



raleigh **arts**  
COMMISSION

# **2019-2020 PROGRAM SUPPORT 1 GRANTS**

## **Grant Guidelines & Instructions**

**Submission Deadline:  
Thursday, January 3, 2019 at 4pm**



## GRANTS PROGRAM CALENDAR

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October 29, 2018, 4pm	New Grant Applicant Workshop – Session I
November 3, 1:30pm	New Grant Applicant Workshop – Session II
November 5, 4pm	Program Support 1 Grant Workshop – Session I
November 10, 1:30pm	Program Support 1 Grant Workshop – Session II
December 20	Final Day Arts Grant Director Available to Review Draft Applications and Meet with Applicants

### **January 3, 2019, 4pm Grant Application Submission Deadline**

January 28 – February 11	Grant Panel Interviews (Mondays, 3-8:30pm)
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

## OFFICE OF RALEIGH ARTS CONTACT INFORMATION

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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 & Street Address**

City of Raleigh – Office of Raleigh Arts  
127 West Hargett Street, Suite 408  
Raleigh, NC 27601

**Website:** [www.raleighnc.gov/parks](http://www.raleighnc.gov/parks) OR [www.tinyurl.com/Raleigh-Arts-Grants](http://www.tinyurl.com/Raleigh-Arts-Grants)

**Phone:** 919.996.3610 **Fax:** 919.996.1792

### **Arts Grant Program Contacts**

#### **Sarah Corrin**

Arts Grant Director  
919.996.4686  
[sarah.corrin@raleighnc.gov](mailto:sarah.corrin@raleighnc.gov)

#### **Barbette Hunter**

Arts Grant Assistant  
919.996.4725  
[barbette.hunter@raleighnc.gov](mailto:barbette.hunter@raleighnc.gov)

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#### **Arts Program Director**

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#### **Office Manager**

Sandi Sullivan

## ABOUT THE RALEIGH ARTS COMMISSION

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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.

## 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 for individual 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's Department of Revenue 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 IRS Form 990 for its most recently completed fiscal year. (The IRS automatically revokes the tax-exempt status of any organization that does not submit a Form 990 for three years in a row.)
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. Organizations applying through a fiscal agent may not be established for-profit entities and must submit documentation demonstrating that not-for-profit status has been sought.
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.)

9. **City of Raleigh Grant Programs:** The City has four grant programs (Raleigh Arts Commission Grants, Community Enhancement Grants, Human Relations Commission Grants and Other Outside Agency Grants).
- Organizations may apply for funding in up to two City grant programs per year.
  - Organizations that apply for Community Enhancement or Human Relations Commission funding will be ineligible to apply for Operating Support through the Raleigh Arts Commission Grant program.
  - Arts organizations with multi-year agreements with the City are ineligible for funding from the Community Enhancement, Human Relations and Other Outside Agency Grant Programs.

## **FUNDING REQUIREMENTS**

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

1. Arts organizations may apply for one arts grant per year in one of the following categories: Operating Support, Program Support 1 or Program Support 2.
2. Non-arts organizations may only apply for one Program Support 1 Grant per year to fund arts projects they produce.
3. A foundation that exists as a whole or in part to support one specific organization may apply in the grant category(ies) for which the organization it supports is eligible to apply.
4. Organizations with special leasing arrangements with the City of Raleigh may only apply for one Program Support 1 or Program Support 2 Grant per year. To be eligible, such organizations' combined annual City funding, including the Arts Grant request, cannot exceed the limits specified in the paragraph below.
5. **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 (2017-2018) or \$175,000, whichever is less.**
6. All Program Support 1 and Program Support 2 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 for this match.)
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), purchases of large equipment or other depreciable assets, fundraisers, food or beverages, or elimination of an accumulated deficit. Public art projects where the primary focus is beautification or enhancement of sites are not funded by the Arts Grant Program. Please see the City's website for other ways that the City of Raleigh supports public art. 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 Director before the application is made.

#### **REQUIRED INFORMATIONAL GRANT WORKSHOPS**

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The Office of Raleigh Arts staff present a number of informational grant workshops in October and November. These workshops cover all aspects of the grant application process and provide opportunities for potential applicants to ask questions about requirements. **All potential applicants are required to attend one of these workshops.**

See page 1 of the Grant Guidelines for a list of this year's workshops. For complete information about these sessions and to register online, go to the Arts Grant web page ([www.tinyurl.com/Raleigh-Arts-Grants](http://www.tinyurl.com/Raleigh-Arts-Grants)).

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

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Applicants are welcome to schedule additional meetings with the Arts Grant Director no later than Thursday, December 20. 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 Director of their intent to apply and may be required to schedule a meeting with her as well.

