

## 2018-19 Mini-Grant Guidelines

*To encourage the incubation of ideas and creativity, Mini-Grants provide funding for cultural events by small, multicultural and grassroots groups, as well as organizations not specifically served by other, existing United Arts grant programs. Funds for these grants are raised through the United Arts campaign (Arts for All Fund).*

<b>Apply Online By</b>	<b>5 pm Aug 1</b>	<b>5 pm Feb 1</b>	<b>5 pm May 1</b>
Notified By / Projects Can Begin	Sept 1	March 1	June 1
Projects Must End By	One year after project start date		
Final Report Due	30 days after final project event, for final 25% of funding		

**Organization Eligibility:** The organization must have been in existence for one year, providing cultural programming (defined as production, presentation or instruction of performing, visual, literary or media arts, the sciences, or history and heritage), AND must be **ONE** of the following:

- Nonprofit 501(c)3 organization, with arts/cultural primary mission, of \$75K budget or less;
- Nonprofit 501(c)3 organization, with arts/cultural primary mission, with 1-2 years operations completed (any budget size);
- Nonprofit 501(c)3 organization, with arts/cultural primary mission, producing only one event per year (any budget size);
- Local arts agency, producing a cultural program, of any budget size;
- Non-arts nonprofit 501(c)3 organization (mission is not arts/culture), producing a cultural program (must engage professional artists or arts organizations to deliver programming and provide resumes/bios of artists);
- Non-local nonprofit 501(c)3 organization (outside Lake, Orange, Osceola, or Seminole counties), for a cultural program that is located in Lake, Orange, Osceola, or Seminole counties;
- Organizations that have applied for the 501(c) 3 designation can have a fiscal sponsor (an organization with a 501(c) 3 designation) apply on their behalf. Funds will be awarded to the fiscal sponsor, who will be fiscally responsible on behalf of the sponsored organization. The producing organization must be demonstrably separate from the fiscal sponsor (decision-making, financial), not a program of the fiscal sponsor. Operating Support Grantees can serve as a fiscal sponsor;
- Organizations that would normally be eligible for Operating Support Grants, but would prefer to apply through the simpler Mini-Grants process instead, may contact the grants staff for consideration.

Organizations must have current 501(c) 3 status (United Arts will verify at [www.irs.gov](http://www.irs.gov)) and current good standing with the state of Florida Division of Corporations as a nonprofit organization (United Arts will verify at [www.sunbiz.org](http://www.sunbiz.org)).

Organizations are NOT eligible if they are:

- A public or private entity governed by a county, municipality, school district, community college, college, university, or an agency of state government;
- Media companies (TV/radio/print);
- Faith-based organizations, except for a non-faith-based program open to any segment of the population;
- Fraternal or sports organizations;
- Political causes, candidates, organizations, or campaigns; or
- Organizations that are adjuncts to for-profit organizations. ("Friends of" organizations are eligible to apply only in lieu of the parent nonprofit organization.)

**Individual Artist Eligibility:** an individual artist may apply for a project that engages the community in a significant way, over a long period of time. *It is highly recommended to submit a summary of the idea via email to [Mary@UnitedArts.cc](mailto:Mary@UnitedArts.cc) before applying.* The individual artist:

- must have at least two years professional experience (resume/bio must be included in the application);

- must be at least 18 years of age; and
- must be a citizen of the U.S., permanent legal resident or refugee.

Grantee artists will be required to provide their social security number or business EIN for tax reporting, and must retain receipts for all expenses during the project for the final report.

**Limits on Eligibility:** In all cases, final eligibility decisions are made by United Arts staff. Each applicant is limited to one Mini-Grant application per deadline, and one funded Mini-Grant per July-June period. An applicant may receive funding for more than one year, but a new application must be submitted each year. Approval of one year of funding carries with it no assurance of continued funding in subsequent years. Applicants must be in good standing with any prior United Arts grant or contract reporting.

**Project Eligibility:** The proposed project must involve the arts, sciences, or humanities, such as the fine arts of a culture; must occur in Lake, Orange, Osceola or Seminole counties; and must be open to the public. Exhibits, performances, festivals, arts education or outreach programs are examples of typical projects. All projects must be executed by professional artists and performers. Multiple projects can be included in one application, but separate budget forms are required for each project. Administrative costs can be included, up to 15% of the project budget.

