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Program/Project Grant and Arts-in-Education Grant Awards FY2024 Guidelines

Deadline: February 29, 2024 at 11:59pm

Funding for public arts activities occurring between March 1, 2024 - August 31, 2024

Garrett County Arts Council, Inc. (garrettarts.org) Community Arts Development Funding for Program/Project and Arts-in-Education Grant Awards is supported in part by Maryland State Arts Council (msac.org) and the Garrett County Board of Commissioners

Garrett County Arts Council

The Garrett County Arts Council (GCAC) has been supporting the arts (visual arts, music, theatre, dance, literary arts and culinary arts) in Garrett County since 1976. 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 to support supports visual arts, music, dance, theatre, literary arts, and culinary arts.

GCAC's vision is for Garrett County to have a vibrant and sustainable arts community for artists, their audiences, and the community at large. The GCAC Board of Directors and staff are committed to aiding, encouraging, advising, and coordinating activities dedicated to the promotion of cultural arts in Garrett County, and to integrate such activities into the life of our community.

GCAC is committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our programs and events, embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

Application Deadline:

The deadline to apply for a Program or Project Grant is **Friday, February 29, 2024 at 11:59pm with award notifications being made in March 2024.**

The applications for Program/Project Grant and Arts-in-Education Grant award funding are reviewed once annually.



Program/Project and Arts-in-Education Grant Award Overview:

In FY24, the Garrett County Arts Council (GCAC) Board of Directors has allocated \$75,000 in Community Arts Development funding for Program/Project Grant, Arts-in-Education Grant, and Independent Artist Grant Awards.

In FY24, both Program/Project Grant and Arts-in-Education Grant Award amounts are up to \$5000.

Purpose:

GCAC annually awards Community Arts Development Program/Project and Arts-in-Education grants to nonprofit, tax exempt organizations for public arts events, programs, special projects held in Garrett County, Maryland, for the benefit of Garrett County citizens and guests. Eligible organizations may apply for a single grant per fiscal year cycle.* The deadlines to apply are offered annually.

*E.g., An applicant may not apply for a Program/Project Grant and an Arts-in-Education Grant in the same fiscal year cycle.

Description:

Program/Project Grants are awarded to Garrett County 501(c)3 nonprofit, tax exempt organizations applying to support arts events, programs or special projects scheduled during the FY24 support period which begins March 1, 2024 and runs through August 31, 2024.

Arts-in-Education Grants are awarded to Garrett County Public Schools applying to support arts events, programs or special projects outside Maryland State Department of Education arts-in-education requirements scheduled during the FY24 support period which begins March 1, 2024 and runs through August 31, 2024.

Matching Requirements:

FY24 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, earned income and donations.

Due to the current economic climate, in FY24 volunteer hours can be included as a source up to 10% of the cash match. The current Maryland state volunteer rate is \$34.12.

Eligibility:

- Applicant must be one of the following: 501(c)3 non-profit organization, unit of government (Garrett County municipality or county level), college or university, or public school with the capacity to undertake an arts program/event.



- Applicant must have operated as an arts organization or have supported arts programming for one full fiscal year and be able to submit a financial statement for their most recently completed fiscal year at the time of the application.
- Applicant be governed by a legally-liable board of directors acting under a mission statement and budget specific to the organization.
- Applicant must be a member of the Garrett County Arts Council.
- Applicant must send a representative to GCAC's grant-writing workshop prior to application submission. All grant-writing workshops for FY24 will be available virtually, with individually scheduled sessions available for further assistance (virtual or in-person).

Use of Funds:

Program/Project Grant and Arts-in-Education Grant Awards must:

- promote community arts development and integrate the arts into the life of the community through events, programs and activities;
- 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 as outline in requirements; and
- be scheduled within the established support period (March 1, 2024-August 31, 2024).

Program/Project Grant and Arts-in-Education Grant Awards may not be used for:

- activities not open to the general public;
- applicant organization's general operating and administrative expenses;
- applicant organization's travel and accommodations;
- re-granting;
- capital improvements or purchases of permanent equipment;
- acquisition of capital assets;
- activities for the exclusive benefit of the organization's members;
- projects chiefly for public school classroom use only;
- scholarships awarded by the applicant organization for its own activities;
- promotion or contributions for any political or religious purpose or agenda;
- presentation or contributions for the purpose of organizational fundraising or lobbying; and
- any project expenses unrelated to the arts.