#### **UNIVERSAL ACCESSIBILITY**

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

## **SUBMITTING A GRANT APPLICATION**

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- It is important that potential applicant organizations 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 **Thursday, January 3, 2019 at 4pm.** **Applications received after the deadline date will be ineligible.** 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.
- 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 using either [www.tinyurl.com/Raleigh-Arts-Grants](http://www.tinyurl.com/Raleigh-Arts-Grants) or [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.)
  - Paper copies can be requested from Arts Grant Director 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 13.
- 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 narrative questions, 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 Director to discuss current eligibility prior to applying.

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

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From mid-January 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 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, grant awards are approved by City Council during the adoption of 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 Director, 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.

## **CONTRACTUAL REQUIREMENTS**

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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 by the deadline, signifying agreement to the terms.

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

- Assurance of compliance with
  - the City's nondiscrimination policy,
  - NC Iran Divestment Act,
  - federal E-Verify program;
- Demonstration that the grant recipient
  - meets City insurance coverage requirements,
  - has an organizational conflict of interest policy,
  - adheres to generally accepted accounting principle;
- 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**

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### **Reporting Requirements:**

- **Board Approved 2019-2020 Organizational Budget** – due October 31, 2019.
- **Interim Report** – due mid-way through the project, or by January 31, 2020, whichever is earlier.
- **Final Report** – due sixty (60) days after the completion of the project, or by July 31, 2020, whichever is earlier.

## 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 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.**

This category provides funds for a wide variety of quality arts programs and projects that take place in the City of Raleigh. Program Support is available for arts-related programs of not-for-profit 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 \$15,000 and must be matched dollar-for-dollar. The application may be for one project, but programs consisting of 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 1 will depend on its rating and ranking in the review process and the total funds available for allocation.

**Eligibility:**

Follow General Eligibility and Funding Requirements (see pages 3-5).

*Also:*

- Nonprofit organization must have completed two fiscal years prior to submitted an application.
- This is the only grant category in which arts organizations, as well as non-arts organizations, colleges, universities, and government agencies/units may apply.
- 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:

1. Programming that involves and promotes North Carolina artists.
2. Public productions or exhibitions produced by the applicant.
3. Classes and workshops produced by the applicant.
4. Improved program accessibility for special constituencies.

**A Note About the Emerging and/or Student Artist Evaluation Criteria:**

The Raleigh Arts Commission defines emerging and/or student artists as follows –

- **Emerging Artists** – Emerging artists may be NC residents either embarking upon or having recently begun professional careers as artists.
- **Student Artists** – Student artists are NC residents training to become artists through formal and dedicated arts education programs with focused instruction in art making techniques.

**Evaluation Criteria:**

The following are the weighted criteria used to evaluate all Program Support 1 grants.

**Artistic Merit (30%)**

1. Artists with appropriate quality and experience for the project 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 and/or student artists.

**Management (20%)**

6. Effective administration (staff and/or volunteers) to oversee program.
7. Careful planning for successful program implementation.
8. Advertising and promotion sufficient to reach appropriate participants, including communities identified under Community Engagement criteria #16-18.
9. Appropriate evaluation tools and review processes are in place.
10. Active and financially supportive board of directors.

**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 (30%)**

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.
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. Each answer should be labeled by inserting the full question above it as a header. Narratives may not exceed **4 pages**.

1. **Program Description:** Please describe your proposed programming, including activities, location and when it will take place.
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 Raleigh community as a whole and how does it benefit the individuals who participate?
3. **Participants:** Who is this programming for? Please describe the intended participants/audience. 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 SMART 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, 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. **Community Support:** Describe the extent of community support for this program, including financial and in-kind contributions, volunteers, collaboration/partnerships, etc.
10. **Finance:** How can the Raleigh Arts Commission be sure that your organization will be a good steward of tax payer dollars? 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 **Thursday, January 3, 2019 at 4pm.** The deadline is a receipt, not a postmark, due date. **Applications received after the deadline date will be ineligible.**

### **WHAT TO SUBMIT**

- **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.
- **Application Attachments:** Submit one (1) copy of each attachment specified on the Grant Checklist for the applicable grant category.
- **Proof of Eligibility – New Applicants:** 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.**
  - Federal Letter of Tax Exemption from IRS recognizing applicant as 501(c)(3) public charity
  - State Letter of Tax Exemption from North Carolina Department of Revenue
  - Articles of Incorporation
- **Proof of Eligibility – All Grant Applicants:** All new and returning grant applicants must submit the following documentation with their 2019-2020 applications:
  - Bylaws
  - Conflict of Interest Policy

### **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 forms.
- Font Size – Documents must be completed in type size no smaller than 12 point.
- Page Numbering – The pages that make up the Application Form are numbered 1 through 4 for Program Support. Number subsequent pages beginning with page 5. 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 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 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.**

### **COMPLETING GRANT APPLICATION FORMS**

All grant forms are formatted as writable PDF files that can be completed using free Acrobat Reader software. **DO NOT USE** any other software (like Preview for Macs) or you will not be able to save completed forms properly. You will also have problems sharing them with others.

