



**Cecil County Arts Council, Inc.
Community Arts Development Grant Program
Fiscal Year 2023 Grant Application & Guidelines**

Deadline: August 6, 2023

Table of Contents

Guidelines.....	2
Grant Application.....	7
Grant Agreement Form.....	8
Instructions and Checklist.....	9
Final Report Form.....	10

Cecil County Arts Council, Inc.
Community Arts Development Grant Program Guidelines FY 2024

PURPOSE

The Community Arts Development Grant program of the Cecil County Arts Council, Inc. is designed to:

- Foster excellence in the arts in Cecil County
- Provide project support for non-profit organizations to bring quality arts programs to residents
- Encourage audience awareness of, and participation in, artistic expression in all media.

WHAT QUALIFIES

- Arts programs that encourage active community participation. Community can be defined as demographic, geographic, ethnic groups and may include special interest groups such as senior citizens, handicapped, etc.
- Applications from non-profit organizations located in Cecil County.

CONDITIONS OF APPLICATION

- Grant must be for a specific project, on-going or one-time.
- The project/event must be open to the general public.
- Former recipients of a CCAC grant must meet all reporting requirements, including final narrative and financial reports, before a new application will be accepted.
- The project/event must take place between July 1, 2023 and June 30, 2024.
- Applicants must provide letters of support and acknowledgment from school principals and/or community association representative(s) for activities planned for school(s) and/or neighborhood facilities.
- Organizations must include their most recent operating budget and financial statement, 501(c)(3) non-profit status verification letter, list of Board of Directors, and one copy of any recent publicity materials. Financial information is considered confidential and will not be disclosed unless required by federal or state law.

- Original and six collated copies of the application are required (only one copy of CD/DVD is required). The application form must be signed by an authorized official.
- CCAC cannot be responsible for providing insurance coverage related to these projects.
- Projects funded by CCAC's CAD grant program cannot receive a CCAC Opportunity Fund Grant during the same fiscal year. Only one CAD/AiE grant application may be submitted by a single tax ID # each fiscal year.

RESTRICTIONS

CAD/AiE funds will not be granted for the following types of projects:

- Capital campaigns, including purchase, construction or renovation of a facility
- Equipment purchases
- Individual artist awards
- Creation of art projects in which the community is not engaged
- Profit-making or commercial ventures
- Retirement of existing debt
- Fund-raising events (including cocktail parties, dinner dances, raffles, etc.)
- Organizations /projects which discriminate on the basis of age, sex, religion, race or ethnic background
- Unrelated administrative costs, tuition, travel and activities limited to an organization's membership

CONDITIONS

If a grant is awarded, the applicant must agree to the following conditions:

- Funds will be granted on a matching basis only. A one-to-one (or better) cash match is required. Earned income from the project may be used as part of the applicant match.
- Applicant agrees to adhere to all conditions outlined in "Key Conditions".
- Applicant must notify the Cecil County Arts Council, Inc., of any major changes to the project as outlined in the application.

- Applicant must provide the CCAC with complimentary tickets to the event, if requested.
- All promotional material, advertising, and programs, must note that “the program/event was funded in part by a grant from the Cecil County Arts Council, Inc., as provided by the Maryland State Arts Council, an agency funded by the State of Maryland and the National Endowment for the Arts.”
- A Final Report Form, included in this Grant Packet, must be completed and returned to CCAC at the end of the project.

EVALUATION CRITERIA

The Arts Council will consider the following criteria when approving applications:

- Artistic quality
- Evidence of responsible management and sound fiscal practices
- Support by the community
- Feasibility of the project
- Administrative effectiveness
- Willingness to seek a variety of funding sources, including the local community and businesses
- Uniqueness of the project to further the applicant’s artistic program
- Strength of the project to further the mission of the Arts Council: “...to promote, present and sustain the arts in Cecil County.” Projects taking place outside the county or state will be given lowest priority.

REPORTING RESPONSIBILITIES

Recipients of the grant funds will be expected to comply with all of the criteria above. In addition, grant recipients will be required to keep accurate financial records showing how grant funds were used. A final narrative and fiscal report will be required of the grant recipient within 30 days of completion of the project. Failure to complete the final report may affect an organization’s eligibility for future funding.

REVIEW PROCESS

The review process will consist of the following:

- A Review Panel composed of artists, community members and arts administrators will evaluate each application. The decisions of the panel are final and meeting the application criteria does not guarantee grant funds.
- The panel will rank the applications according to the evaluation criteria.
- The panel will make recommendations to the Board of Directors of the Cecil County Arts Council, Inc. The Board of Directors will make all final funding decisions.
- In the case of a competitive grant year, grants may be awarded in amounts less than the grant request. All grant awards are subject to available arts council funding.

