

Cecil County Arts Council, Inc.  
Town Arts Program (TAP) Grants  
Guidelines FY 2008

#### PURPOSE

Town Arts Program (TAP) Grants of the Community Arts Development grant program are designed to:

- Provide specific project support for towns to bring new arts programs of quality to residents;
- Foster excellence in the arts in Cecil County towns;
- Encourage audience awareness of and participation in artistic expression in all media.

#### WHAT QUALIFIES

- Arts programming which is free and open to the public and encourages active community participation;
- Grant requests for arts-only programs, or for arts components of events for which arts programs are not the primary focus.
- Programs initiated after July 1, 2007.
- Grant requests from towns incorporated in Cecil County, Maryland.

#### TECHNICAL ASSISTANCE

The Cecil County Arts Council has the following resources available to towns planning arts programs:

- Sample contracts between performers and presenters;
- Publicity in Cecil Whig's monthly Art Page (call CCAC for submission deadline).
- Please do not hesitate to contact us throughout the grant-writing and program-planning stages, should you need additional technical assistance.

#### CONDITIONS OF APPLICATION

- Grants must be for a specific project, either ongoing or one-time, that has not been presented prior to July 1, 2007.
- Funds may be used for production-related costs only.
- TAP Grant funds may not be used to match other CCAC grant funds.
- The project/event must be open to general public.
- The project/event must take place between July 1, 2007 and June 30, 2008.
- Applicant form must be signed.
- CCAC cannot be responsible for providing insurance coverage related to these projects.
- All artist fees are to be negotiated between the town and the artists;
- CCAC does not give general operating or individual artist grants.
- Please allow a minimum of two weeks for notification.

#### 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.);
- Projects/organizations which discriminate on the basis of age, sex, religion, race or ethnicity.
- Unrelated administrative costs, tuition, travel and activities limited to an organization's membership;

#### CONDITIONS

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

- No dollar match is required; the in-kind contribution of administrative time in organizing the program fulfills the match requirement, however town is to appoint a volunteer to offer CCAC at least 3 hours volunteer time at a future FY08 CCAC event
- Applicant must notify the Cecil County Arts Council, Inc. of any major changes in the project as outlined in the application.
- 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.

#### EVALUATION CRITERIA

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.

#### ADDITIONAL CONSIDERATIONS

CCAC encourages the following:

- Collaborative projects among towns;
- Networking with other arts presenters;
- Programs targeting under-served audiences;
- Site-specific arts programs (i.e., a song or dance or poem commissioned specifically for, say, the dedication of a new town building).

#### REVIEW PROCESS

- The Executive Board of Directors will make all final funding decisions.
- All grant awards are subject to available Arts Council funding.
- Appeals may be made in writing up to 30 days after grant notification. The Board's decision on the appeal is final.

#### 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 detailing the event and final budget figures will be required of the grant recipient within 30 days of completion of the project.

Cecil County Arts Council, Inc. FY2007

Town Arts Program (TAP) Grants of the Cecil County Arts Council's FY08  
Community Arts Development Grant Program

Deadline: ongoing

Town name \_\_\_\_\_ Date of application \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact name \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Name of project/event \_\_\_\_\_

Projected attendance \_\_\_\_\_ Number of artists involved \_\_\_\_\_

Location \_\_\_\_\_

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

Brief description of project/event :

Budget information: Total cost of arts project/event \_\_\_\_\_

Amount requested from Opportunity Fund (up to \$350) \_\_\_\_\_

Grant agreement: Towns must 1) hold the event/program as outlined in 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) send notification of events 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; 3) include the following information in the promotional material, advertising, and program publications:

"This program was funded in part with a grant from the Cecil County Arts Council, Inc as supported by the Maryland State Arts Council and the Cecil County Government."

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.

Town representative's signature \_\_\_\_\_ Date \_\_\_\_\_

Cecil County Arts Council, Inc.  
Arts Express Funding  
135 East Main Street, Elkton, MD 21921  
410-392-5740 / 410-392-5392 fax  
[cecilart@iximd.com](mailto: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 \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Description of the  
Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of participants \_\_\_\_\_ Future Volunteer Name and Phone  
# \_\_\_\_\_

Describe how the funds were  
spent \_\_\_\_\_  
\_\_\_\_\_

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Attach receipts and invoices.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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