

2025 Diversity in the Arts

United Arts of Central Florida

Funding Opportunity Summary

The Diversity in the Arts Grant Program provides operating support funding to art, science, and history organizations that are BIPOC/ ALAANA- Centered. This funding process provides intentional investments into the growth and stability of organizations that represent, serve and celebrate the culturally diverse communities of Central Florida. The Diversity in the Arts grant program is designed as pathway, preparing organizations for United Arts Operating Support Program, as well as other state, regional, and national grant opportunities.

Funding Opportunity

There are ten (10) two-year grants available for this program. The award amount is set at **\$10,000 per year** to support the year-round operations of the applicant organization in meeting its mission. This grant program funds operating expenses include overhead costs such as salaries, artist stipends, rent, software, insurance, utilities, marketing and fundraising, and other costs that “keep the lights on”.

To ensure this new program supports its intended audience, applicants must demonstrate their organization is BIPOC/ ALAANA-centered. If the interested, applicant organization does not fit this requirement, look to the General Operating Support Funding Opportunity. Applicant organizations can apply to either the Diversity in the Arts program or General Operating Support. This grant is competitive and there may be applications of merit that do not receive funding.

Instructions

Please read the instructions below, before starting the Diversity in the Arts grant application.

To start the application, the applying organization must complete the eligibility screening. The application will open if the organization meets the requirements of the Diversity in the Arts funding program. If the organization does not meet the requirements, please contact Sarah Babbage at Outreach@UnitedArtsCFL.org with any questions or concerns.

Instructions:

- Start the application early and save often
- Read the [guidelines](#) thoroughly and take note of any questions.
- Have documents ready to upload
 - Bylaws
 - Financial Documents
 - Support Materials
- Character limits: we know that these can be intimidating. You are not required to use all the space available.
- The rich text editor is on. Use this to create bulleted lists, divide sections, and call out important information.
- Missing documents or fields will prevent the submission of the application. If your file is too large to upload, reach out to staff, we can increase the file upload size.

Foundant Tips

- Only have one Foundant tab open at a time. If more than one is open your changes will not save!
- Applicant Facing Foundant Tutorials can be found [here](#).

Eligibility Screening

Organization Name*

Character Limit: 100

Nonprofit 501(C)3 Status*

Diversity in the Arts Grant recipients must be a 501(c)3 nonprofit organization in good standing with the IRS and the Florida Department of State - Division of Corporations (Sunbiz.org).

Is the applicant organization a 501(c)3 nonprofit organization in good standing with the IRS and the Florida Department of State:

Choices

Yes

No

Applicant Organization Location*

Diversity in the Art Grant recipients must be located in Lake, Orange, Osceola, or Seminole County FL.

Is the applicant organization located in Lake, Orange, Osceola, or Seminole County?

Choices

Yes

No

BIPOC/ ALAANA - Centered Organization*

An organization with a mission and programming that is explicitly reflective of a community or communities of color and where the board, staff, artists, and collaborators include a significant representation of that community. A BIPOC/ALAANA-centered organization is defined by the following organizational characteristics

- A Primary mission, intentions, practices are BY, FOR, and ABOUT art, heritages, histories, cultures and communities of color

AND

- Executive Leader (Executive Director, Managing Director, Artistic Director, CEO & President) identifies as BIPOC/ALAANA

OR

- Board is at least 50% BIPOC/ALAANA- identifying individuals

OR

- Staff is at least 50% BIPOC/ALAANA-identifying individuals

BIPOC – An acronym that stands for Black, Indigenous and People of Color

ALAANA – An acronym that stands for African, Latin American, Asian, Arab, Native American. This is an acronym for Asian, Latina/o/x/e, African, Arab, and Native American intended to be inclusive of any individual, culture, community, or arts organization from these racial/ethnic identity groups.

The Organization meets the definition of being a BIPOC/ ALAANA - Identifying Organization as presented above?

Choices

Yes
No

Year - Round Programming*

Does the applicant organization provide public access to year- round programming? Year Round Programming is defined as at least 4 public facing events, workshops, productions, exhibitions, etc.

