

# City of Raleigh Arts Commission

## 2016-2017 Grant Guidelines

**Submission Deadline:  
Monday, January 4, 2016 at 4pm**



## GRANTS PROGRAM CALENDAR

---

October 29, 2015, 10am      General Grant Workshop for Current and Prior Year Grant Recipients  
November 6, 1pm              General Grant Workshop for New Applicant Organizations or New Grant Writers at Currently Funded Organizations  
November 13, 1pm              Innovation Grant Workshop  
December 21                      Final Day Staff is Available to Review Draft Applications

### **January 4, 2016, 4pm      Grant Application Submission Deadline**

February 1 – March 7      Grant Panel Interviews  
March                              Raleigh Arts Commission Approves Grant Award Recommendations  
April                                Grant Award Recommendations Presented to City Council  
June                                City Council Approves Grant Awards  
July                                 Grant Awards Letters and Contracts Mailed  
October 31                        2016-2017 Organizational Budgets Due

## OFFICE OF RALEIGH ARTS CONTACT INFORMATION

---

**The Office of Raleigh Arts, part of the City of Raleigh's 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**

City of Raleigh/Office of Raleigh Arts  
P.O. Box 590  
Raleigh, NC 27602

### **Street Address**

127 West Hargett Street, Suite 408  
Raleigh, NC 27601

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

**Phone:**        919.996.3610

**Fax:**            919.996.1792

### **Arts Grant Program Contacts**

#### **Sarah Corrin**

Arts Grant Coordinator

919.996.4686

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

#### **Sandi Sullivan**

Administrative Assistant

919-996-4684

[sandi.sullivan@raleighnc.gov](mailto:sandi.sullivan@raleighnc.gov)

---

## ABOUT THE RALEIGH ARTS COMMISSION

---

### CITY COUNCIL

#### **Mayor**

Nancy McFarlane

#### **Mayor Pro Tempore**

John Odom

Mary-Ann Baldwin

Kay Crowder

Bonner Gaylord

Wayne Maiorano

Russ Stephenson

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.

### RALEIGH ARTS COMMISSION

#### **Chair**

Nancy Novell

#### **Vice Chair**

Gene Davis

#### **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.

Chanda Branch

Joe Cebina

Jason Craighead

Linda Dallas

Laurent de Comarmond

Gail Perry

Andy Martin

Sarah Powers

Joanne Sullivan

Stan Williams

#### **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.

### OFFICE OF RALEIGH ARTS

#### **STAFF**

#### **Executive Director**

Gerald D. Bolas

#### **Block Gallery Coordinator**

Stacy Bloom-Rexrode

#### **Arts Grant Coordinator**

Sarah Corrin

#### **Public Art Coordinator**

Kim Curry-Evans

#### **Communications Coordinator**

Rosemary Holland

#### **Pullen Arts Center Director**

Eliza Kiser

#### **Sertoma Arts Center Director**

Julia Meder

#### **Arts Program Director**

Belva Parker

#### **Administrative Assistant**

Sandi Sullivan

#### **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.

## GENERAL ELIGIBILITY REQUIREMENTS

---

**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 with its application a feasible plan for eliminating the deficit.)

## FUNDING REQUIREMENTS

---

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

1. Arts organizations may apply for an Innovation Grant, Operating Support and/or Program Support.
  - a. Arts applicants may apply for a maximum of two grants per year with no more than one application per grant category.
  - b. Arts organizations may apply for Operating Support or Program Support funding but not both in the same year.
  - c. Applicants for Innovation Grants may apply in one focus area per year but not both.
2. Non-arts organizations may only apply for Program Support funding of arts projects.
3. 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 request, cannot exceed the limits specified in the paragraph below.
4. **Total grant support will be limited to no more than 25% of an applicant's total actual operating expenses for the last completed fiscal year (2014-2015) or \$175,000, whichever is less.**
5. All Program Support and Innovation Grants require at least a one-to-one match. "One-to-one" dollar match means that the applicant must cover at least half (50%) of the expenses for a project or program with its own income. (In-kind contributions of time and services cannot be used.)
6. **For Program Support and Innovation Grants, funding will be awarded to cover direct program expenses only.**
7. No grant funds may be used for out-of-county travel expenses.
8. 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.
9. All events sponsored in part or whole by the Commission must be open to the public.
10. 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.
11. 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.