To decrease completion time, the forms have been designed to calculate totals and automatically repeat information that appears on multiple pages. Therefore, you may not be able to enter data on every line of a form. You can enter data on any line highlighted in **purple**. If none of the lines are highlighted, you can turn on Acrobat's "Highlight Existing Fields" as follows:

- a. On the menu bar at the top of the screen, click "Edit" (PC's) or "Adobe Acrobat" (Mac's).
- b. At the bottom of the drop-down menu, click "Preferences".
- c. Select "Forms" from the menu on the left side of the screen.
- d. In the "Highlight Color" section in the middle of the screen, select "Show border hover color for fields".
- e. Click "OK" in the bottom right corner of the screen.

### **GENERAL INSTRUCTIONS FOR DOCUMENTS AND ATTACHMENTS**

- **Application Form:** Each grant category has its own application form. All sections must be completed with one exception.
- **Audio-Visual Documentation:** The submission of a DVD/video file, CD/audio file, or other electronic media is optional though highly recommended. Applicants may email the Arts Grant Director a link for downloading an electronic file from an online folder such as Dropbox.com. **Runtime must not exceed five minutes or the submission will be rejected.**
  - The submission should include work samples that demonstrate the quality of the program for which funding is being sought and/or the artists involved.
- **Audit Report:** Applicants requesting grants of less than \$25,000 may submit their organization's latest audit report, but it is not required. **If your organization submitted its most recent audit report this year (2018), do NOT resubmit an additional copy with your grant application.**
- **Bios of Lead Personnel:** 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.
- **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.
- **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 Organizational Financial Forms Summary page.



- **Financial Forms:** Complete the Organizational Financial Forms. Be sure to include the Budget Variance page if needed. Insert these pages to the application after the grant narrative. Note that the financial forms automatically calculate column totals and a number of other lines. See Appendix B: “Sample Application Forms” for more information about how to enter your data.
  - Also complete the Project Budget Form.
  - If the In-Kind Contributions line is used, submit an additional sheet containing a breakdown of those contributions.
  
- **Narrative: Please read the section in the grant guidelines about your grant category thoroughly before writing the narrative.** Answers to the Narrative Questions should clearly address the criteria listed for the appropriate grant category. Label each answer by inserting the full question above it as a header. Do not exceed **4 pages**.
  
- **Participation Statistics Form:** All grant applicants are required to complete this form. Insert the form into the application after the Universal Accessibility Checklist.
  
- **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. **Do not submit testimonials or any other materials not requested.**
  
- **Universal Accessibility Checklist:** All grant applicants are required to complete this form. Insert the form into the application after the financial pages.

# **Appendix A:**

## **2019-2020**

### **Program Support 1**

# **Sample Application Forms**

**TO COMPLETE THE APPLICATION FORMS:**

1. Download the forms from the web and save them on your computer's hard drive.
2. Use only Adobe Acrobat Reader to complete the forms. All other PDF software is incompatible.

# RALEIGH ARTS COMMISSION

## 2019-2020 GRANT CHECKLIST - PROGRAM SUPPORT 1



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 1 Grant Application Form
- Narrative
- Organizational Financial Forms
- Deficit Reduction Plan (organizations with net loss in last completed fiscal year only)
- Project Budget Form
- Remaining Project Expenses Form (if applicable)
- In-Kind Contributions Sheet (if applicable)
- Universal Accessibility Checklist
- Participation Statistics Form
- Board Information Form
- 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:

- Audio-Visual Documentation Demonstrating Quality of Proposed Programming (Optional)
- Audit Report\* (Optional)
- Support Materials - publicity, reviews and marketing materials
- Bylaws
- Conflict of Interest Policy

### 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 from IRS
  - Applicant exempted as 501(c)(3) public charity.
- State Letter of Tax Exemption from North Carolina Department of Revenue
- Articles of Incorporation

\*NOTE: Any current grant recipient that submitted their most recently completed audit report to the Arts Commission in 2018 should NOT resubmit an additional copy with their grant application.

