

# CARROLL COUNTY ARTS COUNCIL

## CAD Project Grants - Guidelines & Application

*For non-arts organizations presenting cultural programs*

### GENERAL INFORMATION

The Community Arts Development (CAD) Grants are administered by the Carroll County Arts Council, a not-for-profit organization and are designed to provide financial assistance for Carroll County residents to participate in arts activities and to support cultural programs in the community.

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 organization presenting at least one arts program or activity
- be based in and primarily serving residents of Carroll County
- have at least two complete years of operating history
- 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, for-profit ventures, or religious programs
- 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 grant recipients that have not properly submitted the required reports or acknowledged CCAC support

### TYPES AND AMOUNT OF SUPPORT

This grant is designed to support a specific arts program or project. Funds are not to be used for general operating or administrative support. Awards typically range from \$250 - \$2,500 and will not exceed 25% of a specific project.

## **DEADLINES & APPLICATION PROCEDURE**

All applicants must complete and submit 6 copies of the following:

- A. Completed application form
- B. Project budget (any format - detailing all projected expenses and sources of income)
- C. (Optional) Up to 2 attachments (i.e. programs, flyers, newspaper clippings, etc.). These materials will not be returned.

Applications are due by **4PM on the last Friday in July**, mailed to:

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

<p><b>--Late, incomplete, or email/fax submissions will not be considered.--</b></p>
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## **REVIEW PROCESS**

CAD Project Grant Applications will be reviewed once each year by a committee 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, it will not be considered for an award.

Applications are judged based on the artistic merit of the project, the ability of the organization to plan and manage the project, the financial viability of the project, and the availability of funds at the time of application.

## **ALL PROJECT 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

## **QUESTIONS**

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

# COMMUNITY ARTS DEVELOPMENT PROJECT GRANT APPLICATION



carroll  
county  
a r t s  
council

## A. BASIC INFORMATION

### 1. Contact Information

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact \_\_\_\_\_ Title \_\_\_\_\_

Paid Staff Member

Volunteer

Daytime Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### 2. Organization Information

Address of your primary base of operations, if different than above (if the same, leave line blank):

\_\_\_\_\_

Year the organization was founded: \_\_\_\_\_

Website: \_\_\_\_\_

Total Annual Operating Expenses of Organization: \$ \_\_\_\_\_

---For first-time applicants, attach IRS letter of determination certifying 501(c)(3) status---

## B. PROJECT SUMMARY

**Brief Summary of Project** (1-2 Sentences) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Finances** (*Attach detailed budget per section C*)

**Total Cost of Project**      \$ \_\_\_\_\_ **Revenue Generated by Project**      \$ \_\_\_\_\_

**Amount Requested**      \$ \_\_\_\_\_

(Cannot exceed 25% of project)

**If granted an award, check should be made payable to:** \_\_\_\_\_

(If different than above) \_\_\_\_\_

\_\_\_\_\_

### C. PROJECT BUDGET

Attach a 1-page project budget in any format. Include breakdown of projected expenses as well as sources of income to support the project. Provide enough detail for reviewers to understand the financial viability of the project.

### D. NARRATIVE

Answer the following questions using a maximum of 2 standard sheets of paper.

- 1) What is the mission and/or general purpose of your organization?
- 2) Describe, in detail, the cultural project for which you seek support and how it fits into your organization's mission.
- 3) When and where will the project take place?
- 4) Describe the primary audience or participants and how they will benefit from the project?
- 5) What are the biggest challenges for administering this project and how does your organization plan to address them?
- 6) Is there any additional information that would be helpful for the review committee when considering your request?

### E. CERTIFICATION - *Completed Applications Should Contain 6 Copies (collated) of Each:*

- | <u>Required</u>  | <u>Optional</u>   |
|--|---|
| <input type="checkbox"/> Basic Information and Summary | <input type="checkbox"/> Supplemental Materials (max 2) |
| <input type="checkbox"/> Project Budget                |   |
| <input type="checkbox"/> Narrative (2-page maximum)    |   |

*I certify that this application and financial statement are complete and correct. I understand that all information provided may be subject to verification.*

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

Print Name & Title \_\_\_\_\_