FY23 COMMUNITY ACCESSIBILITY PROJECT GRANT

Overview, Guidelines, and Resources

OPENS: THURSDAY JUNE 1, 2023
LAST DAY TO REQUEST REVIEW: FRIDAY JUNE 19, 2023
SUBMISSION DEADLINE: FRIDAY, JUNE 23, 2023
FUNDS MUST BE USED BY: SUNDAY, JUNE 30, 2024

MISSION

The Carroll County Arts Council’s mission is to enrich our community, both culturally and economically, by presenting, promoting, and supporting a wide variety of arts opportunities for our residents, visitors, and artists.

OVERVIEW

Through Maryland State Arts Council resources, the Carroll County Arts Council is making funds available to non-profit Arts Organizations for the purpose of expanding arts programming to underserved and underrepresented people which may include, but not be limited to, ethnic groups*, people with disabilities**, people age 60 years and older, and active duty/veterans and their families.

*Ethnic groups are defined as Black/African American, Hispanic/Latino, Asian, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander or other groups that constitute less than the state’s current majority population.

**An individual with a disability is a person who: has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment; or is regarded as having such an impairment.

PURPOSE

CAP Grants are designed to maximize an organization’s ability to enrich the lives of people of all abilities and backgrounds by inherently making the arts experience more accessible. The primary goal is to bring inclusivity to the forefront through diversified cultural programming and thoughtful, targeted accommodations.

ELIGIBILITY

Who May Apply
- 501 c3 Non-Profit Arts Organizations who present consistent arts programming for the community.
- These organizations must:
  - Have at least two complete years of operating history,
  - Have an operating budget greater than $10,000,
  - Be based in and primarily serving Carroll County residents.
Who May Not Apply

- Non-Arts Organizations, Commercial businesses, individuals, programs within the public school system, and For-Profit Organizations.

GRANT REQUESTS

Applicants can request funding from $500 - $2,000 for eligible projects, not to exceed 50% of the projected budget.

REQUIREMENTS FOR GRANT RECIPIENTS

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.

- Must comply with Title IV, Section 1681, of the Education Amendments of 1972 and the Age Discrimination Act of 1975 Section 6101, which prohibit discrimination on the basis of sex or age.


- Recognize that the Carroll County Arts Council and Maryland State Arts Council are not responsible in any way for providing insurance coverage related to the organization or the proposed project(s).

- Must maintain complete and accurate records of all activities connected with the grant and its awarded funding for reporting purposes.

- Must give credit as follows: “Funded in part by a Community Accessibility Project Grant from the Carroll County Arts Council and Maryland State Arts Council,” whenever credit is given.

- Must notify the Grant Representative in writing if there is a significant change in the organization’s standing, strategic plan, programming, or project objectives and request for grant re-approval. If the request for re-approval is denied, grant funds already received must be returned within 30 days of the notification.

- Must complete and return the CAP Grant Final Report 90 Days after the project has been completed.

USE OF FUNDS

Program Use:

- Large print or braille program materials, audio descriptions, website compatibility
- Sign language interpretation
- Artist/consultant fees to provide accessibility plans for the organization, staff training, or audits.
- Transportation of constituents or performers in order to provide access to opportunities
- Inclusive, diverse, or cultural programming
- Multilingual material and resources
- Direct mailing campaigns to underrepresented communities
- Other accommodations that make programs accessible
Facilities Enhancement Use:
- Upgrades to preexisting accessibility resources
- Accessibility signage for exterior and/or interior space including brail plaques or multilingual instruction
- Modification of restroom or drinking fountain signage

PROCESS
- All applications are submitted via the secure, online grant management system SlideRoom. Applicants must Log In or create a free account at carrollcountyartscouncil.slideroom.com. When creating an organizational account, it is recommended that an organizational email be used rather than a personal email.

- Applicants are required to complete and submit their application by electronic means.

- Please be advised:
  - Arts Organizations are required to complete and upload the CAP GRANT — Detailed Budget to their SlideRoom application when prompted. This editable .pdf document can be found on the CCAC website.

- General Technical Support for SlideRoom is available during regular Carroll Arts Center office hours by calling (410) 848-7272. For more immediate assistance, call or email the Grant Representative.

APPLICATION
Application review and funding approval is based on evidence of need as demonstrated through your responses to the application questions. Be clear, specific, and thorough when explaining your organization’s situation. The application is structured to provide a framework in which to present a cohesive picture of the organization’s plans for funding.

Best Practices for successfully completing your grant include:
- Assigning a primary individual responsible for managing the grant. This may not necessarily be the Executive Director, but rather an individual with whom both the organization’s team and the CCAC will be communicating for the duration of the grant’s performance period.

- Request a formal application review by CCAC Staff prior to submission. More information is below.

Overview of Primary Questionnaire:
1) Please specify the community segment with whom the organization desires greater interaction and engagement. How was this decision made?
2) Please describe the major barriers the organization faces in reaching or maintaining this community.
3) Please describe in detail the project the organization would like to fund and outline the specific impact and scope that this project will have on overcoming the previously mentioned barriers.
4) Please describe how the organization will adequately and specifically market or publicize these changes.

