



CARROLL COUNTY ARTS COUNCIL
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FY 2024 ARTS OPPORTUNITY MINI GRANT PROGRAM

Overview, Guidelines, and Resources

APPLICATION OPENS: MONDAY, JULY 31, 2023
SUPPORT PERIOD: ROLLING | Applications accepted July 31, 2023 - May 1, 2024
COMMITTEE REVIEW DEADLINES: SEPT. 1, 2023 | NOV. 1, 2023 | MARCH 1, 2024 | MAY 1, 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 organizations and individuals for the purpose of furthering community engagement in the arts and encouraging artistic development.

PURPOSE

The Arts Opportunity Mini Grant Program is designed to provide financial support to non-profit organizations or individual artists seeking creative, professional development or presenting specific, arts related events or activities. Professional development opportunities assist in implementing best practices by embracing growth, learning, and discovery for artistic and economic sustainability. Project funds are intended to provide opportunities to serve the growing need for relevant arts projects and collaborations for individuals and within the community. The primary goal is to foster excellence, diversity, and vitality among the artists and arts offerings in Carroll County.

Priority will be given to proposals whose focus includes diversity, equity, inclusion, and justice.

FUNDING | *NEW

- ***NEW** | Mini Grant Funding requests are not to exceed **50%** of the projected expenses. Most Mini Grants are limited to \$1000.
- There are **no matching requirements** associated with this grant.
- ***NEW** | You must declare the dollar amount being requested in the “CCAC Mini Grant Funding” line item in the required **Mini Grant – Detailed Budget** form.

- An organization or artist may only receive funding for one application per fiscal year, but multiple activities or programs can be encompassed within that one application.
- Applicants may reapply if a submitted application is not funded.
- ***NEW | If awarded funds, grantees agree to spend or obligate all funds by August 15, 2024** (for applicants submitting for the September 1 and November 1, 2023 committee reviews); **or December 31, 2024** (for applicants submitting for the March 1 and May 1, 2024 committee reviews). This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

ELIGIBILITY | *UPDATED

Who May Apply

- 501 (c)3 Non-Profit Organizations **OR** Individuals seeking funds to participate in or present targeted, arts related programming or activities.
 - **Organizations must:**
 - Have at least **one** complete year of operating history (*organizations with less than 2 years may be asked for additional financial details*),
 - Have an operating budget of \$9,999 or less,
 - Primarily serve Carroll County residents with arts programs, services, or projects that are relevant to the community and are available to the public
 - **Individuals must:**
 - Be active in a creative field, i.e., artist, performer, teacher, or student,
 - Be a Carroll County resident (*Artists who have a studio or workspace in Carroll County but reside in another county will be considered for funding*),
 - Be 18 years of age or older.

Who May Not Apply

- Non-Profit organizations with an operating budget over \$10,000, Programs within the public school system, and For-Profit Organizations.

*Non-Profit organizations with an operating budget of over \$10,000 should consider applying for our **Community Arts Development (CAD) Grant**. Programs within the public school system should consider applying for our **Arts in Education (AiE) Grant**. More information on these can be found on the Carroll Arts Center website.*

REQUIREMENTS FOR GRANT RECIPIENTS | *NEW

Accessibility Requirements for Grant Recipients

Grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements.

Grantees are required to:

- Comply with [Section 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1991](#), as amended.

- Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, material status, race, color, creed, sexual orientation, or national origin; of (b) gender expression, sex, age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
 - ***NEW** | Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the Point of Contact to the public.
 - ***NEW** | Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible. (See [Accessibility](#) at MSAC.org for reference material)
 - Upon request, submit documentation of operations and compliance with the above.
- 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 et seq. of the Education Amendments of 1972](#) and the [Age Discrimination Act of 1975 Section 6101-6107](#), which prohibit discrimination on the basis of sex or age.
 - ***NEW** | 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 have filed satisfactory reporting with the CCAC for all grants within the most recent completed fiscal year.
 - Must give credit as follows: **“Funded in part by an Arts Opportunity Mini Grant from the Carroll County Arts Council and Maryland State Arts Council,”** whenever credit is given. *CCAC and MSAC logos will be provided to awardees with Agreement Form.*
 - Must notify the Grant Representative in writing if there is a significant change in the grantee’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.
 - ***NEW** | Must complete and return the Mini Grant Final Report within **60 Days from program’s completion date.** Necessary reporting methods will be provided by the CCAC in ample time to meet the deadline. *Failure to report may jeopardize any future grants and may result in being required to repay grant funds.*

USE OF FUNDS | *UPDATED

Arts Opportunity Mini Grant funds used for Professional Development must directly maintain or improve the skills and knowledge associated with the stated mission or statement of purpose in the application. Common expenses include, but are not limited to, training and education (courses, seminars, workshops, or fees associated with similar activities), travel and accommodations, professional fees (memberships, subscriptions, or consultations), or

equipment. Any applicant with questions about eligible uses of funds is encouraged to reach out to the Grant Representative prior to submitting their application.

