

Charles County Arts Alliance, Inc.
FY 2025 Community Arts Development Program

**SPECIAL PROJECT GRANT
 GUIDELINES and APPLICATION**

For Arts Organizations and Non-Arts Organizations
FY 2025 Grant Support Period: July 1, 2024 – June 30, 2025

IMPORTANT – PLEASE NOTE

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

GRANT APPLICATION - DEADLINE: The Grant Application with all required copies must be received by the CCAA (not postmarked) **no later than 12:00 pm on Thursday, October 10, 2024**. 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 must be received by the CCAA (not postmarked) **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 **Special Project Grants** of the Charles County Arts Alliance provide partial financial support to **arts organizations and non-arts organizations** that produce/present 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.

Definitions:

- **Fiscal Year:** This term refers to the State of Maryland fiscal year (July 1 – June 30).
- **Arts Organizations:** Nonprofit organizations that have as their primary purpose/mission to produce or present activities in the performing, visual or literary arts. These organizations may only apply for one grant per fiscal year, the CCAA General Operating Grant or Special Project Grant.
- **Non-Arts Organizations:** Nonprofit and other organizations that have as their primary purpose/mission to produce or present activities with a non-arts focus. These organizations may only apply for the CCAA Special Project Grant for their arts-related project(s).

Eligibility Criteria:

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

- **Religious organizations** cannot use CCAA Special Project Grant 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 organizations and non-arts organizations must:**
 - Be incorporated in the State of Maryland, and be based in Charles County, Maryland;
 - Have received nonprofit 501(c)(3) status from the Internal Revenue Service before March 31, 2023 (if applicable);
 - Have operated during the previous fiscal year; and
 - Be governed by a legally liable Board of Directors and Bylaws, and operate under a mission statement and budget specific to the organization.

Grant Application Requirements:

1. All applications must be typed and signed by three (3) of the organization's officers/representatives: the grant-writer, treasurer, and president. Each organization must designate an official single point of contact (one person).
2. The application must be typed in black type, using a font-size no smaller than 11-point.
3. Organizations must attach a copy of their most recent IRS 501(c)(3) determination letter (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 readable and suitable for reproduction.
6. Photo-reduction of text is not permitted. Do not reduce or condense font-size or line-spacing.
7. Submit all materials on 8.5 x 11-inch white paper; do not use colored paper.
8. Submit one (1) original application with the three) original signatures noted above, and seven (7) additional copies (collated, single-sided copies) of the application. Electronic submissions will not be accepted.
9. As noted above, when photocopying materials, copy on one-side only. Do not submit two-sided copies.
10. Copies of 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:

- Budget information should be based on the State of Maryland fiscal year (July 1 to June 30).
- When completing the Special Project grant application budget, please use only expenses and income that are relevant to the single project, or series of related projects, for which you are requesting funding from the CCAA.
- When completing the application budget, 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 non-allowable expenses and income may appear on your financial statement since it shows complete activity.
- Do not include in-kind or donated services in the application budget.
- The application budget for the current fiscal year must be balanced, i.e., *Total Expenses* and *Total Income* for the planned single project, or series of related projects, must be equal.
- Round off all figures to the nearest dollar.

Special Project Grant 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.

All grant applicants must confirm that their single project, or series of related projects, for which grant funding is being requested will be produced and/or presented in Charles County. The project(s) must be open to the public, and accessible to persons with disabilities.

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 Grant requests must be matched with organizational funds, with total project expenses in cash of at least:

- **1:1 Match** – Required for grant requests from \$0 to \$3,000. Example: a \$1,000 grant request must be matched with \$1,000 in organizational funds, for a total program expense of \$2,000.
- **2:1 Match** – Required for grant requests between \$3,001 and \$6,000. Example: a \$4,000 grant request must be matched with \$8,000 in organizational funds for a total program expense of \$12,000.
- **3:1 Match** – Required for grant requests between \$6,001 and \$9,000. Example: a \$7,000 grant request must be matched with \$21,000 in organizational funds for a total program expense of \$28,000.

