



2023-2024
RALEIGH ARTS COMMISSION
OPERATING SUPPORT
GRANTS

Grant Guidelines & Instructions

Submission Deadline:
Thursday, January 5, 2023 at 4 p.m.

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ABOUT THE RALEIGH ARTS COMMISSION

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

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 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

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 apply for one Program Support 1 or Program Support 2 Grant per year only. 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 (2021-2022), 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.)
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.

INFORMATIONAL GRANT WORKSHOPS

Raleigh Arts staff present a number of informational grant workshops in November and December. These workshops cover all aspects of the grant application process and provide opportunities for potential applicants to ask questions about requirements. Grant workshops are required for some applicants and optional for others. See below for specific information.

- Required Attendees
 - Applicants new to this grant category;
 - Returning applicants whose grant writers have not written an Operating Support grant application in the past three years;
- Optional Attendees
 - Returning applicants with the same grant writers as last year.

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 Raleigh Arts Grant web page: www.raleighnc.gov/arts-grants

INTENT TO APPLY & PRE-APPLICATION MEETINGS

Applicants are welcome to schedule additional meetings with the Arts Grant Director no later than Friday, December 16. 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

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 virtually, in the Raleigh Arts office, which is wheelchair accessible, or in another location that may be more convenient. Sign language interpretation and/or other meeting accommodations can be arranged as well.

SUBMITTING A GRANT APPLICATION

- 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 5, 2023 at 4pm.** **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 Raleigh Arts Grant web page (www.raleighnc.gov/arts-grants).
 - Paper copies can be requested from Arts Grant Coordinator Brooke Kesterson (919-996-4570 / brooke.kesterson@raleighnc.gov).
- For complete application instructions, see “Completing and Submitting the Grant Application Package” 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 BY RALEIGH ARTS

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. Applicants may bring a maximum of four people to their grant panel interview.

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 sent 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 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

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 by the deadline, signifying agreement to the terms.

Contractual Requirements for All Grants:

- Assurance of compliance with
 - the City's nondiscrimination policy,
 - NC Companies Boycotting Israel Divestment Act,
 - 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

Reporting Requirements:

- **Board Approved 2023-2024 Organizational Budget** – due October 31, 2023.
- **Interim Report** – due January 31, 2024.
- **Final Report** – due July 31, 2024.

GENERAL FUNDING CRITERIA

As the grant 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.

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. Funds awarded in this category range from \$10,000 to \$175,000.

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).

- 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.

- First time Operating Support applicants must have received Program Support 2 grants and successfully completed the funded projects for three of the past four years.

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 Operating Support grants.

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 and/or student 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.

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. **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?
2. **Artistic Leadership:** Who leads your organization's artistic programming? What are their roles and responsibilities? What is their approach/strategy for translating your organization's mission into programming? How do you know they have been successful?
3. **Artists:** Who are the artists in your organization? Why are they the best match for your programming? How are they selected and what criteria are used?
4. **Local & Emerging Artists:** What kind of employment opportunities does your organization provide for Raleigh and/or North Carolina artists? How does your organization engage and/or support local emerging artists?

5. **Planning & Assessment – Programming:** Describe how your organization approaches annual programmatic planning. How do you know if programming has been successful? What evaluation tools are used for assessment?
6. **Planning & Assessment – Organization:** How does your organization assess its administrative components? If your organization has a long-range plan, please provide a brief description of the planning process and when it took place. What are some major goals from your plan and what progress have you made towards achieving them?
7. **Administrative Leadership:** Who leads your organization administratively? For what are they responsible? How have they demonstrated that they effectively met those responsibilities?
8. **Board Governance:** What are the responsibilities of your board of directors? How is your board structured to ensure they achieve them?
9. **Finance:** Please describe your organization’s financial system and who handles the day-to-day activities. Who provides financial oversight and what are their roles? What kind of financial controls do you have in place? Does your organization engage in long term financial planning? If so, please describe.
10. **Marketing:** Describe how your organization publicizes its programming. If different strategies are used to reach different segments of the community, please describe.
11. **Community Support:** Describe how the community demonstrates its support of your organization, including financial and in-kind contributions, volunteers, collaboration/partnerships, etc.
12. **Cultural Diversity:** Please describe how your organization engages Raleigh’s diverse cultural communities. In what ways is your organization and programming reflective of and relevant to these diverse communities? If your organization is working to increase engagement, what actions have you already undertaken and what do you have planned?
13. **Economic Constraints:** Describe how your organization engages with people who have limited arts or cultural opportunities due to economic constraints. How many people does your organization reach and what is the cost to them to participate? How does your organization get the word out that low or no cost opportunities are available?

