently receiving funding from United Arts.

## Application

Organizations requesting financial assistance must submit a request in writing of no more than one (1) page to the Vice President for Education and Community Programs of United Arts. The request must be signed by the organization's chair of the board of directors, the treasurer and the president and CEO, if applicable. The request should clearly state the reason for the loan, the loan amount and the method of loan repayment.

## Applicant Meeting With United Arts

Prior to making a loan, representatives of the applicant organization must meet with the United Arts Board Treasurer and Vice President for Education and Community Programs. The purpose of the meeting is to acquire a full understanding of the need for financial assistance, to determine the terms of repayment of the loan and to define the interest and collateral for the loan. The Board Treasurer and Vice President for Education and Community Programs of United Arts will make recommendations to the United Arts Executive Committee for loan approval.

## Other United Arts Programs

The Artists in the Schools (AIS) program is funded by United Arts in partnership with the Wake County Public School System (WCPSS) and Parent Teacher Associations (PTA). United Arts awards grants to K-12 public, charter and private schools in support of the placement of professional artists in schools. Artists and arts groups present curriculum-related programs that include performances, workshops and residencies. An annual Cultural Arts Festival is held where more than 400 school cultural arts representatives and other presenters are able to meet more than 100 local and national professional artists. Artists and arts groups interested in participating in this program must apply and be approved by United Arts and the WCPSS. If accepted, the artist's information is published in United Arts' Artists Resource Directory. Artists seeking more information and an application should contact the Program Coordinator at (919) 839-1498, x210.

**The Arts Integration Institute** is an annual week-long immersion in the arts for teams of teachers, administrators and parents. Through workshops led by outstanding teaching artists, participants learn about authentic arts integration and principles of Multiple Intelligences, practical arts integration methods to use in the classroom and resources available for arts integration. Teams develop a collaborative, arts-integrated, multiple intelligence unit to teach in the beginning of the new school year and a plan to engage their school in arts integration.

**Journey Through the Arts**, a joint effort of the United Arts Council and the WCPSS, is a professional development program designed to bring pre-K through 12 educators' outstanding professional development opportunities in and through the arts. Participating teachers in both programs may earn renewal credits. United Arts and the WCPSS are members of the Partners in Education Program of the John F. Kennedy Center for the Performing Arts, which furthers the goals of these programs. For information about these professional development opportunities, contact the Vice President for Education and Community Programs at (919) 839-1498, x209.

**Community Arts Reach (CAR)** is a partnership between United Arts, local Wake County governments, their Parks, Recreation and Cultural Resources departments and community volunteers. The purpose of the CAR program is to assist towns in providing high quality, professional cultural arts programs for children and adults in their communities. Administered by United Arts, CAR funds are used to pay for performances, workshops and residencies by artists listed in United Arts' Artists Resource Directory. Artists and arts groups interested in participating in this program must apply and be approved by United Arts. For more information, contact the Vice President for Education and Community Programs at (919) 839-1498, x 209. Artists who want to apply for inclusion in the Artists Resource Directory should contact the Program Coordinator at (919) 839-1498, x210.

Under the auspices of the NC Arts Council and in collaboration with arts councils in a five-county region, United Arts administers the **Regional Artist Project Grants Program**. This program provides project grants for professional development and conferences, equipment, marketing materials and more for individual artists residing in Franklin, Johnston, Wake, Warren and Vance counties. For more information application, contact the Art Coordinator at (919) 839-1498, x301.

# Appendix

## Application Instructions

### Assembling and Submitting Your Application

**Applications must be received in United Arts' office by 5:00 p.m., Friday, March 9, 2012.\***

\*This is a delivery deadline **not** a postmark deadline. Applications will not be accepted by facsimile or e-mail. No additional materials may be submitted after the deadline, unless requested by United Arts.

To save on paper and to make panel notebooks lighter, please make double-sided copies. Thanks!

- All grants must be submitted on the United Arts Standard Grant Application Form. All forms may be photocopied, but do not re-create any forms.
- The pages that make up the Standard Grant Application Form and budget forms may be obtained in electronic format. Contact the Vice President for Education and Community Programs. Applications completed on the computer have the same requirements as paper applications.
- All applications must be in standard size type (no less than 10 point).
- The application should be assembled in the order indicated on the checklist. The pages that make up the Standard Grant Application Form are numbered 1 through 5. Number subsequent pages beginning with page 6. Place page number at the bottom of each page. Each attachment not on a standard form provided by United Arts should be labeled in the upper right hand corner with the name of the organization and the attachment.
- **Arts in Municipalities, Cultural Access, School Project and Youth Arts Programming** grant applicants: Collate and assemble the original completed application with attachments plus **fifteen** copies of the application and attachments. Applicants submit a total of **16** applications (**one original, 15 copies**).
- **Arts Services and New Generation:** Collate and assemble the original completed application and attachments plus two copies of the application and attachments. Applicants submit a total of **three** applications (one original, two copies).
- All materials must be three-hole punched in a standard 8 1/2" X 11" format. Supplemental materials such as brochures, posters, etc. can be three-hole punched or inserted in three-hole punched 8 1/2" X 11" sheet protectors. Include examples with each copy of the application.
- Do not staple or bind copies in folders. Individual packets should be paper clipped or binder clipped only.
- Be sure to keep a copy of all application materials for your records. **Applications will not be returned.**

