

TOWN OF CARY
Cultural Arts Funding Request Form
Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

Deadline: All applications must be submitted by **Friday, February 28 by 11:59 p.m.**
Applicants must attend a Cary Funding Workshop to be eligible to receive FY21 funding.
Only web-based forms will be accepted.

State law (G.S. 55A-16-24) requires a non-profit corporation that receives over \$5,000 of grants, loans or in-kind donations from a local government to provide its latest annual financial statements and filed Internal Revenue Service Form 990 upon written demand. The financial statements must contain details about the amount of public funds received and how those funds were used. To ensure state compliance, Cary requires all organizations to provide these statements and forms.

Policy Statement 115

Cary's Policy for Support and Sponsorship of Cultural Groups and Activities supports the administration of granting funding to local non-profit cultural organizations. The purpose of this policy is to foster development and growth of the arts for the benefit of Cary residents, to equitably and efficiently allocate resources to strengthen organizations and cultural programs, to promote partnerships between Cary and cultural organizations, and to provide sound and clear methods for decisions.

Criteria

Your request will be evaluated using the following criteria:

- Leadership (demonstrable expertise and resources— staff, volunteers, budget)
- Potential audience/service population
- Location of program/ organization
- Community support
- Community benefit; compatibility with Cary's goals, priorities and programs.

Attachments

ALL organizations are required to provide:

- A complete application:
 - Please fill in answers to every question or enter "not applicable".
 - Feel free to attach documents, spreadsheets, etc. for any questions asked in the application.
- 501(c)(3) status documentation
- Financial statement for your organization's most recently completed fiscal year. (Audited, if applicable.)
- Your organization's most recent IRS Form 990/EZ/N
- A complete budget using the Excel spreadsheet provided.
- A list of your organization's Board of Directors and Staff using the Word table provided

Questions

Organizations that are applying for the first time are strongly encouraged to contact William Lewis, Cultural Arts Manager at william.lewis@townofcary.org or (919) 462-3861. If you need guidance in filling out this application, please contact Meredith Gruber, Project and Program Manager, at meredith.gruber@townofcary.org or (919) 460-4983.

A Glossary of Application Terms is included for reference.

APPLICANT INFORMATION

Applicant Information	
Organization Name	
Website	
Mailing Address	
Application Contact Information	
Contact Person	
Telephone Number	
Email Address	

Submission of IRS 501(c)(3) status documentation

Submission of your organization's most recent IRS Form 990/EZ/N

GRANT REQUEST

Our organization is requesting funding to support:

General Operating Expenses _____ A Specific Project _____

Amount Requested	
Total Prior Fiscal Year's Expenses	
Request as Percentage of Prior Fiscal Year's Expenses	

ABOUT YOUR ORGANIZATION

Mission Statement

Provide your organization's mission statement.

History

Provide a brief history about your organization. (max 2500 characters & spaces)

PROGRAMMING

FY21 Programming

Provide information about the CARY programming your organization has planned for the FY21 fiscal year, including dates, locations and brief descriptions. If your organization counts multiple concerts, exhibitions and/or productions, each one should be noted in this section. Include any **community partners or collaborations** planned. (max 3300 characters & spaces)

Funding Use & Its Community Value

Describe how your funding will be used and the benefit to the Cary community. (max 3300 characters & spaces)

PROGRAMMING STATS

	Most Recently Completed Year	Current Year in Progress	Next Year as Budgeted
Enter Fiscal Year (mm/dd/yy-mm/dd/yy)			
Total Number of Performances/ Exhibitions/Classes & Seminars/ Festivals/Events			
Total Number in Cary			

AUDIENCE & PARTICIPANTS

	Most Recently Completed Year
Number of:	
- Audience/Attendees	
- Staff (paid & unpaid)	
- Artists	
- Volunteers	
TOTAL:	

BUDGET

Fill out the Excel Budget spreadsheet entitled "FY21 Cary Grant Application Budget." Submit this as an attachment with your completed web-based form.

Submit the financial statement for your organization's most recently completed fiscal year. (audited, if applicable)

STRUCTURE

Fill out the Structure document entitled "FY21 Cary Grant Application Structure." Submit this as an attachment with your completed web-based form.

CARY SUPPORT

Please indicate any other support you have received from Cary in the last two years:

- Use of Cary facilities for rehearsals/performances/classes/exhibitions/storage
- Use of Cary facilities for meetings
- Use of Cary equipment
- Marketing assistance
- Other (Please specify.)

OTHER

Do you have a fidelity bond or crime insurance? Yes No
If so, how much is the fidelity bond or crime insurance?

Please provide any other information that will assist in evaluating your request.

Provide any additional attachments.

Certify

I certify that I represent a Cary-focused, non-profit organization that benefits the residents of Cary.

SAMPLE