

Community Project Grant Checklist

Cycle: October 1, 2024 – September 30, 2025

FOR ORGANIZATIONS AND INDIVIDUAL ARTISTS:

_____ Read the [Project Guidelines](#) and note any questions [NOTE: New requirements due to National Endowment for the Arts Funding]

_____ Read through and refer to key documents, tutorials, Q&As and other resources found [here](#). Project grants are the last opportunity in the chart.

_____ Collect a letter of support for a collaborative partner, community group, or support (cannot be a staff or board member, or related to a staff or board member)

_____ Gather support materials (links to videos, reviews, articles, etc.)

- Work samples are critical to your application and are considered carefully during the panel review process. Samples should demonstrate the quality of artistic content and technical ability.
- Work samples should be recent, concise, and as relevant to the project as possible.
- We recommend limiting your selection to three or four substantive work samples relevant to the project.
- If you submit audio and video samples, please submit no more than 3 per application. Individual samples should not exceed 5 minutes. If submitted clips exceed 5 minutes, indicate which 5-minute portion reviews should view.
- If your work samples are too large, reach out to Jen@UnitedArtsCFL.org for an alternative.

FOR 501(c)(3) ORGANIZATIONS ONLY:

_____ Have your organization's Unique Entity ID | Or register for one using the information [here](#).

_____ Gather Financial Documents (IRS Form 990 for most recently completed Fiscal Year). If you file a 990-N or 990-postcard, please upload a Board Approved balance statement and profit and loss statement instead.

Questions: Contact Jennifer Rae Paxton at Jen@UnitedArtsCFL.org or 407-628-0333.