The contact person listed on the application form should be the person monitoring all grant activities and reporting requirements. This person will receive all grant-related information from United Arts. **Always keep United Arts informed of any contact information changes.**

## Application Package Coversheet/Checklist

### Arts for Municipalities Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Short Budget Form
- Current list of staff and board of directors, with officers, names, addresses and business affiliations (municipalities exempt)
- Samples of program and marketing materials, current reviews, news articles, awards or other recognition, etc. **Please limit amount.**

Include only **one copy** of the following documents per organization, attached to the original application: (**Do not** provide additional copies of these documents if applying for multiple grants.)

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption (municipalities exempt)
- Letter of state tax-exemption (municipalities exempt)
- Copy of independent audit conducted by CPA or a copy of a CPA or internal review for 2010-2011, as applicable\* (municipalities exempt)
- IRS Form 990 for 2010-2011\* (municipalities exempt)

## Application Package Coversheet/Checklist

### Arts Services Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Budget for current and request years only (submit on Standard Comparative Budget Forms A, B, C)
- Current list of staff and board of directors, with officers, names, addresses and business affiliations
- Samples of program and marketing materials, current reviews, news articles, awards or other recognition, etc. **Please limit amount.**

Include only **one copy** of the following documents per organization, attached to the original application: (**Do not** provide additional copies of these documents if applying for multiple grants.)

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption
- Letter of state tax-exemption
- Copy of independent audit conducted by CPA or a copy of a CPA or internal review for 2010-2011, as applicable\*
- IRS Form 990 for 2010-2011\*

Be sure to include the correct number of copies and in the proper order and format (see Assembling and Submitting Your Application on page A1).

**\*If these documents have been submitted to United Arts, you do not need to attach.**

## Application Package Coversheet/Checklist

### Cultural Access Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Standard Comparative Budget Forms A, B, C (exemptions: programming produced by cultural organizations whose main purpose is to highlight a specific culture)
- Budget Expense Cost Center Form for Request Year (exemptions: programming produced by cultural organizations whose main purpose is to highlight a specific culture)
- Short Budget Form (only for programming produced by cultural organizations whose main purpose is to highlight a specific culture and municipalities)
- Current list of staff and board of directors, with officers, names, addresses and business affiliations
- Samples of program and marketing materials, current reviews, news articles, awards or other recognition, etc. **Please limit amount.**

Include only **one copy** of the following documents per organization, attached to the original application: (**Do not** provide additional copies of these documents if applying for multiple grants.)

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption
- Letter of state tax-exemption
- Copy of independent audit conducted by CPA or a copy of a CPA or internal review for 2010-2011, as applicable\* (municipalities exempt)
- IRS Form 990 for 2010-2011\* (municipalities exempt)

## Application Package Coversheet/Checklist

### New Generation Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Budget for request (no form provided)
- Current list of staff and board of directors, with officers, names, addresses and business affiliations (municipalities exempt)
- Additional attachments, if requested

Attach to original application only, do not include with copies:

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption \*
- Letter of state tax-exemption\*

Be sure to include the correct number of copies and in the proper order and format (see Assembling and Submitting Your Application on page A1).

**\*If these documents have been submitted to United Arts, you do not need to attach.**

## Application Package Coversheet/Checklist

### School Project Grants

- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Short Budget Form for School Projects
- Resumes of consultants (if applicable) and key artists. A copy of an artist's page from the current United Arts Council's Artists Resource Directory is acceptable
- Copy of partnership agreement/letter signed by all parties (for projects including partnerships and/or collaborations with other organizations or schools)
- Copy of letter(s) of intent from artist(s)/consultant(s). Letter should include dates for planning meeting(s) and all activities and rate of pay; see sample letter of intent on page A18
- Include a sample lesson plan for the residency using the lesson plan format on page A17 (one day is sufficient)
- Evaluation instruments for the project; these instruments must address what children will know and be able to do as a result of the project

## Application Package Coversheet/Checklist

### Youth Arts Programming Grant

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Standard Comparative Budget Forms A, B, C (exemptions: non-profit arts/cultural organizations with a revenue budget equal to or greater than \$2 million)
- Budget Expense Cost Center Form for Request Year (exemptions: non-profit arts/cultural organizations with a revenue budget equal to or greater than \$2 million)
- Short Budget Form (only for non-profit arts/cultural organizations with a revenue budget equal to or greater than \$2 million)
- Current list of staff and board of directors, with officers, names, addresses and business affiliations (municipalities exempt)
- Resumes of lead personnel (artists, instructors, education directors and consultants)
- Copy of letter(s) of intent from consultant(s), if applicable
- Evaluation instrument(s) for the program(s)
- Sample curriculum or lesson plans for programs providing group instruction in the arts
- Sample individual lesson plan for mentor programs or individual lessons in the arts
- Samples of program and marketing materials, current reviews, news articles, awards or other recognition, etc. **Please limit amount.**

Include only **one copy** of the following documents per organization, attached to the original application: (**Do not** provide additional copies of these documents if applying for multiple grants.)