The following schedule will be used:

August 6 – All applications must be received and USPS postmarked. Late applications will not be accepted.

September – The CAD Grant Review Panel will review applications and offer the CCAC Board of Directors recommendations on the projects to be funded.

September– All grant applicants will be notified of the decisions and actual award amounts may not yet be determined. Grant recipients agree to adhere to all grant guidelines and conditions and to attend the CCAC event on Friday, November 3, 2023, for public recognition. Failure to adhere to conditions or failure to send a representative to the event may result in forfeiture of grant award.

Cecil County Arts Council, Inc.
Community Arts Development Grant Program Guidelines
FY 2024 (July 1, 2023 - June 30, 2024)

(Please type or print)

For Arts Council Use:

FY '20 _____

Project# _____

PART 1: THE ORGANIZATION

Organization's Name _____

Address _____

Is this a new applicant? _____ Yes _____ No

Year Established _____ Federal I.D.# _____

Contact's Name: _____

Address: _____

Day Phone _____ FAX _____ Home Phone _____

E-mail _____ Is the organization incorporated? __ Yes __ No

Date of incorporation: _____

Include a copy of your tax exemption letter from the IRS. Federal EIN # _____

Please list any grants received from us for the past three years.

FY 2019-Project _____ Amount \$ _____

FY 2020-Project _____ Amount \$ _____

FY 2021-Project _____ Amount \$ _____

Is the organization applying for, or receiving funding from, any other sources for this project? If so, please list the sources and amounts:

Brief history of your organization:

List recent activities your organization has held in the community:

PART 2: PROJECT INFORMATION

Name of Project/Event _____

Date(s) of Project/Event _____

Is this a ____ new project, the ____ expansion of an existing one, or ____ part of an ongoing season? Specific location(s) where the project will be held:

Number of people involved _____ Projected attendance _____

Check appropriate disciplines:

_____ Visual Arts _____ Music _____ Dance

_____ Theater _____ Literary _____ Other

Briefly explain proposed project:

State the objective and how it addresses your community's needs:

Indicate how the community will actively participate:

Indicate your plans to publicize:

Describe the kind of community support you have for this proposal (i.e. use of volunteers, space, etc.):

Indicate target number of participants and appropriate age group:

Timetable (include schedule, duration, number of sessions, etc.):

Neighborhood to be served and site location (include acknowledgment letter from facility or school):

Describe how your project will accommodate persons with disabilities:

Support Materials Enclosed (Please List):

PART 3: PROJECT BUDGET (Total cash Income must equal total cash expenditures. Please prepare budget below in accordance with grant request. Please also include a full copy of your organizations most recent full year financial report.)

INCOME

Tickets/Registration
Memberships \$ _____

Cash Contributions \$ _____

Organization Funds \$ _____

Itemize all other sources of cash:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Amount requested from CCAC
Grant (no more than 50% of total budget)

\$ _____

Total Income \$ _____

EXPENSES

Artist Fees \$ _____

(Explain _____)

Administrative expenses \$ _____ *

(Explain _____)

_____)

Other fees: \$ _____

(Explain _____)

Supplies/Materials \$ _____

(Explain _____)

_____)

Promotion \$ _____

Travel \$ _____

Rentals \$ _____

Other (itemize)

_____ \$ _____

_____ \$ _____

*Only administrative expenses directly related to the proposed project(s) may be listed.

Total Expense \$ _____

Income must equal expenditures

I certify that the information and financial figures contained in this application are true and accurate.

Signature (Organization's Authorized Official) _____

Print Name _____ Title _____

Address _____ Phone _____

E-mail _____ Date _____

GRANT AGREEMENT

In accordance with the award of Community Arts Development grant money to our organization through the Cecil County Arts Council, we agree to the following conditions of the grant:

1. To hold the event/program as outlined in the application. If changes are necessary, permission must be obtained from the Cecil County Arts Council, Inc., or the grant money must be returned.
2. Two copies of the Final Report (attached) should be sent to the Cecil County Arts Council Grant Review Panel within 30 days of the completion of the project. The figures are required so that they may be audited by Maryland State Arts Council officials.
3. Invitations to the event/project must be received by the Cecil County Arts Council, Inc., so that members of the Grant Review Panel and board of directors may attend the event.
4. All promotional material, advertising, and programs must include the following: "Funded in part with a grant from the Cecil County Arts Council, Inc., as provided by the Maryland State Arts Council, an agency funded by the State of Maryland and the National Endowment for the Arts."
5. Organization agrees to comply with ALL "Key Conditions," and to send a representative to accept the grant award at the CCAC November 3, 2023 event, 6:00 - 11:00 p.m.

