

## 2021 Front Yard Festival Grant Guidelines



Through funding from Orange County, United Arts is offering a grant to subsidize the use of the Dr. Phillips Center for the Performing Arts' Front Yard Festival outdoor event venue for cultural programming. This program addresses the need for Orange County cultural nonprofits to be better able to afford the Dr. Phillips Center for the Performing Arts' Front Yard Festival outdoor venue space to showcase arts and cultural programming that will appeal to a wide range of audiences while adhering to social distancing safety protocols during the COVID-19 pandemic.

**Apply Online By:**                      **Rolling deadline: first-come, first-served until funding is exhausted**

Project Period – Venue Date(s)

Must Occur Within:                      Within the duration of the Front Yard Festival

Grant Notification:                      Within 30 days after the application submission

Funding Ends By:                        This program will be active for the duration of the Front Yard Festival or when funds run out, whichever is sooner.

Final Report Due:                        30 days after venue rental covered by the grant has been completed

All grants will be **\$7,000** to cover rental and other costs associated with the Dr. Phillips Center for the Performing Arts' Front Yard Festival, or the total cost of the venue rental, whichever is less. Applicants must be cultural organizations located in Orange County. **This grant is to subsidize venue rental costs and related costs charged by the Dr. Phillips Center for the Performing Arts for the Front Yard Festival ONLY.** A fully executed contract with the venue is required.

In all cases, eligibility decisions are determined by United Arts. Each organization is limited to one Front Yard Festival Grant application). A grant award in one year does not guarantee funding in subsequent years.

### Organization Eligibility:

*In order to apply, the organization must have or must be:*

- Nonprofit 501(c)(3) corporate status, in good standing with State of Florida Division of Corporations and the IRS (United Arts will verify current 501(c)(3) status at [www.irs.gov](http://www.irs.gov) and current good standing with the State of Florida Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org))
- In good standing with any prior grant reporting with United Arts, if applicable
- Arts/cultural as the primary focus of the organization's mission; providing cultural programming (defined as exhibition, production, presentation or instruction of performing, visual, literary or media arts, the sciences, or history and heritage)
- An arts/cultural group must be located in Orange County
- Local governing board (may include members who reside outside Central Florida) that meets at least quarterly and operates under a set of bylaws

*Organizations are NOT eligible if they are:*

- A public or private entity governed by a county, municipality, school district, public and/or private and/or charter school, community college, college, university, or an agency of state government
- A Media company (TV/radio/print)
- Groups whose primary mission is other than arts and culture
- Faith-based organizations
- Fraternal or sports organizations
- Political causes, candidates, organizations, or campaigns
- Organizations that are adjuncts to for-profit organizations ("Friends of" organizations are eligible to apply only in lieu of the parent nonprofit organization)
- A chapter of a larger or national nonprofit

**Funding Decision Process:** United Arts staff initially reviews applications. A panel including members of United Arts staff, Orange County Arts & Cultural Affairs, and/or its Advisory Council will review and recommend grants to be approved by the Executive Committee of United Arts Board of Directors. Staff may contact applicants for additional materials, please watch email closely. Incomplete applications will be rejected. If the primary contact will be out of town, designate a contact person and notify [Rafael@UnitedArts.cc](mailto:Rafael@UnitedArts.cc).

**Availability of Funding:** The grant application process opens November 3, 2020, and will continue until funding is depleted or the Dr. Phillips Center for the Performing Arts' Front Yard Festival ends. United Arts will post on the website ([www.UnitedArts.cc/grants](http://www.UnitedArts.cc/grants)) if funding has been depleted for the year.

**Grant Payment Schedule:** Grantees will sign an online award agreement before grant funds are disbursed. The awarded grant of \$7,000 will be issued by United Arts and sent directly to the Dr. Phillips Center for the Performing Arts.

#### Requirements During the Grant Period:

- ❑ **Request Permission for Changes:** Any project date changes must be requested in advance. Contact [Rafael@UnitedArts.cc](mailto:Rafael@UnitedArts.cc) with questions or to discuss a potential project date change. Unapproved date changes will result in forfeiture of the grant.
- ❑ **Notification:** During the project, grantees must keep [Rafael@UnitedArts.cc](mailto:Rafael@UnitedArts.cc) on their email list, renew insurance policies when they expire, adhere to the Dr. Phillips Center for the Performing Arts' insurance requirements, 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:** Recipients of venue subsidy grantees are required to post their events on OrlandoAtPlay.com when the dates and other details have been set. United Arts promotes select events 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:** You must comply with fair labor standards and a drug-free workplace.
- ❑ **Insurance:** At the time of award acceptance, all grantees are required to provide a Certificate of Insurance, listing United Arts of Central Florida as certificate holder and provide 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 and Orange County Government MUST BE listed as additional insureds (usually listed in the notes field).
  - Commercial Auto Liability, \$500,000 for hired and non-owned automobiles (unless covered under Commercial General Liability policy). Organizations that own automobiles must provide proof of Automobile Insurance.
  - 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.
  - Grantees must adhere to the Dr. Phillips Center for the Performing Arts' insurance requirements.
- ❑ **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 Orange County logo and United Arts logo and statement "This project is funded in part by Orange County Government, Arts & Cultural Affairs Program, through United Arts of Central Florida."
- ❑ **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, and attendance statistics) for the final report. Also keep records about the grant activities and financial documents 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, due 30 days after the event detailing attendance and audience statistics. Failure to comply could affect eligibility for future United Arts funding.

**Application:** The application is available online at [www.UnitedArts.cc/grants](http://www.UnitedArts.cc/grants), click on Apply Now to access or create an account (if new to the system) and select Front Yard Festival Grant. A budget form is required with the application, a template is provided for download.