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FY25 COMMUNITY ARTS DEVELOPMENT (CAD) GRANT

Overview, Guidelines, and Resources

APPLICATION OPENS:	MAY 01, 2024
VIRTUAL GRANT WRITING WORKSHOP:	JUNE 09, 2024 3:00 - 4:30 PM Register Online
LAST DAY TO REQUEST AN APPLICATION ASSESMENT:	JULY 05, 2024
SUBMISSION DEADLINE:	JULY 26, 2024

MARYLAND STATE ARTS COUNCIL

VISION

The Maryland State Arts Council (MSAC) plays an essential role ensuring every person has access to the transformative power of the arts.

MISSION

MSAC’s mission is to advance the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

CARROLL COUNTY ARTS COUNCIL

VISION

The Carroll County Arts Council (CCAC) aspires to be a vital community resource promoting equal opportunity for all to pursue, enjoy, and understand the Arts.

MISSION

The Carroll County Arts Council strengthens and enriches Carroll County, culturally and economically, by promoting the Arts, arts education, and diverse cultural expression. Through innovative programming, community collaboration, and active facilitation, we strive to integrate the arts into everyday lives of the community.

EQUITY AND JUSTICE STATEMENT

The arts celebrate our state’s diversity, connect our shared humanity, and transform individuals and communities. MSAC, the CCAC, and our supporting collaborators are committed to advancing and modeling equity, diversity, accessibility, and inclusion in all facets of our organizations and across our communities.

MSAC, the CCAC, and its grantees embrace equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

CARROLL COUNTY ARTS COUNCIL

ACCESSIBILITY IN THE ARTS

By providing full access both physically and programmatically, accessibility in the arts ensures inclusive, mutually beneficial, and meaningful participation for everyone in all cultural and creative spaces.

Accessibility in the Arts is a continuously evolving and malleable process that holistically considers the body and mind of both audience members and artists with diverse needs. Full access creates ecosystems and cultures that are safe and welcoming to all.

The Carroll County Arts Council is committed to making sure all patrons can access our programs and services. Everyone is welcome: all events and activities sponsored by or operated within the CCAC must be fully accessible both physically and programmatically.

For general accessibility inquiries, please contact Executive Director Lynne Griffith at lynne@carrollcountyartscouncil.org

CARROLL COUNTY CULTURAL DIRECTORY

All Carroll County arts constituents are invited to submit a listing in the cultural directory, a free online resource available to anyone looking to connect with local artists. Browse the directory or submit a listing [here](#) or visit our website, under community resources.

COMMUNITY ARTS CALENDAR

All public arts programming and initiatives can submit event details and raise their visual profile in the community through this free online resource. Browse and subscribe to the calendar [here](#), submit a public art event [here](#), or visit our website, under community resources.



This grant program is supported by the Maryland State Arts Council (msac.org)



Individuals who do not use conventional print may contact the Carroll County Arts Council to obtain this publication in an alternative format. 410-848-7272 or info@carrollcountyartscouncil.org



For individuals who are deaf or hard-of-hearing.
TTY: Maryland Relay 1-800-735-2258 or 711

FY25 COMMUNITY ARTS DEVELOPMENT GRANT

TABLE OF CONTENTS

Overview	4
Purpose & Goals	4
Eligibility	4
Who May Apply.....	4
Who May Not Apply	4
Use of Funds	4
Allowable Expenses.....	4
Non-allowable Expenses.....	4
Matching Requirements	5
Requirements for Grant Recipients	5
General Requirements	5
Accessibility Requirements	5
Application Process, Review, Awarding, & Reporting	6
Process	6
SlideRoom	6
Application.....	6
Financial Requirements	6
Best Practices	7
Mandatory Documentation	7
Optional Documentation.....	7
Application Assesment	7
Review.....	7
Staff Review	7
Committee Review	7
Conflict of Interest.....	8
Awarding	8
Award Funding Guidelines	8
Notification & Payment.....	9
Appeals Process	9
Reporting.....	9
Application Questionnaire	10
Glossary of Terms	13

FY25 COMMUNITY ARTS DEVELOPMENT GRANT

OVERVIEW

Through Maryland State Arts Council resources, the Carroll County Arts Council is making funds available to 501(c)(3) nonprofit organizations for the purpose of bolstering and expanding arts programming opportunities in the community.

