

FY25 Community Project Grants

United Arts of Central Florida

Instructions

Instructions:

For all questions please contact Jennifer Rae Paxton at Jen@UnitedArtsCFL.org or 407-628-0333.

- Start early!
- Save often!
- Read the guidelines thoroughly and take note of any questions.
- Gather the documents: organization financials (most recent IRS Form 990 or financial statements, balance sheet and income/expense statement), support materials (press, flyer/program, patron surveys, link to max. 5 minutes of video, etc.), and Letter of Support.
- Submit early! Leave extra time in case you have questions or computer trouble.
- Missing documents or fields will prevent the submission of the application.
- Character limits: we know that these can be intimidating. **You are not required to use all the space available.**

Important Documents

- [Grant Checklist](#)
- [Guidelines](#)
- [Unique Entity ID](#)

General Information

Project Name*

Name of Project.

Character Limit: 100

Project Eligibility*

By answering the question below, the applicant is certifying that they have read the grant guidelines and that the Organization / Individual Artist and Project meet **ALL** eligibility requirements. If the Organization / Individual Artist or Project does not meet **ALL** eligibility requirements, contact Jennifer Rae Paxton Jen@UnitedArtsCFL.org before continuing on with

the application.

Choices

Yes, the Organization / Individual Artist meets these eligibility requirements

Operating Support grantees are eligible to apply, but the project must focus on increasing community access. The work must be either an expansion to new sites or a new program / service etc., being offered to a new community. For the purposes of this funding opportunity, United Arts defines “community” as any group that your organization is intentionally working to serve (e.g. members, students, artists, participants, audience, geographic community, ethnic heritage, or cultural traditions).

Operating Support Grantee*

Is your organization an Operating Support Grantee?

Note: This a branching question. If the organization is an operating support grantee, the applicant will need to answer the following question which will appear in the section called "Operating Support Grantees + Expanding Access":

Share how this project expands access to arts, history, and science experiences beyond your current brick and mortar location. Project delivery must take place outside of your current standard points of service.

- What is being scaled or added to your current programming?
- How do you plan to sustain this increased access to arts and cultural experiences?

*This grant cannot be used to supplant a project that you would otherwise still be providing.

Choices

Yes

No

What type of entity do you represent?*

Choices

501(c)(3) Organization

Individual Artist

Artistic Excellence + Artistic Merit + Community Impact

In this section you will be providing information about your proposed project. As stated in the guidelines, the evaluation criteria for these proposals include artistic excellence, artistic merit and community impact as well as financial management / board governance (for Organizations

only) and potential career impacts (for Individual Artists only) .

EXCELLENCE

The excellence of the project includes the:

- The recognized impact of the artists, creative process, works of art, organizations, arts education providers, artistic partners, and/or services involved in the project and their relevance to the audience or communities the project aims to serve.
- Projects with an innovative, boundary expanding, and highly accessible approach that celebrate, employ and/or serve diverse cultures and communities.

MERIT

The merit of the project includes the:

- The value and appropriateness of the project to the organization’s mission, artistic field, artists, audience, community, and/or constituency.
- Evidence of direct compensation to artists, art collectives, and/or art workers.
- Evidence of the ability to carry out the project based on such factors as the appropriateness of the budget, clarity of the project activities, resources involved, and the qualifications of the project's personnel, partnerships, and collaborations.
- Clearly defined goals and/or proposed outcomes and an appropriate plan to determine if those goals and/or outcomes are met. This includes, where relevant, measures to assess student and/or teacher learning in arts education.
- Effective and inclusive decision making, commitment and actions furthering Diversity, Equity and Inclusion as it regards program content, community served and/or workers involved.
- Engagement with individuals whose opportunities to experience the arts are limited by geography, race or ethnicity, economics, or disability.
- Potential of the project activities to advance local economic, physical, or social outcomes desired by the community. Please feel free to use the links below to help inform your response:
 - o [Social Impact](#)
 - o [Economic impact](#)

Project Summary*

In **2-3 sentences**, briefly summarize the proposed project. This information will be used in the press release and social media announcements if funded.

Character Limit: 500

Project End Date*

Final date of project completion. As a reminder, the grantable project period must fall between October 1, 2024 and September 30, 2025.

Character Limit: 10

Project Location*

Please include venue name and physical address here. Awarded grantees will be required to submit an activity review questionnaire for compliance with the National Historic Preservation Act (NHPA) and/or National Environmental Policy Act (NEPA) before any offered funding can be released.

*Note that if your venue or location changes you will need to submit a Change Request with UA **as well as** complete an additional NHPA/NEPA compliance questionnaire.