All Applicants must provide the organization’s EIN, mission or statement of purpose, board of directors with titles and affiliations, and leadership team.

Mandatory Attachments:
- Organization’s most recent IRS Determination Letter
- A completed CAP Grant — Detailed Budget form
Optional Attachments:

- Project Support materials: Consultant CV, Interpreter Resume, Equipment Quotes
- Supplementary Organizational/Programming materials. This may include, but not be limited to, event programs, photo collages, video, student projects, or news articles.

REVIEW PROCESS, NOTIFICATION, and DISBURSEMENT

- Applicants will receive an email confirmation after their application has been received.

- Applicants can make a formal request to the Grant Representative to have their completed application reviewed for quality and comprehensiveness prior to submission. All review requests must be made by Monday, June 19, 2023. Comments will be sent in the order review requests are made.

- The grant review panel comprised of CCAC Board and Staff will review all qualified, complete applications.

- All applicants will be advised electronically of the final status of their application.

- Successful grantees will be given a digital Award Letter and Agreement of Terms.

- A payment installment of 100% will be mailed once the Agreement of Terms has been fully executed.

CONFLICT OF INTEREST POLICY

To ensure that all Carroll Arts Center review panels are free from conflicts of interest and the appearance of such conflicts, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant.

“Affiliations” applies to employment, board memberships, independent contractual relationships, substantial contributor relationships, or other relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panel members, as well as board members, are not permitted to participate in discussions or votes relating to any applicant with whom they have an affiliation.

APPEALS PROCESS

The Carroll County Arts Council takes great care during the grant review process to ensure fair and equitable distribution of grant monies. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant appeal request may be reconsidered if a procedural impropriety or error has affected its review.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

1. The applicant must write a letter to the Executive Director within 15 days following receipt of the grant award or denial letter requesting a reconsideration of CCAC’s decision and stating the grounds for the request.

2. The applicant will receive written notification on the determination of the appeal within 30 days of the receipt of the written request for reconsideration.
GLOSSARY OF TERMS

GENERAL

Accessibility is a proactive measure that ensures everyone is given equal access.

Accommodations are modifications or adjustments made to provide additional accessibility for individuals on an as-needed basis.

Audience Members are individuals who attend a unique event or performance with or without paid admission. An individual can be counted multiple times for attendance at multiple events. Also see Patron.

Ethnic Groups are defined as Black/African American, Hispanic/Latino, Asian, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander or other groups that constitute less than the state’s current majority population.

Disability (A person with a …) is a person who: has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment; or is regarded as having such an impairment.

Participants are individuals who actively engage, regardless of payment arrangement, in the artistic product, such as singers, actors, or students.

Patrons are individuals who attend a unique event or performance with or without paid admission. An individual can be counted multiple times for attendance at multiple events. Also see Audience members.

Person-first language is a way to emphasize the person and view the disorder, disease, condition, or disability as only one part of the whole person. Describe what the person “has” rather than what the person “is.”

Volunteers are unpaid individuals who assist with or administer the operations of an organization or its artistic product but cannot be defined as a participant.

INCOME DEFINITIONS

Business Donations are monetary gifts from a business.

CCAC CAP Grant is the awarded or projected amount of Community Accessibility Project funds from the Carroll County Arts Council.

Foundation Grants are funds from private or public foundations or service clubs.

Fundraisers are non-program income from a special event or activity including selling calendars and silent auctions.

Government Grants are funds from municipal, state, or federal agencies.

Individual Donations are monetary gifts from private citizens.

In-Kind Donations are non-monetary contributions of goods or services.

Organizational Funds are monies provided directly by the organization towards a specific project.

EXPENSE DEFINITIONS

Contractor Hospitality/Travel is any expense related to the Contractor, outside of their stipend, including meals, travel, and hotels.
**Contractor Supplies** are any expenses related to the contractor performing their services including presentation software, media files, or poster printing.

**Contractual Stipends** are any payments made to third-party contractors including instructors, artists, designers, authors, lecturers, or training.

**Digital Media/Marketing** is any expense related to virtual publicity including social media ads and television commercials.

**Equipment** is any expense related to non-consumable items for programmatic or administrative purposes; includes depreciation and purchases of non-facility fixed assets including uniforms, vehicles, and technology.

**Equipment Rental** is any expense related to contracting third-party, non-consumable items.

**Facility/Rental Events** is any expense associated with acquiring or utilizing a space for performance or public viewing including theaters or galleries.

**Facility/Rental Programming** is any expense associated with acquiring or utilizing a space for a specific project.

**Miscellaneous Media/Marketing** is any publicity expense that is not categorized by Print or Media.

**Patron Supplies** are expenses related to material that the participant directly interacts with including craft supplies, books, handouts, or merchandise.

**Patron Transportation** is any expense related to travel as it pertains to audience members or participants including buses.

**Print Media/Marketing** is any expense related to hard copy publicity material including brochures, newspaper advertisements, or posters.

**Programming Supplies** are those expenses that correlate directly with arts programming and its participants including crafting material, workbooks/scripts, certificates, or awards.

**Website Service** is related to any expense made to upgrade a website’s accommodations or accessibility.