PURPOSE & GOALS

CAD Grants are designed to strengthen established **Arts** Organizations by providing holistic financial support to their **General Operating Budget** as well as assist **Non-Arts** Organizations with targeted, financial **Project Support** funding aimed at a specific arts-related programming. The primary goal is to foster excellence, diversity, and vitality in arts offerings in Carroll County and ensure growth, sustainability, and awareness of local non-profit organizations.

ELIGIBILITY | *UPDATED FY25

Who May Apply

- **501(c)(3) Nonprofit Arts** Organizations whose mission & purpose is producing or presenting the arts through public programs or services. Examples include art museums, orchestras, galleries, theaters, and arts centers.
- **501(c)(3) Nonprofit Non-Arts** Organizations whose primary purpose is other than producing or presenting the arts, but who provide ongoing public arts activities through public programs. These are considered **Non-Arts** Organizations for MSAC purposes. Examples include community centers, churches, non-art museums, libraries, universities, etc.

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, MD residents.

Who May Not Apply

- Not-for-profit Organizations, For-profit Organizations, Commercial businesses, Individuals, and Programs within the public school system.

USE OF FUNDS | *UPDATED FY25

Allowable Expenses and Income. **Expenses** include but are not limited to artist fees, technical fees, marketing, exhibition materials, theater sets, musical scores, rentals on space and objects necessary to production and administration, educational fees, supplies for classes and productions and other costs to maintain an arts organization or arts program. **Income** may include but not be limited to ticket sales, tuition, donations, foundation support, corporate support, public support, gift shop sales, fundraisers, and income released from restriction.

Non-allowable expenses and income are those deemed by MSAC to be **non-permissible in figuring total operating expenses and operating income when calculating a grant amount.*** **Non-allowable operating expenses** include but are not limited to re-granting, accessions, acquisition of capital assets, allocations to cash reserves, capital improvements, depreciation, deficits, loan principal payments, contributions to endowments or scholarships awarded by the applicant organization for its own activities. Other items deemed non-allowable are **activities not open to the general public; programming or projects outside of the country; non-arts programming or projects;** and projects, performances, expenses, and activities that are part of school curricula. **Non-allowable operating income** may include but not be limited to loans, carryover, debt forgiveness, support from the parent organization, transfer of funds earned in prior years, revenue raised for capital or endowment

funds or funds intended for the purpose of re-granting, unrealized gains/losses; prorated salaries, rent, or utilities, temporarily restricted income; or other prorated expenses. Other items deemed non-allowable are contributions to any persons who hold or are candidates for elected office; contributions to any political party, organization, or action committee; or activities in connection with any political campaign, referendum, or for any lobbying activities. ***These items may be included in your financial statement or budgets but will NOT be used to determine your “total allowable income” when calculating your organization’s grant amount.**

In accordance with Funding Guidelines, **Non-Arts** Project Support awards cannot exceed 25% of the project’s estimated expenses. For more information on **Arts** and **Non-Arts** Funding Guidelines, see **FINAL REVIEW**.

If awarded, funds must be spent or obligated by **June 30, 2025**. 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.

Matching Requirements

There are no matching requirements for the CCAC FY25 CAD Grant program.

REQUIREMENTS FOR GRANT RECIPIENTS | *UPDATED FY25

General Requirements

- 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 IX, Section 1681 et seq. of the Education Amendments of 1972](#), and the [Age Discrimination Act of 1975, Section 6101-6107](#), **which prohibits discrimination on the basis of sex or age.**
- 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 recently completed fiscal year.
- Must complete and return the CAD Grant Interim Report by:
 - **Arts** Organizations: General Operating Budget – **Friday, February 7, 2025**
 - **Non-Arts** Organizations: Project Support – **Interim Report Not required.**
Necessary reporting methods will be provided by the CCAC in ample time to meet the deadline. Failure to report can postpone or cancel second installment checks and can result in being required to repay already awarded funding.
- Must complete and return the CAD Grant Final Report by:
 - **Arts** Organizations: General Operating Budget - **Friday, July 25, 2025**
 - **Non-Arts** Organizations: Project Support – **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.
- 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 give credit as follows: **“Funded in part by a Community Arts Development Grant from the Carroll County Arts Council and Maryland State Arts Council,”** whenever and wherever 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.

Accessibility Requirements

Grantees must ensure that any programming remains open to the public, accessible to all, and if needed, conducted in accessible venues other than their own to meet accessibility requirements.