**RALEIGH ARTS COMMISSION  
2019-2020 GRANT APPLICATION - PROGRAM SUPPORT 1**



**SUBMISSION DEADLINE: Thursday, January 3, 2019, 4pm**

MAILING ADDRESS: Office of Raleigh Arts  
City of Raleigh  
P.O. Box 590  
Raleigh, NC 27602

DELIVERY BY HAND: Office of Raleigh Arts  
127 West Hargett St., Suite 408  
Raleigh, NC 27601

**SECTION A - APPLICANT INFORMATION**

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

Federal Tax ID# (EIN): \_\_\_\_\_ Year Organization Incorporated: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ Raleigh \_\_\_\_\_ State: NC Zip: \_\_\_\_\_

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

City: \_\_\_\_\_ Raleigh \_\_\_\_\_ State: NC Zip: \_\_\_\_\_

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

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

**Grant Application Contact Person**

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

Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_

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

**SECTION B - GRANT REQUEST**

Amount Requested: \_\_\_\_\_ Program Dates: \_\_\_\_\_ to \_\_\_\_\_

Project 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.

The PDF form will automatically add your organization's name to application forms as noted on the sample pages.



**SECTION D - MISSION STATEMENT**

Enter your organization's mission statement here.

**SECTION E - ORGANIZATIONAL PROFILE**

Provide a general overview of your organization and programming here. Be sure to show how your organization realizes its mission through its programming. Please include a description of the arts programming your organization provides in Raleigh and its scope as well.

# INSTRUCTIONS

## 2019-2020 ORGANIZATIONAL FINANCIAL FORMS

### General Information

- Refer to glossary for definitions of terms.
- Round figures to nearest dollar.
- Report only unrestricted operating dollars for each fiscal year.
- Do not include temporarily/ permanently restricted contributions/funding.
- For prior year data - if you do not have an independent audit performed by a CPA, use appropriate numbers from internal/board/CPA review.
- **FY18-19/FY19-20 Variances of 25% or More** : Complete the budget variance form.

[Go to Organizational Finance Income and Expense Form.](#)

### Income Section

- **In-Kind Income:** Do NOT enter on the Income Form (i.e. donations of services, facilities, equipment and/or food). In-kind income/contributions may be listed on a separate page.
- **Other Income Lines:** Footnote and provide additional explanatory page if these lines equal 5% or more of Total Income.

### Expense Section

- **Depreciation:** Do NOT enter on the Expenses Form. Enter on the Summary Form on the appropriate line.
- **In-Kind Expense:** Do NOT enter on the Expense Form (i.e. scholarships, facilities and/or supplies). In-kind expenses may be listed on a separate page.
- **Other Expense Lines:** Footnote and provide additional explanatory page if these lines equal 5% or more of Total Expenses.

[Go to Glossary of Financial Terms.](#)

[Go to Organizational Finance Summary Form.](#)

### Summary Form

- **Realized/Unrealized Gain/Loss:** Add realized/unrealized gains (source: audit\*) and subtract realized/unrealized losses (source: audit\*).
- **Donated Assets - Capitalized:** See "Capitalizing an Asset" in the GLOSSARY to determine what may be entered here.
- **Depreciation:** Enter depreciation amount as a **negative number** (source: audit\*)
- **Change in Unrestricted Net Assets:** Form calculates sum total of the five (5) lines above it.
- **FY16-17 Unrestricted Net Assets - Beginning of Year:** Enter unrestricted net assets for the beginning of that fiscal year (source: audit\*). Do NOT use restricted or total audit amounts. (For other fiscal years, form calculates beginning of fiscal year net assets.
- **Unrestricted Net Assets - Year End:** Form calculates this amount by adding "Change in Unrestricted Net Assets" to "Net Assets - 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 an internal/board/CPA review. Page A-5



**2019-2020 PROGRAM SUPPORT 1 - ORGANIZATIONAL FINANCIAL FORM - INCOME + EXPENSES**

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

Fiscal Year Runs:

July 1 - June 30

January 1 - December 31

[Go to the form instructions.](#)

[Go to Glossary of Financial Terms.](#)

