

Charles County Arts Alliance, Inc.
FY 2024 Arts in Education Program

**ARTS IN EDUCATION GRANT (AIE)
GUIDELINES**

Public Schools Only

Grant Support Period: July 1, 2023 – June 30, 2024

IMPORTANT – PLEASE NOTE!

GRANT APPLICATION DEADLINE: Completed AIE grant applications must be emailed to the CCAA at info@charlescountyarts.org **no later than 12:00 PM on Friday, October 6, 2023.** The CCAA does not accept responsibility for lost, misdirected, or late applications; such applications will not be considered. Any modifications to the original application must be brought to the attention of the CCAA prior to the event.

FINAL REPORT FORM DEADLINE: After completion of your project(s), use the application form as your Final Report Form, completing Sections B and C with actual data. The Final Report Form is due in the CCAA office **no later than 12:00 PM, 21 days following completion of your Arts in Education project.** Failure to comply will result in: (1) ineligibility for CCAA grant funding in the subsequent fiscal year; and/or 2) a requirement to return the full dollar amount of the grant.

Purpose:

Arts in Education (AIE) Grants are designed to promote, strengthen, and enhance the arts and arts education in Charles County's elementary and secondary schools.

- These grants can only be applied towards obtaining quality performances and/or hands-on intensive workshops in the schools by visiting performers, artists, authors, poets, master teachers and professionals in the areas of music, visual art, drama, dance, and literature for the educational enhancement of youth.
- **Only one (1) AIE Grant per school is permitted.** However, the grant can be awarded for a series of performances or workshops (e.g., the PTA, an art teacher and music teacher at one school can make a combined proposal for two or more performances/residencies).
- The total amount of AIE grant funding from the CCAA cannot exceed **\$800** for any school. Other AIE grant funding is available directly from the Maryland State Arts Council (www.msac.org)

Directions for E-Grant Application Filing:

1. All AIE Grant Applications must be received by the CCAA **no later than 12:00 PM on Friday, October 6, 2023.**
2. Complete the CCAA AIE Grant Application and save it to your computer (file name: "AIE Grant Application – My School Name").
3. E-mail the completed application (1 page only) as an attachment to the CCAA at the following address:
info@charlescountyarts.org
4. Complete all information requested. The projected Total Income and Total Expenses should equal each other.

5. You may request from \$100 to \$800 in support of your arts project/series; the CCAA cannot fund more than 50% of your total project expenses. All events must take place by **June 30, 2024**.
6. You must be able to “match” your grant request at a minimum of a 1:1 ratio (dollar-for-dollar).

Example: If the total **projected program expenses** equal \$1,600, you can request up to \$800 from the CCAA, and your “matching income” would need to be at least \$800.

<u>Projected Income</u>		<u>Projected Expenses</u>	
AIE Grant Request:	\$800 (from CCAA)	Presenter’s Fee:	\$650
Matching Income:	\$800 (your sources)	Presenter’s Expenses:	\$800
		Materials and Supplies:	\$150
Total:	\$1,600	Total:	\$1,600

7. You cannot use funds from the Maryland State Arts Council as part of your matching income.
8. The “liaison” is the person responsible for the project and AIE Grant Application and is also the person responsible for submitting the AIE Final Report Form.

COMPLIANCE Criteria:

Schools receiving Artists in Education Grant funds from the Charles County Arts Alliance **MUST:**

- **Agree to the policies**
 - Agree to policies and regulations governing this grant process as determined by the Charles County Arts Alliance (CCAA) and the Maryland State Arts Council (MSAC).
- **Use the CCAA and MSAC logos in all verbal, printed and internet publicity**
 - Acknowledge the financial support of the CCAA and the MSAC, using the logo of the CCAA and MSAC in all printed and internet publicity (school newsletter, letters to parents, etc.) and verbally, in all announcements about the event(s). Two such examples are to be sent with your final report.
 - Logos are available at the CCAA website, www.charlescountyarts.org and the MSAC website www.msac.org, respectively.
- **Submit a Final Report Form**
 - **FINAL REPORT FORM DEADLINE:** Your AIE Final Report Form must be emailed to the CCAA **no later than 12:00 PM, 21 days following completion of your Arts in Education project.**
 - Failure to submit your AIE Final Report by this deadline will result in: (1) a requirement to return the full dollar amount of the AIE grant monies to the CCAA; and (2) ineligibility for CCAA AIE grant funding in the subsequent fiscal year.
 - **CCAA must be notified if there is a change in artist(s) to be used or a change of date for your activity.**
 -

CCAA Review of the Grant Application:

- **Initial Review:** After the grant application is received, it is reviewed by a CCAA staff member for completeness and adherence to CCAA guidelines. Applicants will be notified if additional information or corrections are necessary.
- **Grant Review Panel:** Applications are reviewed by the CCAA Grant Review Panel, a committee composed of local citizens and chaired by a member of the CCAA Board of Directors. Following its review, the Grant Review Panel presents its grant funding recommendations to the CCAA Board of Directors for final approval.
- **Notification:** All grant applicants are notified by hard copy and email of the CCAA’s final decisions.

