



raleigh **arts**
COMMISSION

2021-2022 PROGRAM SUPPORT 1 GRANTS

Grant Guidelines & Instructions

**Submission Deadline:
Tuesday, January 5, 2021 at 4pm**



GRANTS PROGRAM CALENDAR

| | |
|------------------------|--|
| November 30, 2020, 6pm | New Grant Applicant Workshop – Session I |
| December 2, 11:30am | New Grant Applicant Workshop – Session II |
| December 1, 12pm | Veteran Raleigh Arts Grant Writers Workshop |
| December 5, 11am | Program Support 1 & 2 Grant Workshop – Session I |
| December 9, 1pm | Program Support 1 & 2 Grant Workshop – Session II |
| December 18 | Final Day Arts Grant Director Available to Review Draft Applications and Meet with Applicants |

January 5, 2021, 4pm Grant Application Submission Deadline

| | |
|-------------------------|--|
| January 25 – February 8 | 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 Sent |

OFFICE OF RALEIGH ARTS CONTACT INFORMATION

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

Mailing Address

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

Street Address

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

Phone: 919.996.3610

Arts Grant Program Contacts

S.A. Corrin

Arts Grant Director
919.996.4686
sarah.corrin@raleighnc.gov

Brooke Kesterson

Arts Grant Coordinator
919.996.4570
brooke.kesterson@raleighnc.gov

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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 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

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 (2019-2020) 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.

INFORMATIONAL GRANT WORKSHOPS

The Office of 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 grantwriters have not written an Operating Support grant application in the past three years;
- Optional Attendees
 - Returning applicants with the same grantwriters as last year.

See page 1 of the Grant Guidelines for a list of this year's workshops, which will be virtual. 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 18. 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 **Tuesday, January 5, 2021 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 THE OFFICE OF 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 2021-2022 Organizational Budget** – due November 1, 2021.
- **Interim Report** – due mid-way through the project, or by January 31, 2022, whichever is earlier.
- **Final Report** – due sixty (60) days after the completion of the project, or by August 1, 2022, whichever is earlier.

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.

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.
1. **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.

COMPLETING AND SUBMITTING THE GRANT APPLICATION PACKAGE

The deadline for submitting grant applications is **Tuesday, January 5, 2021 at 4pm.** **Applications received after the deadline date will be ineligible. Applications received after the deadline will be ineligible.**

WHAT TO SUBMIT

A complete grant application package consists of a combination of required documents, forms and attachments. See the Grant Checklist in Appendix A for the complete list of required documents and attachments to submit for a complete Program Support 1 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 ELECTRONICALLY

Due to COVID-19 all 2021-2022 grant applications will be submitted electronically this year by uploading required files to private Dropbox folders assigned to each applicant organization.

- **Dropbox:** Each grant applicant will upload their grant application documents and attachments to Dropbox.
 - Current Grant Recipients – Will use the individual private Dropbox folders already assigned to them by Raleigh Arts.
 - New Grant Applicants – Raleigh Arts will email new grant applicants the links and instructions for their individual private Dropbox folders once they have attended their required grant workshops.
- **Uploading Application Documents:** Organizations should upload all grant application forms and other documents listed on the Grant Checklist 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 uploaded to Dropbox no later than Tuesday, January 5, 2021 at 4pm. **Any files uploaded to Dropbox after the deadline will not be accepted.**

GRANT APPLICATION PACKAGE MAILING -- INSTRUCTIONS

On complete set of grant application documents, with original signatures, must be mailed to the Raleigh Arts Office as well.

- **Application Documents to include:**
 - Grant Checklist
 - Board Information Form
 - Financial Forms
 - Financial Form Attachments (If they were completed.)
 - Grant Application Form (signed with original signatures)
 - Grant Narrative
 - Participation Statistics Form
 - Universal Accessibility Checklist

- **Document Format:** Hard copies of the documents listed above should be submitted. They should be
 - Printed single-sided,
 - Include original signatures on the Grant Application Form,
 - Put in the same order they are listed above.

- **Mailing Deadline:** Envelopes must be **postmarked** no later than Tuesday, January 5, 2021. They do NOT need to be received in the Raleigh Arts Office by that date.

