



*Charles County Arts Alliance, Inc.*  
*FY 2025 Arts in Education Program*

**ARTS IN EDUCATION GRANT (AIE)  
GUIDELINES, APPLICATION  
and FINAL REPORT FORM**

**Public Schools Only**

**FY 2025 Grant Support Period: July 1, 2024 – June 30, 2025**

**IMPORTANT – PLEASE NOTE**

**GRANT APPLICATION - DEADLINE:** The Grant Application must be emailed to the CCAA Office (ccaaofficeaa@gmail.com) by **no later than 12:00 noon on Thursday, October 10, 2024**. The CCAA does not accept responsibility for lost, misdirected, or late applications. Such applications will not be considered. Any modifications to the original application project(s) must be brought to the attention of the CCAA prior to the event.

**FINAL REPORT FORM - DEADLINE:** After completion of your project(s), submit your Final Report Form (included with this Grant Application), reporting on your actual data. The Final Report Form is due in the CCAA Office by **no later than 21 days following completion of your project(s)**. 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 **Arts in Education (AIE) Grants** of the Charles County Arts Alliance (CCAA) provide partial financial support to the **Charles County Public Schools** to promote, strengthen and enhance arts education in the elementary and secondary schools in Charles County, Maryland.

- These AIE Grants may only be applied towards obtaining quality performances and/or hands-on intensive workshops in the Charles County Public Schools by visiting professional artists, performers, authors, poets, master teachers, etc. in the areas of music, visual art, drama, dance, and literature for the educational enhancement of youth.
- Grant applications may be submitted by Charles County Board of Education (CCBOE) employees or classroom teachers in the public schools. All grant applications require two (2) signatures.
- **Only one (1) AIE Grant per school is permitted.** However, the grant may be awarded for a series of performances or workshops (e.g., the PTA, an art teacher and music teacher at one school may 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 Grant Application - Electronic Filing:**

1. All AIE Grant Applications must be received by the CCAA Office by **no later than 12:00 noon on Thursday, October 10, 2024**.
2. Complete the AIE Grant Application and save it to your computer (file name: “AIE Grant Application – My School Name”).

3. Send the completed application (1 page only) as an email attachment to the CCAA Office at the following address: ccaaofficeaa@gmail.com
4. Complete all information requested. Your projected budget should be balanced, i.e., the *Total Income* and *Total Expenses* should equal each other.
5. **You may request from \$100 to \$800** in support of your arts project(s); the CCAA cannot fund more than 50% of your total project expenses. All events must take place by no later than **June 30, 2025**.
6. You must be able to **“match”** your grant request at a minimum of a **1:1 ratio** (dollar-for-dollar).

**Example:**

If your projected expenses equal \$1,600, you may request up to \$800 in AIE grant funding from the CCAA. Your own required “match” in projected income would need to be at least \$800.

<u>Projected Income</u>		<u>Projected Expenses</u>	
CCAA AIE Grant Request	\$800	Artist Fees	\$650
<u>Your "Match" Income</u>	<u>\$800</u>	Artist Expenses	\$800
		<u>Materials and Supplies</u>	<u>\$150</u>
Total Income:	\$1,600	Total Expenses:	\$1,600

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

**Compliance Requirements:**

Public Schools in Charles County receiving CCAA AIE Grant funding from the Charles County Arts Alliance **must**:

- Agree to the policies:
  - Agree to policies and regulations governing this grant process as determined by the CCAA and MSAC.
  - CCAA must be notified in advance if there is a significant change in your project(s) being funded with AIE grant funds, e.g., a change in artist(s) to be used, or a change of date for your project(s).
- Provide acknowledgment to the CCAA and MSAC in all printed material, internet publicity, and verbally:
  - Acknowledge the financial support of the CCAA and the MSAC in all printed material (programs, school newsletter, letters to parents, etc.) and in all internet publicity, **using the CCAA and MSAC official logos**. Two (2) such examples are to be submitted with your Final Report Form.
  - Logos are available at the CCAA website (www.charlescountyarts.org) and the MSAC website (www.msac.org).
  - In addition, the financial support of the CCAA and MSAC should be acknowledged verbally in announcements about the event(s), and at the event(s).
- Submit a Final Report Form to the CCAA by the stated deadline:
  - **Deadline: Your AIE Final Report Form is due to the CCAA by no later than 21 days following completion of your project(s).**
  - 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.

**CCAA Review of the Grant Application:**

- **Staff 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:** Upon final approval by the CCAA Board of Directors of the CCAA Grant Review Panel grant funding recommendations, all grant applicants are notified in writing of the CCAA's final decisions. Please note that all CCAA grants are subject to the availability of MSAC County Arts Development funding. **In the event that CCAA funding is reduced, the grant funding may also be reduced on a pro-rata basis for all approved grant applications.**
- **CCAA Grant Agreement and Grant Disbursement:** At the time of CCAA written notifications, all approved grant recipient organizations will also receive a copy of the CCAA Grant Agreement, to be completed, signed and returned as soon as possible. **No grant funds will be disbursed until the signed CCAA Grant Agreement is received by the CCAA.**
- **CCAA Annual Grantee Reception:** All approved grant recipient organizations are required to have a designated representative attend the CCAA Annual Grantee Reception, during which the organization will be presented with their grant funding.
  - The CCAA Annual Grantee Reception is tentatively scheduled for **Saturday, November 16, 2024, from 6:00 to 9:00 pm, at the Old Waldorf School, Crain Highway, Waldorf, MD.** Please "save the date" and mark your calendars now.
  - The CCAA will reconfirm the date/time, and other details of the Annual Grantee Reception in the grant award notifications to be sent out.
  - In addition to the CCAA presentation ceremony for approved grant recipients, the Annual Grantee Reception is an excellent opportunity for networking, community-building and fellowship for the entire Charles County arts community. Attendance is not restricted. Please feel free to bring other members of your organization and additional guests to this reception.
- **Grantee Support of CCAA:** In a spirit of reciprocity and mutual benefit, all approved grant recipient schools are strongly encouraged to join the CCAA as Nonprofit Organization members, become active in the CCAA, and support CCAA programs, projects, events and activities throughout the year.
- **Appeal:** To pursue an appeal, the grant applicant must send a written letter to the CCAA Board of Directors within five (5) days of the date of the CCAA grant award or denial notification, requesting a reconsideration of the CCAA decision, and stating the grounds for the request. After receiving the letter, the CCAA Board of Directors will review the request, make a final determination, and provide a written response to the grant applicant within fourteen (14) days.

