

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

ARTS IN EDUCATION GRANT

**GUIDELINES, APPLICATION
and FINAL REPORT FORM**

For Public Schools and Non-Public Schools

FY 2026 Grant Support Period: July 1, 2025 – June 30, 2026

IMPORTANT - PLEASE NOTE

Electronic submission for all Grant Applications this year.

Nonprofit schools must attach most recent IRS 501(c)(3) determination letter.

GRANT APPLICATION - FIRM DEADLINE: The completed Grant Application with attachments must be **emailed** to the CCAA **no later than 12:00 noon on Friday, October 24, 2025**. This is a firm deadline - no exceptions will be granted. The CCAA does not accept responsibility for incomplete, lost, misdirected, or late applications. Such applications will not be considered.

Please PDF and then email your completed Grant Application with attachments to: **grantsccaa@gmail.com**

FINAL REPORT FORM - FIRM DEADLINE: The completed Final Report Form with attachments must be **emailed** to the CCAA **no later than 30 days following completion of your project, or no later than 12:00 noon on Wednesday, July 15, 2026, whichever comes first**. This is a firm deadline - no exceptions will be granted. 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 **public schools and non-public schools in Charles County, MD**, to promote, strengthen, enhance and enrich arts education for students at the elementary, middle, and high school levels.

- AIE grants may only be used to support arts education enhancement and enrichment activities in the performing, visual and literary arts, i.e., in music, drama, dance, visual art and literature.
- AIE grants are specifically intended to support quality master classes, professional performances, artist residencies, and hands-on intensive workshops in the schools by visiting master teachers, performers, artists, authors, etc.
- AIE grant applications may be only submitted by classroom teachers and school principals in the public schools and non-public schools located in Charles County.
- The arts education project must take place during the current 2025-2026 school year, and be completed before June 30, 2026.

Definitions:

- **Fiscal Year:** This term refers to the State of Maryland and CCAA fiscal year (July 1 – June 30).
- **Public Schools:** Public Schools refer to schools in the Charles County Public School system, under the Charles County Board of Education.
- **Non-Public Schools:** Non-Public Schools refer to parochial, private and charter schools located in Charles County.

Eligibility Criteria:

Each AIE grant applicant school must confirm that its planned arts education enhancement and enrichment activities will be presented for the benefit of students attending Charles County schools.

If the AIE grant applicant is a **Non-Public School** that is a non-profit organization, it must:

- Be legally 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 June 30, 2024.
- Have actually operated during the previous fiscal year (July 1, 2024 - June 30, 2025).
- 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:

- Only one (1) AIE grant application per school may be submitted for each school year:
- The one (1) AIE grant application per school may request grant funding for single or multiple performances, master classes, workshops, etc. within the same school year, and may cover several arts disciplines.
- The total amount of the CCAA grant request must be cash-matched with school funds on a 1:1 basis, with the school funds being spent during the same school year as the CCAA grant fiscal year (July 1 - June 30).
- All grant applications must be typed in black, with font-size no smaller than 11-point. Do not reduce or condense the font-size, text-spacing, line-spacing or margins.
- All grant applications must have two (2) original signatures by the applicant school: the classroom teacher and the school principal. Unless otherwise noted, the classroom teacher is the official point of contact.
- All grant applications must include as required attachments copies of brochures, programs, promotional materials, etc. related to the proposed project for AIE grant funding. Please be selective - these attachments cannot exceed 10 pages in length.
- As noted above, if the applicant organization is a non-public school and a nonprofit organization, it is required to attach its most recent IRS 501(c)(3) determination letter.
- When completed, the grant application with required attachments must then be saved as one (1) PDF, with the name of school as the PDF file-name, and then submitted via email to the CCAA at the following address: grantsccaa@gmail.com. The PDF must be readable and suitable for hard-copy reproduction.
- This one (1) PDF must be emailed to the CCAA no later than 12:00 noon on Friday, October 24, 2025. This is a firm deadline - no exceptions will be granted. The CCAA does not accept responsibility for incomplete, lost, misdirected, or late applications. Such applications will not be considered.

