



*Charles County Arts Alliance, Inc.*  
*FY 2026 Community Arts Development Program*

**SPECIAL PROJECT GRANT**  
**GUIDELINES and APPLICATION**

**For Arts Organizations and Non-Arts Organizations**  
**FY 2026 Grant Support Period: July 1, 2025 – June 30, 2026**

**IMPORTANT – PLEASE NOTE**

**Nonprofit organizations must attach a copy of their most recent IRS 501(c)(3) determination letter to this Grant Application.**

**GRANT APPLICATION - FIRM DEADLINE:** The completed Grant Application with (7) required copies must be received by the CCAA (not postmarked) **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.

**FINAL REPORT FORM - FIRM DEADLINE:** The completed Final Report Form must be received by the CCAA (not postmarked) **no later than 12:00 noon on Tuesday, June 30, 2026.** 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 **Special Project Grants** of the Charles County Arts Alliance provide financial support to **arts organizations and non-arts organizations** that produce/present arts-related projects within a single fiscal year in Charles County, MD, in the following categories:

<b>Arts Service</b>	Supports nonprofit organizations which have a record of providing quality programs and arts services.
<b>Children's Events</b>	Primarily offers artistic experiences to children.
<b>Dance</b>	Primarily produces or presents dance.
<b>Folk Arts/Heritage</b>	Primarily identifies, documents, and/or presents the traditional arts, including folk music, song, storytelling, dance, crafts, architecture, and costume.
<b>Literature</b>	Primarily presents, publishes, or disseminates all literary forms.
<b>Media</b>	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.
<b>Multi-Disciplinary</b>	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.
<b>Music</b>	Primarily produces or presents music.
<b>Theatre</b>	Primarily produces or presents theater.
<b>Visual Arts</b>	Primarily produces or presents the visual arts.

## Definitions:

- **Fiscal Year:** This term refers to the State of Maryland and CCAA fiscal year (July 1 – June 30).
- **Arts Organizations:** Nonprofit and other 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 (1) grant per fiscal year, the CCAA General Operating Grant or Special Project Grant.
- **Non-Arts Organizations:** Nonprofit and other organizations that do not 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 (1) grant per fiscal year, the CCAA Arts in Education or Special Project Grant.

## Eligibility Criteria:

Each grant applicant organization must confirm that its activities will be produced and/or presented in Charles County. These activities must be open to the public, and accessible to persons with disabilities.

**Arts Organizations** applying for a CCAA General Operating Grant or Special Project Grant 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 (if applicable);
- Have actually operated during the previous fiscal year (July 1, 2024 - June 30, 2025); and
- Be governed by a legally liable Board of Directors and Bylaws, and operate under a mission statement and budget specific to the organization.

**Non-Arts Organizations** (i.e., K-12 schools, units of government, foundations, colleges, religious and civic organizations) may apply for a CCAA Arts in Education or Special Project Grant as follows:

- **K-12 schools:** Must apply for a CCAA Arts in Education Grant.
- **Units of government, foundations, colleges, religious and civic organizations:** Must apply for a CCAA Special Project Grant.

## Grant Application Requirements:

- 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).
- The application must be typed in black type, using a font-size no smaller than 11-point.
- Nonprofit organizations must attach a copy of their most recent IRS 501(c)(3) determination letter (if applicable).
- Only completed applications that contain all required documents will be accepted.
- Unsigned applications will not be considered. All documents must be readable and suitable for reproduction.
- Photo-reduction of text is not permitted. Do not reduce or condense font-size or line-spacing.
- Submit all materials on 8.5 x 11-inch white paper; do not use colored paper.
- Submit one (1) original application with the three (3) original signatures noted above, and seven (7) additional copies (collated, single-sided copies) of the application.
- Electronic submissions will not be accepted.

- Copies of programs, brochures, or promotional materials related to the organization's overall mission must be included to help to augment the grant application. Please send only one (1) set of appropriate supplementary materials with your original grant application. These materials will be shared with the Grant Review Committee.