	FY16-17 ACTUALS	FY17-18 ACTUALS	FY18-19 BUDGET	FY19-20 BUDGET	FY19/FY20 % VARIANCE
<b>ORGANIZATIONAL INCOME</b>					
<b>EARNED INCOME</b>					
Program Revenue	_____	_____	_____	_____	_____
Special Fundraising Events	_____	_____	_____	_____	_____
Corporate Sponsorships	_____	_____	_____	_____	_____
Sales/Concessions/Rentals	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Other:(Please Specify)	_____	_____	_____	_____	_____
<b>SUBTOTAL EARNED</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRIBUTED/UNEARNED</b>					
Grants					
- Raleigh Arts Commission	_____	_____	_____	_____	_____
- Other City of Raleigh Funding	_____	_____	_____	_____	_____
- United Arts Council	_____	_____	_____	_____	_____
- Other Grants	_____	_____	_____	_____	_____
Other Contributors					
- Board Contributions	_____	_____	_____	_____	_____
- Other Individuals	_____	_____	_____	_____	_____
- Corporate Contributions/Matching	_____	_____	_____	_____	_____
Other:(Please Specify)	_____	_____	_____	_____	_____
<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>
<b>ORGANIZATIONAL EXPENSES</b>					
<b>PERSONNEL - SALARIES &amp; BENEFITS</b>					
Administrative Staff/Contractors	_____	_____	_____	_____	_____
Program Staff/Contractors	_____	_____	_____	_____	_____
Other Staff/Contractors	_____	_____	_____	_____	_____
<b>SUBTOTAL PERSONNEL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROGRAM/OPERATING</b>					
Program Expenses	_____	_____	_____	_____	_____
PR/Marketing/Development	_____	_____	_____	_____	_____
Special Fundraising Events	_____	_____	_____	_____	_____
Sales/Concessions/Rentals	_____	_____	_____	_____	_____
Administrative Expenses	_____	_____	_____	_____	_____
Facilities Costs	_____	_____	_____	_____	_____
Equipment (Non-Capitalized)	_____	_____	_____	_____	_____
Bank/Credit Card Fees	_____	_____	_____	_____	_____
Loan & Interest Repayment	_____	_____	_____	_____	_____
Other:(Please Specify)	_____	_____	_____	_____	_____
<b>SUBTOTAL PROGRAM/OPERATING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Whenever you see "0" on a sample form, it means that the real form will automatically do the math for you.

**2019-2020 PROGRAM SUPPORT 1 - ORGANIZATIONAL FINANCIAL FORM - SUMMARY**

[Go to the form instructions.](#)

[Go to Glossary of Financial Terms.](#)

	FY16-17 ACTUALS	FY17-18 ACTUALS	FY18-19 BUDGET	FY19-20 BUDGET	FY19/FY20 % VARIANCE
Total Income	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$0	\$0	\$0	\$0	\$0
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Realized/Unrealized Gain/Loss					
Donated Assets - Capitalized					
Other Adjustments (Describe Below)					
Depreciation					
Change in Unrestricted Net Assets	\$0	\$0	\$0	\$0	\$0
Unrestricted Net Assets - Beginning of Fiscal Year		\$0	\$0	\$0	\$0
<b>UNRESTRICTED NET ASSETS - YEAR END</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

If your organization depreciates assets, always enter the expense as a negative number here.



Be sure to enter this number on your budget form.

**LIQUID UNRESTRICTED NET ASSET DASHBOARD**

Unrestricted Net Assets - Year End	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets, Net					
Debt Associated with Fixed Assets					
- Current Portion of Debt					
- Long-Term Portion of Debt					
Total Debt Associated with Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>LIQUID UNRESTRICTED NET ASSETS - YEAR END</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

TOTAL FY19-20 CITY FUNDING REQUEST AS % OF FY17-18 EXPENSES (max. allowed 25%): 0%  
 TOTAL FY19-20 CITY FUNDING REQUEST AS % OF FY19-20 BUDGETED EXPENSES: 0%

**DESCRIPTION OF OTHER ADJUSTMENTS:**

**2019-2020 PROGRAM SUPPORT 1 - ORGANIZATIONAL FINANCIAL FORM - VARIANCE EXPLANATION**

**INSTRUCTIONS**

On this page provide a detailed narrative explanation for FY18-19 vs. FY19-20 variances of 25% or more over or under budget.

**Budget Line:**

---

**Explanation:**

**Budget Line:**

---

**Explanation:**

**Budget Line:**

---

**Explanation:**

**Budget Line:**

---

**Explanation:**

**Budget Line:**

---

**Explanation:**

**Budget Line:**

---

**Explanation:**

**2019-2020 PROGRAM SUPPORT 1 - PROJECT BUDGET FORM**

[Go to Glossary - Income Terms.](#)

[Go to Glossary - Expense Terms.](#)

**INSTRUCTIONS**

**Note:** In the budget for the upcoming year, Total Expenses should equal Total Income. Round figures to nearest dollar.

**Remaining Project Expenses:** Use the Remaining Expenses form to provide a breakdown of these expenses.

**In-Kind Contributions:** Enter the total amount at the bottom of this page. Provide source and description of in-kind goods and services on additional page.