- 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.
- 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.
- 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.

APPLICATION PROCESS, REVIEW, AWARDING, & REPORTING

PROCESS

SlideRoom

All applications are submitted via the secure, online application 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 when applicable.

- Applicants are required to complete and submit their application by electronic means, including the use of an electronic signature.
- **DEADLINE:** Completed applications must be submitted via SlideRoom with all required attachments by the appropriate deadline:
 - FY25 CAD Grant Application deadline: **JULY 26, 2024**
 - Applicants must click the “Submit” button and SlideRoom must accept the application by 11:59pm to meet the deadline. Upon successful submission, applicants will receive an onscreen confirmation message and an email from SlideRoom. Please check Spam or Junk folders if the messages do not appear in email inboxes.
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- If the applicant utilizes the formal Application Assessment process, applicants must re-submit by the deadline above, or the application will be withdrawn.
- Technical support for SlideRoom is available by contacting support@slideroom.com. Responses are typically provided within 48 business hours.
- CCAC Staff are available for application assistance during regular business hours.

Application

Application review and funding approval is based on evidence of need as demonstrated through clear, specific, and thorough responses to the application questions. It is structured to provide a framework in which to present a cohesive picture of the organization’s operations, programming, and governance. The full list of Application questions is listed at the end of this document.

Financial Requirements | *UPDATED FY25

Financial information is an essential part of the application process. All applicants must submit financial report outlining the last **completed and finalized financial year**. These Restricted-Editing Word documents can be found on the CCAC website.

- **Arts** Organizations are required to complete and upload the **CAD Grant – General Operating Budget Report** to their SlideRoom application when prompted.
- **Non-Arts** Organizations are required to complete and upload the **CAD Grant - Project Support Budget Report** to their SlideRoom application.

All applicants are required to submit a Form W-9 upon application submission. The address on the Form W-9 must match the address in the applicant information entered into SlideRoom. If awarded, grant funds will be made payable to the entity and address indicated on the Form W-9.

Best Practices

- Attending the **June 9, 2024 Virtual CAD Grant Writing Workshop from 3:00pm - 4:30pm**. Anyone in the organization is invited to attend – it is not exclusive to the President, Executive Director, or Primary Contact. It is recommended to have already created an organization account in SlideRoom, reviewed the full application, and prepared any questions pertaining to the software or grant content. Individuals can register online [here](#).
- Review the **Glossary of Terms** at the end of this document to ensure there is a clear understanding of application and budget category terms.
- Request a formal **Application Assessment** by CCAC Staff (*see below*).

Mandatory Documentation

- IRS Determination Letter
- Current Form W-9
- **Arts Organizations: CAD Grant – General Operating Budget Report**
Non-Arts Organizations: CAD Grant – Project Support Budget Report

Optional Documentation

- **Letter of Recommendation:** Applicants have the option to send a letter of recommendation request through SlideRoom to a third-party organization or individual. These will become an official part of the application and considered reviewable material for the committee.
- **Supplementary Material Portfolio:** The media upload option accepts up to two (2) supplementary materials to aid in showcasing how the mission or statement of purpose are put into action. (Restrictions apply: Images 10MB, Video 500MB, Audio 60MB, PDF 20MB). External links to public media platforms that do not require log-in credentials can be added.

Application Assessment

Organizations can contact the Grant Representative and request to have their completed and submitted application assessed for content prior to **July 05, 2024**. The application will be reviewed, Un-Submitted and made available for editing, and the primary contact presented with feedback. The evaluation feedback process takes up to five (5) business days to complete. Applicants must re-submit their application by the deadline above, or it will be withdrawn.

**Applicants who have been provided with formal application assessment feedback are in no way guaranteed funding.*

REVIEW

Staff Review

After applications are received electronically, they are reviewed by staff for completeness and adherence to CAD guidelines. Applicants will be notified if their application is incomplete and if additional information or corrections are necessary. If so, their application will be Un-Submitted and made available for edits. All Un-Submitted applications are considered incomplete and must be re-submitted by the deadline.

Committee Review

The Carroll County Arts Council convenes a committee of panelists, composed of past and present CCAC Board Members and staff, to electronically review each application and score (0 - 1 points are Unsatisfactory Demonstration, 2 - 3 points are Good Demonstration, 4 - 5 points are Excellent Demonstration) in the following categories:

- **Mission:** Demonstrates a clear (and continued) commitment to the organization's mission and statement of purpose through decisive programming and arts initiatives.