### **Budget Instructions:**

- Budget information should be based on the State of Maryland and CCAA fiscal year (July 1 to June 30).
- 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. If this is the case, please include a separate sheet detailing your complete budget.
- 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*** must be equal.
- Round off all figures to the nearest dollar.
- All CCAA grants are one-year, stand-alone grants to support activities during the current fiscal year. As such, prior fiscal year funds cannot be used, and will not be accepted, as part of the required cash-match by the organization for the CCAA grant. The organization must meet the CCAA grant cash-matching requirements during the current fiscal year, i.e., by actually spending its own organizational funds (actual expenses) during the same current fiscal year as the CCAA grant.

### **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

### **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

## Cash-Matching Requirements:

- All CCAA grants must be cash-matched with funds actually being spent by the grantee organization during the same fiscal year as the CCAA grant fiscal year.
- Organizations must demonstrate on their grant application Budget pages that they intend to spend their own organizational funds during the current fiscal year to meet their required cash-match.
- Cash-match requirements are based upon the specific grant amount being requested, on a sliding scale.
- If the required cash-match is not fully met by the organization by spending its own organizational funds during the same fiscal year as the CCAA grant, the organization will be required to refund (return) to the CCAA any unmatched portion of their CCAA grant at the time of submission of their Final Report Form.

### Required cash-match with organization funding, based on grant amount:

- **1:1 Cash-Match** – Required for CCAA grant requests from \$1 to \$3,000. Example: a \$1,000 grant must be cash-matched on a 1:1 basis, i.e., with \$1,000 in organizational funds actually being spent during the same fiscal year, for total project expenses that year of \$2,000.
- **2:1 Cash-Match** – Required for CCAA grant requests between \$3,001 and \$6,000. Example: a \$5,000 grant must be cash-matched on a 2:1 basis, i.e., with \$10,000 in organizational funds actually being spent during the same fiscal year, for total project expenses that year of \$15,000.
- **3:1 Cash-Match** – Required for CCAA grant requests between \$6,001 and \$9,000. Example: a \$7,000 grant must be cash-matched on a 3:1 basis, i.e., with \$21,000 in organizational funds actually being spent during the same fiscal year, for total project expenses that year of \$28,000.
- **Final Report Form** -- Each grant recipient organization must clearly demonstrate on its Final Report Form that the required cash-match using organizational funds has been fully met, i.e., by actual spending by the organization during the same fiscal year as the grant. Failure by the grant recipient organization to meet its required cash-match (actual expenses) during the same fiscal year as the grant will result in the organization being required to refund (return) the unmatched portion to the CCAA, via a check submitted with its Final Report Form, by the stated deadline. The CCAA reserves the right to request that the organization provide copies of paid invoices, cancelled checks, etc. as documented proof that the required cash-match was fully met by the organization, with its own funds actually being spent during the same fiscal year as the grant.

### NOT allowable as part of cash-match:

- Funds or services from the State of Maryland, including the Maryland State Arts Council
- In-kind or donated services
- Prior fiscal year funds of the organization

## Compliance Requirements:

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

1. Submit one (1) original application with (3) original signatures, and seven (7) copies of the application (collated, single-sided). Electronic submissions will not be accepted.
2. 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.
3. 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.

4. Give proper credit to the **Charles County Arts Alliance** (CCAA) and **Maryland State Arts Council** (MSAC) 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](http://www.charlescountyarts.org)) and MSAC website ([www.msac.org](http://www.msac.org)), respectively.
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 the stated deadline, 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.
  - The Final Report Form must include the same three (3) signatures as the original Grant Application.

### **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.
- **Review Criteria:** The review of grant applications is based upon the following criteria:
  - Artistic merit of the proposed activities
  - Organizational effectiveness and fiscal responsibility
  - Service to the community
- **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 grant funding amount 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 Attendance:** 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 CCAA grant award during a special ceremony.
  - The CCAA Annual Grant Reception is tentatively scheduled for **Saturday, November 15, 2025, from 6:00 - 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.
  - Please feel free to bring other members of your organization and additional guests to this reception.
- **Grant Recipient Organization Support of CCAA - Consider Joining the CCAA:** In a spirit of reciprocity and mutual benefit, CCAA grant recipient organizations are strongly encouraged to consider joining the CCAA as Nonprofit Organization members, and become active in 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.*  
*FY 2025 Community Arts Development Program*

