



Charles County Arts Alliance, Inc.
FY 2023 Community Arts Development Program
SPECIAL PROJECT GRANT (SP)
GUIDELINES
For Arts and Non-Arts Organizations
Grant Support Period: July 1, 2023 – June 30, 2024

IMPORTANT – PLEASE NOTE!

If applicable, organizations must attach the most recent copy of their IRS 501(c)(3) letter to the grant application.

GRANT APPLICATION DEADLINE: Applications open Monday, August 21, 2023. Completed grant applications with all required copies must be received by the CCAA (not postmarked) no later than 12:00 pm, Friday, October 6, 2023. The CCAA does not accept responsibility for incomplete, lost, misdirected, or late applications; such applications will not be considered.

FINAL REPORT FORM DEADLINE: The Final Report Form is due no later than 21 days following completion of the Special 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:

The Community Arts Development Program **Special Project Grants (SP)** of the Charles County Arts Alliance provides partial financial support to **arts organizations and nonprofit organizations** that produce quality single projects or a series of related projects in Charles County, Maryland, in such categories as:

Arts Service	Supports nonprofit organizations which have a record of providing quality programs and arts services.
Children's Events	Primarily offers artistic experiences to children.
Dance	Primarily produces or presents dance.
Folk Arts/Heritage	Primarily identifies, documents, and/or presents the traditional arts, including folk music, song, storytelling, dance, crafts, architecture, and costume.
Literature	Primarily presents, publishes, or disseminates all literary forms.
Media	Primarily presents or produces works of art in audio and visual media, including animated, documentary, electronically manipulated, experimental, or narrative forms of audio/visual expression.
Multi-Disciplinary	Presents or produces arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines.
Music	Primarily produces or presents music.
Theatre	Primarily produces or presents theater.
Visual Arts	Primarily produces or presents the visual arts.

Eligibility Criteria:

Arts and other nonprofit organizations: foundations, civic groups, libraries, museums, religious organizations, or other community-based groups, colleges/universities and units of government.

- **Religious organizations** cannot use CCAA Special Project funding for activities that are intended for religious purposes.
- **College or university departments** are not eligible to apply for a grant if another department of the same college or university has already applied for or received a grant during the same fiscal year.
- **Arts and other nonprofit organizations must:**
 - Be incorporated in the State of Maryland, and be based in Charles County, MD,
 - Have received nonprofit status from the U. S. Internal Revenue Service before March 31, 2022,
 - Have operated during the previous fiscal year, and
 - Be governed by a legally liable board of directors, acting under a mission statement and budget specific to the organization

Application Requirements:

1. All applications must be typed and signed by two of the organization's officers/representatives and each organization must designate an official point of contact (one person).
2. The application must be typed in black type using font no smaller than 10-point.
3. Organizations must attach the most recent copy of their 501 (c)(3) letter from the IRS, if applicable.
4. Only completed applications that contain all required documents will be accepted.
5. Unsigned applications will not be considered. All documents must be clearly readable and suitable for reproduction.
6. Photo-reduction of text is not permitted. Do not reduce or condense type or line size.
7. Submit all materials on 8.5 x 11-inch white paper; do not use colored paper.
8. Submit one (1) original application with original signatures and seven (7) additional copies (collated, single-sided copies) of the application. Electronic submissions will not be accepted.
9. When photocopying materials, copy on one side only. Do not submit two-sided copies.
10. Copies of catalogs, reviews, programs, brochures, or promotional materials related to the organization's arts project(s) must be included to help to augment the application. **Please send only one set of the appropriate supplementary materials with your original application.** These will be shared with the Grant Review Committee.

Budget Instructions for Special Project Grant (SP) Applicants:

- Budget information should be based on the State of Maryland fiscal year (July 1 to June 30)
- **Projected Expenses** and **Projected Income** for the planned program/series of programs **must be equal.**
- Do not include *In-Kind Services* in this budget.
- Round-off all figures to the nearest dollar.
- When completing the application budget forms, please use only expenses and income that are relevant to the project(s) for which you are requesting funding.
- When completing the application budget forms, please use only expenses and income that are considered allowable by the CCAA and the Maryland State Arts Council. These are the expenses and income listed on the application. Other expenses and income may appear on your financial statement since it shows complete activity.