Arts Opportunity Mini Grant funds used for Project Support are intended to increase community engagement through a specific arts related event or activity. Common expenses include, but are not limited to, contractual services, equipment rental, materials and supplies, marketing costs, payment to technical crews, fabricators, or collaborators. Any applicant with questions about eligible uses of funds is encouraged to reach out to the Grant Representative prior to submitting their application.

***UPDATED | Arts Opportunity Mini Grant funds may NOT be used for** general operations; re-granting or scholarships; activities that are principally recreational, therapeutic, or rehabilitative; travel outside of Maryland to present or produce art; activities not open to the general public; compensation for activities already presented, or make contributions to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; in connection with political campaign or referendum; or for any lobbying activities.

DATES | *NEW

The Arts Opportunity Mini Grant Program will now accept applications on a rolling basis throughout the fiscal year. Applications will be reviewed on the dates listed below, and grants will be awarded throughout the fiscal year until allocated funding is depleted. *The Primary Contact listed in the application will receive all notifications about funding from the Grant Representative listed above.*

The last day to apply for FY2024 funding will be May 1, 2024.

- **Applications received between July 31 – September 1, 2023**
Last day to request an Application Evaluation – August 18, 2023
Committee Review September 2 – September 8, 2023
Notifications sent out to applicants starting September 18, 2023
- **Applications received between September 2 – November 1, 2023**
Last day to request an Application Evaluation – October 18, 2023
Committee Review November 2 – November 8, 2023
Notifications sent out to applicants starting November 18, 2023
- **Applications received between November 2, 2023 – March 1, 2024**
Last day to request an Application Evaluation – February 16, 2024
Committee Review March 2 – March 8, 2024
Notifications sent out to applicants starting March 18, 2024
- **Applications received between March 2 – May 1, 2024**
Last day to request an Application Evaluation – April 17, 2024
Committee Review May 2 – May 8, 2024
Notifications sent out to applicants starting May 18, 2024

If awarded funds, grantees agree to spend or obligate all funds by August 15, 2024 (for applicants submitting for the September 1 and November 1, 2023 committee reviews); **or December 31, 2024** (for applicants submitting for the March 1 and May 1, 2024 committee

reviews). This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

PROCESS TO APPLY | *NEW

- 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 highly 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:**
 - All applicants are required to complete and upload the **Mini Grant – Detailed Budget** form to their SlideRoom application when prompted. This editable .pdf document can be found by visiting carrollcountyartscouncil.org/grants/
- 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 | *UPDATED

Application review and funding approval is based on evidence of need as demonstrated through responses to the application questions. The application is structured to provide a framework in which to present clear, cohesive, and specific justification for financial support.

An **APPLICATION QUESTIONNAIRE PREVIEW** can be found at the end of this document. Once submitted, applicants will be given the option to save or print a copy of their completed application.

All **ORGANIZATIONS** must provide the organization's EIN, mission or statement of purpose, board of directors with titles and outside affiliations, leadership team, IRS Determination Letter, and a basic Profit/(loss) financial figures.

All **INDIVIDUALS** must provide an artistic resume, mission or statement of purpose, driver's license or other state or federal identification (such as a passport) that shows date of birth and proof of residency (utility bill, lease, mortgage, or other form of documentation).

MANDATORY ATTACHMENTS:

- All applicants must complete and upload the **Mini-Grant – Detailed Budget**.

OPTIONAL ATTACHMENTS:

- **Letter of Recommendation:** Applicants have the option of requesting through **SlideRoom**, a third-party reference to endorse and/or verify how applicants carry out their mission or statement of purpose in the community.
- **The Portfolio:** This media upload option at the end of the application accepts up to two supplementary materials that help showcase how the mission or statement of purpose is put into action. (Restrictions apply: Images 10MB, Video 500MB, Audio 60MB, PDF 20MB). This may include, but not be limited to, event programs, photo

collages, videos, participant projects, news articles, or links to YouTube or data storage sites.