**SPECIAL PROJECT GRANT APPLICATION**

**For Arts and Non-Arts Organizations**

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

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**A. GENERAL INFORMATION** *(must be typed)*

General Information	
Organization Name	
Mailing Address	
Federal Identification Number	
Phone Number	
E-Mail Address	
Website URL	
Social Media Links (Facebook, X, Instagram, YouTube)	
Contact Information	
Contact Person Name	
Contact Person Title	
Contact Person Home Number	
Contact Person Cell Number	
Contact Person E-Mail	



## B. ORGANIZATIONAL INFORMATION

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

**4. Please provide the number of employees of your organization, either full-time or part-time, who will be working on this project. Of the total numbers in each category, 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 number of volunteers of your organization who will be involved in this project. Of the total numbers in each category, 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.*

<b>VOLUNTEERS</b>	<b>Total</b>	<b>Minorities</b>	<b>Special Constituencies</b>
Board Members			
Other Members (if a membership organization)			
Other Volunteers			

**6. Please list the key individuals in your organization who will be involved in the administrative, artistic, technical, and educational aspects of this project, and their specific roles.**

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

[illegible]

**7. Please list all members of the Board of Directors for your organization, and their positions.**

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

[illegible]



### C. GRANT INFORMATION

**8. GRANT REQUEST and REQUIRED CASH-MATCH BY YOUR ORGANIZATION:** Please list the total amount of your CCAA grant request for FY 2026, the required cash-match, and the total amount of your organizational funds to be actually spent (actual expenses) during FY 2026 to meet this required cash-match.

Total Amount of CCAA Grant Request for FY 2026	
Required Cash-Match (1:1, 2:1 or 3:1)	
Total of Amount of Organizational Funds to be Spent During FY 2026 to Meet This Required Cash-Match	

**9. MARYLAND STATE ARTS COUNCIL:** Have you applied, or do you intend to apply, to the Maryland State Arts Council for grant support for this project?

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**10. PROJECT TITLE and DETAILED DESCRIPTION:** Please provide a title and detailed description of your project to be completed during FY 2026.

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**11. SPECIFIC PROJECT DATES:** Please list the specific dates for your project - i.e., actual planned dates for activities, events, performances, etc. to take place during FY 2026. Listing months only will not be accepted.

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**12. TOTAL NUMBER of ESTIMATED PARTICIPANTS - AUDIENCE and ARTISTS/PERFORMERS:**  
Please provide the total number of estimated audience members and artists/performers to be participating in this project during FY 2026. Do not double-count - use only one category per person.

Estimated Audience - Adults (18 and older)	
Estimated Audience – Children (under 18)	
Estimated Artists/Performers (any age)	

**13. ARTISTIC MERIT:** Describe the artistic merit of your project. How will your organization ensure the artistic quality for this project during FY 2026?

**14. ORGANIZATIONAL EFFECTIVENESS and FISCAL RESPONSIBILITY:** Describe your organization's overall management and financial structure. How will your organization ensure fiscal responsibility and accountability in management of this project during FY 2026?

**15. SERVICE TO THE COMMUNITY:** Describe how this project will provide service and benefit to the community during FY 2026.

**D. 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 legally incorporated in the State of Maryland.
- ☐ Has received 501(c)(3) nonprofit determination from the Internal Revenue Service before June 30, 2024.
- ☐ Has actually 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 special project for which CCAA grant funding is being requested will be produced and/or presented in Charles County, Maryland.