COMPLETING AND SUBMITTING THE GRANT APPLICATION PACKAGE

The deadline for submitting grant applications is **Thursday, January 5, 2023 at 4pm.** Applications submitted after the deadline date will be ineligible.

WHAT TO SUBMIT

A complete grant application package consists of a combination of required documents, forms, and attachments. See the “Application Package Components” section below for the complete list of required documents and attachments to submit for a complete Operating Support grant application package.

Do not submit any materials that have not been requested by Raleigh Arts. To maintain an equitable funding process, extra materials will be excluded from the application package review and evaluation.

HOW TO SUBMIT THE GRANT APPLICATION PACKAGE

2023-2024 grant applications will be submitted electronically by uploading required files to eCivis, the City of Raleigh’s new grant system.

- **Using eCivis:** Instructions and information about using eCivis, the City of Raleigh’s new grant system, will be provided to applicants in a separate document once eligibility and grant workshop requirements have been met.
- **Uploading Application Documents:** Organizations should upload all grant application forms and other documents as individual files in their original file formats. Do not combine files or process them in any way. File names should include both the applicant organization’s name and the name of the application form/document.
- **Uploading Application Attachments:** Organizations may upload application attachments as individual files or combine them, whichever is easiest. For example, support materials may include brochure, playbill, poster, postcard and/or news article files. It is the grant applicant’s choice whether or not to combine everything into a large PDF file or submit them individually. File names must include both the applicant organization’s name and the name/type of the application attachment.
- **Application Deadline:** A complete grant application package must be completed and submitted in eCivis, the City of Raleigh’s new grant system, no later than Thursday, January 5, 2023 at 4pm. **Applications submitted after the deadline will not be accepted.**

APPLICATION PACKAGE COMPONENTS

The following application forms and documents are required to create a complete grant request submission:

- **Application Forms**
 - Applicant Organization Overview Form
 - Application Signature Form
 - Bios of Key Personnel Form
 - Board Information Form
 - Financial Forms
 - Financial Form Attachments (If required)
 - Financial Statement / Audit Response Form (If required)
 - Grant Narrative
 - Participation Statistics Form
 - Universal Accessibility Checklist Form

- **Application Attachments**
 - Audio-Visual Documentation (Optional)
 - Long-Range Plan
 - Samples of Organizational Evaluation Tools (No results allowed)
 - Support Materials

- **Proof of Eligibility Documentation**
 - NOTE: This documentation is only required if it is not already on file with Raleigh Arts or if it has been revised since 2021.
 - 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
 - Bylaws
 - Conflict of Interest Policy

Appendix A:

2023-2024

Operating Support Sample Application Documents & Instructions

TO COMPLETE APPLICATION FORMS:

1. Download the forms from the web and save them on your computer's hard drive.
2. **PDF FORMS:** Use only Adobe Acrobat to open, view and complete these forms. All other PDF software is incompatible.
3. **EXCEL FORMS:** Use only Excel to open and complete these forms. Other software will compromise the formulas in the forms.

APPENDIX A CONTENTS

SECTION 1: GRANT APPLICATION DOCUMENTS & INSTRUCTIONS

- Applicant Organization Overview Form
- Application Signature Form
- Bios of Key Personnel Form
- Board Information Form
- Financial Forms
- Financial Form Attachments (If required)
- Financial Statement / Audit Response Form (If required)
- Grant Narrative
- Participation Statistics Form
- Universal Accessibility Checklist Form

SECTION 2: APPLICATION ATTACHMENTS

- Audio-Visual Documentation (Optional)
- Long-Range Plan
- Samples of Organizational Evaluation Tools (no results allowed)
- Support Materials

SECTION 3: PROOF OF ELIGIBILITY

- 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
- Bylaws
- Conflict of Interest Policy

SECTION 1: GRANT APPLICATION DOCUMENTS – INSTRUCTIONS

- **General Information:**
 - Download and save all application forms to your computer before trying to complete them.
 - 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.
 - File Formats: All grant forms are formatted as either writable PDF files or Excel files.

- **PDF Forms:**
 - **Adobe Acrobat:** Writable PDF files must 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 or share them with others. Even opening the writable PDF form in other software will create issues.
 - Completing Writable PDF Forms: You can enter data on any line highlighted in **purple**. If none of the lines are highlighted, turn on Acrobat’s “Highlight Existing Fields” as follows:
 - On the menu bar at the top of the screen, click “Edit” (PC’s) or “Adobe Acrobat” (Mac’s).
 - At the bottom of the drop-down menu, click “Preferences”.
 - Select “Forms” from the menu on the left side of the screen.
 - In the “Highlight Color” section in the middle of the screen, select “Show border hover color for fields”.
 - Click “OK” in the bottom right corner of the screen.