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.
- Scheduling a virtual, one-on-one meeting with the Grant Representative for a detailed run-through of the SlideRoom application process (Highly recommended for first time applicants)
- Review the **Glossary of Terms** at the end of this document to ensure there is a clear understanding of the various categories and budget values.
- Request a formal application evaluation by CCAC Staff prior to submission. *More information is below.*

EVALUATION, COMMITTEE REVIEW, NOTIFICATION, and DISBURSEMENT

EVALUATION

Applicants can make a formal request to the Grant Representative to have their **COMPLETED AND SUBMITTED** application evaluated for quality and comprehensiveness up to **14 days prior** to each Committee Review Deadline. *(The full list of dates can be found on page 4)*

- Comments will be sent via email to the Primary Contact in the order requests are made.
- Evaluation feedback typically takes 4-5 business days.
- Applications will be “Un-Submitted” at the time feedback is sent allowing applicants to fully edit and update. **Un-Submitted Applications will need to be Re-Submitted by the applicant once changes are finalized.**
- Applications submitted **without** a formal request for evaluation will be considered final.

**Applicants who have completed the evaluation process are in no way guaranteed funding.*

COMMITTEE REVIEW

The Arts Opportunity Mini Grant Committee review panel is comprised of CCAC Board and Staff.

NOTIFICATION

All applicants will be advised electronically of the final status of their application. Successful grantees will be given a digital **Award Letter** and **Grant Agreement** contract to sign guaranteeing full understanding and compliance with all the stated terms of eligibility and requirements.

DISBURSEMENT

A check representing 100% of the award will be mailed to the address listed on the application once the **Grant Agreement** has been endorsed and returned by the grantee and fully executed by the Carroll County Arts Council’s Executive Director.

CONFLICT OF INTEREST POLICY

To ensure that all Carroll County Arts Council 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 **30 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 **60 days** of the receipt of the written request for reconsideration.

APPLICATION QUESTIONNAIRE PREVIEW

This is NOT the Mini Grant application form. All applications should be submitted through SlideRoom.

**Indicates a Required field*

ORGANIZATIONAL INFORMATION FORM

1. Is this applicant a 501 (c)3 Non-Profit Organization? | YES or NO

If the answer is YES, continue to question 1.1 through 1.21.

*If the answer is NO, continue to the **INDIVIDUAL ARTIST INFORMATION FORM***

- 1.1 Organization Name (Doing Business as)*
As listed on your IRS filings.
- 1.2 Employer Identification Number (EIN)*
Please be advised that this will be used to confirm Non-Profit status and eligibility.
- 1.3 Organization Street Address 1*
- 1.4 Organization Street Address 2
- 1.5 Organization City*
- 1.6 Organization State*
- 1.7 Organization Zip Code*
- 1.8 Organization's Website
- 1.9 Year the Organization was founded*
- 1.10 Please attach a copy of the Organization's most recent IRS Determination Letter*
- 1.11 Organization's Mission and/or Statement of Purpose*
- 1.12 Organization's Diversity Statement
- 1.13 Please list the Organization's Board of Directors, their titles, and external affiliations.
- 1.14 Please list the Organization's Leadership Team
- 1.15 Financial Snap-Shot for the Most Recent Completed Year*
- 1.16 Financial Snap-Shot for the Previously Completed Year
- 1.17 Organization's Primary Contact for the Application*
- 1.18 Primary Contact's Title
- 1.19 Primary Contact's Phone Number
- 1.20 Primary Contact's Email Address
- 1.21 The Primary Contact is a:* | Paid Staff Member or Volunteer

INDIVIDUAL ARTIST INFORMATION FORM

1. Is this applicant an Individual artist? | YES or NO

If the answer is YES, continue to question 1.1 through 1.13.

*If the answer is NO, continue to the **ARTS OPPORTUNITY MINI GRANT FORM***

- 1.1 First Name*
- 1.2 Last Name*
- 1.3 Date of Birth*
- 1.4 Street Address 1*
- 1.5 Street Address 2
- 1.6 City
- 1.7 Zip Code
- 1.8 Daytime Phone Number*
- 1.9 Email Address*
- 1.10 Artistic Mission and/or Statement of Purpose*

- 1.11 Please attach a copy of your Artistic Resume*
- 1.12 Please attach a copy of the front of your driver’s license or other state or federal identification (such as passport) that shows date of birth.*
- 1.13 Please attach a copy of documentation proving proof of residency (utility bill, lease, mortgage, or other form of documentation).*

ARTS OPPORTUNITY MINI GRANT FORM

1. Are you seeking funding to participate in Professional Development (PD)?* | YES or NO

If the answer is YES, continue to question 1.1 through 1.10.

