

United Arts Council of Raleigh and Wake County

2010-2011 Funding Opportunities

Guidelines and Application

THIS PDF DOCUMENT DOES NOT INCLUDE THE APPLICATION FORMS. IN ORDER TO RECEIVE AN ELECTRONIC VERSION OF THE APPLICATION FORMS, A REPRESENTATIVE OF YOUR ORGANIZATION MUST ATTEND THE REQUIRED GRANT WORKSHOP(S).



Building better communities through support and advocacy of the arts.

PROGRAMMING GRANTS CALENDAR

Required Meetings, Workshops and Deadlines

2010-2011 Additional Eligibility Requirement: Applicants must have received a United Arts Programming Grant in the last three years (2007-2008; 2008-2009; 2009-2010). Arts in Education, Audience Engagement and Municipal Partnerships grants will not be offered for 2010-2011.

Grant Applicant Workshops: Attendance Required – No Make-up Workshops

	<u>Applicants</u>
Wednesday, 1/13/10	All grant types – workshop at 5:30 p.m., United Arts offices
Saturday, 1/16/10*	All grant types – workshop at 10:00 a.m., United Arts offices

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

Applicant Meetings with United Arts Staff

Friday, 1/29/10	Deadline to make February appointments with staff
Friday, 2/26/10	Final day for staff meetings with applicants

Panel and Application Process Dates

Monday, 3/8/10	Deadline for submission of Programming Grants - 5:00 p.m.
	All orientation/panel meetings will be held in United Arts' offices
Monday, 4/05/10	Orientation for Community Arts grant panelists at 5:30 p.m.
Wednesday, 4/07/10	Orientation for Youth Arts Programming grant panelists at 5:30 p.m.
Thursday, 4/08/10	Orientation for Festival/Multicultural Programming grant panelists at 5:30 p.m.
Monday, 4/12/10	Make-up Orientation Meeting for Panelists
Thursday, 4/22/10	Youth Arts Programming grant panel interviews at 3:00 p.m.
Monday, 4/26/10	Youth Arts Programming grant panel interviews at 3:00 p.m.
Tuesday, 5/04/10	Festival grant panel interviews at 2:00 p.m.
	Multicultural Programming grant panel interviews at 5:30 p.m.
	<u>Community Arts Applicants – total participants of 5,000 or below</u>
Wednesday, 5/05/10	Community Arts grant panel interviews at 3:00 p.m.
Thursday, 5/06/10	Community Arts grant panel interviews at 3:00 p.m.
	<u>Community Arts Applicants – total participants above 5,000</u>
Monday, 5/10/10	Community Arts grant panel interviews at 3:00 p.m.
Wednesday, 5/12/10	Community Arts grant panel interviews at 3:00 p.m.
Wednesday, 5/26/10	Appropriations panel meeting at 3:00 p.m.
Tuesday, 6/15/10	United Arts Executive Committee
Tuesday, 6/22/10	United Arts Board of Directors final approval of grant awards
Wednesday, 6/30/10	Notification of grant awards mailed
7/1/10 - 6/30/11	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 2008-2009.

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' 2009-2010 budget is \$1.5 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, Holly Springs, Knightdale, Rolesville, Wake Forest and Zebulon.

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

Mailing Address

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Contact Information

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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 three 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, 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, quiz bowl or travel 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 29, 2010, 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 **Monday, March 8, 2010 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. Exception: Seed Funding applications do not have a specific application deadline. See page 21 for further information.

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 will not be open for 2010-2011.** 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 accompanying 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 -12th 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 an "NC Grants" to United Arts within two months after the close of the subgrantees' fiscal year in which Grassroots Arts Program funds were received. You will be notified 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 and 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.
- 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

Community Arts, Festival, Multicultural Programming and Youth Arts Programming Grants

Application Deadline

The deadline for application is **Monday, March 8, 2010 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.

Grant Awards

Grant awards will not exceed 20% of applicant's Wake County community arts, festival, multicultural programming or youth arts programming expenses as indicated in the cost-center expense budget for the request year. Municipalities and applicants whose main purpose is to highlight a specific culture may apply for 20% of arts-related programming expenses.

Matching Requirements

Although no specific cash match is required, United Arts will not provide more than 20% of a grantee's actual community arts, festival, multicultural or youth arts 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 ultimately exceeds 20% of the actual programming expenses at the end of the grant year. Funds may not be matched with North Carolina Arts Council grants or other United Arts grants.

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.**

Application

Applicants must complete the United Arts Standard Grant Application Form with appropriate attachments.

Grant Interview

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.