- **Excel Files:**
 - Both the Financial Forms and the Participation Statistics Form are Excel files.
 - The forms have been designed to calculate all totals to lessen grant applicants’ workload and to provide opportunities for cross-checking data in the forms against organizational records.
 - Use Excel to open and complete any Excel files in order to maintain formulas in the file. Using Google Sheets compromises the protections placed on the file and will not consistently keep formulas intact.

SECTION 1 - MISSION STATEMENT

Enter your organization's mission statement here.

SECTION 2 - 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.

SECTION 3 - 2023-2024 PROGRAMMING

On this page, provide information about the Raleigh programming your organization has planned for the 2023-2024 fiscal year, including dates, locations and brief descriptions. If your organization mounts multiple concerts, exhibitions and/or productions, each one should be noted on this page.

BIOGRAPHIES OF LEAD PERSONNEL

On this page, provide brief biographies of key organizational leadership staff – both artistic and administrative. Bios should include applicable work experience, training and education background. Do not write job descriptions.

**RALEIGH ARTS COMMISSION
2023-2024 BOARD INFORMATION FORM
- OPERATING SUPPORT**



**Raleigh
Arts**

Applicant Name: _____

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

BOARD MEETINGS PER YEAR: _____

% OF BOARD MEMBERS WHO CONTRIBUTED FINANCIALLY LAST FISCAL YEAR: _____ %

RACE/ETHNICITY - # OF PEOPLE	2022-2023 # of People	2021-2022 # of People	2020-2021 # of People
American Indian/Alaska Native			
Asian			
Black/African-American			
Latinx/Hispanic			
Mixed Race			
Native Hawaiian/Pacific Islander			
White/Caucasian			
Other: (Please Specify) _____			
TOTAL PEOPLE:	0	0	0

RACE/ETHNICITY - % OF BOARD	% of Board	% of Board	% of Board
American Indian/Alaska Native	0%	0%	0%
Asian	0%	0%	0%
Black/African-American	0%	0%	0%
Latinx/Hispanic	0%	0%	0%
Mixed Race	0%	0%	0%
Native Hawaiian/Pacific Islander	0%	0%	0%
White/Caucasian	0%	0%	0%
Other: (Please Specify) _____	0%	0%	0%
TOTAL PERCENTAGE:	0%	0%	0%

OTHER STATISTICS	# of People	# of People	# of People
Senior Citizens			
People with Disabilities			
Other: (Please Specify) _____			

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

BOARD OFFICERS

FIRST & LAST NAME	OCCUPATION	COMPANY	YRS. ON BOARD
Board President/Chair: _____	_____	_____	_____
Treasurer: _____	_____	_____	_____
Secretary: _____	_____	_____	_____

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

INSTRUCTIONS

2023-2024 OPERATING SUPPORT - ORGANIZATIONAL FINANCIAL FORMS

General Information

- **Budget Line Name Definitions:** Some budget line names have meanings specific to this grant application. Please go to the [Glossary](#) spreadsheet to find those definitions.
- Round figures to nearest dollar.
- Report only unrestricted operating dollars for each fiscal year.
- Do not include temporarily/ permanently restricted contributions/funding.
- **Prior Fiscal Year Data** - Enter audited financial data. If you do not have an independent audit performed by a CPA, use appropriate numbers from internal/board/CPA review.
- **FY22-23/FY23-24 Variances of 25% or More** : Complete the budget variance form.
- **Printing:** None of the data and information highlighted in light gray on this spreadsheet will print. You can see which portions of this spreadsheet print in Print Preview. (To print a set of instructions go to the Printable Instructions spreadsheet.)

Income Page

- **In-Kind Income:** Do NOT enter on the Income page (i.e. donations of services, facilities, equipment and/or food). Applicants who want to provide In-kind data can complete the "In-Kind Inc/Exp" page of the Financial Form Attachment File. NOTE: Providing in-kind data is 100% optional.
- **Other Income Lines:** If these lines equal 5% or more of Total Income as shown in "Other as % of Total Budget" column, provide an explanation by completing the "Other Income" explanation page in the Financial Form Attachments Excel file.

Expense Page

- **Depreciation:** Do NOT enter on the Expenses Page Enter on the Summary Page as a **negative number** on the appropriate line.
- **In-Kind Expense:** Do NOT enter on the Expense page (i.e. scholarships, facilities and/or supplies). Applicants who want to provide In-kind data can complete the "In-Kind Inc/Exp" page of the Financial Form Attachment File. NOTE: Providing in-kind data is 100% optional.
- **Other Expense Lines:** If these lines equal 5% or more of Total Income as shown in "Other as % of Total Budget" column, provide an explanation by completing the "Other Expenses" explanation page in the Financial Form Attachments Excel file.