- **Community Involvement:** Demonstrates a commitment to sustainable community engagement and involvement.
- **Cultural Impact:** Demonstrates an awareness of the cultural needs of Carroll County and aligns mission driven programming to create a successful impact.
- **Sustainable Outreach:** Demonstrates an awareness of participant, audience, and patron trends and responds accordingly with effective marketing, publicity, and outreach.
- **Sustainable Funding:** Demonstrates a trajectory of financial growth through thoughtful and strategic planning, diversified income, and responsible allocation of funds.

The committee meets formally as a group and participates in discussion regarding the applications. After reviewing the Award Funding Guidelines, review scores, and presented data, the committee complies their official award recommendations and present them to the full Board of Directors at the following Board Meeting where the award allocations are reviewed and approved.

Conflict of Interest

To ensure that all Carroll County Arts Council review panels are free from conflicts of interest and the appearance of such conflicts, committee members 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, committee members are required to disclose any past or current adversarial relationships with actual or potential applicants and are not permitted to participate in reviews, discussions, or votes relating to any applicant with whom they have an affiliation.

AWARDING

Award Funding Guidelines

Non-Arts Organizations applying for Project Support funding cannot be approved for an award equally more than 25% of the project’s total budgeted expenses. Committee recommendations to the Board are based on the organization’s projected grant budget and the application review scores.

Staff compile and present allocation recommendations to the committee for each **Arts** Organization based on application review scores and operating expenses through the following Funding Guidelines:

Budget Categories

Funding Guidelines specify Budget Categories are determined by using recent annual budget expense averages. The funding allocations based on Budget Categories is 80% of the Post-Project Support funding.

- Budget Category 1: \$10,000 to \$60,000 (40% of the Post-Project Support Funding’s 80%)
- Budget Category 2: \$60,001 to \$125,000 (23% of the Post-Project Support Funding’s 80%)
- Budget Category 3: \$125,001 and over (17% of the Post-Project Support Funding’s 80%)

Budget Category Percentages (or how much each organization is allocated out of each Budget Category’s funds) are calculated by taking the total category expense sum and dividing it by the individual organization’s expense average.

Merit Grade

Application review scores are taken directly from the committee, averaged, and given a Merit Grade. Each Merit Grade is allocated a percentage of funding equaling 12% of the total General Operating Budget Funds.

- Merit Grade A: Rating of 4-5 (7% of the Post-Project Support Funding’s 12%)
- Merit Grade B: Rating 2-3.9 (5% of the Post-Project Support Funding’s 12%)
- Merit Grade C: Rating 0-1.9 (0% of the Post-Project Support Funding’s 12%)

Merit allocations are distributed equally among the organizations within each Grade.

Discretionary Funds

The remaining 8% of Post-Project Support funds are provided to the committee as Discretionary Funds to be distributed among the Arts Organizations.

****All CAD Grant funding is subject to the Carroll County Arts Council receiving funds from the Maryland State Arts Council.***

Notification and Payment | *UPDATED FY25

Following the Board of Directors meeting, organizations will be advised electronically of the final status of their application and the funding allocation awarded if applicable. The individual listed as the primary contact in the application will receive all notifications. Organizations receiving funding will be required to review, sign, and return the CAD Grant Agreement of Terms prior to the CCAC issuing payment.

Unless otherwise notified, **Arts** Organization funds are distributed in two installments – 50% after the Agreement of Terms and if applicable, final report from the previous FY is submitted and approved, and the remaining 50% after the Interim Report is submitted and approved in February.

Non-Arts Organization funds are distributed in a single installment equaling 100% of the award after the Agreement of Terms and if applicable, final report from the previous FY is submitted and approved.

If awarded, grant funds will be made payable to the entity and address indicated on the Form W-9.

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:

- The applicant must write a letter to the Grant Representative within 15 days following receipt of the grant award or denial letter requesting a reconsideration of CCAC's decision and stating, in detail, the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 30 days.

REPORTING

Arts Organization recipients must file a mid-year Interim Report and both **Arts** and **Non-Art** Organizations must file a Final Report by the deadlines specified. 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.

