



Cecil County Arts Council, Inc.

**Community Arts Development Grant Program
Fiscal Year 2009 Grant Application & Guidelines**

Deadline: August 1, 2008

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Cecil County Arts Council, Inc.
Community Arts Development Grant Program
Guidelines FY 2009

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 specific project support for non-profit organizations which bring arts programs of quality to residents, and
- Encourage audience awareness of, and participation in, artistic expression in all media.

WHAT QUALIFIES

- Arts programming and residencies which 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.
- Applicants must be non-profit organizations located in Cecil County.

CONDITIONS OF APPLICATION

- Grant must be for a specific project, either ongoing or one-time.
- The project/event must be open to the general public.
- Former recipients of Arts Council grants 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, 2008 and June 30, 2009.
- 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 the most recent year's operating budget and financial statement, 501 (c) 3 non-profit status verification letter, list of Board of Directors, one (1) copy of any recent publicity materials and relevant slides or tapes. Financial information is considered confidential and will not be disclosed unless required by Federal or State law.
- Original and six (6) collated copies of the application are required. (Only one (1) copy of videotape, audiotape, slides or film is needed.)
- Application form must be signed.
- CCAC cannot be responsible for providing insurance coverage related to these projects.
- CCAC does not give general or individual artist grants.
- Projects funded by CCAC's CAD grant program cannot receive a CCAC Opportunity Fund Grant during the same fiscal year.

RESTRICTIONS

Arts Council funds will not be granted for projects involving:

- Capital campaigns, including purchase, construction or renovation of a facility
- Equipment purchases
- Profit-making or commercial ventures
- Retirement of existing debt
- Fund-raising events (including cocktail parties, dinner dances, raffles, etc.)
- Organizations which discriminate on the basis of age, sex, religion, race or ethnic background
- Unrelated administrative costs, tuition, individual 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. That is to say for every dollar provided by the Arts Council, the applicant must match with one dollar. Earned income from the project may be used as part of the applicant match.
- 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 Arts Council with complimentary tickets to the event if requested.
- In promotional material, advertising, or programs, it will be so noted 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**, provided by the Cecil County Arts Council, Inc. and included with 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 the arts in Cecil County.”

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 and/or community members and arts administrators will evaluate each application. The decisions of the panel are final. (Meeting the application criteria does not guarantee a grant.)
- The Committee will rank the applications according to the evaluation criteria.
- The Grant Advisory Committee will make recommendations to the full Executive Board of Directors of the Cecil County Arts Council, Inc.
- The Executive 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 1 – All applications must be received/postmarked. Late applications will not be accepted.

August – CAD Grants Advisory Committee will review applications and Executive Board of Directors will determine the projects to be funded.

End of August – All applicants will be notified of the Arts Council’s decisions.

September – Grants will be disbursed. Actual amount of disbursement may be subject to change.

FY 2009 (July 1, 2008 - June 30, 2009)
Cecil County Arts Council, Inc.
CAD GRANT APPLICATION

(Please type or print)

For Arts Council Use:

FY '09 _____

Project# _____

PART 1: THE ORGANIZATION

Organization's Name _____

Address _____

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: _____

Please include a copy of your letter of recognition of tax exemption with the IRS and indicate your Federal I.D. # _____

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

FY 2006 Name of Project _____ Amount of grant \$ _____

FY 2007 Name of Project _____ Amount of grant \$ _____

FY 2008 Name of Project _____ Amount of grant \$ _____

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

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)

CASH INCOME

Tickets/Registration Memberships \$ _____

Cash Contributions \$ _____

Organization Funds \$ _____

Itemize all other sources of cash \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Amount requested from Arts Council Grant (no more than 50% of the total budget) \$ _____

Total Cash Income \$ _____

CASH EXPENDITURES

Artists' 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 Cash Expenditures \$ _____

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 _____

Enclose a self-addressed, stamped envelope for return of materials. All reasonable care will be taken in handling materials; however, CCAC cannot be held responsible for loss or damage.

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 our application request for grant funds. If major changes are necessary, such as the date or nature of the event, permission must be obtained from the Cecil County Arts Council, Inc., or the amount of grant money awarded must be returned.
2. Two copies of a final report (form attached) should be sent to the Cecil County Arts Council Grant Committee within 30 days of the completion of the project. The financial figures must be given so that they may be audited by Maryland State Arts Council Officials.
3. Notification of events should be mailed to the Cecil County Arts Council, 135 E. Main St., Elkton, MD 21921, so that members of the Grant Advisory Panel and Board of Directors may attend the event.
4. In promotional material, advertising, and program publications, the following acknowledgment should be included: "Program was 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."

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 six (6) copies** mailed to:

CAD Grant Committee
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 postmarked no later than August 1, 2008.

Electronic (facsimile) transmissions of grant form will not be accepted.

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

APPLICATION CHECKLIST
(For all applicants)

A completed application includes:

- Original and six (6) collated copies of signed, completed application form
- One (1) copy of slides, tapes, manuscripts or other relevant support materials
- Self-addressed stamped envelope for notification and return of 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
- Operating budget & recent 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 phone 410-392-5392 fax

FINAL REPORT FY 2009
 (to be completed within 30 days of completed project)

For Arts Council Use
 Date Received _____

Name of Organization _____

Grant Number _____

FINANCIAL REPORT BREAKDOWN
 FINAL BUDGET

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

CASH INCOME

Arts Council Grant \$ _____

Tickets/Registration \$ _____

Cash Contributions \$ _____

Organization Funds \$ _____

Other Grants _____

_____ \$ _____

Other Income Sources _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL PROJECT
 INCOME \$ _____

CASH EXPENDITURES

Artists' Fees \$ _____

Technical Fees \$ _____

Supplies/Materials \$ _____

Rentals \$ _____

Travel \$ _____

Equipment \$ _____

Promotion \$ _____

Other (itemized)

_____ \$ _____

TOTAL PROJECT
 EXPENDITURES \$ _____

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 _____

Address _____ Phone _____

Date _____

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FY 2009 FINAL REPORT, CONTINUED

1. List and describe the projects your organization presented during FY 2009 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, 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. In what type(s) of PROGRAMS/PROJECTS would your organization like to see Cecil County Arts Council take a more active role?

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