APPLICATION ATTACHMENTS – INSTRUCTIONS

- **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: **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 can upload the electronic file to Dropbox using the unique link provided them by Arts Grant Program staff.
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- **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 (2020), do NOT resubmit an additional copy with your grant application.**

 - **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 or any other materials not requested.

PROOF OF ELIGIBILITY DOCUMENTATION – INSTRUCTIONS

- **Submission Requirements:**
 - Current/Recent Grant Recipients – Submit proof of eligibility documentation only if their organization has revised them since January 2020.
 - 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 Dropbox with all other application files.

- **Submission Deadline:** Eligibility documentation must be received by Raleigh Arts no later than the grant application deadline of Tuesday, January 5, 2021 at 4pm.

Appendix A:

2021-2022

Program Support 1

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. **OTHER FORMS:** Use the appropriate software to complete other types of forms.

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.



2021-2022 GRANT CHECKLIST - PROGRAM SUPPORT 1

Applicant Name: _____

APPLICATION DOCUMENTS - ELECTRONIC

Upload completed versions of the following application forms and documents to your organization's Dropbox folder. Files should remain in their original format (PDF, Excel, Word) when uploaded.

- Grant Checklist
- Board Information Form
- Financial Forms
- Financial Form Attachments (Only if they were completed.)
- Grant Application Form – Program Support 1
- Grant Narrative
- Participation Statistics Form
- Universal Accessibility Checklist

APPLICATION ATTACHMENTS - ELECTRONIC

Upload electronic versions of the following application documents to your organization's Dropbox folder. The following file formats are acceptable: JPG, MP3, MP4, PDF, and QuickTime Movie.

- Audio-Visual Documentation Demonstrating Quality of Proposed Programming (Optional)
- Audit Report* (Optional)
- Samples of Organizational Evaluation Tools (not reports of results)
- Support Materials - publicity, reviews and marketing materials

APPLICATION PACKAGE MAILING

- Mail one hard copy of all application forms and documents to the Raleigh Arts Office mailing address.
- Do NOT include application attachments and proof of eligibility documentation.
- All pages must be printed single-sided.
- Grant application signature pages must be signed and have original signatures.
- Envelope must be postmarked no later than **Tuesday, January 5, 2021.**

PROOF OF ELIGIBILITY DOCUMENTATION - ELECTRONIC

New applicants that have never received funding from the City of Raleigh Arts Commission in the past must upload the following documents to their organization's Dropbox folder as PDF files. **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
- Bylaws
- Conflict of Interest Policy

*NOTE: Any current grant recipient that submitted their most recently completed audit report to the Arts Commission in 2020 should NOT resubmit an additional copy with their grant application.

2021-2022 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 & LAST NAME</u> | <u>OCCUPATION</u> | <u>COMPANY</u> | <u>YRS. ON BOARD</u> |
|-------------------------------|-------------------|----------------|----------------------|
| Board President/Chair: [] | [] | [] | [] |
| Treasurer: [] | [] | [] | [] |
| Secretary: [] | [] | [] | [] |

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

BOARD MEMBERS

| FIRST & LAST NAME | OCCUPATION | COMPANY | YRS. ON BOARD |
|-------------------|------------|---------|---------------|
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EX OFFICIO/NON-VOTING MEMBERS

| FIRST & LAST NAME | OCCUPATION | COMPANY | YRS. ON BOARD |
|-------------------|------------|---------|---------------|
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INSTRUCTIONS

2021-2022 ORGANIZATIONAL FINANCIAL FORMS - PROGRAM SUPPORT 1

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.
- For prior year data - Entered audited financial data. if you do not have an independent audit performed by a CPA, use appropriate numbers from internal/board/CPA review.
- **FY20-21/FY21-22 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 + Expenses Page - Income Section

- **In-Kind Income:** Do NOT enter on the Income + Expenses 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.

Income + Expenses Page - Expense Section

- **Depreciation:** Do NOT enter on the Income + Expenses page. Enter on the Summary page as a **negative number** on the appropriate line.
- **In-Kind Expense:** Do NOT enter on the Income + Expenses 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) - FY19-20 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.
- **FY18-19 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.