CAD Grant Interim Report due by:

- **Arts** Organizations: General Operating Budget – **Friday, February 7, 2025**
- **Non-Arts** Organizations: Project Support – **Interim Report Not required.**

CAD Grant Final Report by:

- **Arts** Organizations: General Operating Budget - **Friday, August 15, 2025**
- **Non-Arts** Organizations: Project Support – **60 Days from program's completion date.**

Please note that at the discretion of the CCAC Board of Directors or Executive Director, grantees experiencing significant organizational change or transition may be required to submit quarterly reports and subsequent funding installments may be held until reports are submitted and approved.

Application Questionnaire

PREVIEW ONLY

Applications should be completed online by visiting:
www.carrollcountyartscouncil.slideroom.com

***Indicates Required Response**

CAD Grant: Organization Information

1. Organization Name (Doing Business As):*
 - a. *As listed on the organizations IRS filings.*
2. Employer Identification Number (EIN):*
 - a. *Please be advised, this will be used to confirm Non-Profit status and eligibility.*
3. Organization Street Address 1*
4. Organization Street Address 2
5. Organization City*
6. Organization State*
7. Organization Zip Code*
8. Organization Website
9. Year the Organization was founded*
10. Please attach a copy of your organizations most recent IRS Determination Letter*
 - a. You can download copies of determination letters (issued January 1, 2014 and later) using the on-line search tool "Tax Exempt Organization Search (TEOS)." To otherwise request a copy of the determination letter, submit Form 4506-B, "Request for a Copy of Exempt Organization IRS Application or Letter" using the email featured on the form. You can also fax Form 4506-B to 855-204-6184 or mail to: Internal Revenue Service, Attn: Correspondence Unit, P.O. Box 2508, Room 6-403, Cincinnati, OH 45201
11. Please attach a copy of your organization's most recent Form W-9.*
 - a. You can download a copy of Form W-9 by visiting <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
12. Organization's Mission and/or Statement of Purpose*
13. Organization's Diversity Statement
14. Please list the Organization's Board of Directors, titles, and affiliations
 - a. Example: John Smith, President, Carroll County Government
15. Please list the Organization's Leadership Team
 - a. Example: John Smith, Executive Director
16. Organization's Primary Contact for CAD Grant*
 - a. The person listed will receive all official CAD Grant communications.
17. Primary Contact's Title*
18. Primary Contact's Phone Number*
19. Primary Contact's Email Address*
20. The Primary Contact is a: Select One: Paid Staff Member, Volunteer
21. The Primary Contact acknowledges that they have read and reviewed all Guidelines and Requirements as outlined in the FY25 Community Arts Development (CAD) Grant Overview, Guidelines, and Resources.*
 - a. www.carrollcountyartscouncil.org/grants

CAD Grant: General Operating Budget Application

This Form is specifically for nonprofit Arts Organizations looking to supplement their annual, general operating budget. 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. Read through all the questions carefully. An ineligible answer could result in the application being rejected.

1. Are you an Arts Organization applying for General Operating Budget funds?* Select One: YES, NO
 - a. If "NO," continue to the CAD Grant: Project Support Application Form
If "YES", continue and complete the following questions:
 - 1.1 Please describe the organization's artistic programming goals for next season. What specific changes or improvements are being made compared to previous years?*
 - 1.2 Please describe how your organization's programming directly responds to the cultural needs of Carroll County.*
 - 1.3 Please describe your organization's process for identifying and creating opportunities for community partnerships and provide at least one (1) example of successful implementation.*
 - 1.4 Please describe in detail any significant accomplishments or achievements from the past year and explain how the organization has/will capitalize on those accomplishments.*
 - 1.5 Please describe the specific marketing, publicity, or recruitment methods used to attract and expand both your participants and your audience. Describe in detail the success or lack of success of each.*
 - 1.6 Please describe the major challenges and/or concerns faced by the organization and explain what steps are being taken to address these issues.*
 - 1.7 Please describe the organization's long term financial goals and how your current strategic plan is helping to achieve these benchmarks.*
 - 1.8 What current fundraising, development, or fiscal sustainability initiatives are being used to supplement earned income?*
 - 1.9 Please describe the organization's efforts to address community accessibility to programming. This can include, but not be limited to, greater handicap or disability access, increased outreach to marginalized communities, admissions/fees, or inclusivity efforts.*
 - 1.10 How many total Artistic Participants came to the organization in the most recent completed year?*
 - 1.11 What was the average cost for Artistic Participants in the most recent completed year?*
 - 1.12 How many total unique program offerings did the organization present in the most recent completed year?*
 - 1.13 How many total Audience Members attended events in the most recent completed year?*
 - 1.14 What was the average cost to Audience Members to attended events in the most recent completed year?*
 - 1.15 How many total volunteers did the organization engage in the most recent completed year?*
 - 1.16 How many total Artistic Participants came to the organization in the previously completed year?*
 - 1.17 What was the average cost for Artistic Participants in the previously completed year?*
 - 1.18 How many total unique program offerings did the organization present in the previously completed year?*
 - 1.19 How many total Audience Members attended events in the previously completed year?*
 - 1.20 What was the average cost to Audience Members to attended events in the previously completed year?*
 - 1.21 How many total volunteers did the organization engage in the previously completed year?*
 - 1.22 Financial Snap-Shot for the Most Recent Completed Year* Complete the following table including: Total Income, Total Expenses, Net Gain / (Loss).