COMMUNITY ARTS GRANTS

Maximum Grant Award: \$50,000

Community Arts Grants are intended to support arts programming that significantly brings value to downtowns and neighborhoods and/or serves specific ethnic or cultural communities

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 may apply in this category. Applications for festival programming must be made in the Festival category. Applications for programming for pre-K – 12 children must be made in the Youth Arts Programming category. **Community Arts programming produced by African American, American Indian, Asian American, or Latino arts/cultural organizations must apply in the Multicultural Programming category.**

In addition, applicants for Community Arts 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 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 an annual revenue budget of less than \$2 million,
- have fundraising and administrative expenses that did not exceed 25% of total cash revenue according to the most recently audited budget year,
- 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.

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 quality and merit defined as improvement and innovation within the context of the organization'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*
- *Degree to which the applicant seeks to work collaboratively and share resources with other community groups*
- *Efforts to increase life-long learning in the arts*

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 arts programming (non-youth) to the community. Describe how this programming fulfills a community need and the program's anticipated impact on the people served.
- 2) Community Arts Programming: Provide a clear and concise description of your arts programming (non-youth) for the proposed grant period. Include a detailed description of specifics, including dates, titles, nature of programs, featured artists, venues or locations of programs, etc. Include significant artistic collaborations, partnerships, development of new work(s) 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 season, identifying and selecting all performers, curators 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 artistic 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 successes 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 A2

FESTIVAL GRANTS

Maximum Grant Award: \$50,000

Festival Grants are intended to support festivals, communal celebrations involving significant amounts of arts programming presented through multiple performances, exhibitions, demonstrations or workshops. Significant is defined as fifty percent or more of the programming must be arts programming. Festivals produced by African American, American Indian, Asian American, or Latino arts/cultural organizations or festival programming delivered by arts or cultural organizations in which the majority of the paid and volunteer artists involved are African American, Asian American, Latino, or Native American must apply in Multicultural Programming.

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 or Wake County municipalities outside Raleigh may apply in this category.

In addition, applicants for Festival 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,
- attend a required workshop; meet with staff, if applicable. Applicant meetings are discussed under Application, Review and Award Process on page 5.

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*
- *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 festival programming to the community. Describe how this programming fulfills a community programmatic need and the program's anticipated impact on the people served.
- 2) **Festival Programming:** Provide a clear and concise description of your festival 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. 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

MULTICULTURAL PROGRAMMING GRANTS

Maximum Grant Award: \$25,000

Multicultural programming Grants are intended to support arts programming delivered by African American, Asian American, Latino, or Native American organizations or arts programming delivered by arts/cultural organizations in which the majority of the paid and volunteer artists involved are 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 N.C. 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 may apply to produce or present arts programming in this category. Arts organizations/cultural organizations that receive general support funds through the N.C. Arts Council are not eligible for Grassroots Arts funds.

In addition, applicants for Multicultural Programming 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,
- attend a required workshop; meet with staff, if applicable. Applicant meetings are discussed on page 5.

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 multicultural programming to the community. Describe how this programming fulfills a community programmatic need and the program's anticipated impact on the people served.
- 2) Multicultural Programming: Provide a clear and concise description of your multicultural 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 which 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

YOUTH ARTS PROGRAMMING GRANTS

Maximum Grant Amount: \$10,000 or \$40,000

Youth Arts Programming Grants are intended to support opportunities for arts instruction for pre-K – 12 children **outside** of the formal school environment, school day or school year, as well as 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/cultural organizations with 501(c)(3), state and federal tax-exempt status or Wake County institutions of higher learning 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 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 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.

Additional Requirement for Institutions of Higher Learning

All programs must be accessible and open to the public. The community beyond the institution must comprise 50% or more of the audience.

Grant Awards

See page 9. 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 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:

Program Quality (Artistic and Educational Merit) – 45 points

- *Relationship between organization's mission and goals and the program's goals and activities; for institutions of higher learning, the relationship between department's mission and goals and the program's goals and activities*
- *Qualifications, background and expertise of the artists/instructors involved*
- *Potential of activities to extend participants' knowledge and/or skills in the arts and/or other curriculum areas (instructional programs)*
- *Quality of instruction*
- *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*
- *Efforts to involve community beyond the institution (institutions of higher learning)*

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.
- 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 length of sessions and the grade level or age range of participants. For youth series, indicate the age range of targeted audiences.
- 3) **Program Goals:** For **organizations**, state program goals (or indicators for measuring success) and relationship between applicant's mission and goals and the program's goals and activities; for **institutions of higher learning**, state program goals and the relationship between department'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 any 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 Standard Course of Study (NC SCOS) competency goals for your programming. See "**North Carolina Standard Course of Study Requirements**" on page 21 for the information needed for your type of programming.
- 6) **Demographics:** Describe the demographics and characteristics of the audience served by this programming. Provide a description of intended participants and how they will benefit from involvement in the program(s). If there is a selection or auditioning process for participants, please describe.
- 7) **Accessibility:** Include a summary of marketing plans to reach all targeted audiences. 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 annually. For institutions of higher learning, highlight efforts to reach the general public beyond the institutional setting.
- 8) **Program Evaluation:** Describe the strategies/tools that will be used to evaluate the program and its success in meeting stated goals and/or success indicators. Describe any anticipated changes to programming based on current evaluation results.

