

# **City of Raleigh Arts Commission 2014-2015 Grant Guidelines and Application**

**Submission Deadline:  
Monday, January 13, 2014 at 4 p.m.**



## GRANTS PROGRAM CALENDAR

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Nov. 18, 2013	General Grant Workshop for New Applicant Organizations or New Grant Writers at Currently Funded Organizations
Nov. 20	General Grant Workshop for Current and Prior Year Grant Recipients
Dec. 4	Innovation Grant Workshop
Jan. 3, 2014	Final Day Staff is Available to Review Draft Applications
<b>Jan. 13, 4 p.m.</b>	<b>Grant Application Submission Deadline</b>
Feb. 17 – March 17	Grant Panel Interviews
April	Raleigh Arts Commission Approves Grant Award Recommendations
May	Grant Award Recommendations Presented to City Council
June	City Council Approves Grant Awards
July	Grant Awards Letters and Contracts Mailed
Aug. 18	Submission Deadline for Completed Contracts
Jan. 15, 2015	Interim Report Submission Deadline
July 31	Final Report, Cash Position Statement, and Unused Funds Submission Due
Nov. 2	Audit Reports Due for Organizations on 7/1/14 - 6/30/15 Fiscal Calendar
May 2, 2016	Audit Reports Due for Organizations on January–December Fiscal Calendar

## OFFICE OF RALEIGH ARTS CONTACT INFORMATION

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The Office of Raleigh Arts, a section of the Parks, Recreation and Cultural Resources Department, administers the programs of the Raleigh Arts Commission and the Public Art and Design Board and supports the Pullen and Sertoma Arts Centers.

### Mailing Address

P.O. Box 590  
Raleigh, NC 27602

### Street Address

127 West Hargett Street, Suite 408  
Raleigh, NC 27601

**Website:** [www.raleighnc.gov/arts](http://www.raleighnc.gov/arts)

**Phone:** 919.996.3610

**Fax:** 919.831.6351

### Arts Grant Program Contact

**Sarah Corrin**

Arts Grant Coordinator

919.996.4686

[sarah.corrin@raleighnc.gov](mailto:sarah.corrin@raleighnc.gov)

## **ABOUT THE RALEIGH ARTS COMMISSION**

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### **CITY COUNCIL**

#### **Mayor**

Nancy McFarlane

#### **Mayor Pro Tempore**

Russ Stephenson

Mary-Ann Baldwin

Thomas Crowder

Bonner Gaylord

John Odom

Randall Stagner

Eugene Weeks

The Raleigh Arts Commission, established in 1977 as the official advisory body and advocate for the arts to the Raleigh City Council, proudly holds the distinction of being the first municipal arts commission created in North Carolina. Serving as the leading force to champion the arts with Raleigh citizens and their representatives, the Commission's myriad activities foster, support and promote the arts in the Capital City. Twelve citizens broadly representative of all fields of the arts are appointed by City Council to serve on the Arts Commission.

### **Funding for the Commission:**

The City of Raleigh Arts Grant Program is the official vehicle for municipal support to the City's arts organizations and to arts programs presented in Raleigh. A major example of the City Council's dedication to the cultural development of Raleigh, the Arts Commission receives an annual appropriation of \$5.00 per capita in arts funding.

### **Raleigh Arts Grant Program Mission:**

The City of Raleigh Arts Grant Program fosters and sustains Arts in our community by allocating municipal funding to help shape Raleigh as a creative cultural capital and create an environment where everyone can participate in the arts.

### **Raleigh Arts Grant Program Core Values:**

- *We value* municipal funding for the Arts;
- *We value* the Arts as a key element in creating desirable places to live, work, and visit;
- *We value* the economic stimulus the Arts provide for our region;
- *We value* Arts that are accessible to the community and artists;
- *We value* freedom and diversity of artistic expression;
- *We value* artistic excellence;
- *We value* responsible stewardship and accountability;
- *We value* a transparent, open, and honest process of grants decision-making;
- *We value* knowledgeable and committed Arts staff and Commissioners, and the Commission's role as advocates for the Arts;
- *We value* the creation of original works of Art as well as the preservation of classic works;
- *We value* mentorship and encouragement of Arts organizations and artists in our community;
- *We value* the principles of artistic collaboration and partnership;
- *We value* a community in which everyone has the opportunity to learn about, participate in, and enjoy the Arts.

### **RALEIGH ARTS COMMISSION**

#### **Chair**

Clyde Lundy

#### **Vice Chair**

Nancy Novell

Joanne Casey

Joe Cebina

Jason Craighead

Linda Dallas

Gene Davis

Laurent de Comarmond

Diane Kuehn

Andy Martin

Sarah Powers

Bob Rankin

### **OFFICE OF RALEIGH ARTS**

#### **STAFF**

#### **Executive Director**

Gerald D. Bolas

#### **Arts Program Director**

Belva Parker

#### **Public Art Coordinator**

Kim Curry-Evans

#### **Arts Grant Coordinator**

Sarah Corrin

#### **Administrative Assistant**

Carol S. Mallette

#### **Block Gallery Coordinator**

Annah Lee

#### **Communications Coordinator**

Rosemary Holland

#### **Consulting Registrar**

Gillian Suss

## GENERAL ELIGIBILITY REQUIREMENTS

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**Financial assistance may be requested by an organization for arts activities if it meets all applicable requirements in these guidelines, including those specified under specific grant categories.**

1. **Raleigh Headquarters:** The organization's corporate headquarters must be located within the City of Raleigh.
2. **Not-for-Profit Status:** City of Raleigh Arts Grants may be awarded only to not-for-profit organizations, chartered by the State of North Carolina, that have federal and state tax-exempt status. Copies of the letters of determination from the Internal Revenue Service and the State of North Carolina recognizing the applicant organization as a not-for-profit corporation must be on file at the Office of Raleigh Arts. Each year, to ensure continued status as a tax-exempt organization, City staff will review each organization's Form 990 for its most recently completed fiscal year. This form is required to be completed each year and submitted to the IRS.
3. Organizations that do not have federal tax-exempt status under Section 501 (c) 3 of the Internal Revenue Code must apply through a non-profit fiscal agent and, to be eligible for funding, must be in the process of securing such status.
4. **Individuals:** Individuals are not eligible to apply directly for funding, but many artists are hired through organizations that receive City arts funding.
5. **Serving the General Public:** The use of City of Raleigh funds to serve only the applicant organization's membership is deemed inappropriate. Requests from membership organizations must emphasize service to the general citizens of Raleigh. When participation in activities is based on invitation or jury process, the means to ensure systematic, unbiased selection should be delineated. In summary, all programs to be funded by the City must be open to the general public, whoever the sponsor is or wherever the program is presented.
6. **Affirmative Action:** City of Raleigh Arts Grants may be awarded only to organizations that certify they will comply with the City's nondiscrimination policy, a clause in the contract.
7. **Accessibility:** Applicants must demonstrate that facilities and projects will be accessible to people with disabilities.
8. **Excess Budget Surplus or Budget Deficit:** An organization is **ineligible** for any City Arts Grants if:
  - It has undesignated cash reserves, exclusive of assets listed in parentheses (endowment, capital improvement, and other restricted funds and donated works of art) in excess of one year's operating expenses; or
  - It has budgeted a deficit in the fiscal year for which funds are requested. (In the case of an accumulated standing deficit, the organization must submit a feasible plan for eliminating the deficit with its application.)

## FUNDING REQUIREMENTS

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**Except for extraordinary cause, The City of Raleigh restricts Arts Grant Program funding as follows:**

1. All arts organizations or non-arts organizations with arts projects may apply for Program Support. Only arts organizations are eligible for Innovation and Operating Support grants.
2. **Applicants may apply for a maximum of two grants per year with no more than one application per grant category. Applicants for Innovation Grants can apply in one focus area but not both in any given year.**
  - a. **Total grant support will be limited to no more than 25% of the applicant's total actual operating expenses for the last completed fiscal year (2012-2013) or \$175,000, whichever is less.**
  - b. Organizations with special leasing arrangements with the City of Raleigh may apply for Program Support and Innovation Grants only. To be eligible, such organizations' combined annual City funding, including the Arts Grant application, cannot exceed the limits specified in the paragraph above.
3. **All grants require at least a one-to-one match.** "One-to-one" dollar match means that the applicant must cover at least half of the cost of a project or program with its own income. (In-kind contributions of time and services cannot be used.)
4. No grant funds may be used for out-of-county travel expenses.
5. City of Raleigh Arts Grant funds may **not** be used for capital improvements (building or construction), large equipment purchases, fundraisers, food or beverages, or elimination of an accumulated deficit. Design project requests will be considered for research, planning, and conceptualization only, but not for construction, reconstruction, or other things that could be considered capital expenditures.
6. All events sponsored in part or whole by the Commission must be open to the public.
7. Applications from colleges or universities or other institutions of higher learning must emphasize non-academic community involvement in planning and implementation. The final product, if any, must include members of the community.
8. Applicants should be aware that applications are reviewed on their merits and in competition with other applications. An award granted one year does not imply Commission support in subsequent years. Grants are not renewable.
9. Organizations may request funding to strengthen and expand existing or previously funded programs. Though the Commission welcomes the vitality of new projects and activities, organizations should not plan new projects that are beyond their means and cannot be sustained without continued Commission funding once they become established.

Any questions about eligibility or funding requirement should be directed to the Arts Grant Coordinator before the application is made.

## **BEFORE SUBMITTING A GRANT APPLICATION**

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The Office of Raleigh Arts staff presents two grant workshops in November. **All potential applicants are required to attend one of the two and must register ahead of time with the Arts Grant Coordinator.** New applicants for Arts Grant funding and currently funded organizations with grant writers who will be new to the process should attend the workshop scheduled for Monday, November 18. Organizations that are currently funded through the Arts Grant Program should attend the workshop scheduled for Wednesday, November 20. In addition, any organization interested in applying for an Innovation Grant must also attend a workshop for that category scheduled for Wednesday, December 4.