## IMPORTANT – PLEASE NOTE

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**FINAL REPORT FORM - DEADLINE:** After completion of your project(s), submit your Final Report Form (included with this Grant Application), reporting on your actual data. The Final Report Form is due in the CCAA Office by **no later than 21 days following completion of your project(s).** 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.

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*FY 2025 Arts in Education Program*

**ARTS IN EDUCATION GRANT (AIE)**  
**APPLICATION - Public Schools**

**DEADLINE:** Please send this Application to the CCAA Office via email (ccaaofficeaa@gmail.com) by **no later than 12:00 noon on Thursday, October 10, 2024**. Submit only this page - it is your AIE Grant Application.

**General Information** (*must be typed*)

<b>School/Educational Facility Name</b>	
<b>Mailing Address</b>	
<b>Principal Name</b>	
<b>School Telephone</b>	
<b>School Email</b>	
<b>CCBOE Employee / Teacher Name</b>	
<b>CCBOE Employee / Teacher Home Phone</b>	
<b>CCBOE Employee / Teacher Cell Phone</b>	
<b>CCBOE Employee / Teacher Personal/Home Email</b>	
<b>Student Population of School</b>	

**Program Information - Proposed Project**

<b>Name of Project</b>	
<b>Project Type/Art Form</b>	
<b>Goals of Project</b> ( <i>be specific</i> )	
<b>Projected Dates of Project</b> ( <i>must supply actual dates - not months</i> )	
<b>Projected Artist Name(s)</b> ( <i>must supply actual names</i> )	
<b>Projected Number of Artist(s)</b>	
<b>Projected Number of Students Participating Directly</b> ( <i>interacting with the artist(s), hands-on workshop, or core group</i> )	
<b>Projected Number of Students Participating Indirectly</b> ( <i>student audience</i> )	
<b>Projected Total Number Participating</b> ( <i>total audience</i> )	

**Financial Information - Proposed Budget**

<i>Projected Income</i>	
CCAA AIE Grant Request	
Your "Match" Income	
<b>Total Income:</b>	<b>\$</b>

<i>Projected Expenses</i>	
Artist(s) Fees	
Artist(s) Expenses	
Materials	
Promotion/Documentation	
<b>Total Expenses</b>	<b>\$</b>

\_\_\_\_\_  
CCBOE Supervisor / Principal Signature & Date

\_\_\_\_\_  
CCBOE Employee / Teacher Signature & Date

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**ARTS IN EDUCATION GRANT (AIE)**  
**FINAL REPORT FORM - Public Schools**

**DEADLINE:** Please send this Final Report Form to the CCAA Office via email (ccaaofficeaa@gmail.com) by **no later than 21 days following completion of your project(s)**. Submit this page - it is your AIE Grant Final Report. Also submit two (2) examples of printed material acknowledging the financial support from the CCAA and MSAC. Remember to list the **actual** dates, participant numbers, income and expenses, and include the required signatures. Total income must equal or exceed total expenses, but these totals do not need to be the same, as long as the **"match"** amount was met.

**General Information**

<b>School/Educational Facility Name</b>	
<b>Mailing Address</b>	
<b>Principal Name</b>	
<b>School Telephone</b>	
<b>School Email</b>	
<b>CCBOE Employee / Teacher Name</b>	
<b>CCBOE Employee / Teacher Home Phone</b>	
<b>CCBOE Employee / Teacher Cell Phone</b>	
<b>CCBOE Employee / Teacher Personal/Home Email</b>	
<b>Student Population of School</b>	

**Program Information - Final Project "Actuals"**

<b>Name of Project</b>	
<b>Project Type/Art Form</b>	
<b>Goals of Project, and Whether Goals Were Met</b> <i>(be specific)</i>	
<b>Actual Dates of Project</b> <i>(must supply actual dates - not months)</i>	
<b>Actual Artist Name(s)</b> <i>(must supply actual names)</i>	
<b>Actual Number of Artist(s)</b>	
<b>Actual Number of Students Participating Directly</b> <i>(interacting with the artist(s), hands-on workshop, or core group)</i>	
<b>Actual Number of Students Participating Indirectly</b> <i>(student audience)</i>	
<b>Actual Total Number Participating</b> <i>(total audience)</i>	

**Financial Information - Final Budget "Actuals"**

<i>Actual Income</i>	
CCAA AIE Grant Awarded	
Your "Match" Income	
<b>Total Income:</b>	<b>\$</b>

<i>Actual Expenses</i>	
Artist(s) Fees	
Artist(s) Expenses	
Materials	
Promotion/Documentation	
<b>Total Expenses:</b>	<b>\$</b>

\_\_\_\_\_  
CCBOE Supervisor / Principal Signature & Date

\_\_\_\_\_  
CCBOE Employee / Teacher Signature & Date