

**CARROLL COUNTY ARTS COUNCIL**  
**COMMUNITY ARTS DEVELOPMENT (CAD) GRANTS**  
**APPLICATION GUIDELINES**

**GENERAL INFORMATION**

The Community Arts Development (CAD) Grants program is administered by the Carroll County Arts Council, a not-for-profit organization. The funds distributed through this program are provided by the Maryland State Arts Council (MSAC) and therefore subject to review and audit by the MSAC. These grants are designed to strengthen local arts organizations and enhance cultural opportunities for Carroll County residents.

For the purpose of this program, the “arts” are defined as music, dance, drama, creative literature, design and visual arts.

**ELIGIBILITY**

To be eligible for this grant program, an organization must:

- be a not-for-profit arts organization or a not-for-profit organization presenting arts program or activities.
- be based in and primarily serving residents of Carroll County.
- have at least two complete years of operating history and an annual budget greater than \$10,000. Smaller or emerging organizations are eligible to apply for Arts Opportunity Mini-Grants rather than this program. (See website for details)
- conduct its daily operations, rehearsals, performances, and activities in locations that are in full compliance with the Americans with Disabilities Act (ADA).

Applications will **NOT** be accepted from:

- commercial businesses, individuals, programs within the public school system, and for-profit ventures
- groups which discriminate on the basis of age, race, sex, religion, sexual orientation or disability
- organizations that already submitted an application for this year and are awaiting review
- previous CAD grant recipients that have not properly submitted the required reports or acknowledged CCAC support.

**TYPES AND AMOUNT OF SUPPORT**

If awarded, CAD Grants are unrestricted, except that they may not be used for the retirement of existing debt or for programming outside of the arts. Awards will vary annually depending on the

total amount available for disbursement and the total number of applicants. Total CAD awards will be distributed to recipients based on the following parameters: 75% based on recipients' budgets, 15% based on merit scores, and 10% panel discretion.

## **APPLICATION PROCEDURE**

Applicants should consult the *Grant Application Guide* for assistance with the application terms or requirements. A completed application includes:

- A. Basic Information Section – Includes basic information about the organization and the people involved with it.
- B. Narrative - Includes answers to all of the questions, in the given order, using a maximum of 3 single-spaced pages with size 12 font.
- C. Financial Information – All answers must be entered in the spaces provided. Do not attach any additional financial statements. A 1-page narrative can also be added to explain any aspect of the budget that might be unusual or atypical to help the panel understand the organization's finances.
- D. (Optional Attachments) – An applicant may include up to 2 attachments (i.e. programs, flyers, newspaper clippings, etc. These materials will not be returned.

Applicants should include a total of 6 completed applications for the reviewers to consider. Entire package must be delivered by **4 PM on the last Friday in July**, to:

Attn: CAD Grants Manager  
Carroll County Arts Council  
91 W. Main St.  
Westminster, MD 21157

**--Late, incomplete, or email/fax submissions will not be considered.--**

## **REVIEW PROCESS**

All grant applications are reviewed by an independent committee comprised of CCAC staff and board members. The committee's recommendations are presented to the entire Board of Directors for final approval. If an applicant does not meet the eligibility criteria listed above, then it will not be considered for an award.

Eligible applications are evaluated on the following criteria:

- Commitment to their mission
- Involvement in the community
- Fulfillment of artistic need
- Response to audience trends
- Financial stability
- Administrative efficacy

Successful applicants will receive an award in an amount determined by the combination of three factors: the size of the organization's budget, the overall strength of the application, and the discretion of the panel.

## **NOTIFICATION AND PAYMENT SCHEDULE**

If awarded a grant, the applicant will be notified in writing by October 1. Following the signing of a standard "Grant Agreement Form" a check for 50% of the grant will be issued. The remaining payment will be released in March. **This payment schedule, as well as the amounts, are subject to receipt of funds from the Maryland State Arts Council.** Do not make expenditures in advance of CAD notification that you cannot cover with organizational funds.

A final report form, which includes both a narrative and budgetary information, must be completed and submitted by July 31 to be eligible for subsequent grants.

## **ALL GRANT RECIPIENTS MUST:**

- notify CCAC in writing if there are any significant changes to the recipient organization or its programs within this granting cycle
- acknowledge in promotional materials and programs that the program/project "was funded in part by a Community Arts Development Grant from the Carroll County Arts Council and the Maryland State Arts Council" and/or acknowledge CCAC's contribution in standard donor listings at the appropriate dollar level
- complete all necessary reports within the applicable timeline
- designate a representative who will attend an annual meeting at the Carroll Arts Center.

## **QUESTIONS**

Please call Andy Woodard, Program Associate, at 410-848-7272 if you have further questions.