Applicants are welcome to schedule additional meetings with the Arts Grant Coordinator no later than Friday, January 3. Organizations new to the Arts Grant Program and those interested in applying for a different type of funding than they have in the past must notify the Arts Grant Coordinator of their intent to apply.

The Raleigh Arts Commission is committed to making sure this process is accessible to people with disabilities. Guidelines and application forms can be made available in large print or recorded format. Staff can arrange to meet with people with disabilities either in the office, which is wheelchair accessible, or in another location that may be more convenient. The Arts Grant Coordinator can arrange for a sign language interpreter to be present.

## **SUBMITTING A GRANT APPLICATION**

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**It is important that the potential applicant organization carefully review the guidelines for each grant category to determine the most appropriate match for submitting funding requests.**

- The deadline for submitting grant application packets is **Monday, January 13, 2014 at 4 p.m.** Applications may be delivered by hand or mailed to the Office of Raleigh Arts. However, the deadline is a receipt, not a postmark, due date. Applications may not be sent by fax or electronically. **Applications received after the deadline date will be ineligible.**
- Raleigh Arts Commission grant application forms can be obtained in three ways:
  - Electronic versions can be downloaded from the Office of Raleigh Arts grants web page at [www.raleighnc.gov/arts](http://www.raleighnc.gov/arts). (Click on “Discover Raleigh Arts in the left hand column, then on “Grants” in the right hand column under “Raleigh Arts”.)
  - Electronic versions can be requested by email from Arts Grant Coordinator Sarah Corrin ([sarah.corrin@raleighnc.gov](mailto:sarah.corrin@raleighnc.gov)).
  - Paper copies can be requested from Arts Grant Coordinator Sarah Corrin (919-996-4686 / [sarah.corrin@raleighnc.gov](mailto:sarah.corrin@raleighnc.gov)).
- For complete application instructions, see “Assembling and Submitting the Grant Application” on pages 17-19.
- An incomplete or inaccurate application will jeopardize funding.

- Applicants should be aware that good grantsmanship is a significant factor in a favorable review of proposals. While an application may be declared technically eligible, a miscalculated budget, incomplete responses to evaluation criteria, non-descriptive narratives, or a failure to itemize expenses and income, etc., will make the application less competitive and will result in a negative evaluation.
- Applicants should be aware that **all previous year's reports, including audits, must be up-to-date and submitted according to deadlines** for consideration of the next fiscal year's funding. Arts organizations with a history of **non-compliance** with deadlines (for required reports, audits, contracts, etc.), must contact the Arts Grant Coordinator to discuss current eligibility prior to applying.

### **ONCE A GRANT APPLICATION IS RECEIVED IN THE OFFICE OF RALEIGH ARTS**

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From late February through March, the Arts Commission's Grants Committee reviews each proposal and interviews each applicant in a panel process. **The grants panel interview is a requirement of the application process and will not be rescheduled if missed. A missed grant panel interview will jeopardize funding and, at a minimum, result in a grant compliance score of zero.**

In April, the committee makes its funding recommendations to the Raleigh Arts Commission. On approval, the recommendations are subsequently submitted to City Administration during the annual budgetary process. **By June 30**, final decisions are made by City Council in adopting the annual budget. Arts Grant contracts are mailed to grant recipients in July.

**Applicants are strongly discouraged from commencing operation in anticipation of City of Raleigh funding prior to formal notification.**

### **APPEALS PROCESS**

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An applicant has a right to appeal any decision denying an application for a grant in whole or in part and/or to request an exception to the guidelines. Any appeal must be in writing, addressed to the Arts Grant Coordinator, and shall specifically state reason(s) for the appeal.

- Any request for an exception to the guidelines must be filed no later than 45 days prior to the deadline of the grant category at issue. It will be reviewed at the next regularly scheduled Commission meeting.
- Any appeal that contests the denial of a grant, in whole or in part, must be filed within 10 working days of the notification of the grant recommendation. An applicant may appeal an award decision if there is a question regarding the application of policy or guidelines during the evaluation process. Dissatisfaction with the denial of an award or with the award amount is not grounds for appeal. An ad hoc Appeals Committee is formed to review the appeal.
- Decisions for the arts funding recommendations of the Arts Commission will be final and will be presented to City Council. Council will approve final allocations.

## GRANT EVALUATION

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The City of Raleigh views evaluation as an ongoing process throughout the funded period. As part of the application process, applicants are required to state clearly the desired outcomes for their project. Evaluations will affect recommendations for subsequent funding.

## CONTRACTS

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Upon approval by City Council, a contract is sent to the grant recipient specifying the terms of the grant, procedures for payment of funds, and reporting requirements. The applicants must sign and return the contract within 45 days signifying agreement to the terms. No major changes can then occur, either in activities, finances, or use of funds, without a written request made to and subsequent approval received from the Arts Grant Coordinator. The same approval process must be followed to secure any extension of report deadlines.

### **Contractual Requirements (for all categories):**

- For grants of \$1,000 or more, a fidelity bond in the larger of the two amounts below.
  - An amount equal to at least half (50%) of the City's total grant award OR
  - For Program Support and/or Innovation Grant funding, an amount equal to or larger than the City's total Program Support and/or Innovation Grant funding for the year
- Assurance of compliance with the City's nondiscrimination policy
- Assurance of adherence to generally accepted accounting principles
- Specified City and Arts Commission credit inserted into all print and electronic marketing materials
- Conflict of interest policy

## PAYMENT

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### **For All Categories:**

Payments are made on a **reimbursement basis only**. According to the fiscal requirements established by the City of Raleigh, all payments must be requested in writing and with verification of expenditures.

### **For Operating Support:**

As a rule, payments are made on a monthly reimbursement basis. Recipients may prefer payments bi-monthly, quarterly, or in a lump sum, rather than monthly. However, any variance to the manner of payment must be requested in writing to the Arts Grant Coordinator and written approval received prior to requesting payment.

### **For Innovation Grants and Program Support:**

Unless otherwise noted, payment by the City is made after the project is completed upon request of the recipient. Any variance to the manner of payment must be requested in writing to the Arts Grant Coordinator and written approval received prior to requesting payment.

## REPORTING REQUIREMENTS

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### Reporting Requirements (for all categories):

- **Interim Report** – due mid-way through the project, or by January 15.
- **Final Report and Cash Position Statement** – due thirty (30) days after the completion of the project, or by July 31.

### Audit Requirements (for all categories):

- **For Grants of \$25,000 or More:** Grant recipients must submit two original, bound copies of their annual audit report within 120 days of their fiscal year-end. The fiscal year must be inclusive of the grant award and the audit must be conducted by a certified public accountant licensed in North Carolina. Each audit report must be accompanied by a management letter, if one has been prepared by the auditor, and a copy of the agency's final budget for the fiscal year. For most organizations the audit deadline will be November 2, 2015.
- **For Grants of \$25,000 or Less:** An audit is recommended but not required by the City. If a grant recipient does receive an audit, however, two original, bound copies of the audit inclusive of the grant award, two copies of the agency's final budget for the fiscal year, and any management letter should be submitted to the Office of Raleigh Arts within 120 days following the end of the organization's fiscal year.
- The City, at its discretion, may require an examination of any agency's financial records by the City Controller's Office.

## GENERAL FUNDING CRITERIA

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As the grants panelists review each application, they consider, score, and allocate with the following general criteria in mind:

1. Administrative and managerial quality of the applicant.
2. Artistic merit.
3. Community involvement and outreach.
4. Financial accountability.
5. For past recipients, panelists will review grant compliance.

In addition, the arts program(s) of the applicant organization must meet most of the following criteria, which are considered during the evaluation processes:

- **The program has artistic merit.** Qualified persons are involved in planning and implementation. Professional artists are involved in the process/preparation and the product/presentation.
- **The program will benefit the citizens of Raleigh.** The program will contribute to the cultural opportunities made available to the public, enhancing the quality of life.
- **The program is innovative.** The program focuses on arts activities not currently offered, targets populations previously underserved, or contributes to the cultural development of Raleigh in nontraditional ways.
- **The program has qualified personnel.** The administrators and artists have sufficient training and experience directly related to the needs and objectives of the program.
- **The program has community support.** This is demonstrated by volunteer efforts; contributions of cash, goods or services; participation and attendance – especially from those not directly involved in the program.
- **The program is accessible.** Program planning and implementation are addressed by those sensitive to (or who are themselves) people with disabilities, senior citizens, members of diverse racial and ethnic groups, and/or those who are disadvantaged. Facility accessibility is required by City regulation. The Americans with Disabilities Act also regulates program and facility accessibility.
- **The program has had adequate planning.** Planning was systematic over a sufficient period of time, addressing each facet of the program, including the method of evaluation and the program's continuation.
- **The program is well promoted and publicized.** To ensure full participation, there is a systematic plan to reach the targeted recipients of the program's benefits through a variety of avenues.
- **The organization is financially sound and has a realistic budget.** Income and expense projections are reasonable for program and operating budgets.
- **The applicant organization has the resources necessary to implement the program successfully.** Resources include sound finances, adequate and accessible facilities, and sufficient staff and board.
- **Organization has a racially/ethnically diverse board of directors.** Every effort is made to insure commitment to racial and cultural equity issues as appropriate to meet the needs of the City of Raleigh community.

**PLEASE SEE FOLLOWING PAGES FOR INFORMATION PERTAINING TO SPECIFIC GRANT CATEGORIES.**

Given Raleigh's extraordinary growth, changes in media coverage and technology, and other dynamic conditions, including the economy, arts organizations now work in an ever-shifting landscape. The goal of the Innovation Grant category is to enable arts organizations to problem-solve some of the questions and challenges this new environment has created. By taking calculated risks while embracing exploration, experimentation, and invention, organizations can take a fresh look at programming, infrastructure, collaborations, and/or community engagement strategies. Proposed projects must represent departures from business as usual, yet still align with mission. While approaches must be new to the organization, they may not necessarily be new to the field. Because new endeavors fail as often as they succeed, process is as important as product in this grant category. If funding is awarded, the Commission will be as interested in lessons learned from failure as it is in successful outcomes.