12. 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 requirements should be directed to the Arts Grant Coordinator before the application is made.

### **REQUIRED INFORMATIONAL GRANT WORKSHOPS**

---

The Office of Raleigh Arts staff present two grant workshops in October and November. **All potential applicants are required to attend one of the two and must register ahead of time with the Arts Grant Coordinator.** Organizations that are currently funded through the Arts Grant Program should attend the workshop scheduled for Thursday, October 29 at 10am. 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 Friday, November 6 at 1pm. In addition, any organization interested in applying for an Innovation Grant must also attend a workshop for that category on Friday, November 13 at 1pm.

### **INTENT TO APPLY & PRE-APPLICATION MEETINGS**

---

Applicants are welcome to schedule additional meetings with the Arts Grant Coordinator no later than Monday, December 21. 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 and may be required to schedule a meeting with her as well.

### **UNIVERSAL ACCESSIBILITY**

---

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**

---

**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 4, 2016 at 4pm.** Applications may be delivered by hand or mailed to the Office of Raleigh Arts. 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 two ways:
  - Electronic versions can be downloaded from the Office of Raleigh Arts grants web page at [www.raleighnc.gov/parks](http://www.raleighnc.gov/parks). (Click on “Raleigh Arts” in the left hand column, then on “Grants” in the right hand column under “Raleigh Arts”.)

- 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” beginning on page 17.
- 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 for 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**

---

From early February through mid-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 March, the committee makes its funding recommendations to the Raleigh Arts Commission. Upon approval, the recommendations are subsequently presented to City Council for inclusion in the annual budget 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**

---

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**

---

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.

## **CONTRACTUAL REQUIREMENTS**

---

Upon approval of grant awards 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 recipient organization must sign and return the contract within 45 days signifying agreement to the terms.

### **Contractual Requirements for All Grants:**

- Assurance of compliance with
  - the City's nondiscrimination policy
  - federal E-Verify program
- Demonstration that grant recipient
  - meets City insurance coverage requirements
  - has an organizational conflict of interest policy
  - adheres to generally accepted accounting principles
- Specified credit of the City and Arts Commission inserted into marketing materials
- Provision of audited financial statements to the City for grants of \$25,000 or more
- Review and/or audit of grant recipient work, materials and or financial, performance and compliance records by City staff if requested
- Grant payments made on a reimbursement basis with verification of expenses paid required.

For a full description of the contractual requirements, see Appendix B.

## **REPORTING REQUIREMENTS**

---

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

- **Interim Report** – due mid-way through the project, or by January 16, 2017, whichever is earlier.
- **Final Report** – due thirty (30) days after the completion of the project, or by July 31, 2017, whichever is earlier.

## GENERAL FUNDING CRITERIA

---

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 ensure 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.

**2016-2017 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 3-5).

*Also:*

- Funding may not be awarded when proposed project income significantly exceeds project expenditures.
- Funding may only be requested for the direct costs of the proposed project.

**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, websites, and facilities are or are working toward universal accessibility.
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 by inserting the full question above it as a header. Narratives may not exceed 5 pages.

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 3-5).

*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. Realistic 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, websites, and facilities are or are working toward universal accessibility.
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 3-5).

*Also:*

- Funding may not be awarded when proposed program income significantly exceeds program expenditures.
- Funding may only be requested for the direct costs of the proposed program.

**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, programs, services, websites, and facilities are or are working toward universal accessibility.
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 by inserting the full question above it as a header. Narratives may not exceed 5 pages.