9) Evaluation: For instructional programs, describe how students' progress, quality of instruction (instructors) and curriculum are evaluated. For ongoing programs, describe past success in meeting goals and/or success indicators.

10) Additional Information: Provide any additional information that may help reviewers evaluate your programs.

Application Package: See Page A4

North Carolina Standard Course of Study Requirements (NC SCOS) for Narrative Section 5

- **Instructional – Group**

- Camps/summer conservatory
- Classes
- Multi-arts pre-school
- Residencies
- Workshops

Describe instructional curriculum or lesson plans in narrative, including connections to NC SCOS competency goals. Attach sample curriculum or lesson plans.

- **Instructional – Individual**

- Mentor programs
- Individual lessons

Describe an individual lesson plan in narrative, including connections to NC SCOS competency goals. 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 SCOS competency goals in narrative.

ARTS SERVICE ORGANIZATIONS

Maximum Funding: \$6,000

Arts Service 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 Service support must:

- maintain a board of directors, which meets at least quarterly,
- have had at least three years of providing services,
- have a CPA or internal review (see Glossary of Terms for definition) 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

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 29, 2010** to set up an appointment for February 2010. 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 **Monday, March 8, 2010 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 North Carolina 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

- 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)
- Organizational Accessibility Checklist
- Current list of 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.**

Attach to original application only:

- 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 2008-2009, as applicable
- IRS Form 990 for 2008-2009

SEED FUNDING

Maximum Funding: \$3,000

Seed funding is intended to support emerging arts organizations that have begun to produce arts programming. The purpose of the funding is to help organizations develop their capacity for producing or presenting arts programs. These funds are available for up to two years. Receiving an initial award does not guarantee funding for the second year. Applicants for seed funding may not apply in any other United Arts grant category. United Arts staff members are also 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 and a majority of activities in Wake County may apply in this category. Applicants must meet with staff before submitting an application.

Application Deadline

Applications for seed funding for 2010-2011 may be submitted at any time with appropriate lead time between funding request and execution of programs. However, funding decisions will be made only in the fiscal year in which the programming takes place. Funding decisions will be made by the United Arts Board, which meets seven times a year. Applications must be submitted at least 30 days before Board meeting dates. These dates may be obtained from the United Arts President and CEO in July 2010.

Applicant Meetings and Proof of Eligibility

Potential applicants should contact United Arts President and CEO to set up appointments to discuss their application in this category. Proof of eligibility as follows should be brought to the initial meeting:

- 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

Awards

The maximum award is \$3,000.

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

Seed 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.

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 and audiences, participants and community need for this programming. Describe how this programming fulfills a community programmatic need and its anticipated impact on the target audience.

Application Package

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Budget for request (no form provided)
- 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
- Letter of state tax-exemption

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 President and CEO at (919) 839-1498, x203.

Appendix

Application Instructions

Assembling and Submitting Your Application

Applications must be received in United Arts' office by 5:00 p.m., Monday, March 8, 2010.*

Seed Funding applications do not have a specific application deadline. See page 24 for further information

*This is **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.

New: 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 4. Number subsequent pages beginning with page 5. 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.
- **Community Arts, Festival, Multicultural Programming 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 Service Organizations and Seed Funding:** 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 Service Organizations

- 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)
- Organizational Accessibility Checklist
- Current list of 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 2008-2009, as applicable
- IRS Form 990 for 2008-2009

*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).

Community Arts Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Budget Expense Cost Center Form for Request Year
- Standard Comparative Budget Forms A, B, C
- Organizational Accessibility Checklist
- Current list of board of directors, with names, addresses, officers 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 CPA review or internal review for 2008-2009, as applicable
- IRS Form 990 for 2008-2009

*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).