- **Final Report Form** -- All Special Project Grant recipients must demonstrate on their Final Report Form that the total project(s) expenses matching requirements stated above have been met. If not, the Special Project Grant recipient will be required to return the difference (i.e., reimburse) the CCAA, via check attached to the Final Report Form, by the stated 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:

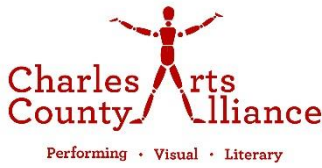
Arts organizations and non-arts organizations requesting CCAA Special Project Grant funding **must:**

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 with CCAA Special Project 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. Maintain complete and accurate records of all activities connected with this Special Project Grant.
7. Ensure that the Final Report Form is received by the CCAA by stated deadline, i.e., **no later than 21 days following completion of the Special Project**, with complete and accurate narrative and financial information.
 - It is the responsibility of the grantee to initiate preparation of the Final Report Form in ample time to meet the CCAA stated deadline.
 - Failure to submit a Final Report Form by the stated deadline will jeopardize future grants being received by the organization. Specifically, it will result in the organization: (1) being ineligible for CCAA grant funding in the subsequent fiscal year; and/or (2) being required 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 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.

- **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
- **Notification:** Upon final approval by the CCAA Board of Directors of the CCAA Grant Review Panel's grant funding recommendations, all grant applicants are notified in writing of the CCAA's final decisions. In the event that CCAA funding from the MSAC is reduced, the grant funding amount 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 organizations 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 applicant must write a letter to the CCAA Board of Directors within five (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 fourteen (14) days of the receipt of the written request.



Charles County Arts Alliance, Inc.
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**SPECIAL PROJECT GRANT
 APPLICATION**

For Arts and Non-Arts Organizations

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

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

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A. GENERAL INFORMATION *(must be typed)*

General 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 Name			
Contact Person Title			
Contact Person Home Number			
Contact Person Cell Number			
Contact Person 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 arts-related project or 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 are 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 who 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 are 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 arts-related project(s) and their roles.

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

Key people (First Name, Last Name)	Role

7. Please identify all members of the Board of Directors of your organization, 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. Estimated Number of Audience and Artists/Performers:

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 arts-related project(s)?

10. (a) Please list and describe your arts-related project(s) that will occur during the grant period (fiscal year) for which you are applying.

10. (b) LIST PROPOSED DATES for your arts-related project(s) specific activities, events and/or performances to take place as described in #10.(a). YOU MUST PROVIDE SPECIFIC DATES (i.e., days). Listing months will not be accepted.

11. Please supply a brief history of your arts-related project(s) over the past three years.

12. By what means does your organization consider/measure the artistic quality of the arts-related project(s) you undertake?

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

14. Describe how this CCAA Special Project Grant will assist your organization in serving the community through the arts-related project.

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 based in Charles County, Maryland.
- Is a non-arts organization based in Charles County, Maryland.
- Is incorporated in the State of Maryland.
- Has received 501(c)(3) nonprofit status from the Internal Revenue Service before March 31, 2023.
- Has operated during the previous fiscal year.
- Is governed by a legally liable Board of Directors and Bylaws, and operates under a mission statement and budget specific to the organization.
- Is a college/university.
- Is a unit of government.
- Confirms that the arts-related project(s) for which CCAA grant funding is being requested will be primarily produced and/or presented within Charles County, Maryland.

D. BUDGET INFORMATION FOR GRANT PERIOD - FY 2025 - EXPENSES

(Please refer to “Budget Instructions” in the previous Guidelines section for help).

<u>CASH EXPENSES</u>	<u>July 1, 2023 to June 30, 2024</u> <i>(Previous Fiscal Year)</i> FY 2024	<u>July 1, 2024 to June 30, 2025</u> <i>(Current Fiscal Year)</i> FY 2025
<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		

E. BUDGET INFORMATION FOR GRANT PERIOD - FY 2025 - INCOME

(Please refer to “Budget Instructions” in the previous Guidelines section for help.)

<u>CASH INCOME</u>	<u>July 1, 2023 to June 30, 2024</u> <i>(Previous Fiscal Year)</i> FY 2024	<u>July 1, 2024 to June 30, 2025</u> <i>(Current Fiscal Year)</i> FY 2025
<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		

F. CERTIFICATION - Three (3) Signatures Required

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

_____ *Organization Name*

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

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



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