

2025 Operating Support Checklist Grant Period January 1, 2025 – December 31, 2025

Read the [Operating Support Guidelines](#) and note any questions.

Have your organization's Unique Entity ID or register for one using the information below.

Complete and be prepared to upload [Form A & Form C](#) | [Form C Footnotes](#)

Gather Financial Documents – Refer to this chart for more information.

- Fiscal Year End 2023 Form 990
- Fiscal Year End 2023 Profit & Loss/ Balance Sheet
- Most Recent Board Approved Monthly Financials
- Proposed / Estimated / Draft FY25 Budget

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.
- 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 reviewers should view.
- If your work samples are too large, reach out to Beatriz@UnitedArtsCFL.org.

Unique Entity ID

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](#).

NOTE: Registering for a Unique Entity ID (UEI) is a free process. Although you may be contacted by third-party providers who may offer to help your organization for a fee, the process to maintain a UEI does not cost anything. Be careful and judicious if you are contacted by a third-party provider trying to sell their service, as there have been several reports of scams involving acquiring or updating a UEI.