

2025 General Operating Support

United Arts of Central Florida

Instructions & Eligibility

Instructions:

- Start early and save often!
- Complete the application in full. Missing uploads and required information can slow processing and disqualify the application from consideration.
 - Questions marked with an * are required.
- Read the guidelines thoroughly and take note of any questions.
 - Applicant organizations must meet all eligibility requirements
- The application is scored by its competitiveness against this evaluation criteria.
- Character limits: **You are not required to use all the space available. Focus instead on the quality of content.**
- For long-form text questions, the rich text editor has been turned on. Use this to create bulleted lists, divide sections, and call out important information.
- The Copy Request Feature has been turned on for this application. You can learn more about how to bring answers from past applications [here](#).
- If a file you are uploading is too large, reach out to staff as we can increase file upload size.
- If you are working outside the grant portal and pasting information into the application, do so as plain text. This will stop the portal from picking up hidden characters and formatting from Word that impacts your character count.
- If you are using Apple software (Pages, Numbers, Keynote...) please export as a pdf before attaching.

Important Documents

- 2025 Guidelines (includes evaluation criteria and definitions)
- Financial Documentation Requirements
- Financial Form A
- Statistics Form C | FORM C Footnotes - if you use the footnotes form, email it to me, and I will put it in your application.

Foundant Tips

- Only have one Foundant tab open at a time on your computer. If more than one is open, your changes will not save!
- Invite others in your organization to collaborate with you on the application by hitting the blue collaborate button.
- Applicant Facing Foundant Tutorials can be found here.

For questions about Operating Support or Foundant, contact Beatriz Ramirez at Beatriz@UnitedArtsCFL.org. More information about United Arts grant programs can be found at <https://unitedartscfl.org/grants/>

Eligibility Requirements*

Does the applicant organization meet ALL eligibility requirements?

- Refer to the guidelines to review all of the eligibility requirements.

*This will be confirmed during the staff review period. If it is determined that the organization does not meet eligibility requirements, the application will not move forward in the process.

Choices

Yes, my organization meets the eligibility requirements

No, my organization is ineligible

Organization Information

Organization Name*

Legal Business Name - Must Match Name tied to Unique Entity ID

Character Limit: 250

Unique Entity Identifier (UEI)*

Enter the organization's 12-character Unique Entity ID.

- UEI's have replaced the DUNS# identification system (read more about the transition [here](#)) and are assigned through SAM.GOV.
- 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](#).

Important: Registering for a UEI is a free process. Although you may be contacted by third-party providers who may offer to help your organization obtain a UEI for a fee, the process to obtain and maintain a UEI does not cost anything. Be careful and judicious if you are contacted by a

third-party provider trying to sell their services as there have been reports of several scams involving the acquiring of Unique Entity IDs.

Character Limit: 12

Mission Statement*

Character Limit: 600

Most Current Bylaws*

Upload a PDF copy of the organization's most current bylaws.

File Size Limit: 10 MB

Board of Directors Listing*

Upload a Board of Directors list, which includes the following information.

- Name of Board Member
- Officer position, if applicable
- Business affiliation
- Title
- Term
- Committee Service, if applicable

File Size Limit: 10 MB

Capital Campaign*

Is the organization currently or planning on running a capital fundraising campaign during the grant period (Jan 2025 - December 2025)

This is not the Collaborative Campaign. Capital campaigns cover facility costs and building initiatives.

Choices

Yes

No

Unsure

If yes, provide a brief description of the campaign's purpose/ goals

Character Limit: 250

Artistic Discipline*

From the dropdown list, select the one discipline that best represents the organization

Choices

Arts Education Organization

Dance

- Design
- Folk & Traditional
- Literary Arts
- Media Arts
- Museums
- Music
- None of the above
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater & Musical Theatre
- Visual Arts

About the Organization*

Starting with the organization name, write a brief description about the applicant organization targeted for the general. Do not use the first person point of view ("we"/"our"). This description will be used in the press release if awarded.

Character Limit: 600

Organization's Website*

Character Limit: 2000

Arts and Culture Calendar Organization Page*

Go to Arts & Culture Calendar (Formerly OrlandoAtPlay.com), click Local Guides in the center, then Organizations. Select your organization, and insert the web address below.

Character Limit: 2000

Office Location (County / City)*

County & City of the organization's primary administrative activities.

