



Cecil County Arts Council, Inc.

FY2008

OPPORTUNITY FUND

of the Cecil County Arts Council's FY 2008 Community Arts Development Grant Program

deadlines: July 1st, October 1st 2007, January 1st and April 1st 2008

Organization/Group's name _____ Date of application _____

Address _____

Contact name _____

Day phone _____ FAX _____ E-MAIL _____

Name of project/event _____ Projected attendance _____

Number of artists involved ___ Location _____

Date of event (must be between July 1, 2007 and June 30, 2008) _____

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 _____

Amount requested from Opportunity Fund (**up to \$250; not to exceed 50% of total cost**) _____

Grant Agreement

Organizations must 1) hold the event/program as outlined in application request for grant funds; 2) if major changes are necessary, such as the date or nature of event, permission must be obtained from the Cecil County Arts Council, 135 E. Main St., Elkton, MD 21921; 3) 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. as provided by the Maryland State Arts Council, Inc." 4) 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 _____

Cecil County Arts Council, Inc.

OPPORTUNITY FUND GUIDELINES

of the Community Arts Development (CAD) Grant Program FY 2008

PURPOSE

To create a CAD reserve account so as to be readily available to fund unexpected opportunities for arts programs with small grants throughout the fiscal year. As with the CAD grant guidelines, Opportunity Fund grants will:

- Foster excellence in the arts in Cecil County;
- Provide specific project support for organizations which 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 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 organizations located in 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 two weeks 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 between July 1, 2007 and June 30, 2008.
- 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 or requested by individual artists.
- CCAC does not 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;
- Profit-making or commercial ventures;
- Retirement of existing debts;
- Fund-raising 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 which exceed \$500, the organization should apply through CCAC's Community Arts Development Grant Program, the annual deadline for which is Aug. 1).
- Applicant must notify the Cecil County Arts Council, Inc. of any major changes in the project as outlined in the application.
- Applicant must provide 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 MSAC.” 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;
- Administrative effectiveness;
- 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.”

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.

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.

Please save the form provided to use for your Final Report (on next page)

CECIL COUNTY ARTS COUNCIL, INC.
OPPORTUNITY FUND GRANT

135 East Main Street, Elkton, MD 21921
410-392-5740 • 410-392-5392 fax
cecilart@iximd.com

FINAL REPORT FY 2008

(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? _____

*Including additional materials to better narrate your project/event is optional but suggested
(i.e. photographs, digital images, video, etc.)*

Signature _____ Date _____