This grant cannot fund:

- Capital expenditures (including acquisitions or equipment), or any building, renovation or remodeling of facilities;
- Deficit reduction, bad debts, contingencies, fines and penalties, interest payments, litigation costs, or any other comparable financial costs;
- Contributions to cash reserves and/or endowment funds;
- Lobbying or attempting to influence federal, state, or local legislation;
- Fundraising events, activities, and related expenses (e.g., benefits, dinners, sporting events, etc.);
- Awards, prizes, or scholarships for use outside the applicant's programming;
- Tuition for academic study;
- Projects produced by K-12 students or undergraduate students (priority is on professional artists and arts organizations engaging the public);
- Projects produced by social service organization program staff without artistic credentials (social service organizations must partner with professional artists and arts organizations);
- Food or beverage for hospitality or entertainment functions;
- Regranting, contributions, or donations;
- Projects benefiting for-profit organizations;
- Private events closed to the general public and activities restricted to an organization's membership (including school competitions, recitals and graduations – professional competitions are eligible if applications and events are open to the public);
- Excessive administrative costs of the hosting organization (15% max allowed for internal salaries, costs related to owned venue, etc.);
- Staff travel or projects outside of Lake, Orange, Osceola or Seminole counties;
- Projects in the following areas: acrobatics, aerobic dance, beauty pageants, clowning, comedy, cosmetology, face painting, fashion shows, karaoke, juggling, magic shows, martial arts, mineralogy, gemology, modeling, nature presentations, quiz bowls or travel presentations;
- Projects of a religious nature designed to promote or inhibit religious belief and/or practice and that have no basic underlying secular theme or topics; or
- Event costs not related to the fine arts including commercial artists/musicians, DJs, business expos, social service projects, etc. Children's performances or exhibits are not eligible elements of an event for grant funding; grant-funded presentations must be by professional artists and performers.

All ineligible items must be removed from the application budget when calculating match.

**Request Amount:** A maximum of \$2,500; funds must be matched \$1:\$1 by cash income from other sources. No in-kind match is eligible. Funding is very competitive; not every project of merit will be funded. Maximum grant award is \$2,500, but average grants will be lower. Any applicant whose project will not be possible with partial funding must notify United Arts. Applicants whose project budget includes ineligible expenses (see above) must remove them when calculating the request amount; contact United Arts for assistance if needed.

**Funding Decision Process:** Staff initially reviews applications. Staff may contact applicants for additional materials, so please watch email closely. Incomplete applications will be rejected. If the primary contact will be out of town, designate a contact person and notify [Jessica@UnitedArts.cc](mailto:Jessica@UnitedArts.cc). United Arts usually postpones consideration of funding if the event falls within the next cycle. Grant awards are determined by the Executive Committee of United Arts' board of directors.

**Availability of Funding:** The mini-grant pool starts in August and is available for the next two cycles (Feb & May) until funding is gone; projects submitted in August have the best chance of funding. United Arts will post on the website ([www.UnitedArts.cc/grants](http://www.UnitedArts.cc/grants)) if funding has run out for the current cycle.

**Grant Payment Schedule:** Grantees will sign an online award agreement and provide proof of insurance before receiving grant funds; these are due 30 days after the award approval, or 3 business days before the event, whichever comes first. 75% of funds will be issued once award agreements are in place. The final report is due 30 days after the final project event, and all expenditures must be complete by this date; the final 25% of funds will be released as reimbursement upon approval of the final report.

#### **Requirements During the Grant Period:**

- ❑ **Request Permission for Changes:** Significant project or budget changes (such as changes of event dates) must be requested in advance. Changes may or may not reduce the grant amount, requiring a return of grant funds to United Arts. Contact [Jessica@UnitedArts.cc](mailto:Jessica@UnitedArts.cc) with questions or to discuss a potential project change.
- ❑ **Notification:** During the project, grantees must keep [Jessica@UnitedArts.cc](mailto:Jessica@UnitedArts.cc), [Mary@UnitedArts.cc](mailto:Mary@UnitedArts.cc) and [FloraMaria@UnitedArts.cc](mailto:FloraMaria@UnitedArts.cc) on their email list, renew insurance policies when they expire, and notify United Arts of any contact changes or changes in IRS tax-exempt status. United Arts will add grantees to its email list including resources and opportunities.
- ❑ **Publicity:** Organizations are strongly encouraged to post their events on OrlandoAtPlay.com, when the dates and other details have been set. United Arts promotes posted programs through our email newsletter and, if at least two months in advance, the calendar section of *Orlando Arts Magazine*. To add your event, go to [www.OrlandoAtPlay.com/page/submit\\_event/](http://www.OrlandoAtPlay.com/page/submit_event/).
- ❑ **Legal & Insurance:** Grantees must comply with fair labor standards and a drug-free workplace, maintain PCI (Payment Card Industry) compliance, provide business EIN or social security number for tax purposes, and maintain insurance coverage. At the time of award acceptance, all grantees are required to provide a Certificate of Insurance, listing United Arts as certificate holder and proving current coverage for the following types and limits of coverage:
  - Commercial General Liability, \$500,000 (event riders are acceptable or insurance held by the venue that covers your organization for the event). United Arts MUST BE listed as additional insured (usually listed in the notes field).
  - Workers' Compensation, as required by law (if the organization employs more than three paid staff)Grantees must submit a new copy of the insurance certificate whenever one of the policies expires. Any organization that believes it cannot meet the coverage requirements throughout the project period may request a reduction or waiver. Any such request shall include an explanation of the need for reduction or waiver, signed by a board representative and accompanied by a quote in writing from a potential insurer.
- ❑ **Electronic payment:** Grantees are encouraged to sign up for payment via ACH (electronic deposit), whereby funds will be direct deposited into the grantee's business account. This provides more prompt delivery of grant funds by alleviating mail time and bank holds. The form to sign up will be available in the award agreement.