- **CCAA Grant Agreement/Grant Disbursement:** At the time of CCAA written notification, all approved grant recipient organizations will also receive a copy of the CCAA Grant Agreement. This grant agreement is to be completed and signed. **No grant funds will be disbursed until the signed CCAA Grant Agreement is received by the CCAA.**
- **Grantee Support of CCAA:** All approved grant recipient schools are strongly encouraged to join the CCAA as a Nonprofit Organization member, supporting CCAA programs and activities throughout the year. Working together in a spirit of cooperation and mutual benefit, the CCAA and its grantee organizations can enhance the overall “state of the arts” in Charles County.
- **Appeal:** To pursue an appeal, the applicant must write a letter to the CCAA Board of Directors within 5 workdays of the date of the grant award or denial letter, requesting a reconsideration of the CCAA Grant Review Committee’s decision and stating the grounds for the request. The applicant will receive written notification on the determination of the appeal within 14 days of the receipt of the written request.

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FINAL REPORT FORM DEADLINE: The Final Report Form is due in the CCAA office **no later than 12:00 PM, 21 days following completion of your Arts in Education project.** Failure to comply will result in: (1) ineligibility for CCAA grant funding in the subsequent fiscal year; and/or (2) a requirement to return the full dollar amount of the grant.

Charles County Arts Alliance, Inc.
FY 2024 Arts in Education Program

ARTS IN EDUCATION GRANT (AIE)
APPLICATION FORM

DEADLINE: Email this application to Info@charlescountyarts.org **no later than 12:00 PM on Friday, October 6, 2023.** Submit only this page to the CCAA as your AIE Grant Application.

A. General Information

Please type as much information as required in each block.

School/Educational Facility Name	
Mailing Address	
Principal's Name	
School Telephone	
School email	
Board Employee/Teacher's Name	
Board Employee/Teacher's Home Phone	
Board Employee/Teacher's Cell Phone	
Board Employee/Teacher's Personal/Home Email	
Student Population of School	

B. Programming Information: Projected Figures used for the Application.

Please type as much information as required in each block.

Name of Artist(s)	
Project Type/Art Form	
Proposed/Actual DATE(S) of project(s)	
Goals of Project (<i>be specific</i>)	
Number of Days	
Number of Artist(s)	
Number of Students Participating Directly with the Artist(s), hands-on workshop, or core group	
Number of Students Indirectly Involved (Audience)	
Number in Audience (Total)	

C. Financial Information: Projected Figures used for Application.

Projected Income and Expenses for the Project:

Principal's Signature and Date

Board Employee/Teacher's Signature and Date

<i>Income</i>	
CCAA AIE Grant Requested	
Local Match	
Total:	\$

<i>Expenses</i>	
Artist's Fee	
Artist's Expenses	
Materials	
Promotion/Documentation	
Total:	\$

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ARTS IN EDUCATION GRANT (AIE)
FINAL REPORT FORM

DEADLINE: Email this final report within 21 days from the completion of your project to info@charlescountyarts.org. Remember to list the ACTUAL dates, participant numbers, income and expenses and include signatures. Income must equal or exceed expenses, but totals do not need to be the same as long as the match amount was met. **Submit only this page** to the CCAA as your AIE Grant Final Report.

D. General Information

Please type as much information as required in each block.

School/Educational Facility Name			
Mailing Address			
Principal's Name			
School Telephone			
School email			
Board Employee/Teacher's Name			
Board Employee/Teacher's Home Phone			
Board Employee/Teacher's Cell Phone			
Board Employee/Teacher's Personal/Home Email			
Student Population of School			

E. Programming Information: Actual Figures for the Final Report

Please type as much information as required in each block.

Name of Artist(s)			
Project Type/Art Form			
Proposed/Actual DATE(S) of project(s)			
Goals of Project (be specific)			
Number of Days			
Number of Artist(s)			
Number of Students Participating Directly with the Artist(s), hands-on workshop, or core group			
Number of Students Indirectly Involved (Audience)			
Number in Audience (Total)			

F. Financial Information: Actual Figures for the Final Report

Actual Income and Expenses for the Project:

Principal's Signature and Date

Board Employee/Teacher's Signature and Date

<i>Income</i>	
CCAA AIE Grant Requested	
Local Match	
Total:	\$

<i>Expenses</i>	
Artist's Fee	
Artist's Expenses	
Materials	
Promotion/Documentation	
Total:	\$