Summary Page

- **OPERATING SURPLUS (DEFICIT) - FY21-22 ACTUAL/AUDITED:** If this line shows a deficit or negative number, provide a deficit reduction plan by completing that page in the Financial Form Attachments Excel file.
- **OPERATING SURPLUS (DEFICIT) - Next FY Budget:** Budgeting a deficit for the upcoming fiscal year will make the applicant organization ineligible for a grant.
- **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 of Financial Terms 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.
- **FY20-21 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 later 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.
- **UNRESTRICTED NET ASSETS - YEAR END - FY21-22 ACTUAL/AUDITED:** If this line shows a deficit or negative number, provide a deficit reduction plan by completing that page in the Financial Form Attachments Excel file.

Budget Expense Cost Center

- **PROGRAM AREAS:** Use these columns to break out budgets for the organization's major programs (for example theatre production season, concert series, education program, exhibition series, etc.)
- **Cost Cent./ Exp. Page Variance:** The Total Expense Budget column should match the FY23-24 budget listed on the Expenses Page. If it does, all the lines in this page's "Cost Cent./Exp. Page Variance" column will be zero.
- ***% of TOTAL REVENUE - GENERAL ADMINISTRATIVE + FUNDRAISING EXPENSES:** If general/administrative and fundraising expenses combined are greater than 25% of total revenue, provide an explanation by completing the Cost Center Explanation page in the Financial Form Attachments Excel file.

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

GLOSSARY OF FINANCIAL TERMS

2023-2024 OPERATING SUPPORT - ORGANIZATIONAL FINANCIAL FORMS

INCOME TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXPENSE TERMS

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

CONTRACTED/TEMPORARY SERVICES: Compensation paid to firms or persons for the services of individuals or groups who are not normally considered employees or staff of applicant, but who are consultants, employees of other organizations, temporary or freelance workers. Includes fees paid for guest artists, teachers contracted on a class by class basis, technical services, attorneys, accountants, auditors, etc.

DUES/SUBSCRIPTIONS: Expense for professional memberships, publications, etc.

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

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

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

OFFICE RENTAL: Expenses associated with office space rental.

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

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

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

PERMANENT STAFF 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 insurance, workers compensation and parking.

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

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

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

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

REMAINING PROGRAM EXPENSES: Expenses related to an organization's programs not included in administrative fees, personnel expenses or performance/exhibit hall rental. This includes fees that are directly related to performances, exhibitions, classes and/or other programming (e.g., renting exhibitions, costumes, lights, staging, sets, shipping, royalties,

ASCAP, etc.). Include all costs directly related to travel of people specifically identified with the programming.

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

TRAVEL: Reimbursement or direct payment for mileage/travel costs to staff and volunteers.

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

OTHER FINANCIAL TERMS

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 Page, 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.

2023-2024 OPERATING SUPPORT - ORGANIZATIONAL INCOME

Applicant Name: _____

Current Fiscal Year Ends On: _____

	FY20-21 ACTUAL/ AUDITED	FY21-22 ACTUAL/ AUDITED	FY22-23 BUDGET Current FY	FY23-24 BUDGET Next FY	FY24/FY23 VARIANCE
EARNED INCOME					
Memberships	_____	_____	_____	_____	0%
Season Tickets	_____	_____	_____	_____	0%
Admissions	_____	_____	_____	_____	0%
Program/Exhibit Fees	_____	_____	_____	_____	0%
Corporate Sponsorships	_____	_____	_____	_____	0%
Interest	_____	_____	_____	_____	0%
Advertising	_____	_____	_____	_____	0%
Workshop/Class Tuition	_____	_____	_____	_____	0%
Special Fundraising Events	_____	_____	_____	_____	0%
Rentals	_____	_____	_____	_____	0%
Sales/Concessions	_____	_____	_____	_____	0%
Other: (Please Specify) _____	_____	_____	_____	_____	0%
Other: (Please Specify) _____	_____	_____	_____	_____	0%
SUBTOTAL EARNED	\$0	\$0	\$0	\$0	0%
CONTRIBUTED/UNEARNED					
CORAC Operating/Program Sup. Grant	_____	_____	_____	_____	0%
Other City of Raleigh Funding	_____	_____	_____	_____	0%
COVID-19 Relief Funding	_____	_____	_____	_____	0%
- Federal Government	_____	_____	_____	_____	0%
- State/Local Government	_____	_____	_____	_____	0%
- Other Funders/Foundations	_____	_____	_____	_____	0%
United Arts Grant(s)	_____	_____	_____	_____	0%
Grant(s) - Other Municipalities	_____	_____	_____	_____	0%
NC Arts Council	_____	_____	_____	_____	0%
Federal/Other State Grant(s)	_____	_____	_____	_____	0%
Foundations	_____	_____	_____	_____	0%
Board Contributions	_____	_____	_____	_____	0%
Other Individuals	_____	_____	_____	_____	0%
Corporate Contributions/Matching	_____	_____	_____	_____	0%
Other: (Please Specify) _____	_____	_____	_____	_____	0%
Other: (Please Specify) _____	_____	_____	_____	_____	0%
SUBTOTAL CONTRIBUTED	\$0	\$0	\$0	\$0	0%
TOTAL ALL INCOME	\$0	\$0	\$0	\$0	0%