- **UNRESTRICTED NET ASSETS - YEAR END - FY19-20 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.

Project Budget Page

- **Variance:** In the budget for the upcoming year, Total Expenses should equal Total Income, and the variance should be \$0.
- **Remaining Project Expenses:** Expenses related to the proposed project not included in personnel expenses, space rental, and/or travel. 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.). Use the Remaining Project Expenses spreadsheet to provide a breakdown of these expenses.
- **In-Kind Contributions:** If in-kind contributions are expected for the proposed project, use the "Project Budget - In-Kind Contr." spreadsheet to provide a breakdown of them. Only the total estimated value for all contributions will appear on this spreadsheet. **NOTE:** Not all projects will have in-kind contributions and make use of the in-kind contributions spreadsheet.

Remaining Project Expenses Page

- **General:** On that page enter a breakdown of expenses that do not fit any of the categories listed on the Program Support 1 Project Budget Page.
- **Remaining Project Expenses:** Expenses related to the proposed project not included in personnel expenses, space rental, and/or travel. 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.).

Project Budget - In-Kind Contributions Page

- **General:** If in-kind contributions of goods and services are expected for the proposed project, provide descriptions, sources and estimated values for them. If no in-kind contributions are expected and/or were received for prior projects, do not complete this spreadsheet.

* 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

2021-2022 ORGANIZATIONAL FINANCIAL FORMS - PROGRAM SUPPORT 1

INCOME TERMS

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 (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 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

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

ADMINISTRATIVE STAFF/CONTRACTORS: Any salary, hourly wages and/or benefits paid for full-time, part-time staff, and/or contractors, who carry out the administrative duties of the organization. Examples include administrative assistants, executive directors, development staff, finance staff, fundraising staff, IT staff, managing directors, marketing staff, etc.

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 people not normally considered employees or staff of applicant, but who are consultants, employees of other organizations, temporary or freelance workers. Includes fees paid for actors, dance companies, guest artists, musicians, lighting designers, teachers contracted on a class by class basis, visual artists, etc.

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 (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.

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 health insurance, retirement contributions, etc.

PERSONNEL - BENEFITS: Any benefits paid for permanent staff and/or contractors, including payroll taxes, health insurance, retirement contributions, workers compensation, parking, etc.

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.

PROGRAM STAFF/CONTRACTORS: Any salary, hourly wages and/or benefits paid for full-time, part-time staff, and/or contractors, who carry out the programmatic/artistic duties of the organization. Examples include artistic directors, artists, choreographers, curators, education staff, exhibition designers, lighting designers, musicians, music directors, program directors, teaching artists, technical staff, etc.

REMAINING PROGRAM EXPENSES: Expenses related to the proposed project not included in personnel expenses, space rental, and/or travel. 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.).

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

SPACE RENTAL: Expenses associated with facility rental for this project (performance/exhibition venues, classroom/rehearsal space, etc.).

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, contractors, artists and/or others connected to the proposed project.

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.