Character Limit: 250

Project / Event Timeline*

Provide a description of project delivery dates including expected start date and any events that fall within the previously designated grant period (10/1/24 - 9/30/25). Be as specific as possible as this information will be used by Panelist Reviewers in order to score the project's artistic excellence and merit. Feel free to share this information in the format of a bulleted list.

Character Limit: 2500

Project Impact Goals*

Provide a narrative to describe potential project impact as it regards any (or all) of the following goals. Be as specific as possible as this information will be used by Panelist Reviewers in order to score the project's potential community or career impact:

- Support diverse, inclusive, equitable, and accessible art, culture, history and science experiences.
 - Including but not limited to the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.
- Provide access to art, science, history program to under-served populations and communities.
 - Including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion.
- Community building or solution to a community identified challenge.
- Provide paid opportunities for artists, performers, historians.
- Provide resume / portfolio building experiences for artists, performers, etc.

Character Limit: 3500

Project Narrative*

In **4-5 paragraphs** describe the proposed project. Address the following logistical details:

- What exactly will occur
 - Detailed explanation of the project / event itself

- Who is involved in making this project happen and what are their roles
 - Key Staff / Volunteers
 - Artists / Historians / Scientific Experts
 - Community Partners / Leaders

Character Limit: 5000

Target Audience*

Who is your target audience and how do you plan to engage them in this project / event?

Character Limit: 1500

Measuring Impact*

Describe your proposed method for collecting the necessary data to indicate the successful impact of your project / event.

Character Limit: 1500

Adults Engaged in Person*

What is the estimated number of adult attendees / participants?

Character Limit: 8

Youth Engaged In Person*

What is the estimated number of youth attendees / participants?

Character Limit: 8

Virtual Engagement*

What is the estimated number of attendees / participants engaged virtually?

*This is only for events that are being held solely online.

Character Limit: 8

Total Request Amount*

Input your request amount below. This should match the amount listed on your project budget. The maximum request is \$5,000.00. **Do not put the \$ in your answer.**

Character Limit: 20

Could you complete the project with partial funding?*

Funding is competitive. Quality projects of merit may not be funded in full.

Choices

Yes

No

Project Budget*

Do you have a prepared project budget document?

If you answer "Yes" to this question you will be directed to a space in which you can upload your prepared document.

If you answer "No" to this question you will be directed to a fillable form in which you can place your information.

Choices

Yes

No

Project Budget Upload

If you answered "Yes" to the above question please upload your prepared project budget document here.

File Size Limit: 5 MB

Project Budget Table

Proposed Project Income

Input your Project Income budget line items in the table below.

Here are some example Income line items:

- Other secured grant funding
- Admissions, ticket sales, entry fees
- Contracted services income (tuition, OCPS Arts Ed funding)
- Corporate sponsorships

- Individual donors
- Local, state or federal government support
- Cash on hand (how much the organization is investing in the project)

For a great resource for creating budgets, visit <https://creative-capital.org/2018/07/19/applying-for-grants-presenting-a-realistic-budget/>

Project Income Sources	Income Amounts	Notes

Proposed Project Expenses

Input your Project Expense budget line items in the table below.

Here are some example Expense line items:

- Administrative costs, i.e. overhead expenses (please note that only 10% of grant award funds can be allocated to this type of line item)
- Direct compensation to artists, art workers / collectives, and/or historians, scientific experts
- Space / venue rental
- Licensing / rights fees
- Marketing and outreach as specific to the project
- Supplies as specific to the project

- 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.

Character Limit: 2000 | File Size Limit: 10 MB

Additional Space for Work Sample Upload

File Size Limit: 10 MB

Additional Space for Work Sample Upload

File Size Limit: 10 MB

501(c)3 Organizations

Mission Statement*

In the box below, add your organization's mission statement.

Character Limit: 500

Brief Organization History*

In **2-3 sentences**, briefly describe the organization. This serves as an introduction of the organization to the review panel.

Character Limit: 750

Eligibility to Receive Federal Funding*

This Project Grant Cycle is partly supported by National Endowment for the Arts funding. Is the applicant organization currently in a period of suspension or debarment from receiving federal funding?

Choices

Yes, the organization is in a period of debarment

No, the organization is not in a period of debarment

Section 504 - Self-Evaluation and Additional Resources*

The applicant organization has a completed [Section 504 Workbook](#) on file. To receive NEA funding, the organization must have a completed workbook on file.