Directions for AIE Grant Applications:

- Schools may request from \$100 to \$800 in AIE grant support for the arts education enhancement/enrichment project.
- The AIE grant request must be cash-matched on a 1:1 basis by the school, during the same school year as the CCAA grant fiscal year. The CCAA cannot fund more than 50% of your total project expenses.
- Funds from the Maryland State Arts Council (MSAC) cannot be used as part of your required cash-match.
- Complete all information requested in the AIE grant application. Your projected budget should be balanced, i.e., the *Total Project Expenses* and *Total Project Income* should equal each other.

EXAMPLE: Proposed Project - Professional Artist Master Class

Project Expenses:

Artist Fees	\$750
Materials	\$250
<i>Total Project Expenses</i>	<i>\$1,000</i>

Project Income:

CCAA Grant	\$500
School Funds (1:1 cash-match)	\$500
<i>Total Project Income</i>	<i>\$1,000</i>

- The completed AIE grant application must be emailed to the CCAA Office no later than 12:00 noon on Friday, October 24, 2025. Please email the AIE grant application to the following CCAA Office email address: grantsccaa@gmail.com

Compliance Requirements:

Public Schools and **Non-Public Schools** requesting CCAA Arts in Education (AIE) grant funding must:

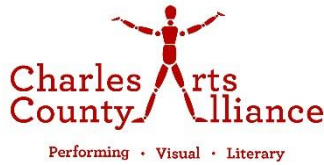
- Electronically submit via email the completed AIE grant application with the required two (2) signatures and attachments as one (1) PDF to the CCAA Office by the stated deadline.
- Comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibits discrimination based on sex or age.
- 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.
- Give proper credit to the Charles County Arts Alliance (CCAA) and Maryland State Arts Council (MSAC) in all printed programs, promotional materials and digital media developed with CCAA AIE grant funding. 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). **If there are no printed programs, promotional materials and digital media being used for this project, CCAA grant support should be verbally announced and publicly acknowledged.**

- Maintain complete and accurate records of all activities connected with the AIE grant.
- **Notify the CCAA well in advance if there is a significant change during the year for the project being funded with AIE grant funds**, e.g., change in project scope, change in artist, change in date, etc. The CCAA reserves the right to review and approve any such significant changes.
- Initiate preparation of the Final Report Form in ample time to meet the stated deadline. The Final Report Form must include the same two (2) signatures as in the original AIE Grant Application.
- Failure by the grantee to submit a Final Report Form by the stated deadline will jeopardize future grants being awarded to the grantee. Specifically, it will result in the grantee: (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 to the CCAA.
- The CCAA reserves the right to request the grantee to provide copies of paid invoices, cancelled checks, etc. as documented proof that the required 1:1 cash-match was fully met by the grant recipient organization, i.e., with its own funds actually being spent during the same fiscal year as the AIE grant.

CCAA Review of the Grant Application:

- **Staff Initial Review:** After the grant application is received, it is reviewed by CCAA Staff 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 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 from the MSAC is reduced, the CCAA grant funding may also be reduced 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 Grant Reception:** **All approved grant recipient organizations are required to have a designated representative attend the CCAA Annual Grant Reception, during which the organization will be presented with their grant funding.**
 - The CCAA Annual Grant Reception is tentatively scheduled for **Saturday, November 15, 2025, 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 Grant Reception in the grant award notifications to be sent out.
 - In addition to the CCAA presentation ceremony for approved grant recipients, the Annual Grant 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.

- **Grant Recipient Support of CCAA - Consider Joining the CCAA:** In a spirit of reciprocity and mutual benefit, all approved grant recipient schools and classroom teachers are strongly encouraged to join the CCAA, become active and support CCAA programs, projects, events and activities throughout the year.
- **Appeal:** To pursue an appeal, the grant 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 decision, and stating the grounds for the request. The grant 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.