Special Project Grant (SP) funds may not be used for:

- Support of capital improvements or purchases of equipment
- Activities for the exclusive benefit of an organization's members
- Activities that are chiefly recreational, therapeutic, or rehabilitative
- Fundraising activities of any kind
- Travel outside Maryland
- Activities not open to the public

Funding amounts are based upon operating cash expenses for the fiscal year in which they are requested.

NOT allowable as operating expenses:

- Acquisition of capital assets
- Allocations to cash reserves
- Capital improvements
- Deficits
- Capital debt reduction
- Contributions to endowments

NOT allowable as operating income:

- Loans
- Carryover
- Transfer of funds earned in prior years

Matching Requirements:

All Special Project Grants must be matched with **expenses in cash of at least:**

- 1:1 match – For grant requests from \$0 to \$3,000. Example: \$1,000 grant request must be matched with \$1,000 in organizational funds for a total program expense of \$2,000.
- 2:1 match – for grant requests between \$3,001 and \$6,000. Example: \$4,000 grant request must be matched with \$8,000 in organizational funds for a total program expense of \$12,000.
- 3:1 match – for grant requests between \$6,001 and \$8,000. Example: \$7,000 grant request must be matched with \$21,000 in organizational funds for a total program expenses of \$28,000.
- All General Operating Grants must reflect the matching money requirements in their final report or return the difference to the CCAA in a check attached to the Final Report Form by the stated July 21, 2023, deadline.

NOT allowable as part of match:

- Funds or services from the State of Maryland, including the Maryland State Arts Council
- In-kind or donated services

Compliance Criteria:

Any arts or other nonprofit organization receiving General Operating Grant (GO) funds from the Charles County Arts Alliance **MUST:**

1. Submit one (1) original application with original signatures, and seven (7) additional copies (collated, single-sided copies) of the application. Electronic submissions will not be accepted.
2. Give proper credit to Charles County Arts Alliance and the Maryland State Arts Council in all printed and promotional material developed in relation to the arts project(s) receiving CCAA grant support. Such credit should be in the form of a written statement ("*Sponsored in part by a grant from the Charles County Arts Alliance and Maryland State Arts Council*"), and the use of the CCAA and MSAC official logos. These logos are available on the CCAA website (www.charlescountyarts.org) and MSAC website (www.msac.org), respectively.
3. Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or

be subjected to discrimination related to the arts.

4. Comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibits discrimination based on sex or age.
5. Comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which state that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to the arts.
6. Must maintain complete and accurate records of all activities connected with the grant.
7. Must file the Final Report Form by the stated deadline (**no later than 21 days following completion of the Special Project**) with two advertisement samples, complete narrative, and financial information.
 - It is the responsibility of the grantee to obtain the Final Report Form in ample time to meet the deadline.
 - Failure to submit a Final Report Form will jeopardize any future grants being received by the organization and will result in the organization being required to repay the full dollar amount of the grant funds received.

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. Applicant will be notified if additional information or corrections are necessary.
- **Review Criteria:** The review of grants is based in part upon the following criteria:
 - Artistic merit of the proposed activities
 - Organizational effectiveness
 - Service to the community
- **Grant Review Panel:** Applications are reviewed by the CCAA Grant Review Panel, a committee comprised 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 in writing of the CCAA's final decisions. Please be advised that this amount may be reduced on a pro-rata basis for all approved grant applications if CCAA funding from the MSAC is reduced during FY 2024.
- **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**, to be completed, signed and returned. Grant recipients that fail to comply with any of the terms of their signed CCAA Grant Agreement, including submission of the Final Report Form by the stated deadline, will: (1) be ineligible for CCAA grant funding in the subsequent fiscal year and (2) be required to return the full dollar amount of the grant.

