UNITED ARTS
CENTRAL FLORIDA

WORKSHOPS
Surviving Grant Season
Tips & Tricks

GATHER

- **Secure your UEI Number.**
    - A UEI [Unique Entity ID] is a government-provided number, like a tax ID number, that is used to identify businesses eligible for federal grants, awards, and contracts.
    - For organizations please see the included document on UEI Information.

- **Consider what you will be reporting on BEFORE writing your grant.**
    - **Think realistically** about what measurable outcomes you can truly track in the year.
    - **Plan** now to have those processes in place - getting to reporting time without a system in place for the year will be a disaster.

- **Use your resources.**
    - The State has grants readily available on the website in each category to review.

- **If you have past panel feedback, review it, and address it when possible and where necessary.**

WRITE

- **Engage with the questions directly.**
    - It's obvious when you have copied/pasted from another grant application.

- **Be specific.**
    - Be sure to include details and data that **back up your narrative** throughout the proposal, **but especially in the economic impact section.**
    - **Explain your partnerships,** don't just list a bunch of organizations - **HOW** do you work with them?

- **Confirm all data is accurate & make sure your audience numbers justify the amount you are asking for.**

REVIEW & FOLLOW UP

- **Have an external reviewer.**
    - Ask someone who is not working on the grant to read through it. We know what the project is and what all the details are BUT with limited space to write and edits that are made, what you know does not always transfer in the writing process.

- **Make sure you didn't miss any steps before submitting.**
    - Don't lose points by not completing the Section 504 workbook!

- **Share your updates.**
    - Use your time interacting with reviewers to share important updates about project/application.

UNITED ARTS
CENTRAL FLORIDA

Grantee and Applicant Information:

Unique Entity ID – UEI

Unique Entity ID - (formerly DUNS#) UEI's have replaced the DUNS# identification system **(read more about the transition here)** and are assigned through **Sam.gov**.

Unique Entity IDs are also **different** than your organization's EIN.

If your organization has a **DUNS# / Sam.gov** account (either active or in-active) a Unique Entity ID has already been assigned and can be found in your Sam.gov account. **Click here** for assistance in viewing your UEI.

If your organization is not registered in Sam.gov and you only want a Unique Entity ID (all that is required for United Arts Grants) **follow the steps in this guide.**

Questions?
Contact Elyse Jardine at Elyse@UnitedArtsCFL.org or 407-790-7844.

April 25, 2024

UNITED ARTS

CENTRAL FLORIDA

April 25, 2024

Surviving Grant Season

Tips & Tricks

UNITED ARTS
CENTRAL FLORIDA

Welcome!

- Recordina todav's meetina

- Emailed to those who reaistered

- Live Captions

- Mute & Unmute

As the leading resource for arts and culture in Central Florida, we're the local arts agency that catalyzes the work of artists and organizations to have the greatest impact in our communities.

Our work makes art most accessible to all so that everyone, from our neighbors to our future generations, can live in a more inspiring and enriching community.

We Make Art Possible

Agenda

Welcome	UA Staff
Introductions	Attendees
United Arts Intro	UA Staff
Panelist Introductions	Jolene, Lane, Ashley
Initial Tips & Discussion	Attendees
Other Resources	UA Staff

GATHER

- **Secure your UEI Number.**
  - A UEI is a government-provided number, like a tax ID number, that is used to identify businesses eligible for federal grants, awards, and contracts.

- **Consider what you will be reporting on BEFORE writing your grant.**
  - **Think realistically** about what measurable outcomes you can truly track in the year.
  - **Plan** now to have those processes in place - getting to reporting time without a system in place for the year will be a disaster.

- **Use your resources.**
  - The State has grants readily available on the website in each category to review.

- **If you have past panel feedback, review it, and address it when possible and where necessary.**

WRITE

- **Engage with the questions directly.**
  - It's obvious when you have copied/pasted from another grant application.

- **Be specific.**
  - Be sure to include details and data that **back up your narrative** throughout the proposal, **but especially in the economic impact section.**
  - **Explain your partnerships,** don't just list a bunch of organizations - **HOW** do you work with them?

- **Confirm all data is accurate & make sure your audience numbers justify the amount you are asking for.**

REVIEW & FOLLOW UP

- **Have an external reviewer.**
  - Ask someone who is not working on the grant to read through it. We know what the project is and what all the details are BUT with limited space to write and edits that are made, what you know does not always transfer in the writing process.

- **Make sure you didn't miss any steps before submitting.**
  - Don't lose points by not completing the Section 504 workbook!

- **Share your updates.**
  - Use your time interacting with reviewers to share important updates about project/application.

United Arts of Central Florida.

Grants Website

- Several Funding Programs and Calls for Artists
    - https://unitedartscfl.org/grants/
    - https://calendar.unitedartscfl.org/categories/call-for-artists/

Grant Portal

- Apply for grants and other programs
    - https://www.grantinterface.com/Home/Logon?urlkey=unitedarts
    - Tutorials linked on the landing page on how to navigate the portal and create your account

Outreach Contact

Staff Contact: Outreach Team
Email: Outreach@UnitedArtsCFL.org
Phone Number: 407-628-0333

Florida Division of Arts & Culture.

Florida
DIVISION OF
ARTS & CULTURE

Application Training Webinars
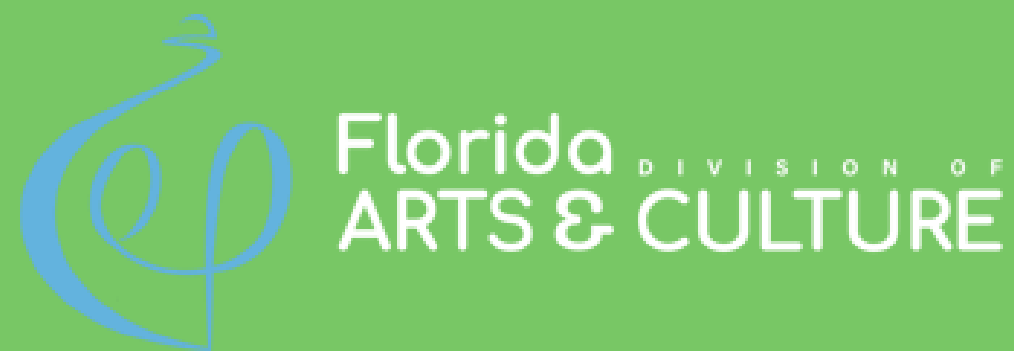
- https://dos.fl.gov/cultural/grants/application-and-funding-process/application-training-webinars/
  - Watch the state specific training webinars

Grant Resources
- https://dos.fl.gov/cultural/grants/grant-resources/
  - Access Grant Guidelines
  - Example Applications
  - Terms and Definitions
  - Payment and Financial Resources

Application Deadline: June 3, 2024

Additional Funding Opportunities

Orange County Arts & Cultural Affairs
- https://www.orangecountyfl.net/CultureParks/ArtsCulture.aspx
- https://www.orangecountyfl.net/CultureParks/Funding.aspx
- https://unitedartscfl.org/grants/

City of Orlando
- https://www.orlando.gov/Home
- https://www.orlando.gov/Community-Programs-Events/Grant-Funding-Availability

South Arts
- https://www.southarts.org/
- https://www.southarts.org/grants-opportunities

Florida Humanities
- https://floridahumanities.org/
- https://floridahumanities.org/funding-opportunities/

National Endowment for the Arts
- https://www.arts.gov/
- https://www.arts.gov/grants

National Humanities Endowment
- https://www.neh.gov/
- https://www.neh.gov/grants