United Arts Council of Catawba County
PROJECTS POOL GRANTS

The United Arts Council of Catawba County awards Projects Pool grants to nonprofit organizations. These grants are made available by the North Carolina General Assembly through the North Carolina Arts Council's Grassroots Arts Program. Allocations are based on population figures. In Catawba County, the United Arts Council is the Designated County Partner, as nominated by the Catawba County Commissioners and approved by the North Carolina Arts Council. Additional dollars from local government are budgeted to the United Arts Council from the County and the county's municipalities. The goals of the program are to enhance and strengthen the cultural community and broaden the services offered to Catawba County citizens.

Applications must be submitted via the online application form on our website by <u>5:00 pm on Thursday, March 21, 2024.</u>

Applicants should be prepared to appear before the <u>Projects Pool Grant Panel on Tuesday, April 9, 2024.</u>

<u>PLEASE READ CAREFULLY, AS THESE GUIDELINES HAVE CHANGED.</u>

<u>Guidelines</u>

<u>Who Can Apply:</u>
- Organizations must have a 501 (c) 3 Federal tax-exempt status. The applicant need not have a mission that is primarily cultural or artistic. If a not-for-profit organization does not yet have a 501 (c) 3 status, and wishes to apply to Projects Pool, it must secure as fiscal agent another organization with this status.
- Organizations must have been active one year prior to making an application and be governed by a representative board which is not self-perpetuating.
- Colleges, universities, community colleges and technical institutes may apply if the project will be community based, will generate area-wide cultural involvement, and will not be an internal program.
- Schools may apply for funds for innovative arts education projects.
- Organizations outside of Catawba County may apply if the proposed project takes place in Catawba County.
- Individual artists are not eligible to apply to Projects Pool. Grantees may contract with individual artists whose services fall within the scope of the project.
- Priority for funding is first given to qualified arts, science and history organizations including theaters, symphonies, galleries, art guilds, choral societies, dance companies, folk arts societies, writers groups, and arts festivals, among others. The second priority is for arts learning and arts-in-education programs conducted by qualified artists. The third priority includes community, civic, and municipal organizations that provide quality programs and experiences conducted by qualified artists for the greater community.

<u>Funding:</u>
- Grassroots funds must be matched dollar for dollar with cash raised locally and spent on the same project during the same fiscal year for which funding is requested.
- Matching funds need not be in hand at the time of application but can be anticipated.
- In-kind contributions cannot replace cash for matching purposes but can be documented as supplemental evidence of support.
- An organization may submit only two applications per granting period.
- No Projects Pool funds may be used to match another grant from the North Carolina Arts Council. In addition, the same matching funds may not be used for more than one Projects Pool or UAC grant.
- Funds may not be used for deficit funding.
- Funds may not be used for permanent personnel, capital expenditures such as permanent equipment and construction or the renovation of facilities, logo development and design, cash awards, food and beverages for entertaining, tuition for academic studies, or fund-raising events.

- All funds must be administered in compliance with the Fair Labor Act and Title 6 of the Civil Rights Act; Section 504 Rehabilitation Act; and Title 9 of the Education Amendment, if applicable.
- Applicants may apply for a maximum of $10,000. A cash request form is required to receive funds. One half of the grant award may be requested prior to the project date and the remaining half may be requested upon completion of the project with the submission of the final report form.

Application Process:
- Applicants must submit a completed application form through the link on our website. After submitting, you will receive a response indicating that your application has been received and is complete. _If you do not receive such a reply_, please call our office at 828-324-4906 to assure the application has been received electronically.
- Required attachments include: (1) a complete income and expense statement (an audit may be substituted) for your last fiscal year; (2) complete operating budgets for the current fiscal year and (3) next fiscal year.

Criteria & Review Process:
- One (1) granting period will take place each fiscal year (July 1 through June 15) and projects must take place in this time frame.
- The Projects Pool review process includes a committee review of all applications and a committee interview with each applicant's organization whose proposal meets Project Pool guidelines. Applicants must send at least one representative to their interview.
- The Project Pool Committee reserves the right to designate funding for specific elements of a project.
- If the Projects Pool Committee or the applicant decides to modify the proposed project in any way, a revised budget and revised program description must be submitted prior to disbursement of funds.

The Project:
- must be open to a broad segment of the community and directly benefit Catawba County.
- must not be duplicated through other agencies.
- should invite participation from the general public in addition to the organization's own membership.
- must be new and innovative although existing projects or season/subscription regular offerings in need of assistance and meeting the guidelines are eligible. Grants are intended primarily as seed money for new programs and awards made for ongoing projects are likely to decline over a period of years.
- must be clearly an expansion or innovation if funding is sought for an existing program.

Program Merit:
The Projects Pool Committee will give priority to projects and organizations demonstrating:
- Strong community support.
- Involvement of professional artists.
- Cooperation among existing arts and community organizations.
- Responsiveness to community needs.
- Efforts to reach traditionally underserved audiences.
- Involvement of racial minorities, older adults, and people with disabilities.
- Promotion of artistic excellence.
- Cultivation of non-traditional art forms.
- Stability, growth, fiscal accountability and strong management.
- High level of visibility.
- Innovation.
- Creating opportunities for artists.
- Increasing visibility for arts, science, and history groups.
- Developing new audiences and support for the arts, science and history.
- Development of new outreach programs.
- Development of programs that reach pre-school children.

- Development of innovative arts education projects.
- Efforts to strengthen organizational infrastructure.
- Investment in leadership and talent to support strategic decision-making to address change and ongoing challenges or improve organization efficiency and resiliency.
- Investment into BIPOC led organizations or efforts to build and/or strengthen relationships and programming with artists that are.

If Funded:
- Each grant recipient will be required to sign a contract with the United Arts Council of Catawba County.
- In order to ensure maximum project visibility, recipients are urged to make every reasonable effort to publicize their projects.
- A final report, including a summary page for the Projects Pool Committee, is mandatory. **If an organization does not file such a report, future grant applications from that organization will be in serious jeopardy.**
- Grant recipients will include in all publicity, promotions and printed programs, the appropriate credit line as stated in the Projects Pool contract.

Questions? For more information, contact:

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Technical Instructions for Online Application Forms

Beginning in 2024, the United Arts Council of Catawba County is transitioning to an online application system for most of our grants. Most applications will include the same questions and attachment requirements from previous years, although they may be formatted differently to better fit an online format.

To begin your application, go to our website at artscatawba.org and click on the Grants and Scholarships tab. Under each grant title, there will be a brief description of the grant, downloadable guidelines, and a link to the application form. Click on the Application Form link to begin your application.

At any point in your progress, you may save your application and come back to it later. At the bottom of each form, there is a button labeled "Save". Once clicked, you can either send the application link to your email, or you may copy the link to save elsewhere. There is also a button labeled "Print" at the very end of each application that allows you to print a copy of your entire application.

We strongly recommend that you complete your work, especially narrative questions, in a separate document first, then paste your answers into the application. This ensures that if any glitches or errors occur on the website, you will not lose any progress. Note that most narrative questions do have a character limit, so keep that in mind when working outside the form.

You will be able to upload attachments directly into the online form, so there is no need to email us anything unless explicitly stated. If an application requires any attachments, such as operating budgets or support materials, there will be a place to do so within the form. There are restrictions on what file types you can upload (almost always PDF), so please pay careful attention to the instructions on each grant's attachment section.

Once the application is complete, you will click on the "Submit" button at the very end of the application. You should immediately receive an email stating that your application has been submitted. If you do not receive an email, please contact grants@artscatawba.org to confirm if we have received your application.