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Letter of federal tax-exemption
- Letter of state tax-exemption
- Copy of independent audit conducted by CPA or copy of a CPA or internal review for 2010-2011, as applicable\*
- IRS Form 990 for 2010-2011\*

Be sure to include the correct number of copies and in the proper order and format (see Assembling and Submitting Your Application on page A1).

**\*If these have been submitted to United Arts, you do not need to attach.**

**STANDARD GRANT/FUNDING APPLICATION FORM**  
**2012-2013 Application Deadline:**  
**5:00 p.m., Friday, March 9, 2012**

**United Arts Council of Raleigh & Wake Co.**  
**110 S. Blount Street**  
**Raleigh, NC 27601**  
**(919) 839-1498**      [www.unitedarts.org](http://www.unitedarts.org)

**APPLICANT INFORMATION**

Name of Applicant Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Website \_\_\_\_\_  
Date Organization Incorporated \_\_\_\_\_  
Federal Tax ID# (EIN) \_\_\_\_\_ Fiscal Year End Date (mm/dd) \_\_\_\_\_  
Contact Person's Name \_\_\_\_\_  
Contact Person's Title \_\_\_\_\_  
Mailing Address (if different than above) \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

**GRANT/FUNDING CATEGORY DATA FOR 2012-2013**

Complete information in each section under which an application is being made:

<i>Arts for Municipalities Grants:</i>	Grant Amount Requested \$ _____
<i>Cultural Access Grants:</i>	Grant Amount Requested \$ _____
<i>School Project Grants:</i>	Grant Amount Requested \$ _____
<i>Youth Arts Grants:</i>	Grant Amount Requested \$ _____
<i>Arts for Municipalities Grants:</i>	Grant Amount Requested \$ _____
<i>Cultural Access Grants:</i>	Grant Amount Requested \$ _____
<i>Arts Service (Staff Review)</i>	Amount Requested \$ _____
<i>New Generation (Staff Review)</i>	Amount Requested \$ _____

As required, attach to one original Standard Application Form only, whether applying for one or multiple grants:

- Conflict of Interest Policy (or equivalent)
- Non-Discrimination Policy (or equivalent)
- Organization's IRS tax determination letter attached
- Organization's NC tax-exemption letter attached
- Independent CPA audit or CPA or internal review for 2010-2011 attached, as applicable\*
- IRS Form 990 for 2010-2011 attached, as applicable\*

*\*If these have been submitted to United Arts, you do not need to attach.*

Attended appropriate grant applicant workshop(s)?     Yes     No     N.A. for Arts Service

Attended pre-application meeting(s) with United Arts staff member?     Yes     No     N.A.

## **ORGANIZATIONAL PROFILE**

Provide a statement of your organization's mission and a brief history on this page. One page only.

**Mission Statement:**

**History:**

**Participation Statistics (see definitions in Glossary of Terms and Instructions For Completing Participation Statistics Form)**

Not required for School Projects

	2010-2011 Number	2010-2011 Audience	2009-2010 Number	2009-2010 Audience
<b>Audience</b>				
Performances				
Festivals				
Exhibitions				
Classes/Workshops for Pre-K-12				
Classes/Workshops for Adults				
Residencies				
Services				
Special Events (Fund Raising)				
<b>Subtotal</b>				
<b>Staff</b>	<b>Amount Paid</b>	<b>Number</b>	<b>Amount Paid</b>	<b>Number</b>
Fulltime employees				
Part-time employees				
Other contracted staff				
<b>Subtotal</b>				
<b>Artists (do not include above)</b>	<b>Amount Paid</b>	<b>Number</b>	<b>Amount Paid</b>	<b>Number</b>
Paid artists				
Volunteer artists				
<b>Subtotal</b>				
<b>Board</b>		<b>Number</b>		<b>Number</b>
Volunteers (excluding artists/board)				
<b>GRAND TOTAL ( same number as grand total below)</b>				
<b>Number of full Board Meetings/Year</b>				
<b>Total Volunteer (All) Hours</b>				
<b>Racial/Ethnic Makeup of TOTAL</b>	<b>Number</b>	<b>Percentage</b>	<b>Number</b>	<b>Percentage</b>
American Indian/Alaska Native				
Asian				
Black or African-American				
Hispanic or Latino				
Native Hawaiian/Pacific Islander				
White				
<b>GRAND TOTAL (same number as grand total above)</b>				
<b>Age Categories of Total Participants</b>	<b>Number</b>	<b>Percentage</b>		
Children and youth (pre-school/K-12)				
College/university student				
Senior citizen (age 65 or older)				
<b>Other</b>				
Women				
ADA-Defined Impaired				
<b>Other Audiences (do not include above)</b>	<b>Number of Events</b>	<b>Number of Viewers/Visitors</b>		
Radio/television				
Visitors to your website				
Billboards/bus wraps/mall events/etc.				
<b>Total</b>				

## INSTRUCTIONS FOR COMPLETING PARTICIPATION STATISTICS FORM

Complete the form for all **arts** programming for the years indicated.

