Charles County Arts Alliance, Inc.
FY 2027 Grant Program

GENERAL OPERATING GRANT
GUIDELINES and APPLICATION

For Arts Organizations Only

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

IMPORTANT - PLEASE NOTE

Required electronic submission for all Grant Applications.

Required attachment of 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 **General Operating Grants** of the Charles County Arts Alliance provide financial support to **arts organizations** that produce/present quality arts programs and services in Charles County, MD, in the following categories:

Arts Service	Supports arts organizations with 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/visual media, including animated, documentary, electronically manipulated, experimental, or narrative forms of 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 theatre.
Visual Arts	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**: Arts organizations that have as their primary purpose/mission to produce or present activities in the performing, visual or literary arts. Organizations may only apply for one (1) CCAA grant per fiscal year, i.e., the CCAA General Operating Grant or Special Project Grant.
- **Non-Arts Organizations:** Non-arts organizations that do not have as their primary purpose/mission to produce or present activities the performing, visual or literary arts. These organizations include: K-12 schools, units of government, foundations, colleges, religious and civic organizations. Such organizations may only apply for one (1) CCAA grant per fiscal year, i.e., the 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.
  - Non-Arts Organizations cannot apply for a General Operating Grant.

Eligibility Criteria:

Each grant applicant arts organization must confirm that its organization is based in Charles County, and that its activities will be produced and/or presented in Charles County. These activities must be primarily for the benefit of the broader general public and not merely its own members, 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, 2025 (if applicable).
- 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.
- Produce and/or present activities in Charles County primarily for the benefit of the broader general public and not merely its own members, and be accessible to persons with disabilities.

Grant Application Requirements:

- 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 three (3) original signatures by the applicant organization: the grant-writer, treasurer, and president. Each organization must designate an official single point of contact.

- All grant applications must include as required attachments copies of brochures, programs, promotional materials, etc. that demonstrate the arts organization's mission and activities. Please be selective - these attachments cannot exceed 10 pages in length.

- The applicant organization must demonstrate that it is a bona-fide and current IRS nonprofit 501(c)(3) organization by attaching 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 name of organization 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 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.

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 or primary benefit of an organization's members, rather than broader general public
- 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

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

Cash-Matching Requirements:

- All CCAA grants must be cash-matched with funds actually being spent by the 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 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 organizational 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.

Compliance Requirements:

- Electronically submit via email the completed grant application with the required three (3) signatures and all attachments as one (1) PDF to the CCAA 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 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 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 to the CCAA by the organization.
- 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 three (3) signatures as the original General Operating 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 Grant Applications:

- **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.
- **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 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 date/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 Nonprofit Organization Member:** In a spirit of reciprocity and mutual benefit, CCAA grant recipient organizations are strongly encouraged to join the CCAA as "Nonprofit Organization" 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.

Charles County Arts Alliance, Inc.
FY 2027 Grant Program

GENERAL OPERATING GRANT APPLICATION

For Arts Organizations Only
FY 2027 Grant Support Period: July 1, 2026 – June 30, 2027

IMPORTANT - PLEASE NOTE
Required electronic submission for all Grant Applications.
Required attachment of 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, 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.

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

General Information	
Arts Organization Name	
Federal Identification Number	
Mailing Address	
Phone Number	
Email Address	
Website URL	
Social Media Links	
Number of Current Members	
Contact Information	
Contact Person Name	
Contact Person Title	
Contact Person Phone Number	
Contact Person Email	

B. ORGANIZATION 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 paid employees of your organization, either full-time or part-time. Of the total numbers in each category, please indicate how many are minorities or special constituencies (people with disabilities, etc.).

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

PAID EMPLOYEES	Full-Time	Part-Time	Minorities	Special Constituencies
Administrative Personnel				
Artistic Personnel				
Technical Personnel				
Educational Personnel				

5. Please provide the number of volunteers in your organization. Of the total numbers in each category, please indicate how many are minorities or special constituencies (people with disabilities, etc.).

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

VOLUNTEERS	Total	Minorities	Special Constituencies
Board Members			
Other Members (if a membership organization)			
Other Volunteers			

6. Please list the key individuals in your organization involved in its administrative, artistic, technical and educational aspects, and their specific roles.

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

KEY INDIVIDUALS (first name, last name)	Specific Role

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

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

BOARD MEMBERS (first name, last name)	Position

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 2027, the required cash-match basis, and the total amount of your organizational funds you will actually spend (actual expenses) during FY 2027 to meet this required cash-match.

Total Amount of CCAA Grant Requested for FY 2027	
Your Required Cash-Match - Is it a 1:1, 2:1, or 3:1 Cash Match?	
Total Amount of Your Organizational Funds to be Spent During FY 2027 to Meet 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?

