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FY2023 Program or Project Grant Guidelines

For activities occurring July 1, 2022 - June 30, 2023

Application Deadline: Friday, February 24, 2023 at 11:59pm

Garrett County Arts Council, Inc. is supported in part by
Maryland State Arts Council (msac.org) and the Garrett County Board of Commissioners

Purpose:

Program or Project Grants are awarded to organizations applying for general operating support scheduled during the annual support period which begins July 1 through June 30.

The Garrett County Arts Council, Inc. (GCAC) awards Community Arts Development grants to nonprofit, tax exempt organizations for public arts programs and projects held in Garrett County, Maryland, for the benefit of Garrett County citizens and guests.

Garrett County Arts Council, Inc. was incorporated in the state of Maryland in 1976 as a nonprofit organization to promote the development of cultural arts in Garrett County and to integrate the arts into the life of the community. GCAC was designated Garrett County's official arts agency by the Board of Garrett County Commissioners in 1993 for the receipt and disbursement of public grant funds administered by the Maryland State Arts Council.

The FY2023 Program or Project Grant award amount is up to \$5000.

Eligibility and Evaluation:

Applicant organizations must conform to established eligibility criteria for funding consideration.

FY23 grant applicants are required to provide a minimum 1:1 cash match for all grant funds awarded. Sources of cash match can include cash in hand, federal grants, other non-state grants, and donations. Due to the COVID-19 pandemic and current economic climate, in FY23, volunteer hours can be included as a source up to 25% of the cash match.

Any program funded in part by a grant from Garrett County Arts Council, Inc. must:

- Promote community arts development or integrate the arts into the life of the community.
- Be held in Garrett County for the benefit of Garrett County citizens and guests.
- Be open to the general public.

- Be accessible to person with disabilities.
- Be scheduled to begin within the established support period (July 1, 2022-June 30, 2023).
- Not promote any political or religious purpose or agenda.
- Not be presented for the purpose of fundraising with the proceeds designated or allocated to activities or programs unrelated to the arts.

Grant applications are reviewed by GCAC's Grants Committee, which makes funding recommendations to the Council's board of directors for final award decisions. Applications are judged on the following criteria:

- Compliance with all stated eligibility criteria
- Artistic excellence
- General merit of the organization
- Number of participants
- Audience size
- Community involvement
- Efforts to address the needs of under-served audiences
- Services not replicated elsewhere in the County
- Ability to adequately promote the project
- Ability to secure other funds to support the project
- Sound fiscal management

Awards are based on the size of an organization's budget, quality of the application as it relates to the stated review criteria, number of qualified applications submitted and total funds available for distribution.

Final funding approval is authorized by the GCAC Board of Directors. Organizations will be notified in writing of the award decisions. Any organization wishing to appeal an award decision must follow the established *Grant Appeal Process* available upon request from the Garrett County Arts Council Executive Director.

Terms and Requirements

Any organization receiving grant funds from Garrett County Arts Council, Inc. MUST:

- 1. Operate as a nonprofit, tax exempt organization** and provide corroborating documentation of nonprofit status upon request.
- 2. Maintain complete and accurate records of all activities connected to the grant, including records of attendance and all related financial transactions.**
- 3. File narrative and financial reports by specified deadlines.** Report forms will be provided by GCAC in ample time to meet deadlines. Failure to report may jeopardize future grant consideration and may result in the grantee organization being required to repay grant funds.

4. Give credit to Garrett County Arts Council, Inc. and the Maryland State Arts Council whenever and wherever credit for funding support is given - whether orally, in print, on radio or television, on the internet, or through any other public media. Performance events should make an announcement including the phrase "Sponsored in part by a Garrett County Arts Council Community Arts Development grant with funds provided by the Maryland State Arts Council." GCAC **must** be identified as supporting your programming.

5. Notify GCAC in writing if any significant change is made within your organization.

6. Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to the arts.

7. Comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.

8. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states 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.

9. Send a representative (board member or staff) to GCAC's grant-writing workshop prior to application submission. All grant-writing workshops for FY23 will be available virtually, with individual sessions available for further assistance (virtual or in-person).

10. The applicant organization should have at least one board or staff member who is also a member of the Garrett County Arts Council.

11. Provide GCAC with a minimum of two complimentary tickets or passes to any grant funded program for which an admission is charged. This requirement is for the purpose of grant review and evaluation.

12. Provide GCAC press releases or similar information regarding programming and organizational events in order for GCAC to maintain an arts calendar and provide comprehensive information to the public. Email information to *info@garrettarts.org*.

Application:

The deadline to apply for a Program or Project Grant is **Friday, February 24, 2023 at 11:59pm**. The applications for Program or Project Grant funding are reviewed once annually.