**Festival:** “Number” = number of distinct festivals. Do not multiply by number of days for each festival. “Audience” = total attendees for all days of all festivals.

**Concerts/Performances:** “Number” = total number of concerts/performances. For theatrical productions use the sum of each production times the number of days. “Audience” = total attendees for all concerts/performances.

**Exhibitions:** “Number” = total number of distinct exhibitions. Do not multiply by number of days each exhibition is open. “Audience” = total attendees for every day of all exhibitions.

**Classes/Workshops for Preschool – K– 12:** “Number” = number of distinct classes/workshops. Do not multiply by the number of days, class or workshop runs. “Audience” = total attendees for all classes/workshops. Example: Agency XYZ offers “Introduction to Dance” on Mondays and Fridays with 10 participants. They also offer the same class on Tuesdays and Thursday with 10 different participants. Count as two distinct classes.

**Classes/Workshops for Adults:** “Number” = number of distinct classes/workshops. Do not multiply by the number of days class or workshop runs. “Audience” = total attendees for all classes/workshops. See Example above.

**Residencies:** “Number”= number of residencies. Do not multiply by number of days in residency. “Audience” = total number of students per all residencies.

**Services:** “Number” = number of events for which services provided. “Audience” = total number of people served or receiving services. For service organizations and activities that are web-based or radio-based, contact staff for further instructions.

**Special Fundraising Events:** See definition in glossary under Budget Terms – Income. “Number” equals number of distinct special fundraising events. “Audience” = total audience for all special fundraising events.

**Artists (paid and volunteer):** “Number” equals the number of discrete artists/service providers paid for the fiscal year and/or the number of volunteer artists/service providers associated with the agency this fiscal year.

Briefly describe how you determined the numbers on Page A9 (i.e., by county/town population, by actual count, by survey, etc.) below.

**Certification**

We certify that we are committed to the completion of the activities proposed in this application in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including all attachments, is true and correct to the best of our knowledge.

---

Signature of Authorizing Official

Date

(Board President or School Principal, not staff – the person legally able to obligate the applicant.)

---

Type Name and Title

---

Signature of Contact Person (if different from above)

Date

---

Type Name and Title

**NARRATIVE ATTACHMENT:** Attach your written narrative. Consult each grant program for requirements and length restrictions. No form provided.

**ALL OTHER ATTACHMENTS:** Complete required form(s). Consult each grant/funding program description for requirements. Use United Arts form(s) when provided.

*Label each page of application (starting with the narrative as page 5 and ending with your last attachment) at the bottom right. Check Application Instructions for correct assembly of application packet and number of copies required.*

**STANDARD ORGANIZATION COMPARATIVE BUDGET FORM A (INCOME)**

Required of Cultural Access, Youth Arts Programming, Arts Service Applicants. See individual categories for exceptions.

Applicant Name \_\_\_\_\_

Current Fiscal Year Ends On \_\_\_\_\_ ( month and day, example: June 30)

Report only unrestricted operating figures for the fiscal year. Do not include in-kind donations of services and use of facilities, in-kind donations of non-capitalized assets or endowment contributions. Refer to glossary for definitions of terms. Round figures to nearest dollar.

<b>INCOME</b>	<b>FY10-11 ACTUAL/ AUDITED</b>	<b>FY11-12 BUDGET Current FY</b>	<b>FY12-13 BUDGET Next FY</b>	<b>FY12-13 REVISED BUDGET*</b>
<b>EARNED INCOME</b>				
Memberships <sup>(1)</sup>	_____	_____	_____	_____
Admissions <sup>(2)</sup>	_____	_____	_____	_____
Program/Exhibit Fees	_____	_____	_____	_____
Corporate Sponsorships	_____	_____	_____	_____
Interest	_____	_____	_____	_____
Advertising	_____	_____	_____	_____
Workshop/Class Tuition <sup>(3)</sup>	_____	_____	_____	_____
Special Fundraising Events	_____	_____	_____	_____
Rentals	_____	_____	_____	_____
Sales	_____	_____	_____	_____
Other (Specify)_____	_____	_____	_____	_____
Other (Specify)_____	_____	_____	_____	_____
<b>SUBTOTAL EARNED</b>	_____	_____	_____	_____
<b>CONTRIBUTED/UNEARNED**</b>				
CORAC Grant(s)	_____	_____	_____	_____
United Arts Grant(s)	_____	_____	_____	_____
Other Municipal Grant(s)	_____	_____	_____	_____
State (NC Arts Council)	_____	_____	_____	_____
State (Other)	_____	_____	_____	_____
Federal Grant(s)	_____	_____	_____	_____
Board Contributions	_____	_____	_____	_____
Other Individuals	_____	_____	_____	_____
Foundations	_____	_____	_____	_____
Corporate Matching Funds	_____	_____	_____	_____
Other (Specify)_____	_____	_____	_____	_____
Other (Specify)_____	_____	_____	_____	_____
<b>SUBTOTAL CONTRIBUTED</b>	_____	_____	_____	_____
<b>TOTAL ALL INCOME</b>	_____	_____	_____	_____

\*Complete this column as directed. Use for revised budget in interim report.