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 racial 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, as well as the general public as a whole.
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**

---

The deadline for submitting grant applications is **Monday, January 4, 2016 at 4pm.** 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 and financial 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 a complete set of application documents and attachments for each category in which funding is being requested. A total of two (2) separate application packages must be submitted.
- Page Numbering – The pages that make up the Application Form are numbered 1 through 4 for Innovation Grants and Program Support and are numbered 1 through 5 for Operating Support. Number subsequent pages beginning with page 5 or page 6 respectively. Place page numbers at the bottom of each page. Note that most forms have a field for page numbers at the bottom of each page. Enter the appropriate number for the first page and the form will automatically paginate the rest of the pages.
- 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 – One (1) copy of all application documents must be submitted, collated in the order listed below and on the Grant Checklist. Documents must be single-sided and paper-/binder-clipped at the top left corner. Do NOT staple or three-hole punch.
- **Do not send materials or additional copies that have not been requested. Any additional materials received will be returned to the applicant.**
- Do not place grant applications in folders of any kind. Support materials may be placed in a single folder or envelope.

### **What to Submit for Each Grant Proposal:**

1. **Application Documents:** Each grant category has its own Grant Checklist, application form, required documents and attachments. See the Grant Checklists in Appendix A for the complete list of required documents for each grant category. You must submit one (1) original and one (1) copy of the Grant Checklist, application form and required documents in the order specified on the Grant Checklist.
2. **Application Attachments:** Submit one (1) copy of each attachment specified on the Grant Checklist for the applicable grant category.

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 submit these items only if 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:** Each grant category has its own application form. All sections must be completed with one exception. 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 report in the spring or fall of 2015 should NOT resubmit an additional copy with their grant application.**

- **Bios of Lead Personnel – Innovation and Program Support Applicants:** Submit one page of brief biographies of key artistic/programmatic staff for the proposed project. Bios should include applicable work experience, training and education background. Do not send résumés or job descriptions.
- **Bios of Lead Personnel – Operating Support Applicants:** Submit one page of brief biographies of key artistic and administrative leadership staff for the organization. Bios should include applicable work experience, training and education background. Do not send résumés or job descriptions.
- **Board of Directors Information Form:** All grant applicants are required to complete this form. Insert the form into the application after the Participation Statistics Form.
- **Financial Forms – All Grant Applicants:** Complete the three Organizational Financial Forms (Income, Expenses, Summary). Attach all three pages to the application after the Universal Accessibility Checklist. Note that the financial forms automatically calculate column totals and a number of other lines. If a line is not highlighted in purple when the financial form is first opened, it means that the form will automatically input data there.

- **Financial Forms – Operating Support Applicants:** In addition to the Organizational Financial Forms, 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 Organizational Financial Forms.
- **Financial Forms – Innovation and Program Support Applicants:** In addition to the Organizational Financial Forms, complete the Program and/or Innovation Grants Budget Form. If the Remaining Expenses line and/or the In-Kind Contributions line are used, submit an additional sheet containing a breakdown of the Remaining Expenses and/or In-Kind Contributions.
- **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 – Innovation and Program Support Applicants:** The submission of a DVD, CD, or other electronic media about the program for which funding is being requested is optional though highly recommended. The submission should include work samples that demonstrate the quality of the program and/or the artists involved. Runtime must not exceed five minutes or the submission will be rejected.
- **DVD – Operating Support Applicants:** The submission of a DVD, CD, or other electronic media about the applicant organization is optional though highly recommended. The submission should include work samples that demonstrate the quality of the organization's programming. Runtime must not exceed five minutes or the submission will be rejected.
- **Narrative – Innovation and Program Support Applicants: Please read the grant guidelines thoroughly before completing the narrative.** Clearly address the criteria listed for the applicable grant category through your answers to the Narrative Questions for that grant category. Label each answer by inserting the full question above it as a header. Do not exceed five pages.
- **Narrative – Operating Support Applications: Please read the grant guidelines thoroughly before completing the narrative.** Clearly address EACH criteria listed for the Operating Support funding category. Do not exceed four pages.
- **Samples of Organizational and/or Program Evaluation Tools:** Submit representative samples of key evaluation tools such as surveys, evaluation forms, interview questions, etc. **Do NOT submit evaluation results with the tools.**
- **Support Materials:** Submit representative samples of publicity and marketing/public relations materials such as press clippings, brochures, advertisements, etc. Materials should demonstrate the quality of the applicant's marketing program and the quality of the programming for which funding is being sought.

