



WORCESTER COUNTY ARTS COUNCIL

COMMUNITY ARTS DEVELOPMENT (CAD) GRANT AND MINI-GRANT GUIDELINES

GENERAL INFORMATION:

The Community Arts Development (CAD) Grants program is administered by the Worcester County Arts Council, a not-for-profit organization. The funds distributed through this program are provided by the Maryland State Arts Council (MSAC) and therefore subject to availability, review, and audit by the MSAC. These grants are designed to strengthen local arts organizations and enhance cultural opportunities for Worcester County residents.

ELIGIBILITY:

To be eligible for this grant program, an organization must be:

- a not-for-profit, tax-exempt organization incorporated in Maryland, or a government related organization, such as a school or parks & recreation department, located in Worcester County.
- Out of county sponsors will be considered if the project occurs in Worcester County.

Applications will NOT be accepted from:

- Individuals, commercial businesses, or for-profit ventures
- Groups which discriminate on the basis of age, race, sex, religion, sexual orientation or disability
- Previous CAD grant recipients that have not properly submitted the required reports or acknowledged WCAC and MSAC support for the grant.

MINI-GRANT REQUESTS:

MINI GRANT REQUESTS NOT TO EXCEED \$500.00.

The **MINI GRANT** program is intended for the following purposes:

1. To provide funds to a new organization or project that emerges between grant periods and deserves immediate Arts Council support.
2. To provide funds to an established organization or project facing an emergency need or special opportunity between grant periods and outside the specified grant submission deadlines of April 15th or October 15th.

REQUIREMENTS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS & MINI-GRANTS

1. Proposed project must be sponsored or presented by a not-for-profit, tax-exempt organization incorporated in Maryland, or a government related organization, such as a school or parks & recreation department, located in Worcester County. Out of county sponsors will be considered if the project occurs in Worcester County.
2. **Projects already completed will not be considered.**
3. Project must be open to the general public, beyond the organization, without discrimination on the basis of race, color, national origin, sex, or age.
4. Site of project must be accessible to persons with disabilities.
5. **Grants must be matched one-for-one by your organization funds.** Earned income from the project and other grant money may be used. Donated goods may not constitute part of the match. Grant funds awarded may be less than your request. **In the event of cancellation, grant funds received must be returned.**
6. Grantee must notify Worcester County Arts Council, in writing, of any major change in the project as described in the grant application. If a project is re-scheduled to a date outside of the grant period, the grant is cancelled, a new application is required, and the grant funds received must be returned.
7. Grantee must supply Worcester County Arts Council with six (6) complimentary tickets to the project or provide zoom link invitation if the project is held virtually.
8. **Credit** for the grant **must be given** to the Worcester County Arts Council and the Maryland State Arts Council in all brochures, programs, public service announcements, press releases, social media posts, and advertising. Logo of the Worcester County Arts Council must be included in all promotional printed materials. Failure to acknowledge the Councils as a funding source will disqualify future requests. Also, the Worcester County Arts Council poster or banner **must** be displayed at the project site. This poster is available for pick up at the WCAC office.
9. A final report must be completed **within 30 days** after the completion of the project and submitted via email to: **anna@worcestercountyartscouncil.org**. If the project takes place in June, the report is due no later than June 30. **Future grant requests will not be considered if final report is not received on time, as required.**
The final report must include:
 - an image (jpg format) from the event/project
 - a copy of one of the following: flyer, program, press announcement, advertising, etc. acknowledging WCAC grant support
 - a copy of grantee's letters sent to local officials (list enclosed in policies letter)
10. Grantee should attend the Worcester County Arts Council's Annual Arts Celebration, which is held in the final quarter of each fiscal year.
11. Grantee is strongly encouraged to become a member of the Worcester County Arts Council.
An application is available at www.worcestercountyartscouncil.org or by calling 410-641-0809.

RESTRICTIONS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS:

1. Grants may not be used for such things as: capital improvements, construction, renovations, permanent equipment, general operating expenses, social functions, parties, receptions, travel, hotel, and uniforms.
2. Grants may not be used to fund a project whose sole purpose is to raise funds for the sponsoring organization beyond the cost of the event. **All grant money must be used for the artistic component of the project/event.**
3. Grants may not be used to promote any political or religious outlook, or which proselytize any political, religious belief or action.

APPLICATION INSTRUCTIONS:

1. Applications must strictly adhere to deadlines.
2. All portions of the form should be completed and all figures clearly totaled.
4. **Grant application with all required attachments must be combined into one pdf document and submitted via email to: curator@worcestercountyartscouncil.org Please include CAD GRANT APPLICATION in the subject of your email.**
5. Grantee is requested to add Worcester County Arts Council to its mailing lists.
6. A verbal presentation to the Grants Review Committee may also be required.

APPLICATION PROCEDURE AND DEADLINES:

1. Grant Periods:

- a. **Grants may be made for projects occurring during the 6-month periods of July through December (deadline to submit April 15th) and January through June (deadline to submit October 15th).**
- b. Organizations which hold projects year-around or in both of the 6-month periods may request grants which cover the entire fiscal year of July through the following June. Annual grant applications must be submitted by April 15th.

2. Grant Request Review Procedure:

- a. Grant requests will be reviewed by the Executive Director and then submitted to Grants Committee for a review.
- b. Grants Committee presents awards recommendations to the Board of Directors which makes the final funding decision.
- c. Applicant will receive a notification letter stating the Board of Directors decision approximately one month after the application submission deadline.

3. Grant Payment Schedule:

- If awarded a grant, the grantee will be required to sign a Grant Policies form which serves as a formal grant agreement and acknowledgement of the grant.
- Following the signing of the Grant Policies form, a check for 75% of the grant award will be issued a week prior to the event/project.
- The remaining payment will be released upon successful submission of the final grant report which is due within 30 days after completion of the event/project.

**GRANT PAYMENT SCHEDULE AND GRANT AMOUNTS ARE SUBJECT TO RECEIPT OF FUNDS FROM
THE MARYLAND STATE ARTS COUNCIL.**

Do not make expenditures in advance of grant award notification that you cannot cover with organizational funds.

4. Criteria:

The Grants Review Committee uses the following criteria when evaluating grant requests:

- a. Financial Need: Are grant funds truly needed, or can this program support itself?
- b. Artistic Merit: Does this program enhance the cultural activities of Worcester County?
- c. Financial feasibility of the project: Is the organization financially viable and the project realistically projected in the budget?
- d. Service to the community: what is the public impact that this project will serve the audience/community and responds to audience needs and trends?

GRANT POLICIES AND FUNDING PRIORITIES

In the review of grant applications submitted to the Council for funding, the policies and priorities listed below are taken under consideration:

- The Council is supportive of those programs of artistic quality that reach special audiences comprised of citizens who are not regularly served by the arts. These include, but are not limited to individuals with disabilities, institutionalized persons, aging population, and lower income groups.
- The Council recognizes the importance of maintaining our county rich heritage and supports the diverse art forms of all ethnic and racial groups.
- Acknowledging that the access to the arts is vital to all Worcester County residents, the Council strives to support programs of artistic quality that will serve small and rural communities.

QUESTIONS:

Email: curator@worcestercountycouncil.org
Phone: 410-641-0809