- **CCAA Annual Grantee Reception (IF Scheduled):** Approval of the 2024 application will be determined at the November 2023 CCAA Board Directors meeting. All approved grant recipient organizations must have a designated representative attend the CCAA Annual Grantee Reception to receive their grant funding.
 - If approved, the Grantee Reception will occur on Saturday, November 18, 2023, from 6:00 to 9:00 pm, at the Old Waldorf School, Waldorf, MD.
 - The CCAA will provide details of the Grantee Gala after announcement of award to grant recipients.
- **Grantee Support of CCAA:** All approved grant recipient organizations are strongly encouraged to: join the CCAA as Nonprofit Organization members, become active, and support CCAA programs and activities throughout the year.
- **Appeal:** To pursue an appeal, the applicant must write a letter to the CCAA Board of Directors within 5 days 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 from the CCAA Board of Directors on the final determination of the appeal within 14 days of the receipt of the written request.

Definitions:

- **Fiscal Year:** This term refers to the State of Maryland fiscal year (July 1 – June30).
- **Arts Organizations:** Nonprofit organizations that have as their primary purpose/mission to produce or present the performing, visual or literary arts. Arts organizations may only apply for one type of CCAA grant per fiscal year: General Operating Grant or Special Project Grant.
- **All Applicants:** Must confirm that most of their arts projects or programs for which funding is being requested will be produced/presented in Charles County. The projects or programs must be open to the public, and accessible to persons with disabilities. The CCAA does not provide grants for fundraising events of any kind.



Charles County Arts Alliance, Inc.
FY 2024 Community Arts Development Program
SPECIAL PROJECT GRANT (SP)
APPLICATION

For Arts Organizations Only
 Grant Support Period: July 1, 2023 – June 30, 2024

IMPORTANT – PLEASE NOTE!

If applicable, organizations must attach the most recent copy of their IRS 501(c)(3) letter to the grant application.

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A. GENERAL INFORMATION *(Must be typed)*

General Organizational Information	
Organization Name	
Mailing Address	
Federal Identification Number	
Phone Number	
Organization E-Mail Address	
Organization Website URL (if applicable)	
Organization Social Media link(s) (Facebook, Twitter, Instagram, YouTube)	
Contact Information	
Contact Person's Name	
Contact Person's Title	
Contact Person's Home Number	
Contact Person's Cell Number	
Contact Person's E-Mail(s)	

B. ORGANIZATIONAL INFORMATION

1. Dates of your organization’s fiscal year (from month/day to month/day)	
2. Date of your organization’s founding (month, day, year)	
3. Date of State of Maryland incorporation (month, day, year)	

4. Please provide the number of people employed by your organization: either full or part time that will be working on this project/series of projects. Of the total numbers, please indicate how many are members of minority groups and/or special constituencies (senior citizens, people with disabilities, etc.)

If additional rows needed, provide a separate sheet of paper and label accordingly.

EMPLOYEES	Full-Time	Part-Time	Minorities	Special Constituencies
Administrative Personnel				
Artistic Personnel				
Technical Personnel				
Educational Personnel				

5. Please provide the anticipated number of people that will be involved in the project(s) from the appropriate categories. (A single person may be counted in multiple categories). Of the total numbers in each category, please indicate how many of these are members of minority groups and/or special constituencies (senior citizens, people with disabilities, etc.)

If additional rows needed, provide a separate sheet of paper and label accordingly.

Category	Total	Minorities	Special Constituencies
Board Members			
Members (if a membership organization)			
Volunteers			

6. Please identify the key people involved in the administrative, artistic, technical, and educational aspects of your project(s), and their roles.

If additional rows needed, provide a separate sheet of paper and label accordingly.

Key people (First Name, Last Name)	Role

7. Please identify the members of your organization’s Board of Directors and their roles

If additional rows are needed, provide a separate sheet of paper and label accordingly.

Board Member Name (First Name, Last Name)	Role

8. Audience Numbers:

Estimated Audience - Adults over 18	
Estimated Audience – Children under 18	
Estimated Number of Artists/Performers	

9. Have you applied, or do you intend to apply to the Maryland State Arts Council for grant support for this project(s)?

10. (a) Please list and describe your project(s) that will occur in the grant period for which you are applying:

10. (b) **LIST PROPOSED DATES** of activities, events or performances to be given as described in #10. (a). **YOU MUST PROVIDE SPECIFIC DATES** (i.e., days). Months will not be accepted.