The Innovation Grant program provides one-year grants, and awards range from \$1,000 to \$25,000. This funding category provides grants in specific focus areas each year. Organizations may apply for funding in only one focus area per year. It is possible to reapply for a second year of funding for a project, though multi-year funding is not guaranteed. The actual amount of an applicant's grant will depend on its rating and ranking in the review process and the total funds available for allocation.

**2014-2015 Focus Areas:**

- **Innovative Partnerships:** The goal of this focus area is to increase impact and accessibility of the arts in Raleigh through strategic organizational partnerships between cultural groups or with organizations outside the cultural sector. (One organization is designated lead partner and submits the application.)
- **Innovative Technology:** The goal of this focus area is to support organizations' embrace of technological innovation in order to strengthen or expand artistry, programming and/or organizational infrastructure. Grant proposals for this area may include projects that integrate online marketing platforms and media outlets, including but not limited to blogs, Facebook, Twitter, e-communications, and websites.

**Eligibility:**

Follow General Eligibility and Funding Requirements (see pages 3-4).

*Also:*

- Funding may not be awarded when proposed project income significantly exceeds project expenditures.

**Evaluation Criteria:**

The following are the weighted criteria used to evaluate your innovation grant.

**Evaluation Criteria – Grant Category:****Innovation (45%)**

1. Project represents a creative response to, or a new direction developed due to changes in the municipal, economic, artistic and/or technological landscapes.
2. Project results from an organizational shift in perception about an issue or challenge.
3. Project tests an approach that is new to the organization.
4. Project breaks from previous practice while staying true to the organization's mission and core values.
5. There is potential for significant effect on the organization and/or the community.

**Planning/Implementation/Evaluation (20%)**

6. Effective leadership and staff are in place to oversee project.
7. Careful planning for successful project implementation is evident.
8. Comprehensive evaluation tools and review processes are in place.
9. Realistic project budget has been developed.
10. Regarding each focus area:
  - a. Innovative Partnerships: Evidence of quality and depth of partnership provided – partnership clearly leverages talents, expertise and resources of collaborators.
  - b. Innovative Technology: Evidence provided as to appropriateness of technology selected and utilization of qualified expertise.

**Evaluation Criteria – Applicant Organization:****Community (20%)**

11. Artistic need for organization in the community.
12. Organizational participants (staff, board, artists, constituents, volunteers) reflective of and programming responsive to the racial and cultural diversity of Raleigh.
13. Organization successfully engages with people who have disabilities. Programs, services, website, and facilities are ADA accessible.
14. Organization successfully engages with people who have limited arts or cultural opportunities due to economic constraints.

**Management (15%)**

15. Effective organizational leadership and active board of directors, appropriately sized and representative of community.
16. Organization evidences competent financial oversight, as well as long-term planning and stability.
17. Advertising and promotion effectively supports organizational goals.
18. Grant application is comprehensive, clearly written, and presented when due. (For previous grant recipients, prior year grant compliance was complete, comprehensive, and timely.)

### **Narrative Questions:**

Clearly address all the evaluation criteria in your answers to the questions below. Please label each answer using the question numbers and headings. Narratives may not exceed four (4) pages in length.

1. **Project Catalysts:** What challenge/changes were the catalysts for this project? Why has your organization made it a priority to address them?
2. **Project Description:** Please describe your proposed project.
3. **Project Impact:** How will this work impact the community and/or your organization?
4. **Timeline:** Provide a brief timeline for this project (planning, implementation and evaluation).
5. **Project Staff:** Who will oversee this project and who will work with them? Why? What experience and skills will they contribute? If applying for Innovative Partnerships funding, include those listed on the Partnership Information Form in your explanation and describe how this project is a collaborative effort with them.
6. **Project Approach:** How did your organization come up with this approach? Why is it a good method for responding to the challenge/change?
7. **New Practice/Strategy:** How is this approach different from previous practice or strategies? What makes it new to your organization?
8. **Project Goals:** How will you know if your project has been successful? What specific outcomes will you have achieved?
9. **Evaluation:** What mechanisms will you use to track progress during the project? What tools will you use to evaluate whether or not outcomes were achieved? How will you capture lessons learned and next steps to take as a result of this project, particularly if outcomes were not achieved?
10. **Innovative Technology:** For organizations applying for Innovative Technology funding only – How did you select this technology? How do you know it is the right match for your organization? Describe how this technology is new to your organization or is a new use of familiar technology.
11. **Community Value:** Briefly describe the value of your organization’s programming to the community and what need it fulfills. How does it benefit the City of Raleigh as a whole and how does it benefit the individuals who participate?
12. **Leadership:** Briefly describe your organization’s leadership, both key staff and the board of directors. Outline structure and key responsibilities, including committee names and functions.
13. **Financial Management:** Briefly describe your organization’s financial management, including oversight, internal controls and any long-term financial initiatives.
14. **Marketing Program:** Briefly describe your organization’s marketing program. Who are your target audiences and how do you engage them?

Operating Support is available to established arts organizations and provides non-project assistance toward ongoing administrative costs for qualifying organizations. Funding may be restricted to cover facility-related costs and critical salaries. The actual amount of an applicant organization's grant for Operating Support will depend upon its rating and ranking in the panel review process and the total funds available for allocation.

**Eligibility:**

Follow General Eligibility and Funding Requirements (see pages 3-4).

*Also:*

- Organizations must be established, arts-committed organizations that provide a quality cultural product or service with wide-ranging impact on the City of Raleigh and that are responsible for their own programming, (e.g. symphonies, festivals, ballets). **Colleges, universities, and government agencies/ units are not eligible for Operating Support.**
  
- In addition to having an artistic mission and not-for-profit, tax-exempt status, organizations must comply with the following conditions:
  1. The organization must have year-round managerial leadership;
  2. The organization must have an active board of directors that is reflective of the community it serves;
  3. The organization must display ongoing fiscal responsibility;
  4. Funding may be restricted to facility-related costs/critical salaries.

**Evaluation Criteria:**

The following are the weighted criteria used to evaluate your operating support grant.

**Artistic Merit (30%)**

1. High quality artists selected to participate.
2. Professional, creative, innovative artistic leadership with vision.
3. Artistic need for organization in the community.
4. Employment opportunities for Raleigh and/or North Carolina artists.
5. Commitment to support of emerging artists.

**Management (25%)**

6. Effective administration and leadership among paid staff.
7. Careful planning for successful implementation of operations and programs.
8. Advertising and promotion sufficient to support organization goals.
9. Comprehensive evaluation tools and review process in place.
10. Active and appropriately sized board of directors and established committees.

**Financial Accountability/Grant Compliance (25%)**

11. Realizable budgets.
12. Ongoing financial oversight/accurate accounting processes.
13. Long term financial planning.
14. Financial stability.
15. Grant application is comprehensive, clearly written, and presented when due. (For previous grant recipients, prior year grant compliance was complete, comprehensive, and timely.)

**Community Engagement (20%)**

16. Demonstrated community support for organization (financial and in-kind contributions, volunteers, etc.). Collaborations and shared resources with other organizations.
17. Participants (staff, artists, constituents, volunteers) reflective of and programming responsive to racial and cultural diversity of Raleigh.
18. Board of Directors reflective of Raleigh's demographic diversity.
19. Successfully engages with people who have disabilities. Organization, programs, services, website, and facilities are ADA accessible.
20. Successfully engages with people who have limited arts or cultural opportunities due to economic constraints.

This category provides funds for a wide variety of quality arts programs and projects that take place primarily in the City of Raleigh. Program Support is available for arts-related programs of nonprofit organizations that advance the applicant organization's artistic development, upgrade services by the applicant, or develop new areas of interest. Funds awarded in this category range from \$1,000 to \$25,000, and must be matched dollar-for-dollar. The application may be for one project, but multiple events, such as a concert series, are also eligible and should be submitted as one (1) application. The actual amount of an applicant organization's grant for Program Support will depend on its rating and ranking in the review process and the total funds available for allocation. **This is the only category in which non-arts organizations, as well as arts organizations, may apply.**

**Eligibility:**

Follow General Eligibility and Funding Requirements (see pages 3-4).

*Also:*

- Funding may not be awarded when proposed program income significantly exceeds program expenditures.

**Generally Appropriate Activities:**

The following are examples of activities consistent with the funding philosophy of art projects for Program Support:

1. Programming that involves and promotes North Carolina artists.
2. Visiting artist working in community outreach.
3. Public productions, programs or exhibitions produced by the applicant.
4. Research, documentation, and commissions as part of a program or project.
5. Improved program accessibility for special constituencies.

**Evaluation Criteria:**

The following are the weighted criteria used to evaluate all Program Support grants.

**Artistic Merit (35%)**

1. Quality artists selected to participate.
2. Professional artistic leadership in place.
3. Artistic need for programming in the community.
4. Employment opportunities for Raleigh and/or North Carolina artists.
5. Commitment to support of emerging artists.

**Management (25%)**

6. Effective administration (staff and/or volunteers) to oversee program.
7. Careful planning for successful program implementation.
8. Advertising and promotion sufficient to support program goals.
9. Comprehensive evaluation tools and review processes are in place.
10. Active board of directors, reflective of Raleigh's ethnic and cultural diversity.

### **Financial Accountability/Grant Compliance (20%)**

11. Realistic budget.
12. Competent financial oversight/accurate accounting processes.
13. Organization financial stability.
14. Grant application is comprehensive, clearly written, and presented when due. (For previous grant recipients, prior year grant compliance was complete, comprehensive, and timely.)

### **Community Engagement (20%)**

15. Demonstrated community support for program (financial and in-kind contributions, volunteers, etc.)
16. Program and participants (staff, artists, constituents served) reflective of Raleigh's racial and cultural diversity or a traditionally underserved population.
17. Program is inclusive of and appropriate plans have been made to engage people with disabilities. Organization, programming, services, website, and facilities are ADA accessible.
18. Program is inclusive of and appropriate plans have been made to engage people with limited arts or cultural opportunities due to economic constraints.