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

2023-2024 OPERATING SUPPORT - ORGANIZATIONAL EXPENSES

	FY20-21 ACTUAL/ AUDITED	FY21-22 ACTUAL/ AUDITED	FY22-23 BUDGET Current FY	FY23-24 BUDGET Next FY	FY24/FY23 VARIANCE
PERSONNEL					
Permanent Staff Salaries/Benefits					
- Administrative					0%
- Artistic					0%
- Technical/Production					0%
- Education/Teaching Artists					0%
- Other: (Please Specify)					0%
Contracted/Temporary Services					
- Administrative					0%
- Artistic					0%
- Technical/Production					0%
- Education/Teaching Artists					0%
- Legal					0%
- Accounting					0%
- Consultant					0%
- Other: (Please Specify)					0%
SUBTOTAL PERSONNEL	\$0	\$0	\$0	\$0	0%
PROGRAM/OPERATING					
Perf./Exhibit Hall Rental					0%
PR/Marketing/Development					0%
Remaining Program Expenses					0%
Special Fundraising Events					0%
Office Rental					0%
Utilities (Include Phone/Internet)					0%
Insurance					0%
Postage					0%
Printing					0%
Office Supplies					0%
Travel					0%
Dues/Subscriptions					0%
Equipment (Non-Capitalized)					0%
Bank/Credit Card Fees					0%
Loan & Interest Repayment					
- City Loan: (Please Specify)					0%
- Other: (Please Specify)					0%
Other: (Please Specify)					0%
Other: (Please Specify)					0%
SUBTOTAL PROGRAM/OPERATING	\$0	\$0	\$0	\$0	0%
TOTAL EXPENSES	\$0	\$0	\$0	\$0	0%

Applicant Organization Name

2023-2024 OPERATING SUPPORT - ORGANIZATIONAL SUMMARY

	FY20-21 ACTUAL/ AUDITED	FY21-22 ACTUAL/ AUDITED	FY22-23 BUDGET Current FY	FY23-24 BUDGET Next FY	FY24/FY23 VARIANCE
Total Income	\$0	\$0	\$0	\$0	0%
Total Expenses	\$0	\$0	\$0	\$0	0%
OPERATING SURPLUS (DEFICIT)	\$0	\$0	\$0	\$0	0%

Realized/Unrealized Gain/Loss					
Donated Assets - Capitalized					
Other Adjustments (Describe Below)					
Depreciation					
Change in Unrestricted Net Assets	\$0	\$0	\$0	\$0	
Unrestricted Net Assets - Beginning of Fiscal Year		\$0	\$0	\$0	
UNRESTRICTED NET ASSETS - YEAR END	\$0	\$0	\$0	\$0	

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

Be sure to enter this number on your budget form. The green color will disappear once you enter a number.

LIQUID UNRESTRICTED NET ASSET DASHBOARD

Unrestricted Net Assets - Year End	\$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
LIQUID UNRESTRICTED NET ASSETS - YEAR END	\$0	\$0	\$0	\$0

TOTAL FY23-24 CITY FUNDING REQUEST AS % OF FY21-22 EXPENSES: 0.00% (max. 25.00%)
TOTAL FY23-24 CITY FUNDING REQUEST AS % OF FY23-24 BUDGETED EXPENSES: 0.00% (max. 25.00%)

DESCRIPTION OF OTHER ADJUSTMENTS: (Text box limit is 1,085 characters or the text visible in the box, whichever is less.)

Applicant Organization Name

2023-2024 OPERATING SUPPORT - BUDGET VARIANCE EXPLANATION

INSTRUCTIONS

On this page provide a complete narrative explanation for **NON**-COVID-19 related FY22-23 vs. FY23-24 budget variances of 25% or more (over or under budget).