- 1.23 Financial Snap-Shot for the Previous Completed Year* Complete the following table including: Total Income, Total Expenses, Net Gain / (Loss).
- 1.24 Please upload your completed “CAD Grant – Detailed Financial Report document here*"
- 1.25 OPTIONAL: Please provide a financial narrative outlining any aspects of the budget that would assist in fully understanding the organization’s financial standing.
 - 1.25.1 Consider explaining any significant losses or major changes in allocation between one year and the next.

CAD Grant: Project Support Application

This Form is specifically for nonprofit Non-Arts Organizations looking to program an arts related event or activity outside of their normal operating budget. 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 organizations situation. Read through all the questions carefully. An ineligible answer could result in the application being rejected.

- 1. Are you a Non-Arts Organization applying for Project Support Funds? Select One: YES, NO
 - a. If “NO,” continue to the CAD Grant: Project Support Application Form
If “YES”, continue complete the following questions:
 - 1.1 What is the title of the arts project?*
 - 1.2 Is this the first time the organization has presented a program of this nature?*
 - 1.3 What is the start date, date range, or timeline for the arts project?*
 - 1.4 Will the participants of this arts project be required to pay a fee in any way?
 - 1.4.1 This includes, but is not limited to, registration fees, self-supplied materials, or tickets
 - 1.5 If the answer to 1.4 is YES, How much will participants pay?
 - 1.6 If the answer to 1.4 is YES, Is the organization providing reduced pricing in any way?
 - 1.6.1 This could include, but not be limited to, scholarships, promotions, grants, or discounts
 - 1.7 Please describe, in detail, the arts project seeking financial support.*
 - 1.7.1 Please consider including goals, desired outcomes, and an outline of the experience participants will receive.
 - 1.8 Who is the primary audience this arts program is targeting?
 - 1.9 What marketing strategies does the organization plan to engage in order to reach a broader demographic?*
 - 1.10 How many Audience Members/Patrons are estimated to engage with this project?
 - 1.11 How does this arts project directly support the organization’s mission and strategic plan?*
 - 1.12 Please describe any challenges for administering this project and how the organization plans to address them*
 - 1.13 Please describe the organization’s process for identifying and creating community projects and provide one (1) example of a previously successful event.*
 - 1.14 Please upload your completed CAD Grant – Project Budget Report document here.
 - 1.15 OPTIONAL: Please provide a financial narrative outlining any aspects of the budget that would assist in fully understanding the project’s funding needs.
 - 1.15.1 Consider explaining any significant losses or major changes in allocation between one year and the next.

GLOSSARY OF TERMS

The purpose of this glossary is to provide a broad overview of terms commonly used in CCAC grant guideline documents, applications, and in other published materials. Applicants are encouraged to contact CCAC Staff for further questions, clarifications, or to discuss specific situations.

Accessibility Needs are any expense items related to diversifying community engagement not listed elsewhere including greater handicappcess, increased outreach to marginalized communities, and inclusivity efforts.

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

Administrative Supplies are any expenses related to the organization's general operations outside of programming or events including letter head, business cards, and office supplies.

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

Advertisement Sales are income an organization derives from the sale of space in printed programs or other advertisements.

Allocations to Cash Reserves are funds an organization places in an income-bearing account for the purpose of building cash reserves.

Allowable/Non-Allowable are income or expenses deemed by MSAC to be permissible in figuring total general operating expenses and income to determine funding amounts. Examples of allowable* operating income and expenses include, ticket sales income, grants, contributions, specific salaries, artist fees, marketing expenses, equipment rental, program costs, supplies, prorated salaries, rent, or utilities; or other prorated expenses, etc. (See also **Non-Allowable**.)