## E. BUDGET INFORMATION FOR GRANT PERIOD - SPECIAL PROJECT GRANT - FY 2026

### PROJECTED EXPENSES

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

<b><u>PROJECTED EXPENSES</u></b>	<b><u>July 1, 2024 to June 30, 2025</u></b> <b><u>(Prior Fiscal Year)</u></b>  <b>FY 2025</b>  <b><i>NOTE: For information only.</i></b> <b><i>No FY 2025 funds may be used</i></b> <b><i>to meet the required FY 2026</i></b> <b><i>cash-match by the organization.</i></b>	<b><u>July 1, 2025 to June 30, 2026</u></b> <b><u>(Current Fiscal Year)</u></b>  <b>FY 2026</b>  <b><i>NOTE: For the CCAA grant.</i></b> <b><i>The required cash-match by the</i></b> <b><i>organization must take place</i></b> <b><i>entirely during FY 2026.</i></b>
<b><i>Personnel Salaries &amp; Fees</i></b>		
Personnel - Administrative		
Personnel - Artistic		
Personnel - Educational		
Personnel - Technical		
<b><i>Administration &amp; Operations</i></b>		
Rent		
Utilities		
Office supplies		
Office equipment rental		
Office printing/copying		
Postal expenses		
Security		
Travel		
Insurance		
Legal/Accounting		
Dues/association memberships		
<b><i>Programming</i></b>		
Production expenses		
Educational expenses		
Facility/equipment rental		
Printing		
Scholarships/awards		
Copyright/licensing fees		
Travel		
<b><i>Fundraising/Marketing/Retail</i></b>		
Paid advertising		
Direct mailing		
Fundraising events		
Cost of goods purchased for sale		
<b>TOTAL PROJECTED EXPENSES</b>		

**E. BUDGET INFORMATION FOR GRANT PERIOD - SPECIAL PROJECT GRANT - FY 2026****PROJECTED INCOME**(Please refer to “Budget Instructions” in the previous Guidelines section for help.)

<b><u>PROJECTED INCOME</u></b>	<b><u>July 1, 2024 to June 30, 2025</u></b> <b><u>(Prior Fiscal Year)</u></b>  <b>FY 2025</b>  <b><u>NOTE: For information only.</u></b> <b><u>No FY 2025 funds may be used</u></b> <b><u>to meet the required FY 2026</u></b> <b><u>cash-match by the organization.</u></b>	<b><u>July 1, 2025 to June 30, 2026</u></b> <b><u>(Current Fiscal Year)</u></b>  <b>FY 2026</b>  <b><u>NOTE: For the CCAA grant.</u></b> <b><u>The required cash-match by the</u></b> <b><u>organization must take place</u></b> <b><u>entirely during FY 2026.</u></b>
<b><i>Earned Income</i></b>		
Individual admissions/tickets		
Memberships/subscriptions		
Tuition		
Proceeds from fundraising		
Interest income		
Contracted services		
Facility rental		
Advertising sales		
Proceeds from goods sold		
<b><i>Contributed Support</i></b>		
Organization funds to be used		
Corporate		
Foundation		
Individual donations		
Other (list)		
<b><i>Public</i></b>		
National Endowment for the Arts		
Other Federal Agencies		
Maryland State Arts Council		
County or City		
Charles County Arts Alliance		
<b>TOTAL PROJECTED INCOME</b>		

**F. ORGANIZATION CERTIFICATION - Required Three (3) Signatures**

We, the undersigned, certify that all information included in this CCAA Special Project 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 Special Project Grant, we will fully comply in meeting the specific cash-match requirement for this grant (1:1, 2:1, 3:1), i.e., by actually spending our own organizational funds (actual expenses) during FY 2026 to meet this required cash-match.

\_\_\_\_\_  
*Organization Name*

<b>Grant Writer Signature</b>		
<b>Printed Name</b>		
<b>Title</b>		
<b>Date</b>		
<b>Email</b>		
<b>Phone</b>	(H) _____	(C) _____
<b>Treasurer Signature</b>		
<b>Printed Name</b>		
<b>Title</b>		
<b>Date</b>		
<b>Email</b>		
<b>Phone</b>	(H) _____	(C) _____
<b>President Signature</b>		
<b>Printed Name</b>		
<b>Title</b>		
<b>Date</b>		
<b>Email</b>		
<b>Phone</b>	(H) _____	(C) _____

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Mailing Address:  
P.O. Box 697  
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Office Address:  
United Way Building  
10250 La Plata Drive  
La Plata, MD 20646

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www.charlescountyarts.org