*If the answer is NO, continue to **Question 2.***

- 1.1 Name the Organization hosting the Professional Development opportunity.*
- 1.2 Title of the specific opportunity or instance you/the organization are participating in.*
- 1.3 When is the Professional Development’s scheduled start date?*
- 1.4 If the Professional Development opportunity takes place over more than one day, when is the scheduled end date?
- 1.5 If applying as an organization, how many members will be participating?
- 1.6 Describe in detail the Professional Development opportunity you/the organization are looking to participate in (including location, length, format, etc). Provide details explaining your/the organization's artistic practice, how the selected opportunity will address identified goals or areas of growth, and how what is learned will enhance your/the organization's ability to better serve the public.
- 1.7 Provide a detailed timeline/schedule describing when and how you plan to share or implement what was learned through the experience. In your response, consider how the timeline connects to the goals/benchmarks you have determined.
- 1.8 Explain why you/the organization selected this experience and the process for selecting specific professional development opportunities. In your response, address the history of success of this opportunity.
- 1.9 Please upload your completed “Mini Grant – Detailed Budget document here.*
- 1.10 OPTIONAL: Provide a financial narrative outlining any aspects of the budget that would assist in fully understanding your/the organization’s financial standing.

2. Are you seeking funding to create an artistic program or activity?* | YES or NO

- 2.1 What is the name or title of the presentation?*
- 2.2 When is the presentation’s scheduled start date?
- 2.3 If the presentation takes place over more than one day, when is the scheduled end date?
- 2.4 How many participants do you anticipate engaging with this presentation?
- 2.5 How many audience members/patrons/attendees do you anticipate engaging with this presentation?
- 2.6 How many volunteers do you anticipate engaging with this presentation?
- 2.7 Describe the proposed arts activity/event/project and the geographic area the project will serve. Within your response, include a detailed description of the proposed project’s individual elements, planned community engagement, and intended impact of the arts activity.
- 2.8 Describe the timeline of the proposed arts activity. Within your response, include a detailed schedule of the project, including specific timing as it relates to steps of

planning, promotional efforts, expenditure of funds, implementation and execution of events and activities, and evaluation.

2.9 Explain why you/the organization selected this project and the process for selecting activities/events/projects. In your response, address past successful opportunities.

3. **Mini Grant Financial Snapshot | Mini Grant Request, Total Income, Total Expenses, Net Gain/(Loss)**

GLOSSARY OF TERMS

GENERAL

501(c)(3) [Section] is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations. It is regulated and administered by the US Department of Treasury through the Internal Revenue Service.

Accessibility in the Arts provides inclusive, mutually beneficial, and meaningful participation of people with disabilities in all cultural and creative spaces.

Audience Members (also see **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 unique events.

EIN or Federal Taxpayer Identification Number is a nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service.

Grant Agreements are legally-binding contracts between CCAC and a successful applicant setting forth the rights and duties of the parties, which must be executed before grant funds may be disbursed.

Independent Artist are artists making work unaffiliated with an institution or organization.

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

Primary Contacts are those individuals who are best able to provide information regarding application content and activities described in the grant application.

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

Admissions (also see *Ticket Sales*) are revenue derived from *Audience Members/Patrons* in exchange for the right to attend an event, performance, or program.

Advertisement Sales are revenue from the sale of ads in programs, brochures, or any other type of publicity material.

Applicant Funds are monies provided directly by the grantee organization or individual.

Business Donations are monetary gifts from a business separate from *Advertisement Sales*.

CCAC Mini Grant Funds are the projected amount of grant funding budgeted to be received from the Arts Opportunity Mini Grant.

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 any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary donation.

Lobby Sales are revenue from the sale of concessions and/or merchandise.

Ticket Sales (also see *Admissions*) are revenue derived from *Audience Members/Patrons* in exchange for the right to attend an event, performance, or program.

Tuition/Registration is revenue derived from *Participants* in exchange for the right to participate.

EXPENSE DEFINITIONS

Hospitality/Travel is any expense related to meals, travel, and lodging.

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

Digital 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.

Facility expenses are associated with acquiring or utilizing a space for performance or public viewing including theaters, galleries, rehearsal spaces, or workshops.

Registration Fees include but are not limited to monies paid to enroll in or sign-up for a course, seminar, or workshop, or other opportunity.

Media/Marketing is any expense related to publicity material including brochures, newspaper advertisements, or posters; social media ads or E-Newsletters.

Professional Services are expenses that include subscriptions, licenses, or memberships.

Stipends are fixed sums paid as a salary or allowance for services or to defray expenses.

Supplies are expenses related to materials used including crafts, books/scripts/music, handouts/awards/certificates.