\*\* Enter grants received or applied for, as applicable.

(1) Use this line for Membership Fees as defined in the Glossary of Terms for Application Forms.

(2) Include Season Tickets in the Admissions line as defined in the Glossary of Terms for Application Forms.

(3) Use this line for Tuition; Class/Workshop Fees as defined in the Glossary of Terms for Application Forms.

**STANDARD COMPARATIVE BUDGET FORM PART B (EXPENSE)**

*Required of Cultural Access, Youth Arts Programming, Art Services Applicants. See individual categories for exceptions.*

Applicant Name \_\_\_\_\_

Report only unrestricted operating figures for the fiscal year. Do not include in-kind donations of services and use of facilities, in-kind donations of non-capitalized assets, capital campaign or endowment contributions. Refer to glossary for definition of terms. Round figures to nearest dollar.

<b>EXPENSES</b>	<b>FY10-11 ACTUAL/ AUDITED</b>	<b>FY11-12 BUDGET Current FY</b>	<b>FY12-13 BUDGET Next FY</b>	<b>FY12-13 REVISED BUDGET*</b>
<b>PERSONNEL</b>				
Admin. Salaries/Benefits	_____	_____	_____	_____
Artistic Salaries/Benefits	_____	_____	_____	_____
Tech. Prod. Salaries/Benefits	_____	_____	_____	_____
Education Salaries/Benefits	_____	_____	_____	_____
Contracted Services				
- Artistic	_____	_____	_____	_____
- Legal	_____	_____	_____	_____
- Accounting	_____	_____	_____	_____
- Technical Production	_____	_____	_____	_____
- Consultant	_____	_____	_____	_____
- Other (Specify)_____	_____	_____	_____	_____
<b>SUBTOTAL PERSONNEL</b>	_____	_____	_____	_____
<hr/>				
<b>PROGRAM/OPERATING</b>				
Perf/Exhibit Hall Rental	_____	_____	_____	_____
PR/Marketing/Development	_____	_____	_____	_____
Remaining Program Expenses	_____	_____	_____	_____
Special Fundraising Events	_____	_____	_____	_____
Office Rental	_____	_____	_____	_____
Utilities (Include Phone/Internet)	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Postage	_____	_____	_____	_____
Printing	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Dues/Subscriptions	_____	_____	_____	_____
Equipment (Non-Capitalized)	_____	_____	_____	_____
Loan & Interest Repayment				
- City Loan	_____	_____	_____	_____
- Other (Specify)_____	_____	_____	_____	_____
Other (Specify)_____	_____	_____	_____	_____
<b>SUBTOTAL OPERATING</b>	_____	_____	_____	_____
<hr/>				
<b>TOTAL EXPENSES</b>	_____	_____	_____	_____

\*Complete the last column as directed. Use for revised budget in interim report.

**Note:** For organizations that do not have an independent audit performed by a CPA, please use appropriate numbers from your CPA or internal review.



**BUDGET EXPENSE COST CENTER FORM FOR FISCAL YEAR**

*Required of Cultural Access and Youth Arts Applicants*

*See included categories for exceptions.*

Applicant Name \_\_\_\_\_

	PROGRAM AREAS					Total Budget
	General Administration	Fund-Raising	Cultural Access	Youth Arts	Other	
<b>PERSONNEL</b>						
Administrative Salaries/Benefits						
Adult Salaries/Benefits						
Technical/Production Salaries/Benefits						
Education Salaries/Benefits						
Contracted Services						
-Artist						
-Legal						
-Accounting						
-Technical/Production						
-Consultant						
-Other (Specify) _____						
<b>PROGRAM/OPERATING EXPENSES</b>						
Fac./Establishment/Hall Rental						
Marketing/Development						
Marketing Program Expenses						
Special Fundraising Events						
Office Rental						
Utilities (Exclude Phone/Internet)						
Insurance						
Postage						
Printing						
Office Supplies						
Telcel						
Dees/Subscription						
Equipment (Non-capitalized)						
Lease & Interest Payment						
-City Loan						
-Other (Specify) _____						
-Other (Specify) _____						
<b>TOTAL EXPENSES*</b>						
<b>% of EXPENSE LINE/TOTAL REVENUE</b>						

\* Do not include depreciation

**SHORT BUDGET FORM**

Applicant Name \_\_\_\_\_

Fiscal Year Ends \_\_\_\_\_

Required of:

- Art for Municipalities applicants
- Cultural Access: cultural organization applicants whose purpose is to highlight a specific culture
- Municipalities