10. ORGANIZATION TITLE and BRIEF DESCRIPTION OF MISSION, PROGRAMS and ACTIVITIES: Please provide the title of your organization, and provide a brief description of its mission, programs and activities throughout the year.

11. USE of CCAA GENERAL OPERATING GRANT: Please describe how you will use the CCAA General Operating Grant to partially support your arts organization during FY 2027.

12. TOTAL NUMBER of ESTIMATED PARTICIPANTS - AUDIENCE and ARTISTS/PERFORMERS: Please provide the total number of estimated audience and estimated artists/performers for FY 2027. 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 your organization's commitment to artistic merit. How will your organization ensure the artistic quality of its programs during FY 2027?

14. ORGANIZATIONAL EFFECTIVENESS and FISCAL RESPONSIBILITY: Describe your organization's overall management and financial structure. How will your organization ensure organizational effectiveness, fiscal responsibility and accountability during FY 2027?

15. SERVICE TO THE COMMUNITY: Describe how your organization provides service to the community. How will your organization ensure community benefit during FY 2027?

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 CCAA grant funding?

- ☐ Arts Service
- ☐ Children's Events
- ☐ Dance
- ☐ Folk Arts/Heritage
- ☐ Literature
- ☐ Media
- ☐ Multi-Disciplinary
- ☐ Music
- ☐ Theatre
- ☐ Visual Arts

The grant applicant organization hereby confirms that it:

- ☐ Is an 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, 2025.
- ☐ Has actually operated during the previous fiscal year (July 1, 2025 - June 30, 2026).
- ☐ Is governed by a legally liable Board of Directors and Bylaws.
- ☐ Operates under a mission statement and budget specific to the organization.
- ☐ Produces/presents activities primarily for the benefit of the broader general public, and not its own members.
- ☐ Produces/presents activities that are accessible to persons with disabilities.

E. BUDGET INFORMATION FOR GRANT PERIOD - GENERAL OPERATING GRANT - FY 2027

PROJECTED EXPENSES

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

PROJECTED EXPENSES	**July 1, 2025 to June 30, 2026** ***(Prior Fiscal Year)*** **FY 2026** ***NOTE: For information only.*** ***No FY 2026 funds may be used to meet the required FY 2027 cash-match by the organization.***	**July 1, 2026 to June 30, 2027** ***(Current Fiscal Year)*** **FY 2027** ***NOTE: For the CCAA grant.*** ***The required cash-match by the organization must take place entirely during FY 2027.***
Personnel Salaries & Fees		
Personnel - Administrative		
Personnel - Artistic		
Personnel - Educational		
Personnel - Technical		
Administration & Operations		
Rent		
Utilities		
Office supplies		
Office equipment rental		
Office printing/copying		
Postal expenses		
Security		
Travel		
Insurance		
Legal/Accounting		
Dues/association memberships		
Programming		
Production expenses		
Educational expenses		
Facility/equipment rental		
Printing		
Scholarships/awards		
Copyright/licensing fees		
Travel		
Fundraising/Marketing/Retail		
Paid advertising		
Direct mailing		
Fundraising events		
Cost of goods purchased for sale		
TOTAL PROJECTED EXPENSES		

E. BUDGET INFORMATION FOR GRANT PERIOD - GENERAL OPERATING GRANT - FY 2027

PROJECTED INCOME

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

PROJECTED INCOME	**July 1, 2025 to June 30, 2026** ***(Prior Fiscal Year)*** **FY 2026** ***NOTE: For information only.*** ***No FY 2026 funds may be used to meet the required FY 2027 cash-match by the organization.***	**July 1, 2026 to June 30, 2027** ***(Current Fiscal Year)*** **FY 2027** ***NOTE: For the CCAA grant.*** ***The required cash-match by the organization must take place entirely during FY 2027.***
Earned Income		
Individual admissions/tickets		
Memberships/subscriptions		
Tuition		
Proceeds from fundraising		
Interest income		
Contracted services		
Facility rental		
Advertising sales		
Proceeds from goods sold		
Contributed Support		
Organization funds to be used		
Corporate		
Foundation		
Individual donations		
Other (list)		
Public		
National Endowment for the Arts		
Other Federal Agencies		
Maryland State Arts Council		
County or City		
Charles County Arts Alliance Grant		
TOTAL PROJECTED INCOME		

F. ORGANIZATION CERTIFICATION - Required Three (3) Signatures

We, the undersigned, certify that all information included in this CCAA General Operating 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 General Operating 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 2027 to meet this required cash-match.

____

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)**

GRANT APPLICATION - FIRM DEADLINE: The completed Grant Application with required attachments (one 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. Please sign, PDF and email your completed Grant Application with all required attachments to: **grantsccaa@gmail.com**