 I attest that all FY22-23 vs. FY23-24 budget variances on previous pages of this financial form are COVID-19 related, except those listed below.

Budget Line:

Explanation:

Be sure to select an answer from this dropdown menu. The green color will disappear once you select an answer.

Budget Line:

Explanation:

Applicant Organization Name

2023-2024 OPERATING SUPPORT - BUDGET EXPENSE COST CENTER PAGE

	PROGRAM AREAS (Please Specify Below.)						Total Expense Budget
	General Admin.	Fund- raising	Enter Program #1 here.	Enter Program #2 here.	Enter Program #3 here.	Enter Program #4 here.	
PERSONNEL							
Permanent Staff Salaries/Benefits							\$0
- Administrative							\$0
- Artistic							\$0
- Technical/Production							\$0
- Education/Teaching Artists							\$0
- Other: (Please Specify)							\$0
Contracted/Temporary Services							\$0
- Administrative							\$0
- Artistic							\$0
- Technical/Production							\$0
- Education/Teaching Artists							\$0
- Legal							\$0
- Accounting							\$0
- Consultant							\$0
- Other: (Please Specify)							\$0
SUBTOTAL PERSONNEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROGRAM/OPERATING EXPENSES							
Perf./Exhibit Hall Rental							\$0
PR/Marketing/Development							\$0
Remaining Program Expenses							\$0
Special Fundraising Events							\$0
Office Rental							\$0
Utilities (include Phone/Internet)							\$0
Insurance							\$0
Postage							\$0
Printing							\$0
Office Supplies							\$0
Travel							\$0
Dues/Subscriptions							\$0
Equipment (Non-Capitalized)							\$0
Bank/Credit Card Fees							\$0
Loan & Interest Repayment							\$0
- City Loan (Please Specify)							\$0
- Other: (Please Specify)							\$0
Other: (Please Specify)							\$0
Other: (Please Specify)							\$0
SUBTOTAL PROGRAM/OPERATING	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
% of TOTAL REVENUE	0%	0%	0%	0%	0%	0%	0%
% of TOTAL REVENUE - GENERAL/ADMINISTRATIVE + FUNDRAISING EXPENSES*							0%

The green color will disappear if you enter information here.

The Cost Center will pull this text from the Organizational Financial Form Expenses page.

Applicant Organization Name

FINANCIAL STATEMENT / AUDIT RESPONSE

Applicant Name: _____

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

Only complete this page if your organization had an audit completed by an outside CPA firm for its last completed fiscal year.

Signature

Date

Name/Title

2023-2024 GRANT NARRATIVE

- **General Information:** The grant narrative consists of answers to the Operating Support Narrative Questions found below and on pages 11-12 of the grant guidelines. Be sure to follow all Grant Narrative Parameters listed below.
- **Grant Narrative Parameters:**
 - Minimum Font Size: 12 point
 - Minimum Margins: 0.7"
 - Maximum Length: 5 pages
 - Acceptable File Formats: Word, rtf, PDF
 - List each question in full as a header and then follow with your answer
 - Answer all thirteen (13) questions
- **NOTE:** Be sure to read the Operating Support section of the grant guidelines thoroughly before writing the narrative (pages 10-12). Answers to the Narrative Questions should clearly address the Operating Support evaluation criteria listed in that section.

Operating Support Narrative Questions:

1. **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?
2. **Artistic Leadership:** Who leads your organization's artistic programming? What are their roles and responsibilities? What is their approach/strategy for translating your organization's mission into programming? How do you know they have been successful?
3. **Artists:** Who are the artists in your organization? Why are they the best match for your programming? How are they selected and what criteria are used?
4. **Local & Emerging Artists:** What kind of employment opportunities does your organization provide for Raleigh and/or North Carolina artists? How does your organization engage and/or support local emerging artists?
5. **Planning & Assessment – Programming:** Describe how your organization approaches annual programmatic planning. How do you know if programming has been successful? What evaluation tools are used for assessment?
6. **Planning & Assessment – Organization:** How does your organization assess its administrative components? If your organization has a long-range plan, please provide a

brief description of the planning process and when it took place. What are some major goals from your plan and what progress have you made towards achieving them?