**\*Attach an itemized budget. Total Cash Expenses should equal Total Cash Income.**

PROJECT EXPENSES	2012-2013			2011-2012	
	Cash Expenses	=	United Arts Grants Request	+	Applicant Cash Match
Administrative Salaries	_____	=	_____	+	_____
Artistic Salaries	_____	=	_____	+	_____
Education Salaries	_____	=	_____	+	_____
Technical Production Salaries	_____	=	_____	+	_____
Contracted Services					
- Artistic	_____	=	_____	+	_____
- Education	_____	=	_____	+	_____
- Technical/Production	_____	=	_____	+	_____
Space Rental (not office)	_____	=	_____	+	_____
Travel	_____	=	_____	+	_____
PR/Marketing	_____	=	_____	+	_____
Postage	_____	=	_____	+	_____
Printing/Copying	_____	=	_____	+	_____
Supplies	_____	=	_____	+	_____
Equipment (as related to project)	_____	=	_____	+	_____
Other (specify) _____	_____	=	_____	+	_____
<b>TOTAL CASH EXPENSES</b>	<b>\$0</b>	<b>=</b>	<b>\$0</b>	<b>+</b>	<b>\$0</b>

PROJECT INCOME	2012-2013	2011-2012
	Cash Income	
<b>Earned Income</b>		
Memberships	_____	_____
Admissions/Perf/Exhibit Fees & Sales	_____	_____
Sponsorships	_____	_____
Advertising	_____	_____
Workshop/Class Tuition	_____	_____
Special Events/Benefits	_____	_____
Other (specify) _____	_____	_____
<b>Contributed Income</b>		
Board Members/Other Individuals	_____	_____
Corporations/Foundations	_____	_____
PTA/Schools	_____	_____
Teacher Salaries	_____	_____
<b>Grants</b>		
CORAC	_____	_____
N.C. Arts Council	_____	_____
Federal (NEA/IMS/NEH)	_____	_____
Other (specify) _____	_____	_____
United Arts Grant Request	_____	_____
<b>TOTL CASH INCOME</b>	<b>\$0</b>	_____
<b>IN-KIND CONTRIBUTIONS</b>	_____	_____

Provide source and description of in-kind goods and services on attached itemized budget.

**SHORT BUDGET FORM FOR SCHOOL PROJECT GRANTS**

Applicant Name \_\_\_\_\_

**Total Cash Expenses should equal Total Cash Income.**

		2012-2013			
PROJECT EXPENSES	Cash Expenses	=	United Arts Grants Request	+	Applicant Cash Match
Teacher Salaries <i>*itemize in narrative</i>	_____	=	_____	+	_____
Contracted Services	_____	=	_____	+	_____
- Artistic	_____	=	_____	+	_____
- Education	_____	=	_____	+	_____
- Consultant	_____	=	_____	+	_____
Space Rental (not office)	_____	=	_____	+	_____
Travel	_____	=	_____	+	_____
PR/Marketing	_____	=	_____	+	_____
Postage	_____	=	_____	+	_____
Printing/Copying	_____	=	_____	+	_____
Supplies	_____	=	_____	+	_____
Equipment (as related to project)	_____	=	_____	+	_____
Other (specify) _____	_____	=	_____	+	_____
<b>Total Cash Expense</b>	<b>\$0</b>	<b>=</b>	<b>\$0</b>	<b>+</b>	<b>\$0</b>

		2012-2013
PROJECT INCOME		Cash Income
Earned Income		
Admissions/Sales	_____	_____
Sponsorships	_____	_____
Advertising	_____	_____
Workshop/Class Tuition	_____	_____
Special Events/Benefits	_____	_____
Other (specify) _____	_____	_____
Contributed Income		
Individuals	_____	_____
Corporations/Foundations	_____	_____
PTA/Schools	_____	_____
Teacher Salaries	_____	_____
Grants		
Federal (NEA/IMS/NEH)	_____	_____
Other (specify) _____	_____	_____
United Arts Grant Request	_____	_____
<b>TOTL CASH INCOME</b>		<b>\$0</b>
<b>IN-KIND CONTRIBUTIONS</b>	_____	

Provide source and description of in-kind goods and services on attached itemized budget.

## Sample Lesson Plan Format for School Project Grants

Title:

Grade level:

Lesson time:

Learning Objectives:

Students will

Material/Technology Resources:

Activities:

Evaluation:

Curriculum Alignment:

Essential Standards\*

Common Core Standards\*

\*Go to [www.learnnc.org](http://www.learnnc.org)

SAMPLE LETTER of INTENT for SCHOOL PROJECT GRANTS

School Contact Information

Teaching Artist Contact Information

This letter will confirm a tentative agreement between the ABC School , hereinafter called “Sponsor,” and XYZ, hereinafter called “Teaching Artist.”

Pending receipt of sufficient funds, the Sponsor agrees to contract with the Teaching Artist to provide the following services for the fee stated and during the time designated. If, for any reason, adequate funds are not received to cover the cost of these services, the Sponsor may cancel this Agreement upon giving a 60-day written notice to the Teaching Artist.

Teaching Artist agrees to provide the following services on the date, times and locations described below:

- A. Description of services: (include planning meeting(s), residency activities, workshops, etc. and dates and times)
- B. Grade levels of students: (include any special needs students and/or special needs classes involved)
- C. Location(s):
- D. Itemized Total Artistic Fees: (include any travel expenses, project supplies, workshop fees, etc.)  
Total Fee:

AGREED TO AND ACCEPTED BY:

SIGNATURE OF TEACHING ARTIST \_\_\_\_\_ DATE\_\_\_\_\_

SIGNATURE OF SPONSOR \_\_\_\_\_ DATE\_\_\_\_\_

# Glossary of Terms for Application Forms

## BUDGET TERMS - GENERAL

**Actual Last FY:** Unrestricted revenues or expenses from the audit/internal review for the last fiscal year.

**Asset:** A resource, object or right of measurable financial value owned by the organization, such as cash, securities, accounts receivable, land, buildings and equipment.