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 / Kissimme
- Osceola / Other
- Osceola / St. Cloud
- Seminole / Altamonte Springs
- Seminole / Casselberry
- Seminole / Lake Mary
- Seminole / Longwood
- Seminole / Sanford

Counties Served*

Which of the following county(ies) does the organization serve through its programming? Check all that apply. To be eligible for funding, the organization must to located in and serving at least one of the counties in United Arts' service area.

Choices

- Lake
- Orange
- Osceola
- Seminole

Operating Support Grantee Status*

Choices

- Applicant organization is a 2024 Operating Support Grantee
- Applicant organization has received an Operating Support Grant in the past (prior to 2024)
- Applicant organization has never received a General Operating Support Grant

Application Question Contact Form

If questions about this application arise, who should United Arts Staff contact?

- Each application is required to enter at least one contact.
- In the application section, note whether the individual can answer questions about the entire application or a specific section.
 - ex1. Jane Doe | Grants & Impact Associate | janedoe@supercoolartsorg.com | 555-555-5551 | entire application
 - ex2. John Sample | Director of Finance | Finance@supercoolartsorg.com | 555-555-5552 | Financial Manangement & Board Governance

Note: This information is only viewable to the applicant and United Arts Staff.

Contact Name	Contact Title	Contact Email	Contact Phone	Application Section

2025 General Operating Support Application

Core Programs and Services*

Describe the year-round / season-long programming the applicant organization has planned for the grant period (Jan. 1, 2025 - Dec. 31, 2025).

- Remember to:
 - Include any major productions and exhibitions that will take place.
 - Discuss innovation and creativity in the building/ selecting/ and planning of programming, what steps are you taking to make this an innovative program.
 - Relevance to the population the programming aims to serve, i.e. impact on youth or general community.
 - Note the quality of artists, historians, or scientific content experts
 - ♣ Arts, history, or science education providers
 - Explain works of art, history, or science being created/commissioned

Character Limit: 3000

Commitment to Artistic, Historic or Scientific Excellence*

Briefly describe past accomplishments that showcase the organization's commitment to providing quality experiences.

Character Limit: 2000

Strategic or Long-term Plan*

Is the organization operating off a strategic or other long-term plan?

Choices

Yes

No

Strategic / Long-term plan upload

If answered yes to the above question, upload the organization's current strategic or long-term plan as a pdf.

File Size Limit: 10 MB

Challenges & Opportunities*

What opportunities and challenges will funds from this grant allow the organization to address, and how will they contribute to longer term sustainability?

Character Limit: 3500

Measuring Success*

Using the Challenges and Opportunities above, how will the organization know when the action(s) taken are successful? and How will the organization measure / evaluate its success?

Character Limit: 3000

Impact*

How is the organization benefitting the Central Florida community? Includes, but not limited to:

- Organizational activities increase engagement with populations whose opportunities to experience the arts, history, or science are limited by geography, race, ethnicity, economics, or varying abilities.
- The potential of organizational activities to advance local economic, physical, or social outcomes desired by the community.
 - Social Impact (click on the link to view the Arts + Social Impact Explorer)
 - Economic Impact (Click on the link to visit Central Florida Arts and Economic Impact calculator)

Character Limit: 2000

Partnerships and Cross-Sector Collaborations*

Describe the strength and impact of current arts and culture-based partnerships and cross-sector collaborations (those outside of the arts and culture sector). Include roles, responsibilities and how these collaborations positively impact the applicant organization and the community.

Character Limit: 2200

Nonprofit Administration & Board Governance*

Describe the organization's policies, procedures, and strategies as they relate to maintaining a healthy organization and an inclusive and engaged Board of Directors.

Remember to:

Highlight the adoption and commitment to best practices in board governance

- Note any training provided to the Board of Directors

- Describe how the organization maintains a healthy board turnover and engagement [term limits, board recruitment strategies, etc.]
- Identify if staff members hold voting positions on the Board, and detail how the organization maintains separation of power.

Character Limit: 1500

Diversity, Equity, Inclusion, and Accessibility*

What strategies is the organization using to ensure its proposed goals, objectives, and programming increase access to the arts science, or history) and drive inclusive decision-making during the grant period (Jan 1 2025 - December 31 2025).