### **Narrative Questions:**

Clearly address all the evaluation criteria above through your answers to the questions below. Please label each answer using the question numbers and headings below. Narratives may not exceed four (4) pages in length.

1. **Program Description:** Please describe your proposed programming, including activities, location and the number of people to be served.
2. **Artistic Need:** Briefly describe the value of your programming to the community and how it fulfills an artistic need. How does it benefit the City of Raleigh as a whole and how does it benefit the individuals who participate?
3. **Participants:** Describe the intended participants/audience, including estimated numbers and ethnic and cultural composition. How will the general public, and Raleigh residents in particular, be involved in this programming?
4. **Planning:** Provide a brief timeline for the program (planning, implementation and evaluation).
5. **Personnel:** Describe the artistic leadership and the artists to be involved in the program, including how and why they were chosen, as well as their racial and cultural backgrounds. Also provide this information for program directors/administrators. (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
6. **Goals:** How will you know if this programming has been successful? State two or three goals you will have achieved by its conclusion.

7. **Evaluation:** What mechanisms will you use to track progress during the programming? What tools will you use to evaluate whether or not goals were achieved? How will you capture lessons learned and next steps to take as a result of this program, particularly if goals were not achieved?
8. **Program Marketing:** Briefly describe how the program will be publicized and promoted to reach intended participants.
9. **Accessibility:** Describe how this program will be accessible to people with disabilities and people with limited arts opportunities due to economic constraints.
10. **Community Support:** Describe the extent of community support for this program, including financial and in-kind contributions, volunteers, collaboration/partnerships, etc.
11. **Leadership:** Briefly describe your organization's leadership, both key staff and the board of directors. Outline structure and key responsibilities, including committee names and functions.
12. **Finance:** Briefly describe your organization's financial management, including oversight, internal controls and any long-term financial initiatives.

## **ASSEMBLING AND SUBMITTING THE GRANT APPLICATION**

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The deadline for submitting grant applications is **Monday, January 13, 2014 at 4 p.m.** The deadline is a receipt, not a postmark, due date. **Applications received after the deadline date will be ineligible.**

### **How to Assemble the Grant Application:**

- All applications must be submitted to the Office of Raleigh Arts on paper, using the current Raleigh Arts Commission grant application form and budget forms.
- Documents must be completed in type size no smaller than 12 point.
- Organizations applying for two grants (each in a different category) should submit one set of application documents for both. However, the applicant must submit two (2) narratives (one for each grant category).
- Page Numbering – The pages that make up the Application Form are numbered 1 through 4. Number subsequent pages beginning with page 5. Place page numbers at the bottom of each page.
- Original Application Documents – Originals must be submitted collated in the order listed below and on the Grant Checklist. They must be single-sided and paper/binder-clipped at the top left corner. Do NOT staple or three-hole punch.
- Copies of Application Documents – Copies must be submitted collated in the order listed below and on the Grant Checklist. Each copy must be double-sided, three-hole punched, and paper/binder-clipped at the top left corner. Do NOT staple.

Organizations must submit **13 copies** of the application documents unless they are applying for funding in **TWO** grant categories. Organizations applying in **TWO** grant categories must submit **16 copies** of the application documents.

- **Do not send materials or additional copies that have not been requested.**
- Do not place grant applications in folders of any kind. Support materials may be placed in a single folder or envelope.

### **What to Submit:**

1. **Application Documents:** Submit one (1) original and the required number of copies of the following documents in the order listed below. (Applicants applying for funding in **TWO** grant categories submit **16 copies**. All other applicants submit **13 copies**.)
  - a. CORAC Standard Grant Application Form
  - b. Narrative (if applying in multiple grant categories, submit two narratives)
  - c. Partner Information Form (Innovative Partnerships Grants Only)
  - d. Budget Forms A, B, C
  - e. Deficit Reduction Plan (organizations with a net loss in last completed fiscal year only)
  - f. Cost Center Form (Operating Support only)

- g. Short Budget Form (Program Support and Innovation Grants only)
- h. Participation Statistics Form
- i. Accessibility Checklist
- j. Bios of Lead Personnel
- k. Board of Directors List

**2. Application Attachments:**

Submit one (1) copy of the following:

- a. Grant Checklist
- b. DVD Documenting Organization and/or Program/Innovation Request (Optional)
- c. Long-Range Plan (Operating Support Only)
- d. Audit Report (required for requests of \$25,000 or more; optional for requests under \$25,000)

Submit one copy of the following for each grant category in which funding is requested (1-2 copies):

- a. Samples of Organizational and/or Program/Project Evaluation Tools
- b. Support Materials – including publicity, reviews, and marketing materials

**3. Proof of Eligibility:** New applicants that have never received funding from the City of Raleigh Arts Commission before must submit the following documents. **Current or recent grant recipients should NOT submit these items unless their organization has revised them.**

- a. Federal Letter of Tax Exemption
- b. North Carolina Letter of Tax Exemption
- c. Articles of Incorporation
- d. Bylaws
- e. Conflict of Interest Policy

**General Instructions for Documents and Attachments:**

- **Application Form:** Complete all grant application sections. Organizations not required to submit an audit may skip Section D.
- **Audit Report:** Organizations requesting grants of \$25,000 or more must submit one (1) bound, original copy of their audit report and auditor’s letter for the last completed fiscal year. The audit must be conducted by a certified public accountant licensed in North Carolina. An organization that has not applied previously should submit audits for the past two (2) fiscal years. Applicants requesting grants of less than \$25,000 may submit their organization’s latest audit report as well, but it is not required.

**Any current City Arts Grant recipients that submitted their most recent audit reports in the spring or fall of 2013 should NOT resubmit an additional copy with their grant application.**

- **Bios of Lead Personnel:** Brief biographies of key artistic and administrative personnel summarized on one page. Bios should include applicable work experience, training and education background. Do not send résumés or job descriptions.

- **Board of Directors List:** Submit a list of the organization's current board of directors, including names, business and/or home addresses, phone numbers and email addresses, term lengths, and an indication of those that represent ethnic minorities, people with disabilities, and/or older populations.
- **Budget Forms for All Grant Applicants:** Complete Standard Comparative Budget Forms A, B, and C. Attach all three (3) pages to the application after the narrative.
- **Budget Forms for Operating Support Applicants:** In addition to Standard Comparative Budget Forms A, B, and C, complete the Budget Expense Cost Center. Use the Program Area columns to break out major programs (for example main stage series, 2<sup>nd</sup> stage series, education program, etc.). Insert this form into the application after the comparative budget forms.
- **Budget Forms for Program Support and Innovation Grant Applicants:** In addition to Standard Comparative Budget Forms A, B, and C, complete the Program and Innovation Grants Budget Form. Insert this form into the application after the comparative budget forms or, if applying for Operating Support, after the Budget Expense Cost Center.
- **Deficit Reduction Plan:** Organizations that had an operating deficit in the last completed fiscal year must submit a deficit reduction plan in addition to the other required financial information. Insert the plan into the application after the Comparative Budget Forms.
- **DVD Documenting Organization and/or Program/Innovation Request:** The submission of a DVD, CD, or other electronic media about the applicant organization, or the project for which it is applying, is optional though highly recommended. Runtime must not exceed five (5) minutes. Applicants applying in two (2) grant categories may submit separate material for each with a total runtime of ten (10) minutes for both.
- **Narratives for Innovation Grants: Please read the grant guidelines thoroughly before completing the narrative.** Clearly address the criteria listed for this funding category through your answers to the questions on page 12. Do not exceed four pages. Organizations applying for more than one grant must submit a separate proposal narrative for each grant.
- **Narratives for Operating and Program Support Grants: Please read the grant guidelines thoroughly before completing the narrative.** Clearly address EACH criteria listed for the funding category in which you are applying. Do not exceed four pages. Organizations applying for more than one grant must submit a separate proposal narrative for each grant.
- **Samples of Organizational and/or Project Evaluation Tools:** Submit representative samples of key evaluation tools such as surveys, evaluation forms, interview questions, etc. Submit a set of evaluation tools for each grant category for which an application is being submitted
- **Support Materials:** Submit representative samples of publicity and marketing/public relations materials such as press clippings, brochures, advertisements, etc. Submit a set of support materials for each grant category for which an application is being submitted (1-2 sets of materials).



# **Appendix A:**

## **2014-2015 Arts Grant Application Forms and Instructions**

# RALEIGH ARTS COMMISSION 2014-2015 GRANT CHECKLIST



**Applicant Name:** \_\_\_\_\_

## APPLICATION DOCUMENTS - ORIGINALS

Submit one original copy of each of the following documents. Documents must be submitted in the order below, single-sided and paper clipped together.

- RAC Standard Grant Application Form
- Narrative(s)
- Partner Information Form (Innovative Partnerships Grants Only)
- Budget Forms A, B, C
- Deficit Reduction Plan (organizations with net loss in last completed fiscal year only)
- Cost Center Form (Operating Support Only)
- Short Budget Form (Program Support and Innovation Grants Only)
- Participation Statistics Form
- Accessibility Checklist
- Bios of Lead Personnel
- Board of Directors List

## APPLICATION DOCUMENTS - COPIES

Submit copies of all the Application Documents listed above - collated, double-sided, 3-hole punched, and paper clipped.