<u>PROJECT EXPENSES</u>	FY19-20 EXPENSES	ACTUAL* PRIOR YEAR EXPENSES
<b>PERSONNEL</b>		
Permanent Staff Salaries/Benefits	_____	_____
- Administrative	_____	_____
- Artistic	_____	_____
- Technical/Production	_____	_____
- Education	_____	_____
- Other:(Please Specify) _____	_____	_____
Contracted/Temporary Services	_____	_____
- Artistic	_____	_____
- Technical/Production	_____	_____
- Education	_____	_____
- Other:(Please Specify) _____	_____	_____
<b>OTHER EXPENSES</b>		
Space Rental	_____	_____
PR/Marketing	_____	_____
Travel	_____	_____
Remaining Project Expenses	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>
<b>PROJECT INCOME</b>		
<b>FY19-20 INCOME</b>		
<b>EARNED INCOME</b>		
Program	_____	_____
Sales/Concessions/Rentals	_____	_____
Other:(Please Specify) _____	_____	_____
Other:(Please Specify) _____	_____	_____
<b>CONTRIBUTED/UNEARNED</b>		
Grants	_____	_____
- Raleigh Arts Commission	_____	_____
- Other City of Raleigh Funding	_____	_____
- United Arts Council	_____	_____
- Other Grants	_____	_____
Other Contributors	_____	_____
- Individual/Board Contributions	_____	_____
- Corporate Contributions	_____	_____
- Other: (Please Specify) _____	_____	_____
<b>TOTAL ALL INCOME</b>	<b>\$0</b>	<b>\$0</b>
<b>IN-KIND CONTRIBUTIONS</b>	_____	_____

Whenever you see "0" on a sample form, it means the real form does the math for you.

GRANT AS % TOTAL EXPENSES: 0%  
(50% maximum)

\*Actual Prior Year Expenses are from  FY18-19  FY17-18  Other: \_\_\_\_\_



# ORGANIZATIONAL FINANCIAL FORMS

## GLOSSARY OF FINANCIAL TERMS

### INCOME TERMS

[Go to Program Support 1  
Budget Form.](#)

[Go to Organizational Finance  
Income and Expense Form.](#)

**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.

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

**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 GRANTS:** Grants for programs or operating support from private, corporate or community foundations, and/or arts councils.

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

**PROGRAM REVENUE:** Income received from the sale of services by organization, such as ticket sales, classes and workshops, charges for services to other community organizations, government contracts for specific services, etc. Does not include corporate sponsorships.

**SALES/CONCESSIONS/RENTALS:** Income from catalog sales, gift shop sales, concessions, CDs, advertising etc. As well as income from fees for use of facilities, equipment, costumes, etc.

**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.

## EXPENSE TERMS

[Go to Program Support 1  
Budget Form.](#)

[Go to Organizational Finance  
Income and Expense Form.](#)

**ADMINISTRATIVE EXPENSES:** Cost of office supplies, liability insurance, dues and subscriptions, administrative travel, etc.

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

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

**FACILITIES COSTS:** Expenses related to use and upkeep of facilities, including utilities, property Insurance, building rent, etc.

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

**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.

**PERSONNEL - SALARIES/BENEFITS:** Any salary, hourly wages or other compensation paid to permanent full-time or part-time staff, including any payroll taxes and benefits such as health insurance, retirement contributions, workers compensation and parking.

**PERSONNEL - CONTRACTORS:** 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, temporary or freelance workers. Includes fees paid for guest artists, teachers contracted on a class by class basis, technical services, attorneys, accountants, auditors, etc.

**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."

**PROGRAM EXPENSES:** Expenses related to an organization's programs not included in administrative fees, personnel expenses. 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.

**SALES/CONCESSIONS/RENTALS:** Expenses related to gift shop and concessions merchandise, advertising, and/or equipment, costume and/or facilities rentals.

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

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



## OTHER FINANCIAL TERMS

[Go to Program Support 1 Budget Form.](#)

[Go to Organizational Finance Summary Form.](#)

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

**DEBT ASSOCIATED W/ FIXED ASSET:** Outstanding debt incurred to purchase a fixed asset such as mortgages. The current portion of debt must be paid within 1 year. Long term debt will come due any time after 1 year.

**DEPRECIATION:** The annual charge for expensing the cost of equipment over its useful life. (On the Summary form, be sure to enter depreciation as a NEGATIVE number.)

**FIXED ASSET, NET:** Tangible assets minus accrued depreciation, such as property and equipment, purchased for long-term use and not quickly convertible to cash.

**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.

**LIQUID UNRESTRICTED NET ASSETS:** Amount of flexible funds available to support operations/pay operating expenses. Typically includes a combination of cash, investments, receivables, and prepaid expenses less all liabilities related to fixed assets such as property, equipment, and/or leasehold improvements.

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

**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 an external authority, such as a donor or foundation. 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.