11. Please supply a brief history of your project(s) over the last three years.

12. By what means does your organization consider/measure the artistic quality of the programs, projects and service activities it undertakes?

13. Describe your organization's management and financial structure.

14. Describe how the project(s) will serve the community.

C. ELIGIBILITY CONFIRMATION

Artistic category: Please check or highlight all boxes that may apply.

Which below best describes the arts projects/programs for which you are requesting funding?

- Arts Service
- Children's Events
- Dance
- Folk Arts/Heritage
- Literature
- Media
- Multi-Disciplinary
- Music
- Theatre
- Visual Arts

The applicant organization:

- Is an arts organization.
- Is a non-arts organization (other nonprofit organization).
- Is incorporated in the State of Maryland.
- Has received nonprofit status from the U.S. Internal Revenue Service before March 31, 2022.
- Has operated during the previous fiscal year.
- Is governed by a legally liable board of directors, acting under a mission statement and budget specific to the organization.
- Is a college/university.
- Is a unit of government.
- Confirms that the arts special project(s) for which funding is being requested will be mainly produced and/or presented in Charles County.

D. BUDGET INFORMATION FOR GRANT PERIOD - FY 2024 - EXPENSES

(Please refer to “Budget Instructions” on pages 2-3 of Guidelines section for help).

<u>CASH EXPENSES</u>	<u>July 1, 2022 to June 30, 2023</u> (Previous Fiscal Year)	<u>July 1, 2023 to June 30, 2024</u> (Current Fiscal Year)
<i>Personnel Salaries & Fees</i>		
Personnel - Administrative		
Personnel - Artistic		
Personnel – Educational		
Personnel - Technical		
<i>Administration & Operations</i>		
Rent		
Utilities		
Office supplies		
Office equipment rental		
Office printing/copying		
Postal expenses		
Security		
Travel		
Insurance		
Legal/accounting		
Dues/association memberships		
<i>Programming</i>		
Production expenses		
Educational expenses		
Facility/equipment rental		
Printing		
Scholarships/awards		
Copyright/licensing fees		
Travel		
<i>Fundraising/Marketing/Retail</i>		
Paid advertising		
Direct mailing		
Fundraising events		
Cost of goods purchased for sale		
TOTAL EXPENSES		

Continued next page

D. BUDGET INFORMATION FOR GRANT PERIOD - FY 2024 - INCOME

(Please refer to "Budget Instructions" on page 2-3 of Guidelines for help.)

<u>CASH INCOME</u>	<u>July 1, 2022 to June 30, 2023 (Previous Fiscal Year)</u>	<u>July 1, 2023 to June 30, 2024 (Current Fiscal Year)</u>
<i>Earned Income</i>		
Individual admissions/tickets		
Memberships/subscriptions		
Tuition		
Proceeds from fundraising		
Interest income		
Contracted services		
Facility rental		
Advertising sales		
Proceeds from goods sold		
<i>Contributed Support</i>		
Individual donations		
Corporate		
Foundation		
Other (list)		
<i>Public</i>		
National Endowment for the Arts		
Other Federal Agencies		
Maryland State Arts Council		
County or City		
Charles County Arts Alliance		
TOTAL INCOME		

E. CERTIFICATION *(Three signatures are required)*

We, the undersigned, certify that all the information contained in this application is true, complete, and accurate. We have been authorized to submit this application to the Charles County Arts Alliance on behalf of our organization: _____.

(Organization Name)

Grant Writer's Signature		
Printed Name		
Title		
Date		
Email		
Phone	(H)	(C)
President's Signature		
Printed Name		
Title		
Date		
Email		
Phone	(H)	(C)
Treasurer's Signature		
Printed Name		
Title		
Date		
Email		
Phone	(H)	(C)

IMPORTANT – PLEASE NOTE!

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Mailing Address:
P.O. Box 697
White Plains, MD 20695



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www.charlescountyarts.org