2021-2022 ORGANIZATIONAL FINANCIAL FORMS - INCOME + EXPENSES

Applicant Name: _____

Fiscal Year Runs: July 1 - June 30 January 1 - December 31

| | FY18-19 ACTUAL/ AUDITED | FY19-20 ACTUAL/ AUDITED | FY20-21 BUDGET Current FY | FY21-22 BUDGET Next FY | FY22/FY21 VARIANCE |
|--|-------------------------------|-------------------------------|---------------------------------|------------------------------|-----------------------|
| ORGANIZATIONAL INCOME | | | | | |
| EARNED INCOME | | | | | |
| Program Revenue | | | | | 0% |
| Special Fundraising Events | | | | | 0% |
| Corporate Sponsorships | | | | | 0% |
| Sales/Concessions/Rentals | | | | | 0% |
| Interest | | | | | 0% |
| Other: (Please Specify) | | | | | 0% |
| SUBTOTAL EARNED | \$0 | \$0 | \$0 | \$0 | 0% |
| CONTRIBUTED/UNEARNED | | | | | |
| Grants | | | | | |
| - CORAC Program Support Grant | | | | | 0% |
| - Other City of Raleigh Funding | | | | | 0% |
| - United Arts Council | | | | | 0% |
| - Other Grants | | | | | 0% |
| Other Contributors | | | | | |
| - Board Contributions | | | | | 0% |
| - Other Individuals | | | | | 0% |
| - Corporate Contributions/Matching | | | | | 0% |
| Other: (Please Specify) | | | | | 0% |
| SUBTOTAL CONTRIBUTED | \$0 | \$0 | \$0 | \$0 | 0% |
| TOTAL ALL INCOME | \$0 | \$0 | \$0 | \$0 | 0% |
| ORGANIZATIONAL EXPENSES | | | | | |
| PERSONNEL - SALARIES & BENEFITS | | | | | |
| Administrative Staff/Contractors | | | | | 0% |
| Program Staff/Contractors | | | | | 0% |
| Other Staff/Contractors | | | | | 0% |
| SUBTOTAL PERSONNEL | \$0 | \$0 | \$0 | \$0 | 0% |
| PROGRAM/OPERATING | | | | | |
| Program Expenses | | | | | 0% |
| PR/Marketing/Development | | | | | 0% |
| Special Fundraising Events | | | | | 0% |
| Sales/Concessions/Rentals | | | | | 0% |
| Administrative Expenses | | | | | 0% |
| Facilities Costs | | | | | 0% |
| Equipment (Non-Capitalized) | | | | | 0% |
| Bank/Credit Card Fees | | | | | 0% |
| Loan & Interest Repayment | | | | | 0% |
| Other: (Please Specify) | | | | | 0% |
| SUBTOTAL PROGRAM/OPERATING | \$0 | \$0 | \$0 | \$0 | 0% |
| TOTAL EXPENSES | \$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.

2021-2022 ORGANIZATIONAL FINANCIAL FORMS - SUMMARY

| | FY18-19 ACTUAL/ AUDITED | FY19-20 ACTUAL/ AUDITED | FY20-21 BUDGET Current FY | FY21-22 BUDGET Next FY | FY22/FY21 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 | | | | | 0% |
| Donated Assets - Capitalized | | | | | 0% |
| Other Adjustments (Describe Below) | | | | | 0% |
| Depreciation | | | | | 0% |
| Change in Unrestricted Net Assets | \$0 | \$0 | \$0 | \$0 | 0% |
| Unrestricted Net Assets - Beginning of Fiscal Year | | \$0 | \$0 | \$0 | 0% |
| UNRESTRICTED NET ASSETS - YEAR END | \$0 | \$0 | \$0 | \$0 | 0% |

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

Depreciation

Unrestricted Net Assets - Beginning of Fiscal Year

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 | 0% |
| Total Fixed Assets, Net | | | | | 0% |
| Debt Associated with Fixed Assets | | | | | 0% |
| - Current Portion of Debt | | | | | 0% |
| - Long-Term Portion of Debt | | | | | 0% |
| Total Debt Associated with Fixed Assets | \$0 | \$0 | \$0 | \$0 | 0% |
| LIQUID UNRESTRICTED NET ASSETS - YEAR END | \$0 | \$0 | \$0 | \$0 | 0% |
| TOTAL FY21-22 CITY FUNDING REQUEST AS % OF FY19-20 EXPENSES (max. allowed 25%): | | | | 0.00% | |
| TOTAL FY21-22 CITY FUNDING REQUEST AS % OF FY21-22 BUDGETED EXPENSES: | | | | 0.00% | |

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

2021-2022 ORGANIZATIONAL FINANCIAL FORMS - BUDGET VARIANCE EXPLANATION

INSTRUCTIONS

On this page provide a complete narrative explanation for **NON**-COVID-19 related FY20-21 vs. FY21-22 budget variances of 25% or more (over or under budget).