- 13 Copies Required (Organizations applying in 1 grant category)
- 16 Copies Required (Organizations applying in 2 grant categories)

## APPLICATION ATTACHMENTS

Submit one copy of each of the following documents:

- Grant Checklist
- DVD Documenting Organization and/or Program/Innovation Request (Optional)
- Long-Range Plan (Operating Support Only)
- Audit Report\* (required for requests of \$25k or more; optional for requests under \$25k)

Submit one copy for each grant category in which funding is requested (1-2 copies):

- Samples of Organizational and/or Project Evaluation Tools
- Support Materials - including publicity, reviews, and marketing materials

## PROOF OF ELIGIBILITY

New applicants that have never received funding from the City of Raleigh Arts Commission in the past must submit the following documents. **Current or recent grant recipients should NOT submit these items unless their organization has revised them.**

- Federal Letter of Tax Exemption
- North Carolina Letter of Tax Exemption
- Articles of Incorporation
- Bylaws
- Conflict of Interest Policy

\*NOTE: Any current grant recipient that submitted their most recently completed audit report to the Arts Commission in 2013 should NOT resubmit an additional copy with their grant application.

**RALEIGH ARTS COMMISSION  
2014-2015 GRANT APPLICATION**



raleigh arts  
COMMISSION

**SUBMISSION DEADLINE: Monday, January 13, 2014, 4:00 p.m.**

MAILING ADDRESS: P.O. Box 590  
Raleigh, NC 27602  
PHONE: 919.996.3610  
DELIVERY BY HAND: 127 West Hargett St., Suite 408  
Raleigh, NC 27601  
WEBSITE: www.raleighnc.gov/arts

**SECTION A – APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ TTY: \_\_\_\_\_  
Website: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_ (H) \_\_\_\_\_  
Email: \_\_\_\_\_  
Applicant Board President: \_\_\_\_\_  
Federal Tax ID# (EIN): \_\_\_\_\_ Year Organization Incorporated: \_\_\_\_\_

**SECTION B – GRANT REQUEST**

Innovation Grant Amount Requested: \$ \_\_\_\_\_ Project Dates: \_\_\_\_\_ to \_\_\_\_\_  
Focus Area: \_\_\_\_\_ Partnerships \_\_\_\_\_ Technology

Project Title/Description:  
\_\_\_\_\_

Operating Support Amount Requested: \$ \_\_\_\_\_

Organizational Description:  
\_\_\_\_\_

Program Support Amount Requested: \$ \_\_\_\_\_ Project Dates: \_\_\_\_\_ to \_\_\_\_\_

Program Title/Description:  
\_\_\_\_\_

**SECTION C – ASSURANCES**

**The applicant assures the City of Raleigh Arts Commission that:**

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the governing body of the applicant.
3. The applicant will expend funds received as a result of this application solely for the described project or program.

By signing this application, the applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

**This application will not be accepted without three original signatures (two of these can be the same person).**

**Board President**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

**Executive Director  
or Chief Fiscal  
Officer**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

**Project/Program  
Director**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

**Please Note:**

If this application is being submitted by an organization acting as a fiscal agent for another organization, the Board President and Chief Fiscal Officer of the organization acting as fiscal agent and holding the not-for-profit letter of determination must sign this application.

**SECTION D – AUDIT RESPONSE**

In the space provided below, the Board President should note how the organization has addressed or is addressing the previous year audit findings. If there are no findings, this should be noted. The audit must be accompanied by the auditor’s letter. The signature of the Board President confirms his/her review and approval of the audit(s).

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

**SECTION E – MISSION STATEMENT**

Enter your organization's mission statement here.

**SECTION F - ORGANIZATIONAL PROFILE**

Provide a general overview of your organization and programming here. Be sure to include a description of the arts programming your organization provides in Raleigh and its scope.

**RALEIGH ARTS COMMISSION  
2014-2015 PARTNER INFORMATION FORM**



**For Innovation Grant Applications only. One form to be completed by each non-lead partner organization – duplicate as necessary.**

Partner Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ TTY: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please provide the following information in the space provided below. (Do not send separate attachments.)**

- Please summarize the mission and primary activities of your organization:

- Please summarize your organization’s contribution to this project:

- Please summarize your organization’s anticipated gain from this project:

---

**CERTIFICATION OF PARTNER INFORMATION FORM**

I certify that the information contained in this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Partner Organization Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

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

**Applicant Name:** \_\_\_\_\_

**Current Fiscal Year Ends On:** \_\_\_\_\_

**INSTRUCTIONS FOR BUDGET FORMS A, B, AND C**

**General Information:** Report only unrestricted operating figures for the fiscal year. **Do not include temporarily/permanently restricted contributions/funding.** Refer to glossary for definitions of terms. Round figures to nearest dollar. If you do not have an independent audit performed by a CPA, use appropriate numbers from CPA/internal review.

**Depreciation:** Do NOT enter on Budget Form B. Enter on Budget form C on the appropriate line.

**FY14-15 REVISED BUDGET:** Complete only if asked to do so by staff.

**In-Kind Income/Expenses:** Do NOT insert on Budget Forms A and B (i.e. donations of services, facilities and/or non-capitalized assets). OPTIONAL - List in-kind income, contributions and/or expenses on a separate page.

**Other Expense Lines:** Footnote and provide additional explanatory page if these lines equal 5% or more of Total Expense.

**Other Income Lines:** Footnote and provide additional explanatory page if these lines equal 5% or more of Total Income.

**Variances of 25% or More:** Footnote and provide additional explanatory page.

	<b>FY11-12 ACTUAL/ AUDITED</b>	<b>FY12-13 ACTUAL/ AUDITED</b>	<b>FY13-14 BUDGET Current FY</b>	<b>FY14-15 BUDGET Next FY</b>	<b>FY14-15 REVISED BUDGET</b>
<b>EARNED INCOME</b>					
Memberships	_____	_____	_____	_____	_____
Season Tickets	_____	_____	_____	_____	_____
Admissions	_____	_____	_____	_____	_____
Program/Exhibit Fees	_____	_____	_____	_____	_____
Corporate Sponsorships	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____
Workshop/Class Tuition	_____	_____	_____	_____	_____
Special Fundraising Events	_____	_____	_____	_____	_____
Rentals	_____	_____	_____	_____	_____
Sales/Concessions	_____	_____	_____	_____	_____
Other: <u>(Please Specify)</u>	_____	_____	_____	_____	_____
Other: <u>(Please Specify)</u>	_____	_____	_____	_____	_____
<b>SUBTOTAL EARNED</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRIBUTED/UNEARNED</b>					
CORAC Grant(s)	_____	_____	_____	_____	_____
United Arts Grant(s)	_____	_____	_____	_____	_____
Other Municipal Grant(s)	_____	_____	_____	_____	_____
State (NC Arts Council)	_____	_____	_____	_____	_____
State (Other)	_____	_____	_____	_____	_____
Federal Grant(s)	_____	_____	_____	_____	_____
Foundations	_____	_____	_____	_____	_____
Board Contributions	_____	_____	_____	_____	_____
Other Individuals	_____	_____	_____	_____	_____
Corporate Contributions/Matching	_____	_____	_____	_____	_____
Other: <u>(Please Specify)</u>	_____	_____	_____	_____	_____
Other: <u>(Please Specify)</u>	_____	_____	_____	_____	_____
<b>SUBTOTAL CONTRIBUTED</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ALL INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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

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

	<b>FY11-12 ACTUAL/ AUDITED</b>	<b>FY12-13 ACTUAL/ AUDITED</b>	<b>FY13-14 BUDGET Current FY</b>	<b>FY14-15 BUDGET Next FY</b>	<b>FY14-15 REVISED BUDGET</b>
<b>PERSONNEL</b>					
Admin. Salaries/Benefits	_____	_____	_____	_____	_____
Artistic Salaries/Benefits	_____	_____	_____	_____	_____
Tech./Prod. Salaries/Benefits	_____	_____	_____	_____	_____
Education Salaries/Benefits	_____	_____	_____	_____	_____
Contracted Services					
- Admin.	_____	_____	_____	_____	_____
- Artistic	_____	_____	_____	_____	_____
- Technical/Production	_____	_____	_____	_____	_____
- Legal	_____	_____	_____	_____	_____
- Accounting	_____	_____	_____	_____	_____
- Consultant	_____	_____	_____	_____	_____
- Other: (Please Specify)	_____	_____	_____	_____	_____
<b>SUBTOTAL PERSONNEL</b>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>
<b>PROGRAM/OPERATING</b>					
Perf./Exhibit Hall Rental	_____	_____	_____	_____	_____
PR/Marketing/Development	_____	_____	_____	_____	_____
Remaining Program Expenses	_____	_____	_____	_____	_____
Special Fundraising Events	_____	_____	_____	_____	_____
Office Rental	_____	_____	_____	_____	_____
Utilities (Include Phone/Internet)	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Postage	_____	_____	_____	_____	_____
Printing	_____	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____
Dues/Subscriptions	_____	_____	_____	_____	_____
Equipment (Non-Capitalized)	_____	_____	_____	_____	_____
Bank/Credit Card Fees	_____	_____	_____	_____	_____
Loan & Interest Repayment					
- City Loan	_____	_____	_____	_____	_____
- Other: (Please Specify)	_____	_____	_____	_____	_____
Other: (Please Specify)	_____	_____	_____	_____	_____
Other: (Please Specify)	_____	_____	_____	_____	_____
<b>SUBTOTAL OPERATING</b>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>
<b>TOTAL EXPENSES</b>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>	<u>          \$0</u>

**STANDARD COMPARATIVE BUDGET FORM C (SUMMARY)**

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

	FY11-12 ACTUAL/ AUDITED	FY12-13 ACTUAL/ AUDITED	FY13-14 BUDGET Current FY	FY14-15 BUDGET Next FY	FY14-15 REVISED BUDGET
Total Income	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Realized/Unrealized Gain/Loss	_____	_____	_____	_____	_____
Donated Assets - Capitalized	_____	_____	_____	_____	_____
Other Adjustments (Describe Below)	_____	_____	_____	_____	_____
Depreciation	_____	_____	_____	_____	_____
Change in Unrestricted Net Assets	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Unrestricted Net Assets - Beginning of Year	_____	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>UNRESTRICTED NET ASSETS - YEAR END</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**TOTAL CORAC GRANT REQUEST AS % OF FY12-13 EXPENSES (maximum allowed 25%):** 0%  
**TOTAL CORAC GRANT REQUEST AS % OF FY14-15 BUDGETED EXPENSES:** 0%

**INSTRUCTIONS FOR COMPARATIVE BUDGET FORM PART C (SUMMARY)**

1. Realized/unrealized gain/loss: Add realized/unrealized gains (source: audit\*) and subtract realized/unrealized losses (source: audit\*).
2. Depreciation: Subtract depreciation (source: audit\*).
3. Change in unrestricted net assets: Sum total of the five (5) lines above it. For fiscal years with audited/actual numbers, the result should match the audit\* report's unrestricted year-end net assets figure.
4. Unrestricted net assets/beginning of year: Enter unrestricted net assets beginning of year (source: audit\*); do not use restricted or total audit numbers.
5. Unrestricted net assets/end of year: Add the "change in unrestricted net assets to "net assets at beginning of year". For fiscal years with audited/actual numbers, the result should match the audit report's unrestricted year-end net assets figure.