7. **Administrative Leadership:** Who leads your organization administratively? For what are they responsible? How have they demonstrated that they effectively met those responsibilities?
8. **Board Governance:** What are the responsibilities of your board of directors? How is your board structured to ensure they achieve them?
9. **Finance:** Please describe your organization's financial system and who handles the day-to-day activities. Who provides financial oversight and what are their roles? What kind of financial controls do you have in place? Does your organization engage in long term financial planning? If so, please describe.
10. **Marketing:** Describe how your organization publicizes its programming. If different strategies are used to reach different segments of the community, please describe.
11. **Community Support:** Describe how the community demonstrates its support of your organization, including financial and in-kind contributions, volunteers, collaboration/partnerships, etc.
12. **Cultural Diversity:** Please describe how your organization engages Raleigh's diverse cultural communities. In what ways is your organization and programming reflective of and relevant to these diverse communities? If your organization is working to increase engagement, what actions have you already undertaken and what do you have planned?
13. **Economic Constraints:** Describe how your organization engages with people who have limited arts or cultural opportunities due to economic constraints. How many people does your organization reach and what is the cost to them to participate? How does your organization get the word out that low or no cost opportunities are available?

The Prior Years you select on the previous page will auto-fill here.

0 ← → 0

PARTICIPANTS - RACE/ETHNICITY (No Households)

	# of People	% Partcpnts.	# of People	% Partcpnts.
American Indian/Alaska Native		0%		0%
Asian		0%		0%
Black/African American		0%		0%
Latinx/Hispanic		0%		0%
Mixed Race		0%		0%
Native Hawaiian/Pacific Islander		0%		0%
White/Caucasian		0%		0%
Other: (Please Specify)		0%		0%
TOTAL PARTICIPANTS (Without Households):	0	0%	0	0%

If this isn't 100%, then "Total Participants" in this section doesn't equal "Total Participants (Per Person Count Only)" on previous page.

CLASSES/WORKSHOPS/RESIDENCIES-RACE/ETHNICITY

	# of People	% of Students	# of People	% of Students
American Indian/Alaska Native		0%		0%
Asian		0%		0%
Black/African American		0%		0%
Latinx/Hispanic		0%		0%
Mixed Race		0%		0%
Native Hawaiian/Pacific Islander		0%		0%
White/Caucasian		0%		0%
Other: (Please Specify)		0%		0%
TOTAL CLASSES/WORKSHOPS/RESIDENCIES:	0	0%	0	0%

If this is not 100%, then total number of students on this page does not match total students on previous page (per person count of classes/workshops for children & adults, as well as residencies).

PARTICIPANTS - AGE GROUPS (Without Households)

	# of People	% Partcpnts.	# of People	% Partcpnts.
Children/Youth (preschool & grades K-12)		0%		0%
College/University Students		0%		0%
Adults		0%		0%
Senior Citizens (age 65 or older)		0%		0%
TOTAL PARTICIPANTS - AGE GROUPS (No Households):	0	0%	0	0%

Briefly describe below how you determined the numbers on the Participation Statistics Form (i.e by actual count, by survey, etc.) (Text box limit is 1,875 characters or the amount of text visible in the box, whichever is less.)

If this is not 100%, then total number of participants by age on this page does not match "Total Participants (Per Person Count Only)" on previous page for the applicable fiscal year.

Applicant Organization Name

* Please list the festivals produced by your organization here. (Text box limit is 775 characters or the amount of text visible in the box, whichever is less.)

PARTICIPATION STATISTICS FORM - OPERATING SUPPORT INSTRUCTIONS AND GLOSSARY OF TERMS

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

GENERAL INSTRUCTIONS

Complete the form for all arts programming produced by your organization for the last two completed fiscal years. Select the appropriate fiscal year from the dropdown menus at the top of each 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 and/or volunteer artists participating with the organization for the fiscal year. This number should not include teaching artists/educators or students.

Classes/Workshops for Adults:

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

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

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

Classes/Workshops for Preschool & Grades K-12:

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

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

Concerts/Performances:

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

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

Exhibitions:

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

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

Festivals:

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

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

School Residencies/Classes/Workshops:

of Events: The total number of arts education programs provided at or in partnership with academic institutions for each fiscal year. Do not multiply by number of days in each program.

of People: The total number of students for all school residencies, classes and/or workshops.

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

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

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

Special Fundraising Events:

of Events: The number of distinct special fundraising events.

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

**RALEIGH ARTS COMMISSION
2023-2024 UNIVERSAL ACCESSIBILITY CHECKLIST
- OPERATING SUPPORT**



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 by selecting a choice from the drop-down menu that appears when you click in each box:

PLANNING, IMPLEMENTING, AND EVALUATING ACCESSIBILITY

How does your organization approach accessibility?

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

What was the last date this plan was updated/reviewed? _____

ACCESS TO FACILITY

How are your facilities accessible?