# 2019-2020 PROGRAM SUPPORT 1 UNIVERSAL ACCESSIBILITY CHECKLIST



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

[Click here to go to Frequently Asked Questions.](#)

**Disability is not a 'brave struggle' or 'courage in the face of adversity'... Disability is an art. It's an ingenious way to live.  
- Neil Marcus, Actor, Playwright, Performance Artist**

The Universal Accessibility Checklist is one tool used by the Raleigh Arts Commission to enable applicants to show how successfully their organizations engage people with disabilities in their programming and activities. Inclusion is the act of creating environments in which someone with a disability is and feels welcomed, respected, supported, and valued to fully participate. A universally accessible program is one that a person with a disability can not only attend, but one where they can enjoy the same high quality experience as other participants. The focus is not on the minimum standards set out by the Americans with Disabilities Act, but on the use of best practices with a goal of full inclusion, which is at the core of “universal accessibility”. The Commission understands that most organizations are not currently universally accessible, but it is interested in learning how applicants are moving toward that goal.

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

### PLANNING FOR UNIVERSAL ACCESSIBILITY

*How will your organization approach engaging people with disabilities in this project?*

Accessibility for this project focuses primarily on providing accommodations/services for participants	
Project incorporates Deaf and/or disability culture into content	
Project is primarily for people with disabilities	
People with disabilities provided advice and/or support in planning project and/or accessible accommodations/services	
People with disabilities led project development and implementation	

### PLANNED ACCOMMODATIONS/SERVICES FOR PEOPLE WITH DISABILITIES

#### For People with Mobility Issues

Has the federal government's ADA Checklist for Existing Facilities 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)	
Elevators for Multi-Level Facilities	
Integrated and Dispersed Seating in Assembly Areas for People with Mobility Issues	
Accessible Restrooms (doorways, door handles, sinks, soap, 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	

**ADA  
Accommodations  
To Be Offered**

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

Large Print Materials	
Appropriate Interior Signage for People with Low Vision/ Who Are Blind (large print with high contrast and braille)	
Braille Materials	
Verbal Descriptions of Artwork/Exhibitions	
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	

**For People Who Have Autism and/or Sensory Disorders:**

Relaxed Performances/Programs	
Sensory Kits	
Quiet Space	
Social Narratives/Visual Schedules	

**ACCESS TO COMMUNICATIONS AND PUBLICITY**

*How will your organization communicate this project's accessibility?*

Post Access Information/Accommodations on Website	
Include Access Information/Accommodations in ALL Marketing Collateral (i.e. newsletters, brochures, flyers, posters, emails)	
Appropriate Disability Symbols Used in All Marketing Collateral (both print and electronic)	
Publicize Accessibility through media (press releases, calendar listings, etc.)	
Publicize Accessibility through Partnerships with Disability Organizations	

**Describe any other ways that your project or program will be inclusive of people with disabilities:**

*Who is your organization's accessibility coordinator?*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

***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).***

## UNIVERSAL ACCESSIBILITY CHECKLIST - PROGRAM SUPPORT 1 FREQUENTLY ASKED QUESTIONS

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

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.

**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 Universal 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.

# 2019-2020 PROGRAM SUPPORT 1 PARTICIPATION STATISTICS FORM



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

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

**2019-2020 Estimate**

**Prior Year Actuals**

**PARTICIPANTS**

**Audience**

# of People	
Attendees	
Students (children - adults)	
Other: _____	
<b>Audience Total:</b>	0

# of People	
Attendees	
Students (children - adults)	
Other: _____	
<b>Audience Total:</b>	0

Whenever you see "0" on a sample form, it means that the real form will automatically do the math for you.

**Personnel (Do NOT include artists in this section.)**

# of People	
Permanent Full-Time Employees	
Permanent Part-Time Employees	
Contracted/Temporary	
<b>Staff Total:</b>	0

# of People	
Permanent Full-Time Employees	
Permanent Part-Time Employees	
Contracted/Temporary	
<b>Staff Total:</b>	0

**Artists**

# of People	Amount Paid	
Paid Artists		
Volunteer Artists		
<b>Artists Total:</b>		0

# of People	Amount Paid	
Paid Artists		
Volunteer Artists		
<b>Artists Total:</b>		0

**Volunteers**

# of People	
Other Volunteers (Do <u>NOT</u> include artists.)	

# of People	
Other Volunteers (Do <u>NOT</u> include artists.)	

**TOTAL ALL PARTICIPANTS:**

0
---

0
---

If this isn't 100%, then "Total All Participants" in this section doesn't equal "Total All Participants" above.