Please note that at the time of application, you **do not** have to have the NEA Section 504 completed. **However**, if your project is recommended for funding, United Arts will help your organization complete its Section 504 evaluation.

Read more about the National Endowment for the Arts requirement [here](#).

Choices

Yes

No - but understand that if recommended for funding, the organization must complete a 504 workbook.

Unique Entity ID - (formerly DUNS#)

Q6. Enter your Unique Entity ID (UEI) as assigned by SAM.GOV. UEI's have replaced the DUNS# identification system (read more about the transition [here](#)).

- If your organization is not registered in Sam.gov and you only want a Unique Entity ID, [follow the steps in this guide](#).
- If you do not have a UEI, start the process by following the steps above. If you run into trouble, you can use the 12-digit GSA service ticket number as a placeholder in your application. You will not be able to receive payment for the project if granted until your organization has received a verifiable UEI Number.

Character Limit: 12

Q7. Organization Type*

From the dropdown menu, select the option that best describes your organization.

Choices

Performing Group
 Performing Group - College/University
 Performing Group - Community
 Performing Group for Youth
 Performance Facility
 Museum - Art
 Museum - Other
 Gallery/Exhibition Space
 Cinema
 Independent Press
 Literary Magazine
 Fair/Festival
 Arts Center
 Arts Council/Agency
 Arts Service Organization
 Union/Professional Association

School District
School-Parent-Teacher Association
School - Elementary
School - Middle
School - Secondary
School - Vocational/Technical
Other School
College/University
Library
Historical Society/Commission
Humanities Council/Agency
Foundation
Corporation/Business
Community Service Organization
Correctional Institution
Health Care Facility
Religious Organization
Seniors' Center
Parks and Recreation
Government - Executive
Government - Judicial
Government - Legislative (House)
Government - Legislative (Senate)
Media - Periodical
Media - Daily Newspaper
Media - Weekly Newspaper
Media - Radio
Media - Television
Cultural Series Organization
School of the Arts
Arts Camp/Institute
Social Service Organization
Child Care Provider
None of the above

Q8. Discipline*

From the dropdown menu select your organization's primary discipline.

Choices

Artist Community
Arts Education Organization
Dance
Design
Folk & Traditional
History based programming
Human Services / Community Services based programming
Literary Arts
Local Arts Agency
Media Arts

Museums
 Music
 None of the Above
 Opera
 Presenting & Multidisciplinary Work Organization
 Science based programming
 Theater & Musical Theater
 Visual Arts

Q9. Administrative Office Location*

Select the County/ City where the organization's administrative offices are located from the dropdown menu. For organizations without permanent offices, use the address associated with your Unique Entity ID / Sam.gov registration.

Choices

Lake / Clermont
 Lake / Eustis
 Lake / Groveland
 Lake / Leesburg
 Lake / Mount Dora
 Lake / Other
 Lake / Tavares
 Orange / Apopka
 Orange / Eatonville
 Orange / Lake Buena Vista
 Orange / Maitland
 Orange / Ocoee
 Orange / Orlando
 Orange / Other
 Orange / Windermere
 Orange / Winter Garden
 Orange / Winter Park
 Osceola / Celebration
 Osceola / Kissimmee
 Osceola / Other
 Osceola / St. Cloud
 Seminole / Altamonte Springs
 Seminole / Casselberry
 Seminole / Lake Mary
 Seminole / Longwood
 Seminole / Sanford
 Seminole/ Other

Q10. Other Administrative Office Location

If other was selective above, please specify the county in which your organization's primary office is located. If your organization does not have office space, use the county that corresponds with your primary residential address.

Character Limit: 100

Financial Management & Board Governance

Board Members*

Upload a list of current board members. Include their names, terms, and if they hold an officer position.

File Size Limit: 6 MB

Number of Board Meetings*

How many times a year does the organization's board meet?

Character Limit: 2

Financial Statement Approval*

How often does the Board approve the organization's financial statements

Character Limit: 40

Financial Statements*

Upload your IRS Form 990 from the most recently completed fiscal year.

- If you file a 990-N / 990 Postcard, upload your current organizational budget instead.

File Size Limit: 1 MB

Individual Artists

Artist Legal Name*

Enter your full legal name (First and Last Name)

Character Limit: 250

Preferred Artist Name

Enter your preferred artist name. This can be your pen/stage/performance or nickname.

Character Limit: 250

Individual Artist Eligibility*

- Artists with professional practice in literary, media technology, visual, and performing arts can apply but must reside in Lake, Orange, Osceola, or Seminole counties. Proof of residency will be required to receive payment.
- Must be a citizen of the United States, or a permanent legal resident^[1]
- Must plan to reside within one of the four counties listed above throughout the project period, October 1, 2024 – September 30, 2025
- Must be 18 years or older.