GRANTEE

Name of Organization _____

Name of Organization's Authorized Official _____

Signature and Date _____

APPLICATION INSTRUCTIONS

The enclosed application should be completed with one original and one copy mailed to:

CAD Review Panel
Cecil County Arts Council
135 East Main Street
Elkton, MD 21921

One copy should be retained for your records.

Completed applications should contain the proper signatures.

A copy of IRS letter confirming tax-exempt status is required of applicants.

Applications must be delivered to CCAC, or officially postmarked no later than August 6, 2023, at 4:00 p.m. Phone calls in reference to applications will not be accepted on this date.

Electronic transmissions of the grant application will not be accepted as we need a signed original.

PLEASE NOTE: applications may be downloaded from our website: www.CecilArts.org

APPLICATION CHECKLIST

(Failure to include ALL information below will exclude application from consideration.)

A completed application includes:

- ☐ Original and one collated copies of signed, completed application form
- ☐ One CD/DVD, manuscript or other relevant support materials
- ☐ Information on artist(s) and/or collaborator
- ☐ Letters of support from Principal(s) or Community Association representative
- ☐ List of members' names and addresses, if applicable
- ☐ Publicity materials
- ☐ Proposed budget and most recent full financial statement
- ☐ 501(c)(3) verification letter
- ☐ List of Board of Directors
- ☐ Grant agreement form

CECIL COUNTY ARTS COUNCIL, INC.
COMMUNITY ARTS DEVELOPMENT GRANT
135 East Main Street, Elkton, MD 21921
410-392-5740

FINAL REPORT FY 2024

(Must be completed within 30 days of project)

For Arts Council Use:

Date Received _____

Name of Organization _____ Grant Number _____

FINANCIAL REPORT BREAKDOWN

FINAL BUDGET

(Total cash income MUST total cash expenses. Please include receipts/invoices for all expenditures.)

CASH INCOME

CASH EXPENSES

Arts Council Grant \$ _____

Artists' Fees \$ _____

Tickets/Registration \$ _____

Technical Fees \$ _____

Cash Contributions \$ _____

Organization Funds \$ _____

Supplies/Materials \$ _____

Other Grants

Rentals \$ _____

_____ \$ _____

Travel \$ _____

Other Income Sources

Equipment \$ _____

_____ \$ _____

Promotion \$ _____

_____ \$ _____

Other (itemized) _____

_____ \$ _____

_____ \$ _____

TOTAL INCOME

TOTAL EXPENSES

\$ _____

\$ _____

I certify that the information and financial figures contained in this FINAL REPORT are true and accurate.

Signature (Organization's Authorized Official) _____

Print Name _____ Title _____

Date _____ Phone _____

FY 2024 FINAL REPORT, CONTINUED

1. List and describe the projects your organization presented during FY 2024 and which were funded-in-part by the Cecil County Arts Council:

2. How many people directly benefited from the project(s)? _____
3. How many performers/artists directly benefited? _____
4. How many of these projects included workshops? _____
5. What is the amount of financial support from your County Government to your organization that directly benefits your arts program, projects, and presentations?
\$ _____
6. How do you generally market your events?

7. If your organization is a presenter, what effort was made to network with other presenters in the booking of these art events?

8. Describe the types of services, information, and support the Cecil County Arts Council can provide to your organization.

Key Conditions

1. Applicant must notify the CCAC of any major changes to the project outlined in the application. This includes changes to the proposed budget.
2. At least one month prior, applicant must notify the Arts Council of the event's location, date and time to ensure proper publicizing of the event.
3. Credit for the Arts Council **MUST** be commensurate with that of other sponsors at the same level, whether private or public.
4. When the Arts Council's financial support comprises the largest individual share of funding for a project, performance or exhibition, acknowledgment of the Arts Council shall be proportionally more prominent in the printed, audio and video materials, internet, publicity and advertising than acknowledgment of other sources of financial support.
5. If it is a ticketed event, recipient must reserve 2 complimentary tickets for CAD/AiE review personnel to attend event.
6. All advertising and publicity materials for funded program **MUST** contain the following statement: "this program/event was funded, in part, by a grant from the Cecil County Arts Council, as provided by the Maryland State Arts Council, an agency funded by the state of Maryland and the National Endowment for the Arts."
7. Please offer public recognition of the Arts Council's contribution to the project at each of the events funded.
8. Please file your required Final Report, no later than 30 days after the completion of the project. Also please enclose a copy of your most recent final report in this year's grant application, if applicable.
9. Phone calls regarding the application will not be accepted by the Arts Council on the due date of the application.
10. Awarded organizations agree to send a representative to the official awards ceremony on November 3, 2023, 6:00 – 11:00 p.m. Failure to attend could forfeit the award.
11. It is the sole responsibility of the preparer of the grant application to ensure all compliance with all conditions. Failure to comply with these requests will jeopardize future funding.