**Budget Last FY:** The budget approved by an organization's board of directors for the last fiscal year.

**Capitalizing an Asset:** The process of recording the cost of land, buildings and equipment as fixed assets, rather than expensing them when they are initially acquired by the organization. The amount of the expenditure that triggers capitalization is determined by each organization.

**Cash:** Cash income or expense, including grant monies, personal contributions of money, organization savings and ticket sales. This does not include in-kind services such as volunteer labor or in-kind donations of materials or equipment.

**Change in Unrestricted Net Assets (Operating Surplus/Deficit):** The net difference between unrestricted revenues and expenses for a fiscal year.

**Current FY:** The budget approved by an organization's board of directors for the current fiscal year.

**Depreciation:** The annual charge for expensing the cost of equipment over its useful life.

**Generally Accepted Accounting Principles:** The specified principles that have either been promulgated in certain published pronouncements by the accounting profession or, where there is no formal pronouncement, have become acceptable through general usage.

**Independent Audit:** A series of procedures followed by a professional CPA used to test, on a selective basis, transactions and internal controls in effect, all with a view to forming an opinion on the fairness of the organization's annual financial statements.

**In-Kind Contributions:** The real or estimated value of goods and services that are provided to an organization by outside parties at no cash cost to the organization. In-kind goods and services may not be used as a match or as part of a programming or project budget.

**Internal Review:** An internal review consists of a profit and loss statement for the fiscal year and a letter, signed by three board members (not to include the treasurer), stating that they have reviewed the organization's financial records. An internal review may also be prepared by a CPA.

**Net Assets:** The net difference between unrestricted revenues and expenses for the prior fiscal year.

**Next FY:** The proposed budget for the next year, the request year of the application.

**Restricted Funds:** A fund group that contains assets (available for operations) that have specific legal restrictions imposed on their use by an external agency, such as a grantor.

**Unrealized Gain (or Loss):** The amount by which the market value of an asset held by the organization exceeds (or is less than) the original cost of that asset.

**Unrestricted Funds:** Sometimes called operating funds or general funds, this fund group contains the assets on which there are no restrictions by external authority and from which the bulk of organization financial activity is usually handled.

**Unrestricted Net Assets at End of Year: (Cumulative Surplus/Deficit):** The sum of unrestricted “operating surplus (deficit)” and unrestricted “net assets at beginning of fiscal year.”

## **BUDGET TERMS – INCOME**

**Admissions:** Revenue derived from the sales of admissions, tickets, season subscriptions, memberships, etc., for events presented or sponsored by the applicant.

For organizations that use the term “memberships” to include tickets or other benefits and contributions, they may apply to earned income only the portion that represents the value of goods and services received by the donor. The remaining portion may then be reported as Contributed Income (in line items for Board, Other Individuals or Corporate Matching Funds).

**Advertising:** Income received from sale of space in programs, newsletters or other printed materials that directly benefit the advertiser in product sales, promotion or image development.

**Board Members:** Donations received from members of the current board of directors.

**Capital Campaign:** Fundraising efforts that support construction projects and/or purchase of tangible property, such as equipment.

**Corporate Matching Funds:** Business or corporate contributions that match its employee contributions.

**Corporate Sponsorships:** Income received from businesses/corporations in exchange for recognition as sponsors of an event, exhibition, performance or series resulting in public relations/marketing value. A sponsor may also receive advertising credit, tickets/memberships, use of facilities, etc.

**Endowment Campaign:** Fundraising efforts that result in a fund from which the interest earned is available for project or operating support. Typically, the principal of the fund may not be used.

**Foundations:** Grants received for operating or project support from private, corporate or community foundations.

**Government:** Grants or appropriations received from public sources, including municipal governments, City of Raleigh Arts Commission, County of Wake, State of North Carolina (non-North Carolina Arts Council), North Carolina Arts Council, National Endowment for the Arts, National Endowment for the Humanities, etc.

**Interest:** Interest earned from all bank accounts and investments, as well as interest earned from endowments and trusts if being used for operations or programs.

**Membership Fees:** Fees collected annually from individuals or other entities by agencies incorporated as membership organizations. Membership fees do not include tuition funds earned from services provided to members.

**Other Individuals:** Donations received from all individual donors, except board members.

**Program/Exhibit Fees:** Income received from sale of services of your organization, such as performance or residency fees, charges for services to other community organizations, government contracts for specific services, etc.

**Rentals:** Income from fees for use of facilities, equipment, costumes, etc.

**Sales:** Income from catalog sales, gift shop income, concessions, CDs, etc.

**Season Tickets:** Income from season ticket sales (include in admissions line).

**Special Fundraising Events:** Gross income received from events or activities that are typically social in nature and may have a higher ticket price than regular season performances/programs and are done by an organization to raise money to support its programs, e.g., a gala, dinner dance, auction, raffle, etc.