- Must not be a United Arts employee or board member.
- Must not be pursuing an undergraduate degree in the same field during the project period.
- Only one application per individual may be submitted for this grant program per funding cycle. These grants are very competitive. Not every project of merit will be funded.
- In all cases, final eligibility decisions are made by United Arts staff.

[1] For more information on permanent legal residence, see <http://www.uscis.gov/greencard>.

Choices

No - I do not meet ALL the eligibility requirements

Yes - I certify that I meet ALL the eligibility requirements

Artistic Discipline*

Choose the discipline most applicable to this project.

Use the explanation box below if more than one discipline is included or "OTHER" is selected.

Choices

Literature / Creative Nonfiction

Literature / Fiction

Literature / Poetry

Literature / Other

Media / Film

Media / Other

Performing Arts / Dance

Performing Arts / Music

Performing Arts / Playwriting

Performing Arts / Theater

Performing Arts / Other

Visual Arts & Design / Ceramics

Visual Arts & Design / Design

Visual Arts & Design / Illustration

Visual Arts & Design / Mixed Media

Visual Arts & Design / Painting

Visual Arts & Design / Photography

Visual Arts & Design / Sculpture

Visual Arts & Design / Other

Artistic Discipline Explanation (if any)

Character Limit: 250

Emerging vs Established Artists*

Do you consider yourself an Emerging or Established Artist? Select one.

For the purposes of this grant,

Emerging Artists - Exceptionally talented, early- to mid-career artists who demonstrate a strong interest and a commitment to continued training.

Established Artists - Exceptionally talented artists who have demonstrated considerable experience in their field with a substantial body of work.

Choices

Emerging Artist
Established Artist

Years of Experience*

The number of years you have been practicing the art form that most closely relates to your project.

Note: This text area will only accept whole-number answers. For example an artist with 7.5 years of experience input 8 years.

Character Limit: 2

Artist Resume*

Using the file upload provided, please upload your artist resume as either a Word Document or a PDF.

Note: The artist resume may include information such as artistic education/training (if any), exhibitions or performances or publications, recognition (such as awards, grants, fellowships), and artistic employment (commissions, teaching, etc). Do not include personal or non-arts-related info.

Artist Website

If you have an artist website / digital portfolio, please provide the link in the space below.

Character Limit: 2000

Artist Statement*

In the space below, include your artist statement.

- What are your work or studio practice's key ideas, issues, struggles, and goals?
- The thematic focus of work (goal, purpose, intention, exploration).
- Form of work (materials, processes, the tradition of work – e.g. abstract, figurative, etc.)
- Describe your process and what the work looks/sounds like

Resource: How do I write successfully about my art practice? (School of the Art Institute of Chicago)

Character Limit: 3500

Section 504 - Self-Evaluation and Additional Resources*

The applicant has a completed Section 504 Workbook on file. To receive NEA funding, the applicant must have a completed workbook on file.

Please note that at the time of application, you **do not** have to have the NEA Section 504 completed. **However**, if your project is recommended for funding, United Arts will help you complete your Section 504 evaluation.

Read more about the National Endowment for the Arts requirement [here](#).

Choices

Yes

No - but understand that if recommended for funding, the organization must complete a 504 workbook.

Potential Career Impact

Potential Career Impact*

Describe how the proposed project / event will impact your professional career:

- Solidify economic independence and encourage continuing financial growth.
- Advancement of artistic career, future work opportunities, portfolio growth, exposure to new and emerging audiences.
- Opportunity to build renown and professional reputation in both the public and private sectors.
- Expand professional network to include other artists, communities, audiences, and potential patrons.
- Increase access to studio, gallery, and performance spaces.

Character Limit: 2500

Operating Support Grantees + Expanding Access

Expanding Access*

Share how this project expands access to arts, history, and science experiences beyond your current brick and mortar location. Project delivery must take place outside of your current standard points of service.

- What is being scaled or added to your current programming?
- How do you plan to sustain this increased access to arts and cultural experiences.

*This grant cannot be used to supplant a project that you would otherwise still be providing.

Character Limit: 2500

Certification of Application

Certification of Application - Individual Artist / Executive Director or Equivalent*

By typing your name in the box below, you certify that the Individual Artist / Organization is committed to completing the activities proposed in this application in compliance with any applicable laws, and that all materials in this application are true and complete to the best of your knowledge.

Character Limit: 100