- ❑ **Inclusion:** Grantees must provide equal access and opportunity in employment and services and may not discriminate on the basis of race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status. United Arts expects that the make-up of the staff, board, audience, volunteers, artists, scientists, historians, etc. involved with grantee organizations be inclusive of the diversity of the community and compatible with the organization’s mission.
- ❑ **Acknowledgement:** Grantees must acknowledge the grant in all project publicity and materials (whether printed, online, verbal, or other), with the United Arts logo and statement “(Name of Grantee Organization) is funded in part by United Arts of Central Florida, home of [OrlandoAtPlay.com](http://OrlandoAtPlay.com) and [JAArtsEd.com](http://JAArtsEd.com).”
- ❑ **Recordkeeping:** Grantees must keep information (including description and photos of the project, press or publicity about the project including use of logo or acknowledgement statement, audience demographics, and financial records) for the final report. Grantees that are individual artists must keep receipts of project expenses for the final report. Also, all grantees must keep records about the grant activities and financials for at least five years after the project is completed; such records must be available for audit by United Arts representatives.
- ❑ **Final Report:** a final report form will be provided in your online account. This report will be due 30 days after the final project event, to receive the final 25% of funds and maintain eligibility for future funding.

### Application Tips

For tech support or other questions: Contact [Jessica@UnitedArts.cc](mailto:Jessica@UnitedArts.cc) or 407.628.0333 x228.

- Go to [www.UnitedArts.cc/grants](http://www.UnitedArts.cc/grants) to download the budget form (“save as” to your computer before editing) and start the online application.
- Start early!
  - Read these guidelines thoroughly and take note of any questions.
  - Proofread! Ask others to read your application. You can ask for a *brief* courtesy review by United Arts up to 2 days before the deadline.
  - You can make an appointment to use United Arts computers (extremely limited).
  - Gather the documents (digital only): budget form from United Arts, organization financials (most recent IRS Form 990 or financial statements – balance sheet and income/expense statement), and up to 5 support materials (press, flyer/program, patron surveys, link to max 3 minutes of video, etc.)
- Save often.
- Submit early! Leave extra time at the end in case you have questions or computer trouble. Missing documents or fields will prevent submission of the application. *Contact and project information for all grantees will be made available to the press, and United Arts may use quotes or pictures from applications or reports in publicity.*
- Not ready to submit by the 5:00 pm deadline? You can save it for the next deadline (Aug 1, Feb 1, May 1).
- Don’t stop here!
  - Post your events for free on [OrlandoAtPlay.com](http://OrlandoAtPlay.com) at [http://www.orlandoatplay.com/page/submit\\_event/](http://www.orlandoatplay.com/page/submit_event/). Once you create an organizational listing, make sure to ask how to become a featured event, or get discounts listed in the weekly email. Contact: [William@UnitedArts.cc](mailto:William@UnitedArts.cc).
  - If you have education programs for schools, they may be eligible for Arts and Culture Access funding from United Arts. See [www.JAArtsEd.com/page/guidelines](http://www.JAArtsEd.com/page/guidelines).
  - Apply for grants from other funders, including the Florida Division of Cultural Affairs ([www.Florida-Arts.org](http://www.Florida-Arts.org)) and Orange County Arts & Cultural Affairs ([www.UnitedArts.cc/grants](http://www.UnitedArts.cc/grants)).
  - Let us know what we can do for you as your local arts agency!