Include:

- Recent accomplishments related to Diversity, Equity, Inclusion, and Accessibility
- Diversity of decision-makers - efforts in diversifying staff, board, and other key decision-makers (advisory councils)
- Plans and activities to make programming and/or facilities accessible.

Character Limit: 5000

Marketing, Promotion, and Audience Development*

Detail your marketing, promotion, and audience development for the grant period (Jan 1 2025 - December 2025)

Remember to:

- identify specific strategies, methods, mediums, and channels
- highlight specific efforts to reach and cultivate new audiences

Character Limit: 2000

Proposed Marketing Budget*

During the grant period, Jan 2025 - Dec. 2025, how much is the organization estimating it will spend on marketing and promotion efforts?

Character Limit: 20

Form C - Statistics*

Submit a completed FORM C. | Form C Footnotes

- Upload as an Excel file
- If completing Form C footnotes, email the form directly to Beatriz@unitedarts.cc. The form will be uploaded to the document section of the request.

File Size Limit: 2 MB

Board of Directors - Financial Oversight*

Describe the financial oversight responsibilities of the Board of Directors.

- How often does the board review and approve the financial statements of the organization
- Does the board have a separate finance and audit committee [or similar committee(s)]
 - How does the committee support the Board of Directors and the overall organization in financial planning

Character Limit: 1000

Financial Stability*

Describe the current fiscal condition of the applicant organization.

Character Limit: 1000

3-Year Average Operating Revenue*

Line 25 of FORM A

Character Limit: 20

Request Amount*

Line 26 of FORM A

* Please note, the requested amount is a projected number. Final award amount will depend on score of the application and total amount in funding allocation pool.

Character Limit: 20

Form A - 3-Year Average Revenue Calculation*

Form A - 3-Year Average Revenue Calculation
It must be uploaded as an Excel spreadsheet.

File Size Limit: 3 MB

Date of Most Recently Completed Fiscal Year*

Enter the end date of your most recently completed Fiscal Year

Character Limit: 10

Most Recent Fiscal Year End - Total Earned Income*

ex. admission fees, ticket sales, contracted services, etc.

Character Limit: 20

Most Recent Fiscal Year End - Total Contributed Revenue*

Definition: Revenue received from individual, foundation, corporate, and/or government donations with no products or services provided by the organization in direct exchange for the funds [Nonprofit Finance Fund]

ex. individual donations, workplace giving, most corporate sponsorships, etc.

Character Limit: 20

Most Recent Fiscal Year End - Grants*

Total income from all grants.

Character Limit: 20

Most Recent Fiscal Year End - United Arts Funding*

For the most recent Fiscal Year End, input UA grant funding received.

Do include - Operating Support, Project Grants, Diversity in the Arts Grants, and Collaborative Campaign Match amounts.

Do not include funding provided through Cultural Tourism, Venue Subsidy, Cultural Facilities, Blockbuster, or the OCPS contract.

Character Limit: 20

Most Recent Fiscal Year End - Government Grant Income*

This is only for grants received through a government department or agency. Include funds received through Orange County Arts and Cultural Affairs.

Character Limit: 20

Most Recent Fiscal Year End - Income: Government Appropriations*

Only funding that is provided as an appropriation from a government entity/ agency (for example. line item appropriation from Orange County).

Character Limit: 20

Most Recent Fiscal Year End - Total Income*

For organizations that recently concluded FY24, we recognize this figure will be in "draft" form.

Character Limit: 20

Most Recent Fiscal Year End - Total Operating Expenses*

For organizations that recently concluded FY24, we realize this figure is in "draft" form.

Character Limit: 20

Operating Days in Cash Reserves*

How many days could the organization continue to cover its operating expenses given its current cash reserves?

Note: The text box will only take a whole number answer.

Character Limit: 4

Cash Reserves Explanation / Long-Term Financial Planning

If the applicant organization has more than 6 months of cash reserves (covering more than 6 months of expenses), explain the plan for usage. If your organization has chosen not to have an endowment, explain the organization's strategy for long-term financial planning.

Character Limit: 850

Financial Statement Uploads

FY25 Operating Budget*

Upload the organizations, projected, or draft FY25 Operating Budget.

File Size Limit: 5 MB

Most Recent Board Approved Monthly Financials - Balance Sheet*

Upload the most recent board-approved Monthly Financials - Balance Sheet.

Note: For those organizations that recently started FY25, upload your last approved FY24 financial statements.