\*Organizations that do not have an independent audit performed by a CPA, should use appropriate numbers from CPA or internal review.

**DESCRIPTION OF OTHER ADJUSTMENTS:**

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

**FOR OPERATING SUPPORT  
APPLICANTS ONLY**

**Applicant Name:** \_\_\_\_\_

	PROGRAM AREAS (Please Specify)					Total Expense Budget	Operating Support Request
	General Admin.	Fund- raising					
<b>PERSONNEL</b>							
Administrative Salaries/Benefits	_____	_____	_____	_____	_____	\$0	_____
Artistic Salaries/Benefits	_____	_____	_____	_____	_____	\$0	_____
Tech./Prod. Salaries/Benefits	_____	_____	_____	_____	_____	\$0	_____
Education Salaries/Benefits	_____	_____	_____	_____	_____	\$0	_____
Contracted Services							
- Admin.	_____	_____	_____	_____	_____	\$0	_____
- Artistic	_____	_____	_____	_____	_____	\$0	_____
- Technical/Production	_____	_____	_____	_____	_____	\$0	_____
- Legal	_____	_____	_____	_____	_____	\$0	_____
- Accounting	_____	_____	_____	_____	_____	\$0	_____
- Consultant	_____	_____	_____	_____	_____	\$0	_____
- Other: (Please Specify)	_____	_____	_____	_____	_____	\$0	_____
<b>PROGRAM/OPERATING EXPENSES</b>							
Perf./Exhibit Hall Rental	_____	_____	_____	_____	_____	\$0	_____
PR/Marketing/Development	_____	_____	_____	_____	_____	\$0	_____
Remaining Program Expenses	_____	_____	_____	_____	_____	\$0	_____
Special Fundraising Events	_____	_____	_____	_____	_____	\$0	_____
Office Rental	_____	_____	_____	_____	_____	\$0	_____
Utilities (include Phone/Internet)	_____	_____	_____	_____	_____	\$0	_____
Insurance	_____	_____	_____	_____	_____	\$0	_____
Postage	_____	_____	_____	_____	_____	\$0	_____
Printing	_____	_____	_____	_____	_____	\$0	_____
Office Supplies	_____	_____	_____	_____	_____	\$0	_____
Travel	_____	_____	_____	_____	_____	\$0	_____
Dues/Subscriptions	_____	_____	_____	_____	_____	\$0	_____
Equipment (Non-Capitalized)	_____	_____	_____	_____	_____	\$0	_____
Bank/Credit Card Fees	_____	_____	_____	_____	_____	\$0	_____
Loan & Interest Repayment							
- City Loan	_____	_____	_____	_____	_____	\$0	_____
- Other: (Please Specify)	_____	_____	_____	_____	_____	\$0	_____
Other: (Please Specify)	_____	_____	_____	_____	_____	\$0	_____
Other: (Please Specify)	_____	_____	_____	_____	_____	\$0	_____
<b>TOTAL EXPENSES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>% of TOTAL REVENUE*</b>	0%	0%	0%	0%	0%		

\*If general administration and fundraising expenses combined are greater than 25% of total revenue, attach an explanation on a separate sheet of paper.

**PROGRAM AND INNOVATION GRANTS BUDGET FORM**

**Applicant Name:** \_\_\_\_\_

**INSTRUCTIONS**

**Note:** Total Expenses should equal Total Income. Round figures to nearest dollar.

**Remaining Project Expenses:** Provide a breakdown of these expenses on an additional page.

**In-Kind Contributions:** Provide source and description of in-kind goods and services on additional page. Can be on same page as Remaining Project Expenses.

<b><u>PROJECT EXPENSES</u></b>	<b>FY14-15 EXPENSES</b>	<b>=</b>	<b>FY14-15 GRANT</b>	<b>+</b>	<b>APPLICANT CASH MATCH</b>	<b>ACTUAL* PRIOR YEAR EXPENSES</b>
<b>PERSONNEL</b>						
Administrative Staff	_____ \$0		_____		_____	_____
Artistic Staff	_____ \$0		_____		_____	_____
Technical/Production Staff	_____ \$0		_____		_____	_____
Education Staff	_____ \$0		_____		_____	_____
Contracted Services						
- Artistic	_____ \$0		_____		_____	_____
- Technical/Production	_____ \$0		_____		_____	_____
- Education	_____ \$0		_____		_____	_____
- Other: (Please Specify) _____	_____ \$0		_____		_____	_____
<b>OTHER EXPENSES</b>						
Space Rental	_____ \$0		_____		_____	_____
PR/Marketing	_____ \$0		_____		_____	_____
Travel	_____ \$0		_____		_____	_____
Remaining Project Expenses	_____ \$0		_____		_____	_____
<b>TOTAL EXPENSES</b>	<b>_____ \$0</b>		<b>_____ \$0</b>		<b>_____ \$0</b>	<b>_____ \$0</b>

<b><u>PROJECT INCOME</u></b>	<b>FY14-15 INCOME</b>	<b>ACTUAL* PRIOR YEAR INCOME</b>
<b>EARNED INCOME</b>		
Admissions/Season Tickets	_____	_____
Program/Exhibit Fees	_____	_____
Workshop/Class Tuition	_____	_____
Other: (Please Specify) _____	_____	_____
Other: (Please Specify) _____	_____	_____
<b>CONTRIBUTED/UNEARNED</b>		
CORAC Grant(s)	_____ \$0	_____
United Arts Grant(s)	_____ (50% maximum)	_____
Other Municipal Grant(s)	_____	_____
State Grant(s)	_____	_____
Federal Grant(s)	_____	_____
Foundations	_____	_____
Individual/Board Contributions	_____	_____
Corporate Contributions	_____	_____
Other: (Please Specify) _____	_____	_____
<b>TOTAL INCOME</b>	<b>_____ \$0</b>	<b>_____ \$0</b>

**IN-KIND CONTRIBUTIONS**

\_\_\_\_\_

\_\_\_\_\_

\*Actual Prior Year Expenses are from \_\_\_\_\_ FY13-14 \_\_\_\_\_ FY12-13 \_\_\_\_\_ Other: \_\_\_\_\_

# 2014-2015 STANDARD ORGANIZATION COMPARATIVE BUDGET FORMS

## GLOSSARY OF FINANCIAL TERMS

### INCOME TERMS

[Click here to return to Standard Comparative Budget Form A \(Income\).](#)

[Click here to return to Program and Innovation Grants Budget Form.](#)

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

**ADVERTISING:** Revenue received for sales of advertising in programs, etc.

**BOARD CONTRIBUTIONS:** Donations from current members of your board of directors.

**CORPORATE CONTRIBUTIONS/MATCHING:** Corporate contributions are unrestricted donations from businesses/corporations. Corporate Matching funds are business/corporate contributions made to match those already made by its employee(s) to the organization.

**CORPORATE SPONSORSHIPS:** Income received from businesses/corporations for sponsorship of programs, exhibits, or performances in exchange for the business/corporation receiving advertising, tickets, etc.

**FOUNDATIONS:** Grants for programs or operating support from private, corporate, or community foundations.

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

**MEMBERSHIPS:** 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.

For organizations that use "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).

**OTHER (Specify):** Total revenue from sources other than listed above. Footnote and provide additional explanatory page if these lines total 5% or more of Total Income.

**OTHER INDIVIDUALS:** Unrestricted donations from all individual donors except board members (not expected to receive membership benefits or for a sponsorship).

**PROGRAM/EXHIBIT FEES:** Income received from sale of services by organization, such as performance or residency fees, charges for services to other community organizations, government contracts for specific services, etc. Does not include corporate sponsorships.

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

**SALES/CONCESSIONS:** Income from catalog sales, gift shop sales, concessions, CDs, etc.

**SEASON TICKETS:** Revenue from sale of season tickets, subscriptions, memberships for events presented or sponsored by applicant.

**SPECIAL FUNDRAISING EVENTS:** Gross income received for a gala, dinner dance, auction, raffle, or other special event done by an organization to raise money to support its programs.

**WORKSHOP/CLASS TUITION:** Funds earned from student participation in classes, workshops, etc.

## EXPENSE TERMS

[Click here to return to Standard Comparative Budget Form B \(Expenses\).](#)

[Click here to return to Program and Innovation Grants Budget Form.](#)

**ADMIN. SALARIES/BENEFITS:** Any salaries, hourly wages, or other compensation paid to hired administrative staff or temporary employees. Include 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.

**BANK/CREDIT CARD FEES:** Expenses associated with bank accounts and transactions. Merchant fees charged for credit card transactions.

**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 freelance workers. Includes fees paid for guest artists, technical services, attorneys, accountants, auditors, etc.

**DUES/SUBSCRIPTIONS:** Expense for professional memberships, 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. This category can include teachers of master classes, teachers compensated for special ongoing programs, etc.

**EQUIPMENT (NON-CAPITALIZED):** Costs of purchasing expendable office equipment, maintenance agreements, equipment leases, repairs, etc. Do not include capital expenditures.