Choices

Yes
No

2025 Diversity in the Arts Application

Organization Type*

From the dropdown menu below, select the institution type that best represents the applicant organization.

Choices

Individual Artist
Individual - Non-artist
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

Office Location (County / City)*

From the dropdown menu below, select the county and city that reflect the administrative headquarters of the applicant organization. This should match the principal address listed in SunBiz. Remember to be eligible the organization must be located in Lake, Orange, Osceola or Seminole County, Florida.

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 / Other
Seminole / Oviedo
Seminole / Sanford
Seminole / Winter Springs

Mission Statement*

In the textbox below, enter the applicant organization's mission statement.

Character Limit: 500

Brief Organization Description*

In the text area below, enter a 2-3 sentence description of the applicant organization. This should be geared toward someone who has never heard of the organization before. This will also be used on the United Arts' website to introduce the organization should this proposal be funded.

Character Limit: 500

BIPOC/ ALAANA - Centered Arts Organization*

In the text box below, share how the organization identifies itself as an ALAANA/ BIPOC - Centered Arts Organization. Refer to the [guidelines](#) and the [evaluation matrix](#), for support in answering this question. Remember to include information on the community(ies) that the organization celebrates, serves, and represents.

Character Limit: 1500

Bylaws*

In the file box below, please upload the organization's current Bylaws document.

File Size Limit: 4 MB

This section of application focuses on Artistic Excellence. For this grant program Artistic Excellence is defined as:

- The recognized quality of the art, history, or science experience being created. This can include but is not limited to excellence in the artists or other key individuals involved, the creative process, works of art and/or services being provided. This also includes experiences that are unique, innovative, and relevant to the community that the applicant organization serves.
 - o Artistic Excellence **does not** require specialized degrees, a formal education, or for the art form to be classified as "Fine Art".

This section is worth a total of 20 points

Artistic Discipline*

From the dropdown menu below, select the discipline that best represents the applicant organization.

Choices

Artist Community
Arts Education Organization
Dance
Design
Folk & Traditional
History (non-museum)

Literary Arts
Local Arts Agency
Media Arts
Museums
Music
Opera
Presenting & Multidisciplinary Work Organization
Science (non-museum)
Theater & Musical Theater
Visual Arts
None of the Above

Core Programs and Services*

In the text box below describe the applicant organization's core artistic, cultural, historic, or scientific programming. This section should:

- Describe the year round programming of the organization
 - Includes what makes the programming unique, innovative, relevant to the community that the applicant organization serves
 - Highlights the applicant's commitment to providing quality arts, science or history experiences

Character Limit: 2000

Organizational History and Achievements*

In the text box below, share the organization's history and achievements.

Character Limit: 2000

Work Samples*

Work samples are an important part of the application and are considered carefully during the panel review process. Samples should show the quality of artistic content and technical ability.

Work samples must be recent, concise, and relevant to this application. If you submit audio and or video samples, please submit no more than 3 per application. Individual videos or audio clips should not exceed 5 minutes. If the submitted clips are longer than 5 minutes, please indicate which portion the reviewers should view.

This section can also include reviews, testimonials, photographs, artist resumes, etc.

In the text box below, please include any links to video, audio, online portfolios, etc.

Please use the following format to provide information about the links.

Name of Work Sample

- File Type (Audio, Video, Picture, Article)
- Link

- Length or portion to watch (if applicable)

There is also a file upload box, to attach photos, reviews, and other print forms of work samples. Uploaded work samples must be combined into one document. If the applicant needs support in combining multiple documents please reach out to Outreach@UnitedArtsCFL.org.

Character Limit: 2000 | File Size Limit: 10 MB

This section of the application focuses on Artistic Merit (capacity building). For the Diversity in the Arts opportunity, Artistic Merit is defined as

- The value and appropriateness of operational activities to the organization's mission, artistic field, audience and community
- Evidence of the ability to carry out its annual programming based on such factors as appropriateness of the budget and organizational capacity
- The alignment of usage of funds requested to goals/ activities leading to longer-term sustainability of the organization
- Clearly defined plans for growth, development, and sustainability, including an appropriate plan to determine if those goals and outcomes are met.
- Evidence of a longer-term growth and development plan / strategic plan
- Evidence of a marketing and promotion plan for the organization and/or project to reach and cultivate new audiences.

