

2023 Duke Energy Diversity in the Arts

Grant Program Guidelines



OF CENTRAL FLORIDA

Funded by Duke Energy, United Arts' *Diversity in the Arts* grant program provides general operating support funding for art, science, and history organizations that are grassroots and BIPOC¹ / ALAANA² led. Eligible organizations can apply for multi-year (2 years) general operating support through this single application process.

United Arts shifted *Diversity in the Arts* from project-based to mission-based funding, based on feedback from collaborative, community work sessions. This revamped funding process provides intentional investments into the growth and stability of organizations that represent, celebrate, and serve, the culturally diverse communities of Central Florida. *Diversity in the Arts* is designed as an opportunity amplifying pathway preparing organizations for our Operating Support Grant program as well as other state, regional, and national grant opportunities.

Deadline: Sunday, October 2, 2022, at 11:59 pm -- United Arts staff will be available until Friday, September 30 at 3pm to answer questions and provide technical assistance.

Request Amount: Up to \$10,000 per year. Funding is competitive; not all projects of merit will be funded. Applicants should note the eligible and ineligible expenses listed on page 2, to help determine if this grant fits their needs. Generally, this grant program funds the organization's operations, meaning operating expenses (which could include overhead such as salaries, rent, technology, etc.) and programmatic expenses that support the day-to-day operations of the organization.

- Opportunity to apply for 1 or 2 years of funding through this single application process
 - Funding period is January 1, 2023 – December 31, 2023.
 - For successful, multi-year grantees the funding periods will be January 1, 2023 – December 31, 2023 & January 1, 2024 – December 31, 2024.

Organization Eligibility:

- Be registered as a 501(c)3 organization, or in the process of applying for its 501(c)3 status
 - Organizations applying for 501(c)3 status will need to work with a fiscal sponsor for this opportunity
- Arts and culture, history, or science is the organization's primary mission
- Principal office located, and provide programming in Lake, Orange, Osceola and/or Seminole counties.
- Completed at least one year of operations, providing cultural programming (defined as production, presentation, or instruction of performing, visual, literary, or media / digital arts, the sciences, or history and heritage).
- Provide year-round programming (defined as 4 public facing cultural programs – can be any mix of those mentioned above) This does not include 4 performances of the same program/production (i.e., a 4-show run of the same production in one given time frame.)
- Organization must comply with fair labor standards and a drug-free workplace and maintain insurance coverage.
 - Commercial General Liability, \$500,000 (event riders are acceptable, or insurance held by the venue that covers your organization for the events).
 - Workers' Compensation, as required by law (if the organization employs more than three paid staff)
 - If organization is funded, they can use grants funds to secure insurance coverage
- Must provide equal access and opportunity in employment and services and may not discriminate based on race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status.
- Organizations can receive Diversity in the Arts funding for up to 3 years.

¹ Black, Indigenous, and People of Color

² African, Latino/a/x, Asian, Arab, and Native American

Organizations are NOT eligible if they are:

- Other designated Local Arts Agencies
- Individual Artists – eligible for Individual Artists Grants
- A public or private entity governed by a county, municipality, school district, community college, college, university, or an agency of state government
- Media companies (TV/radio/print)
 - Nonprofit radio stations are eligible for community project grants
- Faith-based organizations – eligible for community project grants
- Fraternal or sports organizations
- Political causes, candidates, organizations, or campaigns
- Hospitals, health, and disease-specific organizations – eligible for community project grants
- Organizations that are a local arm of a state or national organization
- Organizations that are adjuncts to for-profit organizations
 - “Friends of” organizations are eligible to apply only in lieu of the parent nonprofit organization
- Organizations that are primarily touring production presenters with budgets over \$5 million.

In all cases, final organizational eligibility decisions are made by United Arts staff. Each organization is limited to one Diversity in the Arts application per deadline. Priority will be given to applicants who are serving underserved communities and/or pre- dominantly people of color.

Approval of funding carries with it no assurance of continued funding with future applications. Applicants must be in good standing with any prior grant reporting if applicable. Organizations that do not meet all criteria may be eligible for other United Arts programs. <https://unitedarts.cc/grantee-resources/grants-2/>.

Operations and Programming Eligibility:

This grant program funds both operating expenses (which could include overhead such as salaries, rent, technology, etc.) and programmatic expenses that support the day-to-day operations of the organization.

To ensure this new program supports its intended audience, applicants must demonstrate their organization is BIPOC/ ALAANA led. Preference will be given to organizations that are increasing access to the arts, history, and science, for audiences/ communities that are underrepresented and under-resourced.

Grant dollars cannot be used for any of the following activities:

- Capital expenditures (including acquisitions or equipment), or any building, renovation, or remodeling of facilities
- Deficit reduction, bad debts, contingencies, fines and penalties, interest payments, litigation costs, or any other comparable financial costs
- Contributions to cash reserves and/or endowment funds
- Lobbying or attempting to influence federal, state, or local legislation
- Fundraising events, activities, and related expenses (e.g., benefits, dinners, sporting events, etc.)
- Awards, prizes, or scholarships for use outside the applicant’s programming
- Tuition for academic study
- Food or beverage for hospitality or entertainment functions
- Regranting, contributions, or donations
- Projects benefiting for-profit organizations
- Private events closed to the public and activities restricted to an organization’s membership (including school competitions, recitals, and graduations)
- Staff travel outside of Lake, Orange, Osceola, or Seminole counties
- Projects of a religious nature designed to promote or inhibit religious belief and/or practice and that have no basic underlying secular theme or topics
- Festival costs not related to the fine arts including commercial artists/musicians, DJs, food/beverages, business expos, and social service projects. Funded presentations must be by professional artists and performers.