File Size Limit: 2 MB

Most Recent Board Approved Monthly Financial - Profit and Loss*

Upload the most recent board-approved Profit and Loss statement.

Note: For those organizations that recently started FY25, upload your last approved FY24 financial statements.

File Size Limit: 3 MB

Fiscal Year End 2023 Financial Statements -*

Using the dropdown menu, select the level of financial statement, the organization is required to submit. This is based on the 3-year revenue average from Form A.

- \$900,000 or more - Audit w/ management letter if applicable
- \$500,000-\$899,000 - Reviewed (Profit and Loss Statement & Balance Sheet)
- \$300,000-\$499,999 - Compilation (Profit and Loss Statement & Balance Sheet)
- \$299,999 and under - Internally Produced (Profit and Loss Statement & Balance Sheet)

More information and definitions for each of the levels can be found in the https://unitedarts-my.sharepoint.com/:b:/g/personal/elyse_unitedarts_cc/Ea9_A6Nd3DZMisrOMPtRvvYB_AqOPlf_eii1ChB9h2X4cEw?e=bwlwiJ Financial Documentation Chart.

Required: For organizations submitting Reviewed or Compiled Financials, include the preparer's information in one of the "additional financial documents upload" spaces

Choices

Audit

Reviewed

Compiled

Internally Prepared

Upload FYE 2023 Form 990*

File Size Limit: 16 MB

Fiscal Year End 2023 - Financial Upload*

Consist of either the Fiscal Year End 2023 Audit, or Fiscal Year End 2023 Profit and Loss Statement and Balance Sheet.

Note: Each upload field can only hold one document. Combine Profit and Loss and Balance Sheet into one document, or use one of the "additional financial documents upload" spaces.

File Size Limit: 5 MB

Additional Financial Documents Upload Space

File Size Limit: 3 MB

Additional Financial Documents Upload Space

File Size Limit: 3 MB

Deficit Reduction Plan (if applicable)

Plan to reduce the deficit or address significant operating losses. Must be formally approved by your board. Required if Unrestricted Net Assets on the balance sheet are negative for FYE 2023 and on most recent board approved Balance Sheet.

File Size Limit: 2 MB

Support Materials

Support Materials*

10 pages max (optional index can be an additional page - **highly recommended**). It must be submitted as .pdf and a single document. These support materials should highlight and support your artistic excellence narrative. The information you include will not be made public and will only be available to the panelists during the panelist review period.

Support Materials tips:

- Include a list of links to videos/ photos of your recent programming

- Include critical reviews (up to 5 allowed), flyers or programs, patron surveys, etc.
- You can also submit a compilation of quotes or excerpts to save space.

Look at the Checklist for information on selecting meaningful support materials.

File Size Limit: 20 MB

Cost of Venue Rentals

The following questions, will not be evaluated as part of the 2025 Operating Support Grant program.

The information collected will be used in aggregate form, to address the collective concern around rising venue costs.

Rent and/or Own

Do you currently rent and/or own your performance or exhibition space?

For example The Orlando Ballet owns Harriett's Orlando Ballet Centre and also performs at the Dr. Phillips Center for Performing Arts.

Choices

Rent

Own

Annual Venue Rental Costs

How much do you spend annually on venue rentals?

Character Limit: 20

Dr. Phillips Center for the Performing Arts Rental Costs

If you are renting a venue at the Dr. Phillips Center, what is your annual rental rate?

Character Limit: 20

Venue Rental Comments

Please use the space provided to list any comments or challenges with renting or securing venue spaces.

Character Limit: 1000

Signature & Contacts

Notification of Award Decision Contacts

In the table below, input the contacts that should be part of the awards notification email. This must include an Executive Director or other Executive Leadership and Board Chair.

The information provided will only be viewable by the applicant and United Arts Staff

Contact Category	Name	Business Title	Email
Executive Director or Executive Leadership			
Board Chair			
Other Contact			
Other Contact			
Other Contact			

Signature of Primary Contact (Type Name)*

Must be Executive Director (or if none, President). By typing your name here, you certify that the 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. You also certify that you have read the Operating Support Guidelines and that your programming fits the requirements. Applications not turned in by the deadline or incomplete applications without required attachments will NOT be eligible for review. Note: digital signatures cannot be uploaded in this field; you must type your name.

Character Limit: 30