This section is worth 30 points

Operating Support - Funding Usage*

How will the requested funds be used to support the applicant organization's general operations?

This many include, but is not limited to:

- o professional development and training plans the organization has for its staff, board, or volunteers
- o the scaling of current programs or the addition of new programs to serve the organization's patrons
- o the improvement in internal systems
- o growth in paid staff

Note: The list above is a general example of possible items. The organization's answer should reflect the needs of the organization.

Character Limit: 4000

Impact of Funding*

In the text area below, describe how the usage of funds presented above will contribute to the long-term sustainability of the organization?

Character Limit: 4000

Marketing, Promotion, and Audience Development*

In the text box below, describe the organization's outreach, marketing, and audience development efforts. This could include but is not limited to

- o How potential audiences hear about programming
- o What efforts are being undertaken to reach new audiences
- o Programs that attract residents and visitors

Character Limit: 2000

Evaluation Plan*

In the text area below, describe how the applicant organization measures the effectiveness of its programs and services.

Character Limit: 2000

This section of the application focuses on Board Governance and Financial Management. This section includes, governance policies, financial sustainability and current financial documents.

- Adoption and commitment to best practices in board governance
 - o Can include plans for training or coaching on board development and engagement.
- Adherence to bylaws
- Fiscal responsibility
 - o Are financial statements reviewed and approved
 - o The appropriateness of the budget in relation to the size and age of the organization
 - o Demonstrated evidence of planned and developing financial support from the community
- Current fiscal stability

This section is worth 30 points total

Governance Structure and Leadership*

In the text box below, describe the organization's governance and leadership structure.

Character Limit: 2000

Board of Directors*

In the text box below, enter the Board of Directors for the Applicant Organization. Please use the following format.

Board Member Name

Board Position (Chair, Treasurer, General Member, etc.)

Years of Service (2023 - 2026)

Committee (finance, Marketing etc.) if applicable

County of Residence

Character Limit: 5000

Board Meetings*

How many times a year does the board of directors meet?

Character Limit: 2

Financial Documents*

From the checklist below, select all the financial documents that applicant organization creates and maintains.

Choices

Annual Operating Budget

Project(s) budget(s)

Profit and Loss Statements

Balance Sheets

Audit

Form 990

Board of Directors Reviewed Financial Statements*

From the dropdown menu select how often the Board of Directors reviews and approves the organization's financial documents.

Choices

Annually

Quarterly

Bi-Monthly (Every 2 months)

Monthly

Never

Financial Management*

Does the organization have its business banking account(s) housed at a licensed financial institution?

Choices

Yes

No

Financial Management Policies*

In the text box below outline:

1. How the organization currently manages its finances (spreadsheet, QuickBooks, etc.)
2. Who has financial oversight at the organization (could be more than one person)
3. The organization's financial management policies
4. Improvement the organization would like to make in this area, and how this funding could help (if applicable)

Character Limit: 3000

Financial Growth & Sustainability*

In the text box below, please outline the organization's financial growth & sustainability plan. This could include, but is not limited to:

- Grant writing strategy
- Donor Cultivation strategy
- How the organization plans to diversify its earned revenue

Note: these ideas are presented as generic examples, the answer should reflect the plans, and strategy of the organization.

Character Limit: 2000

Fiscal Year*

Select the organization's fiscal year from the drop-down menu. The first month listed is the start month. The second month listed is the end month. To learn more about Fiscal Tax Years or where to find this information visit the IRS.

Choices

January - December

February - January

March - February

April - March

May - April

June- May

July - June

August - July

September - August

October - September

November - October

December - November

Operating Expense Total*

In the box below, enter the Operating Expense Total for the organization's most recently completed fiscal year.