Calendar

- Application Open: August 15, 2022
- Application deadline: Sunday October 2, 2022, at 11:59 pm
 - United Arts staff will be available until Friday, September 30 at 3pm to answer questions and provide technical assistance.
- Staff Application Review: October
- Panel Meeting: November
- Board Approval and notification of award: December 2022
- Funding period: January-December 2023
- Mid-term Report: May 2023
- Final Report: February 2024

Evaluation Criteria

Criteria	Definition	Score Impact
Artistic Excellence	Quality of the artists, organizations, arts education providers, works of art, and/or services that the applicant will involve	30 Points
	Innovation and creativity in programming and artist selection	
Artistic Merit	Importance and appropriateness of the goals to the organization’s mission, artistic field, artists, audience, community, and/or constituency.	40 Points
	Fiscal Responsibility – the appropriateness of the budget (the clear and realistic presentation of the proposed budget during the grant period); demonstrated evidence of strong and/ or developing financial support from the community.	
	Ability to carry out the operation’s work and mission based on such factors, the quality and clarity of the activities and goals, the resources involved, and the qualifications of the organization’s personnel.	
	Adoption and commitment to best practices in board governance (term limits, separation of power, recruitment efforts, approving financial statements, adherence to bylaws).	
Community Outreach and Impact	Appropriateness of proposed performance measurements. This includes where relevant, measures to assess student and/or teacher learning in arts education.	30 Points
	Potential to serve and/or reach individuals whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability, as applicable (increasing access to the arts)	
	Strength and impact of arts and culture-based partnerships and cross-sector collaborations (partnerships with organizations outside of the arts and culture sector)	

If Awarded (Requirements During & After the Grant Period)

- **Request Permission for Changes:** Significant project changes must be requested in advance. Changes may or may not reduce the award amount, requiring a return of funds to United Arts. Contact Elyse@UnitedArts.cc with questions or to discuss a potential project change.
- **Notification:** During the project, awardees must keep Elyse@UnitedArts.cc their email list, renew insurance policies when they expire, and notify United Arts of any contact changes or project changes. United Arts will add contacts to its email list including resources and opportunities.
- **Publicity:** Projects supported by United Arts are required to post their events on OrlandoAtPlay.com when the dates and other details have been set. United Arts promotes select events through its email newsletter and, if at least two months in advance, the calendar section of *Orlando Arts Magazine*. To add an event, go to www.OrlandoAtPlay.com/page/submit_event/.
- **Legal:** Grantees must comply with fair labor standards and a drug-free workplace; maintain a finance committee and independent audit committee of the board (per the Sarbanes-Oxley Act) and comply with PCI (see www.PCICompliance.org) and the US Patriot Act. Grantees must pay their obligations, vendors, service providers.
- **Insurance:** Best practice for nonprofits to carry General Liability Insurance. Grantees need, \$500,000 in general liability coverage (event riders are acceptable, or insurance held by the venue that covers your organization for the events).
 - Workers' Compensation, as required by State of FL Law (if the organization employs more than three paid staff)
 - If organization is funded, they can use grants funds to secure insurance coverage. If the organization that believes it cannot meet the coverage requirements throughout the project period may request a reduction or waiver. Any such request shall include an explanation of the need for reduction or waiver, signed by a board representative and accompanied by a quote in writing from a potential insurer.
- **Inclusion:** Grantees must provide equal access and opportunity in employment and services and may not discriminate based on race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status. The makeup of the staff, board, audience, volunteers, artists, scientists, historians, and other decision-makers involved with grantee organizations should be inclusive of the diversity of the community and compatible with the organization's mission.
- **Acknowledgement:** Grantees must acknowledge the grant in all publicity and materials (whether printed, online, verbal, or other), with the United Arts logo and the statement [depending on space available] "(Name of Grantee Organization) is funded in part by United Arts of Central Florida, home of OrlandoAtPlay.com and UAArtsEd.com." United Arts may publicize the grant using quotes and photos from applications and reports.
- **Electronic payment:** Grantees must sign up for payment via ACH (electronic deposit), whereby funds will be directly deposited into the grantee's business account. This provides prompt delivery of grant funds by alleviating mail time and bank holds.
- **AEP Survey:** Grantees must participate in the Americans for the Arts' "Arts and Economic Prosperity" Impact Survey (which occurs every five years) to maintain eligibility for grants.
- **Recordkeeping:** Grantees must keep information (including description and photos of the funded programming, press or publicity about the programming, including use of logos or acknowledgment statement, and financial records) for the final report. Also, keep records about the grant activities and financials for at least five years after the grant period is completed; such records must be available for audit by United Arts representatives.
- **Final Report:** An online form will be provided with the award agreement. A brief narrative, financial/statistics/insurance updates, proof of acknowledgment, and four photos will be required. This report will be due by February 1, 2024, to maintain eligibility for future funding.
- **Surveys & Demographics:** This funding requires the awardee to collect demographics from audiences served. Collected data must be included with final report. A sample survey is included in the application and award agreement.

For questions about the Diversity in the Arts Program and the United Arts' Grant Portal, contact Elyse@UnitedArts.cc