

# **CARROLL COUNTY ARTS COUNCIL**

## **Arts Opportunity Mini Grants FY23 - Guidelines & Forms**

### **GENERAL INFORMATION**

The Arts Opportunity Mini Grants are administered by the Carroll County Arts Council, a nonprofit organization, and are designed to provide financial assistance for Carroll County organizations or residents to participate in arts activities and to support small cultural programs in the community.

### **ELIGIBILITY**

- 1) Non-profit organizations based in and primarily serving Carroll County with annual operating budgets of \$10,000 or less **OR** Individuals (i.e. artists, performers, teachers and, students) ages 16 and older.
- 2) The project or activity receiving grant funding is conducted at a location in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate on the basis of age, race, sex, religion, sexual orientation, or disability.

Larger organizations with annual budgets of more than \$10,000 should apply with the CCAC Community Arts Development Grant Program (CAD). Programs within the public school system should apply for CCAC Artists in Education Funding (AiE). More information on these can be found on the Arts Council website. Only one Arts Opportunity Mini Grant application per year will be accepted from the same entity. Organizations cannot apply for a CAD Grant and a Mini Grant in the same year.

### **TYPES AND AMOUNT OF SUPPORT**

Awards range from \$100 - \$1,000 and typically will not exceed 25% of an annual or specific project budget. Funds may not be used for the retirement of existing debt or for programming outside the arts. Additionally, awards may vary annually depending on the total amount available for disbursement and the total number of recipients in the fiscal year.

### **REVIEW PROCESS**

The Carroll County Arts Council's Board of Directors review applications at their regular meetings. Applications are judged based on artistic merit of the applicant, reasonable planning, and management of the project, ability to secure additional funds to fully support the project, and the availability of funds at the time of application.

### **APPLICATION PROCEDURE**

All applicants must complete and submit the following forms in person or by mail to:

Carroll County Arts Council  
ATTN: Arts Opportunity Mini Grants  
91 W. Main St.  
Westminster, MD 21157

## **DEADLINES AND NOTIFICATIONS**

Application deadlines are September 1, November 1, March 1 and May 1. All applications will receive their responses within 60 days of submission deadline. If awarded, a check for the approved amount will be included.

<b>Late, incomplete, or emailed submissions will not be considered.</b>
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A Final Report Form (attached) must be submitted within 90 days after the Project or Activity takes place to remain eligible for future Arts Opportunity Mini Grants.

## **QUESTIONS**

Please contact Stephen Strosnider, Assistant Director at (410) 848-7272 or email [stephen@carrollcountyartscouncil.org](mailto:stephen@carrollcountyartscouncil.org) if you have further questions.

# CARROLL COUNTY ARTS COUNCIL

## Arts Opportunity Mini-Grant FY 23 - APPLICATION

Applicant Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Project Title \_\_\_\_\_

Applicant is:  A Non-Profit Organization – EIN: \_\_\_\_\_

	Total Income	Total Expenses	Net Gain/(Loss)
FY 21			
FY 22			

Individual

Cost of Project or Activity \$ \_\_\_\_\_ Amount Request \$ \_\_\_\_\_

Date Project or Activity will take place \_\_\_\_\_

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

**In a separate document, please answer all the following questions in 1,000 words or less.**

- 1) Describe the artistic goal or mission of the project or activity for which you seek support.
- 2) Describe the steps, timeline, and overall project management process for this activity.
- 3) How will this project specifically benefit you and/or Carroll County?
- 4) Are there any extenuating circumstances or additional information that the CCAC should consider when reviewing your request?
- 5) Most Mini-Grants provide no more than 25% of a project's cost. How will you secure the additional funds needed?
- 6) If applicable, include any attachments that may enhance your request (i.e. publicity materials, registration materials for outside activities, letters of support, your organization's budget, etc.)

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

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

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

# CARROLL COUNTY ARTS COUNCIL

## Arts Opportunity Mini-Grant FY 23 - FINAL REPORT

Must be submitted within 90 days after the project or activity takes place to remain eligible for future Arts Opportunity Mini Grants.

Carroll County Arts Council  
ATTN: Arts Opportunity Mini Grants  
91 W. Main St.  
Westminster, MD 21157

Applicant Name: \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Final Cost of Project of Activity \$ \_\_\_\_\_

Estimated number of participants/patrons \_\_\_\_\_

**In a separate document, please answer all the following questions in 1,000 words or less.**

- 1) Please describe the direct impact of the Arts Opportunity Mini-Grant funding had on this project.
- 2) Is this a project or activity that you or your organization plans to participate in again?
- 3) Did any unseen or extenuating circumstances keep you from achieving the original goal or mission of the project?
- 4) What, if anything, could the Carroll County Arts Council do to better support you or your organizations future endeavors?
- 5) If applicable, please consider including any event photos, testimonials, or other supporting evidence of your event.