**INSURANCE:** Insurance for liability, property, etc. Does not include benefits for employees.

**LOAN & INTEREST REPAYMENT:** List the total expense for the fiscal year for which you are applying for funds.

**OFFICE RENTAL:** Expenses associated with office space rental.

**OFFICE SUPPLIES:** Cost of consumable and small items for office needs.

**OTHER (Specify):** Total expenses from sources other than listed above. Footnote and provide additional explanatory page if these lines total 5% or more of Total Expenses.

**PERF/EXHIBIT HALL RENTAL:** Expenses associated with performance/exhibit hall rental.

**POSTAGE:** Expenses for postage not included with PR/Development/Marketing or Special Fundraising event expense lines.

**PR/MARKETING/DEVELOPMENT:** Expenses for materials such as brochures, ads, direct mail, newsletters, etc. Does not include payments to individuals or firms that belong under "Administrative Salaries/Benefits" or "Contracted Services."

**PRINTING:** Printing/copying expenses not included in the PR/Marketing/Development or Special Fundraising Event lines.

**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 that are directly related to performances, exhibitions, classes and/or other programming (e.g., renting exhibitions, costumes, lights, staging, sets, shipping, royalties, ASCAP, etc.). Include all costs directly related to travel of people specifically identified with the programming.

**SPECIAL FUNDRAISING EVENTS:** Includes all expenses for special fundraisers, including rentals, printing, advertising, mailings, postage, etc.

**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/travel costs to staff and volunteers.

UTILITIES (INCLUDE PHONE/INTERNET): Expenses for electricity, gas, water, telephone, long-distance service and Internet connections.

## **OTHER FINANCIAL TERMS**

[Click here to return to Standard Comparative Budget Form C \(Summary\).](#)

[Click here to return to Budget Expense Cost Center Form.](#)

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

CAPITALIZING AN ASSET: The process of recording the cost of land, buildings, equipment, or in-kind contributions 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.

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

INDEPENDENT AUDIT: A series of procedures followed by a professional CPA to test, on a selective basis, transactions and internal controls in effect, all to form an opinion on the fairness of the organization's annual financial statements.

IN-KIND CONTRIBUTIONS: The real or estimated value of goods and services 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 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 be prepared by a CPA.

OPERATING SUPPORT REQUEST (COST CENTER FORM): In this column, break down how Operating Support grant funding would be used for organizational expenses. The column total must equal the total Operating Support request on page one (1) of the grant application.

OPERATING SURPLUS (DEFICIT): The net difference between unrestricted general operating revenues and expenses for the fiscal year.

PROGRAM AREAS (COST CENTER FORM): Use the Program Area columns to break out your major programs (for example main stage series, 2nd stage series, education program). It is not necessary to use all three (3) columns. Do not use a column to break out expenses specific only to your funding request.

REALIZED/UNREALIZED GAIN/LOSS: A gain or loss is the amount by which the market value of an investment held by the organization exceeds (or is less than) its original cost. Gains and losses are "unrealized" as long as the organization holds the investments. They become "realized" once the investments are sold.

RESTRICTED FUNDS: An organizational fund that contains cash and/or cash equivalents with specific legal restrictions imposed on their use by a contributor, funding agency, etc.

TEMPORARILY RESTRICTED NET ASSETS: Organizational net assets that contain donor imposed restrictions that expire upon the passage of time or once specific actions have occurred.

UNRESTRICTED FUNDS: Sometimes called operating funds or general funds, this fund group contains the cash and cash equivalents upon which no restrictions have been placed by external authority. The bulk of organizational financial activity is usually handled through these funds.

UNRESTRICTED NET ASSETS: The remaining organizational assets once liabilities, permanently restricted funds, and temporarily restricted funds have been deducted from total assets.

# RALEIGH ARTS COMMISSION 2014-2015 PARTICIPATION STATISTICS FORM



[Click here to go to Instructions and Glossary of Terms.](#)

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

	2012-2013		2011-2012	
<b><u>PARTICIPANTS</u></b>				
<b>Audience</b>	# of People	# of Events	# of People	# of Events
Concerts/Performances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exhibitions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Festivals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classes/Workshops for Preschool & Grades K-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classes/Workshops for Adults	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Fundraising Events	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Audience Total:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Staff</b> (Do <b>NOT</b> include artists in this section.)	# of People	Amount Paid	# of People	Amount Paid
Full-Time Employees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Part-Time Employees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Contracted Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Staff Total:</b>	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>
<b>Artists</b>	# of People	Amount Paid	# of People	Amount Paid
Paid Artists	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Volunteer Artists	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Artists Total:</b>	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>
<b>Volunteers</b>	# of People	Meetings/Yr.	# of People	Meetings/Yr.
Board of Directors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Volunteers (Do <b>NOT</b> include artists.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Volunteers Total:</b>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL ALL PARTICIPANTS:</b>	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>
<b><u>ANNUAL VOLUNTEER HOURS</u></b>		Hours/Yr.		Hours/Yr.
(Include Artists, Board of Directors & Other Volunteers.)		<input type="text"/>		<input type="text"/>
<b><u>ALL PARTICIPANTS-RACE/ETHNICITY</u></b>	# of People	% All Partcpnts.	# of People	% All Partcpnts.
American Indian/Alaska Native	<input type="text"/>	0%	<input type="text"/>	0%
Asian	<input type="text"/>	0%	<input type="text"/>	0%
Black or African-American	<input type="text"/>	0%	<input type="text"/>	0%
Hispanic or Latino	<input type="text"/>	0%	<input type="text"/>	0%
Mixed Race	<input type="text"/>	0%	<input type="text"/>	0%
Native Hawaiian/Pacific Islander	<input type="text"/>	0%	<input type="text"/>	0%
White/Caucasian	<input type="text"/>	0%	<input type="text"/>	0%
Other: <u>(Please Specify)</u>	<input type="text"/>	0%	<input type="text"/>	0%
<b>TOTAL ALL PARTICIPANTS: (Must equal total above.)</b>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>

	<b>2012-2013</b>		<b>2011-2012</b>	
<b><u>CLASSES/WORKSHOPS/RESIDENC.-RACE/ETHNICITY</u></b>	<b># of People</b>	<b>% of Students</b>	<b># of People</b>	<b>% of Students</b>
American Indian/Alaska Native		0%		0%
Asian		0%		0%
Black or African-American		0%		0%
Hispanic or Latino		0%		0%
Mixed Race		0%		0%
Native Hawaiian/Pacific Islander		0%		0%
White/Caucasian		0%		0%
Other: <i>(Please Specify)</i>		0%		0%
<b>TOTAL CLASSES/WORKSHOPS/RESIDENCIES:</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b><u>BOARD OF DIRECTORS-RACE/ETHNICITY</u></b>	<b># of People</b>	<b>% of Board</b>	<b># of People</b>	<b>% of Board</b>
American Indian/Alaska Native		0%		0%
Asian		0%		0%
Black or African-American		0%		0%
Hispanic or Latino		0%		0%
Mixed Race		0%		0%
Native Hawaiian/Pacific Islander		0%		0%
White/Caucasian		0%		0%
Other: <i>(Please Specify)</i>		0%		0%
<b>TOTAL BOARD OF DIRECTORS:</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b><u>PARTICIPANTS IN SPECIFIC AGE RANGES</u></b>	<b># of People</b>	<b>% All Partcpnts.</b>	<b># of People</b>	<b>% All Partcpnts.</b>
Children/Youth (preschool & grades K-12)		0%		0%
College/University Students		0%		0%
Senior Citizens (age 65 or older)		0%		0%

Briefly describe below how you determined the numbers on the Participation Statistics Form (i.e by actual count, by survey, etc.)

*This form was created with assistance from the United Arts Council of Raleigh and Wake County (UAC).*

## 2014-2015 PARTICIPATION STATISTICS FORM INSTRUCTIONS AND GLOSSARY OF TERMS

[Click here to return to the Participation Statistics Form.](#)

### GENERAL INSTRUCTIONS

Complete the form for all arts programming for the last two completed fiscal years.

### GLOSSARY OF TERMS

#### Artists (paid and volunteer):

# of People: The number of individual paid artists/service providers for the fiscal year and/or the number of volunteer artists/service providers associated with the organization during that fiscal year.

#### Classes/Workshops for Adults:

# of Events: The number of distinct classes/workshops for each fiscal year. Do not multiply by the number of days a class or workshop runs. See example below.

# of People: The total number of participants for all classes/workshops for the year. See example below.

Example: Agency XYZ offers "Introduction to Dance" on Mondays and Fridays with 10 participants. They also offer the same class on Tuesdays and Thursdays with 10 participants. Count as two distinct classes with 20 total participants attending.

#### Classes/Workshops for Preschool & Grades K-12:

# of Events: The number of distinct classes/workshops for each fiscal year. Do not multiply by the number of days a class or workshop runs. See example above.

# of People: The total number of participants for all classes/workshops for the year. See example above.

#### Concerts/Performances:

# of Events: The total number of concerts/performances for each fiscal year. For theatrical productions use the total calculated by multiplying each production times the number of performances.

# of People: The total attendees for all concerts/performances.

#### Exhibitions:

# of Events: The total number of distinct exhibitions. Do not multiply by number of days each exhibition is open.

# of People: The total attendees for all days of all exhibitions.

#### Festivals:

# of Events: The number of distinct festivals. Do not multiply by number of days per festival.

# of People: The total attendees for all days of all festivals.

#### Residencies:

# of Events: The total number of residencies for each fiscal year. Do not multiply by number of days in residency.

# of People: The total number of students for all residencies.

#### Services: (For service organizations. All other organizations contact staff for further instructions.)

# of Events: The number of events for which services were provided.

# of People: The total number of people served or receiving services.

#### Special Fundraising Events:

# of Events: The number of distinct special fundraising events.

# of People: The total number of attendees for all special fundraising events.

# RALEIGH ARTS COMMISSION

## 2014-2015 ACCESSIBILITY CHECKLIST



**Applicant Name:** \_\_\_\_\_

With the passage of the Americans with Disabilities Act on July 16, 1990, public and private institutions must be in compliance with legislation designed to reduce the physical and social barriers facing over 49 million disabled Americans. Assessing your present facility, programs, and operations is the first step and will help your organization identify any changes needed. This checklist will help determine your organization's accessibility. It does not include the specifications for physical accessibility that are part of the ADA, and we do not use this information to ensure your compliance. That is your responsibility.