Character Limit: 20

IRS Form 990*

In the file upload box below, upload the applicant organization's most recently filed Form 990. This may include one of the following depending on budget size:

- Form 990
- Form 990 - EZ
- Form 990 - N (Also called a Form 990 Postcard)

File Size Limit: 4 MB

Current Operating Budget*

In the file upload box below, please attach the organization's current operating budget.

File Size Limit: 2 MB

Last Year's Operating Budget*

In the file upload box below, please include the organization's operating budget for the previous fiscal year.

File Size Limit: 2 MB

This section of the application focuses on community impact & access. For the Diversity in the Arts Program community impact includes:

- Engagement with individuals and/ or communities whose opportunities to experience the arts are limited by geography, race or ethnicity, economics, or disability.
- The potential of the organization to advance local economic, physical, or social outcomes desired by the community(ies) the applicant organization serves

This section is worth a total of 20 points

Service Area*

Select the county or counties in which the applicant organization provides programming

Choices

Lake
Orange
Osceola
Seminole

Community Impact & Cultural Vitality*

How does the organization's programs and activities contribute to the cultural vitality of the Community(ies) it serves? Includes, but not limited to social impact, economic impact, and the potential to serve / reach individual whose opportunities to experience the arts are limited by geography, ethnicity, economics or disability, as applicable.

Social Impact Resource: [Arts + Social Impact Explorer](#).

To calculate the economic impact of the organization's programming use the [AEP6 Economic Impact Calculator](#).

Character Limit: 4000

Estimated Number of Volunteer Artists (nonpaid Artists)*

Estimated number of unpaid (volunteer) artists involved in the organization's work during the grant period (January 1 2025 - December 31 2026).

Character Limit: 12

Estimated Number of Paid Artists*

Estimated number of paid artists during the project period (January 1 2025 - December 31, 2026).

Character Limit: 12

Estimated Number of FL Based Artists*

In the box below, enter the Estimated number of Florida- based artists that will be directly involved in the work of the application organization through the grant period (January 1 2025 - December 31 2026).

Character Limit: 50

Estimated Attendance - Audience Members*

Estimated number of audience members that the organization could serve during the grant period (January 1 2025 - December 31 2026).

General audience members are different from direct participants. General audience members, passively engage in the performance.

Example:

- Audience Member - watching a dance performance
- Direct Participant - learning the dance

Character Limit: 50

Estimated Number of Direct Participants*

In the box below, enter the estimated number of direct participants, this includes (artists, performers, workshop participants, etc.) during the grant period (January 1, 2025 - December 31 2026).

Direct participants are different from general audience members. Direct participants have a hand on experience whereas audience members watch, listen, or otherwise passively participate in the activity or event.

Example:

- Audience Member - watching a dance performance
- Direct Participant - learning the dance

Character Limit: 50

Contact Information

In the table below, include the contact information from the applicant organization's executive leader, the Chair of the Board of Directors. Additionally, two optional contacts can be added. **Note: the notification of funding decisions and questions during the staff review process will be addressed to the individuals in the table. This information will only be viewable to the applicant organization and United Arts of Central Florida staff.**

Contact Role	Contact Name	Phone Number	Email Address
Executive Leader			
Board Chair			
Optional Contact 1			
Optional Contact 2			

Signature of Executive Leader (Type Name)*

Must be Executive Director or Equivalent of the applicant organization. By typing your name here, you certify that the producing 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 GUIDELINES and that your organization fits the requirements. Note: digital signatures cannot be uploaded in this field; you must type your name.

Character Limit: 100

Date of Application Certification*

In the date box below, enter the date that the Executive Leader certified this application.

Character Limit: 10

Organization Eligibility Message

Dear Applicant,

Based on the responses provided in the Eligibility Screening, it does not appear that the organization is eligible to receive Diversity in the Arts funding.

To speak with an Outreach Team Member, please contact Sarah Babbage at Outreach@UnitedArtsCFL.org with the following information:

- Organization name
- Contact person name
- Preferred contact information
- Name of Grant Program the organization is apply to

Thank You,

United Arts Outreach Team