# **Appendix A:**

## **2016-2017**

### **Grant Checklists**

- \*Innovation Grant**
- \*Operating Support**
- \*Program Support**

# RALEIGH ARTS COMMISSION

## 2016-2017 GRANT CHECKLIST - INNOVATION GRANT



**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.

- Grant Checklist
- Innovation Grant Application Form
- Universal Accessibility Checklist
- Participation Statistics Form
- Board Information Form
- Narrative
- Partner Information Form
- Organizational Financial Forms
- Deficit Reduction Plan (organizations with net loss in last completed fiscal year only)
- Innovation Grant Budget Form
- Remaining Project Expenses Sheet (if applicable)
- In-Kind Contributions Sheet (if applicable)
- Bios of Lead Personnel
- Samples of Programmatic Evaluation Tools

### COPY OF APPLICATION DOCUMENTS

Submit one extra copy of all the application documents above. Documents must be submitted in the order listed above, single-sided and paper-clipped together.

- 1 Copy of All Application Documents

### APPLICATION ATTACHMENTS

Submit one copy of each of the following documents:

- DVD Documenting Quality of Proposed Programming (Optional)
- Audit Report\* (required for requests of \$25,000; optional for requests under \$25k)
- Support Materials (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. Submit one set of documents per organization regardless of the number of grant applications being submitted. **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 2015 should NOT resubmit an additional copy with their grant application.

# RALEIGH ARTS COMMISSION

## 2016-2017 GRANT CHECKLIST - OPERATING SUPPORT



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.

- Grant Checklist
- Operating Support Grant Application Form
- Universal Accessibility Checklist
- Participation Statistics Form
- Board Information Form
- Narrative
- Organizational Financial Forms
- Deficit Reduction Plan (organizations with net loss in last completed fiscal year only)
- Budget Expense Cost Center Form
- Bios of Lead Personnel
- Samples of Organizational Evaluation Tools

### COPY OF APPLICATION DOCUMENTS

Submit one extra copy of all the application documents above. Documents must be submitted in the order listed above, single-sided and paper-clipped together.

- 1 Copy of all Application Documents

### APPLICATION ATTACHMENTS

Submit one copy of each of the following documents:

- DVD Documenting Organizational Programming (Optional)
- Long-Range Plan
- Audit Report\* (required for requests of \$25k or more; optional for requests under \$25k)
- 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. Submit one set of documents per organization regardless of the number of grant applications being submitted. **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 2015 should NOT resubmit an additional copy with their grant application.

# RALEIGH ARTS COMMISSION 2016-2017 GRANT CHECKLIST - PROGRAM SUPPORT



**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.

- Grant Checklist
- Program Support Grant Application Form
- Universal Accessibility Checklist
- Participation Statistics Form
- Board Information Form
- Narrative
- Organizational Financial Forms
- Deficit Reduction Plan (organizations with net loss in last completed fiscal year only)
- Program Support Budget Form
- Remaining Project Expenses Sheet (if applicable)
- In-Kind Contributions Sheet (if applicable)
- Bios of Lead Personnel
- Samples of Programmatic Evaluation Tools

## COPY OF APPLICATION DOCUMENTS

Submit one extra copy of all the application documents above. Documents must be submitted in the order listed above, single-sided and paper-clipped together.