 I attest that all FY20-21 vs. FY21-22 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:

Budget Line:

Explanation:

Budget Line:

Explanation:

Budget Line:

Explanation:

Budget Line:

Explanation:

2021-2022 PROJECT BUDGET - PROGRAM SUPPORT 1

| <u>PROJECT EXPENSES</u> | FY21-22 EXPENSES | ACTUAL* PRIOR YEAR EXPENSES |
|-----------------------------------|-----------------------------|--|
| PERSONNEL | | |
| Permanent Staff Salaries/Benefits | | |
| - Administrative | | |
| - Artistic | | |
| - Technical/Production | | |
| - Education | | |
| - Other: (Please Specify) | | |
| Contracted/Temporary Services | | |
| - Artistic | | |
| - Technical/Production | | |
| - Education | | |
| - Other: (Please Specify) | | |
| SUBTOTAL PERSONNEL | \$0 | \$0 |
| OTHER EXPENSES | | |
| Space Rental | | |
| PR/Marketing | | |
| Travel | | |
| Remaining Project Expenses | \$0 | \$0 |
| TOTAL EXPENSES | \$0 | \$0 |
| | FY21-22 INCOME | ACTUAL* PRIOR YEAR INCOME |
| PROJECT INCOME | | |
| EARNED INCOME | | |
| Program | | |
| Sales/Concessions/Rentals | | |
| Other: (Please Specify) | | |
| Other: (Please Specify) | | |
| CONTRIBUTED/UNEARNED | | |
| GRANTS | GRANT AS % TOTAL EXPENSES | 0% |
| - CORAC Program Support Grant | (50% maximum) | |
| - United Arts Council | | |
| - Other Grants | | |
| Other Contributors | | |
| - Individual/Board Contributions | | |
| - Corporate Contributions | | |
| Other: (Please Specify) | | |
| TOTAL ALL INCOME | \$0 | \$0 |
| VARIANCE | \$0 | \$0 |
| IN-KIND CONTRIBUTIONS | \$0 | \$0 |

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

\$'s come from Remaining Expenses Page

\$'s come from Remaining Expenses Page

*Actual Prior Year Expenses are from FY20-21 FY19-20 Other: _____

Applicant Organization Name

2021-2022 PROJECT BUDGET - IN-KIND CONTRIBUTIONS

| DESCRIPTIONS OF IN-KIND CONTRIBUTIONS | CONTRIBUTION SOURCES | FY21-22 ESTIMATED VALUE | PRIOR YEAR ESTIMATED VALUE |
|---------------------------------------|----------------------|-------------------------------|----------------------------------|
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| TOTAL IN-KIND CONTRIBUTIONS | | \$0 | \$0 |

Applicant Organization Name

**RALEIGH ARTS COMMISSION
2021-2022 GRANT APPLICATION - PROGRAM SUPPORT 1**



SECTION A - APPLICANT INFORMATION

Applicant 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.

BIOGRAPHIES OF KEY PROJECT ARTISTIC/ADMINISTRATIVE STAFF

On this page, provide brief biographies of key artistic/programmatic staff for the proposed project. Bios should include applicable work experience, training and education background. Do not submit job descriptions.

2021-2022 GRANT NARRATIVE

- **General Information:** The grant narrative consists of answers to the Program Support 1 Narrative Questions found on pages 11-12 of the grant guidelines. Label each answer by inserting the full question above it as a header.

- **Grant Narrative Parameters:**
 - Minimum Font Size: 12 point
 - Maximum Length: 4 pages
 - Acceptable File Formats: Word, rtf, PDF,

- **NOTE:** Be sure to read the Program Support 1 section of the grant guidelines thoroughly before writing the narrative (pages 10-12). Answers to the Narrative Questions should clearly address the Program Support 1 evaluation criteria listed in that section.