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A. School and Contact Information (must be typed)

School Name	
School Mailing Address	
School Student Population (number of students)	
School Principal Name	
School Principal Phone and Email	
Classroom Teacher Name	
Classroom Teacher Phone and Email	

B. Project Information - Proposed Project

Name of Project	
Project Type (<i>specific arts discipline</i>)	
Goals of Project (<i>be specific</i>)	
Date(s) of Project (<i>list actual dates - not months</i>)	
Artist Name(s) (<i>list actual names</i>)	
Number of Artist(s)	
Estimated Number of Student Participants - Direct (<i>students directly interacting with the artist</i>)	
Estimated Number of Student Participants - Indirect (<i>students in audience</i>)	
Total Estimated Number of Student Participants	

C. Financial Information - Proposed Project Budget

<u>Project Expenses</u>	<u>\$ Amount</u>		<u>Project Income</u>	<u>\$ Amount</u>
Artist Fees			CCAA AIE Grant Request	
Artist Honoraria			<u>Required 1:1 Cash-Match Funds by School:</u>	
Supplies/Materials			School Funds	
Promotional Materials, Printed Programs, Digital Media, etc.			Fundraising	
Other Expenses (<i>list</i>)			Other Income (<i>list</i>)	
<i>Total Project Expenses</i>			<i>Total Project Income</i>	

D. ORGANIZATION CERTIFICATION - Required Two (2) Signatures

We, the undersigned, certify that all information included in this CCAA Arts in Education Grant Application for FY 2026 is true, complete, and accurate. We have been authorized to sign and submit this application on behalf of our organization.

We, the undersigned, certify that in the event that we receive a CCAA Arts in Education Grant, we will fully comply in meeting the 1:1 cash-match requirement for this grant, i.e., by spending the school funds during FY 2026 to meet this required 1:1 cash-match.

School Name

Classroom Teacher Signature		
Printed Name		
Title		
Date		
Email		
Phone	(W)	(C)
School Principal Signature		
Printed Name		
Title		
Date		
Email		
Phone	(W)	(C)

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



Office Address:
United Way Building
10250 La Plata Drive
La Plata, MD 20646

301-392-5900
info@charlescountyarts.org
www.charlescountyarts.org



***Charles County Arts Alliance, Inc.
FY 2026 Arts in Education Program***

ARTS IN EDUCATION GRANT

FINAL REPORT FORM

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A. School and Contact Information *(must be typed)*

School Name	
School Mailing Address	
School Student Population <i>(number of students)</i>	
School Principal Name	
School Principal Phone and Email	
Classroom Teacher Name	
Classroom Teacher Phone and Email	

B. Program Information - Completed Project

Name of Project	
Project Type (<i>specific arts discipline</i>)	
Goals of Project (<i>be specific</i>) - Were These Goals Met?	
Date(s) of Project (<i>actual dates</i>)	
Artist Name(s) (<i>actual names</i>)	
Total Number of Artist(s) Participants	
Number of Student Participants - Direct (<i>students directly interacting with the artist</i>)	
Number of Students Participants - Indirect (<i>students in audience</i>)	
Total Number of Student Participants	

C. Financial Information - Final Budget - Actual Project Expenses and Actual Project Income

<u>Actual Project Expenses</u>	<u>\$ Amount</u>		<u>Actual Project Income</u>	<u>\$ Amount</u>
Artist Fees			CCAA AIE Grant	
Artist Honoraria			<u>Required 1:1 Cash-Match Funds by School:</u>	
Supplies/Materials			School Funds	
Promotional Materials, Printed Programs, Digital Media, etc.			Fundraising	
Other Expenses (<i>list</i>)			Other Income (<i>list</i>)	
Total Actual Project Expenses			Total Actual Project Income	

D. ORGANIZATION CERTIFICATION - Required Two (2) Signatures

We, the undersigned, certify that all information included in this Final Report Form for FY 2026 is true, complete, and accurate. We have been authorized to sign and submit this application on behalf of our organization.

We, the undersigned, certify that we have fully complied in meeting the 1:1 cash-match requirement for our grant, i.e., by spending our own funds during FY 2026 to meet our required 1:1 cash-match.

School Name

Classroom Teacher Signature		
Printed Name		
Title		
Date		
Email		
Phone	(W)	(C)
School Principal Signature		
Printed Name		
Title		
Date		
Email		
Phone	(W)	(C)

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Mailing Address:

P.O. Box 697

White Plains, MD 20695



301-392-5900

info@charlescountyarts.org

www.charlescountyarts.org

Office Address:

United Way Building

10250 La Plata Drive

La Plata, MD 20646