*Please indicate the accessibility accommodations and services your organization provides by selecting a choice from the drop-down menu that appears when you click in each box:*

### PLANNING, IMPLEMENTING, AND EVALUATING ACCESSIBILITY

*How does your organization approach accessibility:*

Stated Policy or Mission Statement Regarding Accessibility and Accommodations	
Established Access Committee that Includes People with Various Disabilities to Advise on Access Issues	
Established Accessibility Plan	

What was the last date this plan was updated/reviewed? \_\_\_\_\_

### ACCESS TO FACILITY

*How are your facilities accessible?*

Has the federal government's <i>ADA Checklist for Existing Facilities</i> been completed for the location(s)?	
Designated Accessible Parking Spaces, with a Clear and Accessible Path of Entry to Facility	
Ground Level or Ramped Entrance to Facility	
Exterior Signage with Directions to Accessible Entrance(s)	
Appropriate Interior Signage for People with Low Vision/ Who Are Blind (large print with high contrast and braille)	
Elevators for Multi-Level Facilities	
Integrated and Dispersed Seating in Assembly Areas for People with Mobility Issues	
Accessible Restrooms (doorways, door handles, sinks, soap and paper dispensers, stall size, door swing, water fountains)	
Accessible Emergency Exits and Audio/Visual Emergency Alarms	
Accessible Box Office, Stage, Dressing Rooms, Exhibit Areas, Display Cases, and Counters	
Accessible Administrative Offices	

**ACCESS TO PROGRAMS AND SERVICES**

**For People with Limited Mobility:**

*What does your organization do to make programs and events accessible?*

*At how many events were these services provided during the last fiscal year?*

Host Programs and Events at Wheelchair Accessible Locations		
---	--	--

**For People Who Have Low Vision or Are Blind:**

Large Print Materials		
Large Print Labeling with High Contrast		
Braille Materials		
Computer Disks		
Tactile Tours		
Audio Description		

**For People Who Are Hard of Hearing or Deaf:**

Assistive Listening Devices		
Real Time Captioning		
Sign Language Interpreters		
Scripts and Text of Verbal Presentations		
Open or Closed Captioned Audio-Visual Presentations		
TTY/TDD		

**ACCESS TO COMMUNICATIONS AND PUBLICITY**

*How does your organization communicate its accessibility:*

Fully Accessible Website (including alt tags and captioned audio)	
All Publicity Has Access Information/Accommodations (i.e. press release, media, email, program/brochure)	
Appropriate Disability Symbols Used in All Publicity (both print and electronic)	
Publicize Accessibility through Partnerships with Disability Organizations	
Through Media	
Through Direct Mail	
Through Website	

*Who is your organization's accessibility coordinator?*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Describe any other ways that your organization or your programs are inclusive of people with disabilities:**

[Empty text box for describing inclusivity measures]

***This checklist was created with assistance from the Arts & Science Council of Charlotte/Mecklenburg (ASC), the National Endowment for the Arts (NEA), and the North Carolina Arts Council (NCAC).***

## 2014-2015 ACCESSIBILITY CHECKLIST FREQUENTLY ASKED QUESTIONS

[Click here to return to Accessibility Checklist.](#)

**Q: How can I get an ADA Checklist for Existing Facilities?**

*A: [The checklist can be downloaded from the following website: www.ada.gov/racheck.pdf](http://www.ada.gov/racheck.pdf)*

**Q: Should the Accessibility Checklist be answered in regards to the specific project, or the organization as a whole?**

A: The checklist should be focused on the project in the application. If the application is for an entire year, all venues/facilities utilized in the year should be considered. If the location of the project takes place on a larger campus/facility, focus your responses on the project's location.

**Q: Can I complete this form if I do not know the venue of my project?**

A: Please complete as much as you can at the time of submission. You will be asked to update this checklist once you have chosen a location.

**Q: Is 'No' an acceptable answer?**

A: Yes. This checklist lists the variety of accommodations or considerations that should be part of the planning process for any program. While you may not be able to answer 'Yes' to every question, your Accessibility Plan should address the procedures and timeline to include this in the future.



# **Appendix B:**

**City of Raleigh, NC**

**Fiscal Requirements for Grant Recipients**

**CITY OF RALEIGH, NC**  
**FISCAL REQUIREMENTS FOR GRANT RECIPIENTS**

The following policies apply to all grants:

- A. All grants are contingent on funds appropriated by City Council.
- B. Before cash awards are made, the grant recipients must comply with the following City regulations:
1. Audit Requirements – grants of \$25,000 or more: The grant recipient must submit annual financial statements inclusive of the grant award audited by a certified public accountant licensed in North Carolina within 120 days of fiscal year-end. The audit report must be accompanied by any management letter, if one is prepared by the auditor, and a copy of the agency's final budget for the period. Failure to comply with this requirement will preclude the agency for ongoing consideration in the City's grant program. Any questions regarding audit requirements by the agency or the agency's auditors can be directed to the City's Controller.
  2. Audit Requirements – grants of less than \$25,000: An audit is recommended but not required by the City. If an agency does receive an audit, however, the audit and any management letter should be submitted to the City within 120 days following the end of the agency's fiscal year. The City, at its discretion, may require an examination of any agency's financial records by the Controller's Office staff. Any questions regarding audit requirements by the agency or the agency's auditors can be directed to the City's Controller.
  3. Fidelity Bond: In all cases where the grant is \$1,000 or more annually, a blanket (or position schedule) fidelity bond must be obtained by the agency for those positions having responsibility for management of funds. The amount of the bond(s) must be equal to or greater than one-half (50%) of the City's total appropriation to the agency during the fiscal year. Thus, the amount of the required bond(s) will vary depending on the City's total appropriation to the agency and the method of disbursement of those funds.  
  
For example, if the City annual appropriation is \$24,000 and the agency is eligible to receive funds on a monthly basis, the fidelity bond(s) must be equal to or greater than \$12,000. However, in cases where a lump sum or other method of payment is requested and approved, the fidelity bond must be equal to or exceed the amount requested.
  4. Accounting Procedures: The grant recipient must follow the generally accepted accounting principles below in maintaining accurate, current and complete records, which must be satisfactory and agreeable to the City, and the grant recipient must agree to have adequate internal controls to assure protection of all assets:

- a. The agency's books and bank statements are reconciled monthly. Expenditures of agency funds are subject to a formal review and approval process.
  - b. The board of directors approves a formal annual budget. Substantial fixed asset purchases are capitalized and depreciated.
  - c. The agency has a voucher system for documentation of expenditures (that includes original documents from vendors/providers that goods and services were delivered and paid for).
  - d. The grant recipient must agree to retain all records supporting the disbursement of funds for a period of five (5) years; and must agree to keep bank account records for a period of five (5) years.
5. Loans/Accounts Receivable: All outstanding loans and/or accounts receivable the agency has with the City of Raleigh must be current. If at any time during a grant award period a grantee agency becomes delinquent, that is greater than 60 days in arrears, on loans and/or accounts receivable with the City, grant funds not yet disbursed will be withheld until the delinquent conditions are resolved.

C. Manner of payment to grant recipients:

All payments are made on a reimbursement basis based on verification of funds expended, (i.e., bank statements, cancelled checks) except in circumstances specifically authorized by Council or through an exception approved by the City Manager.

1. Operating Support Grants: The disbursement of City funds will be made in equal monthly payments.
2. Project Grants: Payment to the agency will be made after the project is completed.
3. Block Grants: Payments to nonprofit service providers funded through the federal Community Development Block Grant (CDBG) "Public Services" grant will be monthly reimbursements for completed approved activities. The amounts will vary monthly depending on the number of approved services delivered, documented and reported as per CDBG regulations.
4. Other Grants: The City of Raleigh will determine the schedule for making payments to grant recipients, usually on a monthly or quarterly basis. The City may consider written requests from recipients for bi-monthly or lump sum payments or other variances in the manner of payment. Such requests should be submitted to the respective City department administering the grant.
5. Reimbursement Requests: In all cases, funds must be requested by the grant recipient in writing and the fidelity bond must cover the amount requested. A completed copy of the City's Financial Information Form must accompany each funding request. The request for reimbursement and Financial Information Form should be submitted to the respective City department administering the grant.

D. Additional Requirements with which grant recipients must comply:

1. During the funded year, the grant recipient shall permit any City of Raleigh authorized representative to inspect all work, materials, payrolls, records and other data with regard to the agency's operations and to audit the books, records and accounts of the recipient agency at the City's discretion.
2. At the end of the funded year, the grant recipient shall provide a completed Cash Position Statement to reflect the agency's cash position as of June 30 of the year in which the agency received City funding. The form should be submitted to the respective City department administering the grant on or before July 31.
3. All funds unused as of June 30 must be accounted for and the unused share returned to the City through the respective City department administering the grant by July 31.

E. Failure to comply with any of these requirements may result in suspension of current funding and/or elimination of future funding.

F. Capital grant awards:

The City Council from time to time has appropriated funding to external agencies as matching contributions for capital improvements. At a minimum, the following requirements shall be met by grant recipients:

1. A Letter of Agreement or Understanding shall be developed which shall state the:
  - a. Intended purpose of the grant
  - b. Amount and duration of the grant (one year; multi-year)
  - c. Specific requirements of performance prior to cash award as determined by the City Council.
2. Submit to the City an annual audit for any fiscal year in which funding was provided to the grant recipient and/or City funds were committed/expended by the recipient beyond fiscal year of receipt of the funding.
3. Any other applicable grant recipient requirements included elsewhere within the Fiscal Requirements.