Application Process:

- All applications will be submitted via the GCAC online grants management system at garrettarts.org/grantmaking.
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.
- Technical support from GCAC staff is available during regular office hours, 10am-5pm, Monday-Friday. Please note: GCAC staff are available for application assistance during regular



business hours with an appointment. If you are calling or emailing for an appointment during non-regular business hours, please allow sufficient time (12 hours minimum) for a response.

Staff Contact Information:

GCAC maintains a professional staff to administer its grants programs and GCAC-initiated programs/events. Staff members are available to provide technical assistance to the Garrett County arts community between Monday-Friday.

If you require technical assistance submitting the application or formatting your attachments, you must schedule a session with GCAC staff to use the \$SMART ART space and equipment. Due to numerous other applications, obligations, and engagements, GCAC's small but dedicated staff is unable to accommodate walk-ins or immediate over the phone assistance at this time.

Contact information for GCAC Staff and grant application one-on-one feedback:

Program/Project Grant Award and Arts-in-Education Grant Award

Kathy Beachler, Executive Director

Email: kathy@garrettarts.org; Phone: 301-334-6580

Emergency Artist Grant Award and Independent Artist Grant Award:

Rachel Precht, Visual Arts Manager

Email: rachel@garrettarts.org; Phone: 301-334-6580

Requirements for Grant Recipients:

Any organization receiving Program/Project or Arts-in-Education grant funds from Garrett County Arts Council, Inc. MUST:

Operate as a 501(c)3 nonprofit, tax exempt organization, unit of government (Garrett County municipality or county level), college or university, or public school with the capacity to undertake an arts program/event, and provide corroborating documentation of nonprofit status upon request. Applicant organizations will be asked to submit a Conflict of Interest and Compensation Disclosure Statement indicating any relationships with GCAC personnel (director, officer, or employee).

Maintain complete and accurate records of all activities connected to the grant, including records of attendance and all related financial transactions.

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.

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.

Notify GCAC in writing if any significant change* is made within your organization or to the program/project funded during the grant award cycle.

*E.g. Including change of project activity date or applicant organization staffing associated with the project.

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.

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.

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.

Provide GCAC with a minimum of two complimentary tickets or passes to any grant funded program for which an admission is charged for the purpose of grant review and evaluation. Please make sure the complimentary tickets or passes are provided at least one week prior to the sponsored event.

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.

Grant Review:

Staff Review:

After both the Program/Project or Arts-in-Education Grant applications are received electronically they are reviewed by staff for completeness and adherence to grant guidelines. Applicants will be notified if their application is incomplete and if additional information or corrections are necessary, and applicants will be given a specific deadline in writing to provide any revisions or other necessary information.



Professional Grants Panel Review:

GCAC utilizes a peer Grants Review Panel to aid in reviewing submitted grant applications. GCAC engages a panel of independent, regional evaluators with a wide range of experience in non-profit management, education/higher education, business/entrepreneurship, market research/advertising, and law/philanthropy. Each grant review panelist is directed to evaluate applications based on GCAC's review criteria and published rubric. Panel meetings are directed and overseen by a dedicated GCAC staff member.

Funding Amounts:

In FY24, both Program/Project Grant and Arts-in-Education Grant Award amounts are up to \$5000.

Grant awards are calculated using the application's scores received from the grant review panel, and then presented to the GCAC Board of Directors for authorization and final funding approval.

If awarded, all funds must be spent or allocated by June 30, 2024. This means that the awarded grant funds are to be expended or otherwise legally committed to be used by June 30, 2024.

Reporting:

If awarded a Program/Project or Arts-in-Education Grant, recipient organizations must file a final report by the deadlines specified in communications from GCAC with the organization. The report will require narrative and financial updates on the project arts activities conducted during the grant support period.

Failure to submit the final report by the specified deadline may jeopardize current and/or future GCAC grants received by the organizations and may also result in requiring repayment of awarded grant funds.

The FY24 Program/Project or Arts-in-Education Grant support period runs March 1, 2024 and runs through August 31, 2024. FY24 Final Reports are due 30 days after program/event completion, with the latest final report submission due September 30, 2024.

GCAC Appeals Process:

GCAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

- A decision based on review criteria other than those stated in these guidelines.



- A decision based on material provided to panelists and/or Board of Directors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.
- To pursue an appeal, the applicant must write a letter to the GCAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the GCAC Board of Directors' decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.