2021-2022 PROGRAM SUPPORT 1 PARTICIPATION STATISTICS FORM



raleigh arts
COMMISSION

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

Applicant Name: _____

| | 2021-2022 Project Estimates | | Prior Year Project Actuals | |
|--|-----------------------------|----------------------|----------------------------|----------------------|
| PARTICIPANTS | | | | |
| Audience | | | | |
| Attendees | <input type="text"/> | | <input type="text"/> | |
| Students (children - adults) | <input type="text"/> | | <input type="text"/> | |
| Other: (Please Specify) _____ | <input type="text"/> | | <input type="text"/> | |
| Audience Total: | <u>0</u> | | <u>0</u> | |
| Personnel (Do NOT include artists in this section.) | | | | |
| Permanent Full-Time Employees | <input type="text"/> | | <input type="text"/> | |
| Permanent Part-Time Employees | <input type="text"/> | | <input type="text"/> | |
| Contracted/Temporary | <input type="text"/> | | <input type="text"/> | |
| Staff Total: | <u>0</u> | | <u>0</u> | |
| Artists | | | | |
| Paid Artists | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Volunteer Artists | <input type="text"/> | | <input type="text"/> | |
| Artists Total: | <u>0</u> | | <u>0</u> | |
| Volunteers | | | | |
| Other Volunteers (Do NOT include artists.) | <input type="text"/> | | <input type="text"/> | |
| TOTAL ALL PARTICIPANTS: | <u>0</u> | | <u>0</u> | |

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

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

| | # of People | % All Partcpnts. | # of People | % All Partcpnts. |
|--|----------------------|------------------|----------------------|------------------|
| ALL PARTICIPANTS - RACE/ETHNICITY | | | | |
| American Indian/Alaska Native | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Asian | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Black/African-American | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Latinx/Hispanic | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Mixed Race | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Native Hawaiian/Pacific Islander | <input type="text"/> | 0% | <input type="text"/> | 0% |
| White/Caucasian | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Other: (Please Specify) _____ | <input type="text"/> | 0% | <input type="text"/> | 0% |
| TOTAL ALL PARTICIPANTS: (Must equal total above.) | <u>0</u> | <u>0%</u> | <u>0</u> | <u>0%</u> |

| | # of People | % All Partcpnts. | # of People | % All Partcpnts. |
|---|----------------------|------------------|----------------------|------------------|
| ALL PARTICIPANTS - AGE GROUPS | | | | |
| Children/Youth (preschool & grades K-12) | <input type="text"/> | 0% | <input type="text"/> | 0% |
| College/University Students | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Adults | <input type="text"/> | 0% | <input type="text"/> | 0% |
| Senior Citizens (age 65 or older) | <input type="text"/> | 0% | <input type="text"/> | 0% |
| TOTAL ALL PARTICIPANTS - AGE GROUPS: | <u>0</u> | <u>0%</u> | <u>0</u> | <u>0%</u> |

| | # of People | % All Partcpnts. | # of People | % All Partcpnts. |
|--|----------------------|------------------|----------------------|------------------|
| ADDITIONAL COMMUNITY REPRESENTATION | | | | |
| People with Disabilities | <input type="text"/> | 0% | <input type="text"/> | 0% |
| People with Economic Constraints | <input type="text"/> | 0% | <input type="text"/> | 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.) (Text box limit is 1,560 characters or the amount of text visible in the box, whichever is less.)

How much does it cost to participate in this program? If there are a range of ticket prices or fees, please provide them. (Text box limit is 670 characters or the amount of text visible in the box, whichever is less.)

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? (Text box limit is 450 characters or the amount of text visible in the box, whichever is less.)

How do you plan to market this program to people with economic constraints? Where can people find information about discounts and/or scholarships available? (Text box limit is 1,335 characters or the amount of text visible in the box, whichever is less.)

Applicant Organization Name

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 all arts programming for which grant funding is being requested. Provide an estimate for expected 2021-2022 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 demographics 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 total number of people participating in your arts project as audience members, exhibition attendees, festival participants, etc. This number should not include students.

2021-2022 PROGRAM SUPPORT 1 & 2 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 plans to provide 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 | |

Please describe any other ways that your project or program will be inclusive of people with disabilities. Please explain whether the accommodations planned are typical for this program or whether they represent an expansion of services.

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 & 2 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.

Appendix B:

2021-2022

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

Program Support 1

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. 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, 2022 must be accounted for and the unused share returned to the City through the Office of Raleigh Arts by July 31, 2022
 4. **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.
 5. **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:

Grant funding is paid after the funded program is completed and 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.