



Cecil County Arts Council, Inc.

FY 20__-20__

OPPORTUNITY FUND

Deadline: 1st of every month

Application must be submitted more than 30 days prior to program

Name of Applicant: _____ Date: _____

Address _____

Contact name _____

Phone: _____ E-MAIL _____

Name of project _____ Projected attendance _____

Number of artist(s) involved ____ Location _____

Date of event (must be during fiscal year between July 1 through June 30) _____

Check appropriate category:

____ Visual Arts ____ Music ____ Dance ____ Theater ____ Literary

____ Other (Specify) _____

Brief description of project/event _____

Brief description of how this project/event promotes the arts _____

Budget information:

Total cost of project/event \$ _____ Please attach a budget plan for the project.

Amount requested from Opportunity Fund \$ _____ (up to \$500). Match required.

Grant Agreement

Applicant must: hold the event/program as outlined in the application request for grant funds. If major changes are necessary, permission must be obtained from the Cecil County Arts Council via email (info@cecilarts.org), or by phone (410-392-5740). Include the following information in promotional materials, advertising, and program publications: "This program was funded in part with a grant from the Cecil County Arts Council, Inc. Send written report within 30 days after the event (narrative paragraph and financial report). Failure to do so may affect your organization's eligibility for future funding.

I certify that the information and financial figures contained in this application are true and accurate, and I understand and agree to the above terms and conditions noted here and in the guidelines.

Applicant's Signature _____

Date _____

Name of Organization _____

Cecil County Arts Council, Inc.
OPPORTUNITY GRANT GUIDELINES

PURPOSE

To create an arts reserve account to be readily available to fund unexpected opportunities for arts programs with small grants throughout the fiscal year.

Opportunity Grants will: Foster excellence in the arts in Cecil County; provide specific project support for organizations that bring arts programs of quality to residents; encourage audience awareness of, and participation in, artistic expression in all media.

WHAT QUALIFIES

Arts programming and residencies that encourage active community participation. Applicants must be located within Cecil County. One grant per year per organization is our usual policy (special circumstances may warrant a departure from this position)

CONDITIONS OF APPLICATION

Application must be received at least 30 days prior to event. Grant must be for a specific project, either ongoing or one-time. The project/event must have a significant art element.

The project/event must be open to the general public, or serve a designated audience. The project/event must take place within the fiscal year (July 1 to June 30). Application form must be signed.

CCAC cannot be responsible for providing insurance coverage related to these projects. Opportunity Grants may not be used for general operating expenses.

CCAC does not currently give Opportunity Grants to projects currently funded by CCAC's CAD grant program.

RESTRICTIONS

Arts Council funds will not be granted for projects involving:

Capital campaigns, including purchase, construction or renovation of a facility; equipment purchases or transportation costs; profit-making or commercial ventures; retirement of existing debts; fundraising events (including cocktail parties, dinner dances, raffles, etc.); organizations which discriminate on the basis of age, sex, religion, race or ethnicity; unrelated administrative costs, tuition, and individual travel.

CONDITIONS OF AWARD

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

Grants may not be more than 50% of the total cost of the projects nor may they exceed \$500. For requests exceeding \$500, the artist or organization should seek a nonprofit partner and apply to CCAC's Community Arts Development grant program, the annual deadline for which is in August.

Applicant must notify the Cecil County Arts Council, Inc., of any major changes in the project as outlined in the application.

Applicant must provide the Cecil County Arts Council with complimentary tickets to the event, if requested, and give recognition for the grant funds on publicity materials and social media. In promotional material, advertising, or programs, it will be so noted "the program/event was funded in part by a grant from the Cecil County Arts Council, Inc. Print size must be in accordance with ADA (Americans with Disabilities Act) requirements (minimum 10-point type).

A final report must be provided to the Arts Council within 30 days after the program.

EVALUATION CRITERIA

In conjunction with conditions and restrictions, the Arts Council will consider the following criteria when approving applications: artistic quality; support by the community; feasibility of the project; uniqueness of the project to further the applicant's artistic program; and strength of the project to further the mission of the Arts Council.

REVIEW PROCESS

The grant panel 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 and may be dispersed in installments.

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 in the form of a one-page letter describing

the event and final budget figures will be required of the grant recipient within 30 days of completion of the project. It is the sole responsibility of the preparer of the grant application to ensure all compliance with all conditions, forward all reporting requirements and maintain contact with CCAC regarding grant updates. Failure to comply with these requests will jeopardize future funding.

CECIL COUNTY ARTS COUNCIL, INC.

OPPORTUNITY FUND GRANT

135 East Main Street, Elkton, MD 21921

Phone: 410-392-5740 Fax 888-475-1094

info@cecilarts.org

FINAL REPORT

(To be completed within 30 days of completed project)

For Arts Council Use: Date Received _____

Name of Organization _____

Address _____ Phone _____

Contact Person _____ E-mail: _____

Narrative describing the event _____

Total number of participants _____ How were the grant funds spent? (please

supply final budget for event) _____

Include photograph or digital image of your project

Signature _____ Date _____