**Tuition/Class/Workshop Fees:** Funds earned from adult/student participation.

### **BUDGET TERMS – EXPENSE**

**Administrative Salaries/Benefits:** Any salaries, hourly wages or other compensation paid to administrative staff or temporary employees, including any payroll taxes and benefits such as insurance, workers' compensation and parking.

**Artistic Salaries/Benefits:** Any salaries, hourly wages or other compensation paid to professional artistic staff, including any payroll taxes and benefits such as insurance, workers' compensation and parking. This category includes actors, musicians, curators, etc.

**Contracted Services:** Compensation paid to firms or persons for the services of individuals or groups who are not normally considered employees or staff of applicant but who are consultants, employees of other organizations or free-lance workers. Includes fees paid for guest artists, master teachers, technical services, attorneys, accountants, auditors, etc.

**Dues/Subscriptions:** Expense for professional memberships and publications, etc.

**Education Salaries/Benefits:** Any salaries, hourly wages or other compensation paid to education staff, including any payroll taxes and benefits such as insurance, workers' compensation and parking.

**Equipment:** Expense for purchasing expendable office equipment, maintenance agreements, equipment leases, etc. This does not include capital expenditures.

**Insurance:** Expense for liability, property or other insurance. This does not include benefits for employees.

**Loan And Interest Repayment:** The total expense involved in loan and interest repayment.

**Office Rental:** Expenses associated with office rental.

**Performance/Exhibit Hall Rental:** Expenses associated with performance/exhibit hall rental.

**Postage:** Expenses for postage not included in the PR/Development/Marketing expense line or special events line.

**PR/Development/Marketing:** Expenses for materials such as brochures, advertising, direct mail, newsletters, etc. Does not include payments to individuals or firms that belong under “Administrative Salaries/Benefits” or “Contracted Services.”

**Printing:** Expenses for printing/copying not included in the PR/Development/Marketing expense line or special events line.

**Remaining Program Expenses:** Expenses related to an organization’s programs not included in administrative fees, personnel expenses, or performance/exhibit hall rental. This includes fees or rentals that are directly related to performances or exhibitions (e.g., renting exhibitions, costumes, lights, staging, sets, shipping, licenses, royalties, ASCAP, etc.). Include all costs directly related to travel of individual(s) specifically identified with the programming.

**Special Fundraising Events:** Includes all expenses for special events, including rentals, printing, advertising, mailings, postage, etc.

**Supplies:** Expenses for consumable and small items for office needs.

**Technical/Production Salaries:** Any salary, hourly wages or other compensation paid to technical personnel on staff, including any payroll taxes and benefits such as insurance, workers’ compensation and parking.

**Travel:** Reimbursement or direct payment for mileage and other travel costs for staff and volunteers.

**Utilities:** Expenses for electricity, gas, water, telephone, long-distance service and Internet connections for office.

## **GENERAL TERMS**

**Artists** (actors, singers, musicians, visual, etc.): Individuals, both paid and unpaid, who perform or exhibit their work, including the number of artists involved in exhibitions and the number of artists in performing arts groups.

**Curriculum/Lesson Plan:** A detailed description of the teaching, learning and assessment materials for a given educational program, i.e., what will students learn and be able to do. A curriculum or lesson plan usually contains goals and objectives tied to the NC Standard Course of Study, materials, learning activities, lesson procedure and assessment/evaluation and may contain extension activities and resources.

**Disabled:** All individuals with emotional, learning, mental, physical or other disabilities.

**Exhibitions:** All exhibits of visual art.

**Members:** Individuals who, for established levels of support, receive benefits not given to the general public.

**North Carolina Standard Course of Study (NC SCOS):** Standards adopted by the North Carolina State Board of Education which identify what students should know and be able to do at specific points in their academic careers. For complete standards listings, see: [www.dpi.state.nc.us/curriculum/](http://www.dpi.state.nc.us/curriculum/).

**Outreach:** Efforts to make programs accessible to persons or groups who have limited arts opportunities because of educational, geographic, cultural, physical, economic or other constraints.

**Productions/Concerts:** All plays, musicals, concerts, festivals, etc.

**Senior Citizens:** All individuals 65 years of age or older.

**Total number of participants:** The sum of the number of staff members, volunteers, artists and audiences.

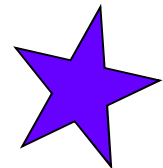
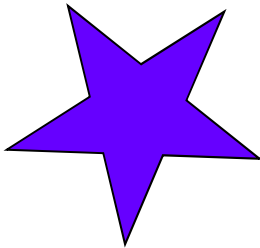
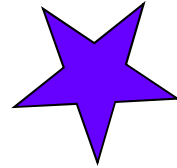
**Volunteers:** All individuals who provide service to your agency, including office support, fundraising, backstage or technical support, board and committee members, etc., who do not receive financial compensation for their work.

**Workshops/Classes:** All educational sessions, including classes, workshops, summer camps, lectures and other educational programs.

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