



Charles County Arts Alliance, Inc.
FY 2027 Grant Program

ARTS IN EDUCATION GRANT
GUIDELINES and APPLICATION

For Public and Non-Public Schools (K-12)

FY 2027 Grant Support Period: July 1, 2026 – June 30, 2027

IMPORTANT - PLEASE NOTE

Required electronic submission for all Grant Applications.

Nonpublic 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 Tuesday, October 20, 2026**. 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 sign, PDF and 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 Thursday, July 15, 2027**. 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 and non-public schools (K-12) 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 and non-public schools located in Charles County.
- The arts education project must take place during the current 2026-2027 school year, and must be completed before June 30, 2027.

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 that are part the Charles County Public Schools (CCPS), under the Charles County Board of Education.
- **Non-Public Schools:** Non-Public Schools refer to parochial, private and charter schools that are 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 that are attending Charles County public and non-public 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, 2025.
- Have actually operated during the previous fiscal year (July 1, 2025 - June 30, 2026).
- 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 Tuesday, October 20, 2026. 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:

- School may request from \$100 to \$800 in AIE grant support from the CCAA for the proposed arts education enhancement/enrichment project. The CCAA cannot fund more than 50% of your total project expenses.
- The AIE grant request must be cash-matched on a 1:1 basis by the school applicant, during the same school year as the CCAA grant fiscal year.
- Funds from the Maryland State Arts Council (MSAC) cannot be used as part of your required cash-match.
- Funds from sources such as your school PTA, booster clubs, fundraising and donations can 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 Request	\$500
<u>School Applicant Funds (1:1 match)</u>	<u>\$500</u>
<i>Total Project Income</i>	<i>\$1,000</i>

- The completed AIE grant application must be emailed to the CCAA Office no later than Tuesday, October 20, 2026. 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 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). If there are no printed programs, promotional materials and digital media being used for this project, CCAA and MSAC grant support should be verbally announced and publicly acknowledged.

- Please note that lack of proper credit being given to the CCAA and MSAC as noted above will be taken into account in the event of future grant applications submitted to the CCAA by the school.
- Maintain complete and accurate records of all activities connected with the CCAA grant.
- Notify the CCAA immediately if there is a significant change during the year for the activity/activities being funded with CCAA grant funds, e.g., change in scope, change in artist, change in date, etc. The CCAA reserves the right to review and approve any such significant changes in advance.
- It is the responsibility of the Grantee to initiate preparation of the Final Report Form in ample time to meet the CCAA stated deadline. The Final Report Form must include the same two (2) signatures as the original Arts in Education Grant Application submitted to the CCAA.
- In the event that the project being funded with CCAA grant funds was not carried out whatsoever during the year, the Grantee must still complete the Final Report Form and submit it to the CCAA with its explanation, along with returning the full dollar amount of the CCAA grant (via check), by the stated deadline.
- Failure to submit the Final Report Form by the stated deadline will jeopardize future grants being received by the Grantee. Specifically, it will result in: (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 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 Grantee, i.e., with its own organizational funds actually being spent during the same fiscal year as the CCAA grant.

CCAA Review of the Grant Application:

- **Staff Initial Review:** After the grant applications are received, they are reviewed by CCAA Staff for completeness and adherence to CCAA guidelines. Applicants will be notified if additional information or corrections are necessary.
- **Grant Committee:** Grant applications are then reviewed by the CCAA Grant Committee, a committee chaired by a member of the CCAA Board of Directors. Following its review, the Grant Committee 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 Committee's 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 Maryland State Arts Council (MSAC) County Arts Development (CAD) Grant annual funding. In the event that the CCAA funding from the MSAC is reduced, the CCAA grant funding amount to organizations 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 to the CCAA within one-week. 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 grant recipient organizations will be presented with their CCAA grant awards during a special ceremony:

- The CCAA Annual Grant Reception is scheduled for **Sunday, November 15, 2026** (specific time TBD) at the Historic Old Waldorf School, Crain Highway, Waldorf, MD. Please "save the date" and mark your calendars.
 - The CCAA will confirm the specific time, and other details of the Annual Grant Reception in the grant award notifications to be sent out.
 - This CCAA Annual Grant Reception is also the annual gathering and celebration of the Charles County arts community. As such, it is an excellent opportunity for networking, community-building and fellowship. Attendance is not restricted. Please feel free to bring other members of your organization and additional guests to this reception.
- **Consider Joining the CCAA as a Member:** In a spirit of reciprocity and mutual benefit, CCAA grant recipient schools and classroom teachers are strongly encouraged to join the CCAA as members, thereby becoming better connected with the broader Charles County arts community, and its arts events/opportunities throughout the year.
 - **Appeal Process:** To pursue an appeal, the grant applicant must send an appeal 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 Board of Directors decision, and stating the grounds for the request. The applicant will receive a response letter from the CCAA Board of Directors with the final determination within fourteen (14) days following receipt of the appeal letter.



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A. School and Contact Information (must be typed)

School Name	
School Mailing Address	
School Total 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>)	
Grand Total - Estimated Number of Direct & Indirect Student Participants	

C. Financial Information - Proposed FY 2027 Project Budget (July 1, 2026 - June 30, 2027)

<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 in School Funds:</u>	
Supplies/Materials			School Funds	
Promotional Materials Printed Programs Digital Media			PTA Support Booster Club Support Fundraising Donations	
Other Expenses (<i>list</i>)			Other Income (<i>list</i>)	
Total Project Expenses			Total Project Income	

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 2027 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 our projected school applicant funds during FY 2027 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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