- 1 Copy of all Application Documents

## APPLICATION ATTACHMENTS

Submit one copy of each of the following documents:

- DVD Documenting Quality of Proposed Programming (Optional)
- Audit Report\* (required for requests of \$25,000; optional for requests under \$25k)
- Support Materials - 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. Submit one set of documents per organization regardless of the number of grant applications being submitted. **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 2015 should NOT resubmit an additional copy with their grant application.

# **Appendix B:**

**City of Raleigh**

**Requirements for Arts Grant Recipients**

**CITY OF RALEIGH**  
**REQUIREMENTS FOR ARTS GRANT RECIPIENTS**

- A. All grants are contingent on funds appropriated by City Council.
- B. Conflict of Interest Policy:  
The grant recipient's board of directors or program administrators must include in the organization's bylaws or have adopted by resolution a conflict of interest policy. The policy should state that the board members and employees shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety when exercising their responsibility to the organization. This statement should preclude board members and employees from benefiting directly or indirectly from the organization's activities except in their role as board members or employees.
- C. Non-Discrimination:  
The grant recipient must agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap or sexual orientation as it relates to its grant-funded programming. The grant recipient must also agree to conform with the provisions and intent of City of Raleigh Ordinance 1969-889, as amended.
- D. E-Verify Compliance:  
The grant recipient must comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of the grant recipient's knowledge, any subcontractor employed by the organization in connection with funded programming must also be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.
- E. Fiscal Requirements:
1. **Accounting Procedures:** Grant recipients 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.
    - c. Substantial fixed asset purchases are capitalized and depreciated.
    - d. 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).

- e. The grant recipient must agree to retain all records supporting the disbursement of funds for a period of three years; and must agree to keep bank account records for a period of three years.
2. **Loans/Accounts Receivable:** All outstanding loans and/or accounts receivable a grant recipient 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.
3. **Unused Funds:** All funds unused as of June 30 must be accounted for and the unused share returned to the City through the Office of Raleigh Arts by July 31.
4. **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. 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.
5. **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.
6. **City Audit:** During the funded year and for three years after final payment is made, the grant recipient shall permit any City of Raleigh authorized representative to inspect all work, materials, payrolls, financial 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.

F. Insurance:

1. During the funded year, grant recipients must maintain, on a primary basis and at their own expense, the following insurance coverage:
  - a. **Commercial General Liability** – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate.
  - b. **Commercial Automobile Liability** – Limits of no less than \$1,000,000 Combined Single Limit. Organizations that do not own motor vehicles may satisfy this requirement by adding Hired and Non-Owned Auto Liability coverage by way of endorsement to their Commercial General Liability policy.
  - c. **Umbrella or Excess Liability** – Grant recipients may satisfy the minimum liability limits required above under an umbrella or excess liability policy as long as the annual

aggregate limits are not less than the highest “Each Occurrence” limit for required policies above.

- d. All insurance companies must be authorized to do business in North Carolina and be acceptable to the City’s Risk Manager.

2. **Workers’ Compensation & Employers Liability** – The North Carolina Workers’ Compensation Act requires that all corporations employing three or more people obtain workers’ compensation insurance with statutory limits and employers liability of no less than \$100,000. Grant recipients must confirm that they are in compliance with all North Carolina General Statutes with regard to workers’ compensation insurance.

G. Manner of Payment

All payments are made on a reimbursement basis (net 15) based on verification of funds expended, (i.e., paid invoices, cancelled checks) except in circumstances specifically authorized by Council or through an exception approved by the City Manager.

1. **Project Grants** – Payment to the agency will be made after the project is completed.
2. **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/office administering the grant.
3. **Reimbursement Requests** – In all cases, funds must be requested by the grant recipient in writing via an invoice and other appropriate documentation (i.e. form, report, etc.). The request for reimbursement should be submitted to the respective City department administering the grant.

- H. Failure to comply with any of the requirements above may result in suspension of current funding and/or elimination of future funding.