**ALL PARTICIPANTS-RACE/ETHNICITY**

# of People	% All Partcpts.	
American Indian/Alaska Native		0%
Asian		0%
Black or African-American		0%
Hispanic or Latino		0%
Mixed Race		0%
Native Hawaiian/Pacific Islander		0%
White/Caucasian		0%
Other: (Please Specify)		0%

# of People	% All Partcpts.	
American Indian/Alaska Native		0%
Asian		0%
Black or African-American		0%
Hispanic or Latino		0%
Mixed Race		0%
Native Hawaiian/Pacific Islander		0%
White/Caucasian		0%
Other: (Please Specify)		0%

**TOTAL ALL PARTICIPANTS: (Must equal total above.)**

0	0%
---	----

0	0%
---	----

**ALL PARTICIPANTS-BY AGE**

# of People	% All Partcpts.	
Children/Youth (preschool & grades K-12)		0%
College/University Students		0%
Adults		0%
Senior Citizens (age 65 or older)		0%

# of People	% All Partcpts.	
Children/Youth (preschool & grades K-12)		0%
College/University Students		0%
Adults		0%
Senior Citizens (age 65 or older)		0%

**TOTAL PARTICIPANTS BY AGE:**

0	0%
---	----

0	0%
---	----

**ADDITIONAL COMMUNITY REPRESENTATION**

# of People	% All Partcpts.	
People with Disabilities		0%
People with Economic Constraints		0%

# of People	% All Partcpts.	
People with Disabilities		0%
People with Economic Constraints		0%

If this is not 100%, then total number of participants by age on this page does not match "TOTAL ALL PARTICIPANTS" on previous page for the applicable fiscal year.

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

How much does it cost to participate in this program? If there are a range of ticket prices or fees please provide them.

**PARTICIPATION BY PEOPLE WITH ECONOMIC CONSTRAINTS**

On average, how much do people with limited arts or cultural opportunities due to economic constraints pay to participate in this program?

How do you plan to market this program to people with economic constraints? Where can people find information about discounts and/or scholarships available?



# PARTICIPATION STATISTICS FORM - PROGRAM SUPPORT 1

## INSTRUCTIONS AND GLOSSARY OF TERMS

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

### GENERAL INSTRUCTIONS

Complete the form for the arts project for which grant funding is being requested. Provide an estimate for expected 2019-2020 participation, as well as actual numbers for the last time the project was produced. If the project has never been done before, do not complete the "Prior Year Actuals" column.

**Note that statistics must be based on organizational data and not on census or municipal, county or state demographic information.**

### 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.

#### Attendees:

# of People: The number of people participating in your arts project as audience members, exhibition attendees, festival participants, etc.

# 2019-2020 PROGRAM SUPPORT 1 BOARD INFORMATION FORM



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

**INSTRUCTIONS: Provide information about your organization's Board of Directors below.  
Do not include data on advisory boards.**

TOTAL BOARD MEMBERS:  BOARD MEETINGS PER YEAR:   
 % OF BOARD MEMBERS WHO CONTRIBUTED FINANCIALLY LAST FISCAL YEAR:

## BOARD GOVERNANCE

Please show how your board of directors provides good governance for your organization. Please outline the board structure, including committee names and functions. What key responsibilities and oversight does the board provide?

## **BOARD OFFICERS**

<u>FIRST &amp; LAST NAME</u>	<u>OCCUPATION</u>	<u>COMPANY</u>	<u>YRS. ON BOARD</u>
Board President/Chair: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Treasurer: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretary: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter total years on the Board of Directors in any and all positions.





# **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. Iran Divestment Act:  
The grant recipient must certify that it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, et seq. To be in compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, the grant recipients must also not utilize any subcontractor that is identified on the Final Divestment List.
- F. 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, 2020 must be accounted for and the unused share returned to the City through the Office of Raleigh Arts by July 31, 2020.
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 one of the following – the auditor’s management letter, board communications letter, or a letter signed by the recipient organization’s executive director or board president attesting that no management letter was issued. Failure to comply with this requirement will preclude the organization for ongoing consideration in the City’s grant program. The City, at its discretion, may require an examination of any grant recipient's financial records by the Controller’s Office staff.
5. **Audit Requirements – grants of less than \$25,000:** An audit is recommended but not required by the City. If a grant recipient does receive an audit, however, the audit should be submitted to the City within 120 days following the end of the agency's fiscal year, along with one of the following – the auditor’s management letter, board communications letter, or a letter signed by the recipient organization’s executive director or board president attesting that no management letter was issued. The City, at its discretion, may require an examination of any grant recipient's financial records by the Controller’s Office staff.
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.

G. 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. **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, and will remain throughout the funded year, in compliance with all North Carolina General Statutes with regard to workers’ compensation and employers liability insurance.
  
2. All insurance companies must be authorized to do business in North Carolina and be acceptable to the City’s Risk Manager.

H. 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. **Program Support 1 Grants** – Payment to the agency will be made after the project is completed.
  
2. **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 must be submitted to the Office of Raleigh Arts.

I. Compliance:

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