Application Package Coversheet/Checklist

Festival Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Budget Expense Cost Center Form for Request Year (exemptions: municipalities)
- Standard Comparative Budget Forms A, B, C (exemptions: municipalities)
- Short Budget Form (only for municipalities)
- Organizational Accessibility Checklist
- Current list of board of directors, with officers, names, addresses and business affiliations (exemption: municipalities)
- 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 2008-2009, as applicable (municipalities exempt)
- IRS Form 990 for 2008-2009 (municipalities exempt)

*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).

Multicultural Programming Grants

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum three pages)
- Budget Expense Cost Center Form for Request Year (exemptions: programming produced by cultural organizations whose main purpose is to highlight a specific culture)
- Standard Comparative Budget Forms A, B, C (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)
- Organizational Accessibility Checklist
- Current list of 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 2008-2009, as applicable
- IRS Form 990 for 2008-2009

*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).

Application Package Coversheet/Checklist

Seed Funding

- Application Package Coversheet/Checklist (on original application only)
- United Arts Standard Grant Application Form
- Narrative (maximum two pages)
- Budget for request (no form provided)
- 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).

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)
- Budget Expense Cost Center Form for Request Year (exemptions: institutions of higher learning and non-profit arts/cultural organizations with a revenue budget equal to or greater than \$2 million)
- Standard Comparative Budget Forms A, B, C (exemptions: institutions of higher learning and non-profit arts/cultural organizations with a revenue budget equal to or greater than \$2 million)
- Short Budget Form (only for institutions of higher learning and non-profit arts/cultural organizations with a revenue budget equal to or greater than \$2 million)
- Organizational Accessibility Checklist
- 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 programs providing 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 2008-2009, as applicable
- IRS Form 990 for 2008-2009

*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).

STANDARD GRANT/FUNDING APPLICATION FORM
2010-2011 Application Deadline:
5:00 p.m., Monday, March 8, 2010

United Arts Council of Raleigh & Wake Co.
110 S. Blount Street
Raleigh, NC 27601
(919) 839-1498 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 2010-2011

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

Community Arts Programming Grants: Grant Amount Requested \$ _____
Festival Grants: Grant Amount Requested \$ _____
Multicultural Programming Grants: Grant Amount Requested \$ _____
Youth Arts Programming Grants: Grant Amount Requested \$ _____
Arts Service Organizations (Staff Review) Amount Requested \$ _____
Seed Funding (Staff Review) 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 2008-2009 attached, as applicable*
- IRS Form 990 for 2008-2009 attached, as applicable*

*If these were submitted to United Arts by December 1, 2009, you do not need to attach.

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

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

ORGANIZATIONAL PROFILE

Mission and History

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

To be replaced with statistical form.

INSTRUCTIONS FOR COMPLETING 2007-2008 PARTICIPATION STATISTICS FORM

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.

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.

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/.

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.

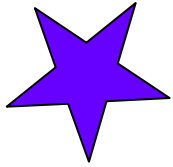
Senior Citizens: All individuals 65 years of age or older.

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

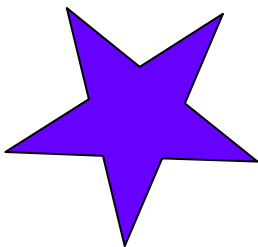
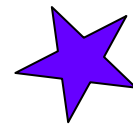
Volunteers: All individuals who provide service to your agency, including office support, fundraising, backstage or technical support, board and committee members, etc., who do not receive financial compensation for their work.

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

2008-2009 GRANT RECIPIENTS



Arts Access
Arts Together
Artspace
Artsposure
Bridges Program/Wake County Schools
Burning Coal Theatre Company
Capital Opera Raleigh
Cary Visual Art
Classical Voice of North Carolina
Community Music School
Concert Singers of Cary
Hum Sub
The Indian Classical Music and Dance Society
Infinity Ballet Theatre
The Justice Theater Project
Mary E. Phillips High School
Mt. Vernon Middle School
North Carolina Master Chorale
North Carolina Museum of History Associates
North Carolina Theatre
Nuv Yug Cultural Organization
Philharmonic Association
PineCone
Raleigh Boychoir
Raleigh Chamber Music Guild
Raleigh Civic Symphony Association
Raleigh Ensemble Players
Raleigh Little Theatre, Inc.
Raleigh Symphony Orchestra, Inc.
Town of Cary
Towne Players of Garner, Inc.
Triangle Wind Ensemble
Visual Art Exchange
Wake Forest Cultural Arts Association



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Our 2009 Supporters

Please join these community leaders in supporting the arts in Wake County!

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County of Wake and Employees
North Carolina Arts Council

Gold Partners (\$50,000 plus)

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First Citizens Bank & Trust Company
and Employees

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of the Triangle Community Foundation
The Talking Phone Book*

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SunTrust Bank
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** Full or partial in-kind donation*