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

ACCESSIBILITY IN PRIOR FISCAL YEAR: Please indicate the accessibility accommodations and services your organization provided by selecting a choice from the drop-down menu that appears when you click in each box.

Prior Year Data is from (please select year): **July 2021-June 2022**

ACCESS TO PROGRAMS AND SERVICES	ADA Accommodations Offered	# Events w/ADA Accommdns.	# People Using ADA Accommdns.
For People with Limited Mobility:			
Host Programs and Events at Wheelchair Accessible Locations			
For People Who Have Low Vision or Are Blind:			
Large Print Materials			
Large Print Labeling with High Contrast			
Braille Materials			
Computer Disks			
Tactile Tours			
Audio Description			
For People Who Are Hard of Hearing or Deaf:			
Assistive Listening Devices			
Real Time Captioning			
Sign Language Interpreters			
Scripts and Text of Verbal Presentations			
Open or Closed Captioned Audio-Visual Presentations			
TTY/TDD			
For People Who Have Autism and/or Sensory Disorders:			
Relaxed Performances/Programs			
Sensory Kits			
Quiet Space			
Social Narratives/Visual Schedules			

Select the Prior Year from the dropdown menu here & answer this page based on that year's data.

ACCESS TO COMMUNICATIONS AND PUBLICITY

How does your organization communicate its accessibility?

Fully Accessible Website (including alt tags and captioned video)	
Have an Access Webpage	
Post Access Information/Accommodations on Website without Access Page	
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 organization or your programs are inclusive of people with disabilities or moving toward the goal of universal accessibility:

Who is your organization's accessibility coordinator?

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

UNIVERSAL ACCESSIBILITY CHECKLIST 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

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.

Q: What year can I use for the Prior Year data that I report on page 2? Does it have to be the most recently completed year?

A: You can select the relevant Prior Year from choices in the dropdown menu at the top of page 2. For organizations with a July - June fiscal year, you may select to report on data from 2020-2021 or 2021-2022. For organizations with a January - December year, you may select to report on data from 2020, 2021, or 2022.

SECTION 2: APPLICATION ATTACHMENTS

- **Audio-Visual Documentation:** Showing grant panelists the quality of the programming for which funding is being sought through the submission of a video file, audio file, or other electronic media is optional, though highly recommended. To effectively demonstrate programming quality, the submission should include actual work samples from applicants' arts programming. Do not submit testimonials.

Parameters for submitting audio-visual documentation are:

- a. Runtime/Length: **Total runtime must not exceed five minutes when submitted, or the audio-visual documentation will be rejected.**
 - b. Acceptable File Formats: JPG, MP3, MP4, PDF and QuickTime Movie.
 - c. Submitting Files: Applicants will upload the electronic file to eCivis, the City of Raleigh's new grant system.
- **Samples of Programmatic Evaluation Tools:** Submit representative samples of key evaluation tools used for funded programming, such as surveys, evaluation forms, interview questions, etc. **Do NOT submit evaluation results with the tools; the results will be rejected.**
 - **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 of the program for which funding is being sought and the quality of the programming itself. Do NOT submit testimonials, weblinks, or any other materials not requested.

SECTION 3: PROOF OF ELIGIBILITY DOCUMENTS – INSTRUCTIONS

- **Submission Requirements:**
 - Current/Recent Grant Recipients – Submit proof of eligibility documentation only if their organization has revised them since 2021.
 - New Applicants – Submission of proof of eligibility documentation is required.

- **Proof of Eligibility Documents:**
 - 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
 - Bylaws
 - Conflict of Interest Policy

- **Submitting Eligibility Documentation:** The applicable documents should be submitted electronically and uploaded to eCivis, the City of Raleigh’s new grant system, with all other application files.

- **Submission Deadline:** Eligibility documentation must be received by Raleigh Arts no later than the grant application deadline of Thursday, January 5, 2023 at 4pm.

Appendix B:

2023-2024

**City of Raleigh Requirements
for Raleigh Arts Commission
Grant Recipients**

Operating Support

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 actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin as it relates to its grant-funded programming. The grant recipient must also agree to conform with the provisions and intent of Raleigh City Code §4-1004.
- 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. Companies Boycotting Israel Divestment Act Certification:
The grant recipient must certify that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.
- G. 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, 2024 must be accounted for and the unused share returned to the City through the Office of Raleigh Arts by July 31, 2024.
 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.

H. 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.

I. Manner of Payment:

All grant payments are made on a reimbursement basis based on verification of funds expended (i.e., paid invoices, cancelled checks). Funds must be requested by the grant recipient in writing via an invoice and other appropriate documentation (i.e. form, report, etc.).

J. Compliance:

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