Artistic Personnel are individuals or groups employed by an organization to create, curate, design, perform, or produce artistic work presented by the organization.

Artistic Salaries and Fees are salaries, fees, and the cost of benefits paid to artistic personnel.

Arts Organizations exists to further the arts and whose purpose is producing or presenting the arts through public programs or services, as stated in their mission statement. (See also **Non-Arts Organization**.)

Audience Members (see also **Patrons**) are specified group(s) and/or community(ies) that an organization, program, or independent artist intends to serve (with or without paid admission) through their services, projects, or programs. An individual can be counted multiple times for attendance across multiple unique events.

Awards/Contributions are any scholarship, grant, donation, or other gift to an individual or organization.

Budget is an estimate of income and expenditure for a set period of time.

Building Insurance includes any payments made for the protection of any facility/rental structure and the belongings inside.

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

Capacity Building is activities and expenses related to the development or improvement of an organization's capability to carry out its mission, including but not limited to: addition of staff positions, contractor fees for assessments, strategic planning, or other long term planning, and professional development or leadership training.

Capital Assets are those assets of an organization, including buildings, equipment, and facilities, which are intended for long-term ownership and use, and are generally depreciated on the books and accounting of an organization or have a lifespan of 15 years.

Capital Improvements are capital assets that increase their value, or otherwise benefit the owner of the improved asset.

Cash Reserves are funds that an organization places in a separate account for the purposes of future operational use as needed and at the organization's discretion.

CCAC CAD Grant is the organizations budgeted or projected CAD Grant award amount from the Carroll County Arts Council.

Community is the individuals or groups identified by an organization/independent artist as those for whom the organization's activities are intended.

Contracted Services are services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

Cost of Goods Purchased for Sale is money paid by an organization for artwork or other goods intended for subsequent sale, with proceeds benefiting the organization.

Depreciation is the systematic charging of the diminished value of fixed assets to annual expenditures.

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

Educational Personnel are individuals employed or contracted by an organization to perform duties related primarily to educational programming or teaching.

Educational Salaries and Fees are salaries, fees, and the cost of benefits paid to educational personnel.

Endowment is a fund that is invested in perpetuity to generate interest income that provides long-term support; typically, the annual return or a portion of the return would be applied toward an organization's annual operating budget, while the remaining assets are retained to provide growth over time.

Equality is providing the same resources to everyone, independent of their needs.

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.

Equity and Justice is the guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of some groups.

Facility Rental is any expense associated with acquiring or utilizing a space.

Federal Taxpayer Identification Number (aka Employer Identification Number, or EIN)

A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service.

Fiscal Year (FY) is a 12-month accounting period that a business uses for financial and tax reporting purposes.

Financial Stability is the ability of an organization to generate the financial resources necessary to support current and planned activities, as measured by the organization's prior record and the soundness of budgetary estimates, projections, and outcomes.

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

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

General Operations refers to the activities and finances tied to an organization's normal business and programmatic operations. Expenses can include but are not limited to: wages and benefits, rent, utilities, program and production supplies or materials, printing, marketing, fundraising, artistic fees, contractor fees, etc. Income can include but is not limited to: earned revenue (e.g., tickets, admissions, program fees, etc.), contributed revenue (e.g., individual donations, grants, sponsorships, etc.), interest from investments, etc.

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

Inclusion is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. It embraces differences and offers respect in words and actions for all people. While an inclusive group is by definition diverse, a diverse group isn't always inclusive. Recognition of unconscious or implicit bias helps organizations to be deliberate about addressing issues of inclusivity. (Definition developed from [Grantmakers in the Arts.](#))

Income from Goods/Services Sold is the total amount paid by purchasers to an organization for artwork or other goods sold, or for services provided by the organization.

Individual Donations are monetary gifts from private citizens.

Ineligible refers to applicants and/or applications that do not meet eligibility criteria listed in the grant guidelines of the relevant grant program.

In-Kind Donations In-kind 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.

Investment/Interest is revenue from interest-bearing accounts.

Liability Insurance includes any payments made for the protection of your organization and its employees.

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

Non-allowable Income or Expenses are operating income that are non-allowable in calculating the operating grant amounts including: loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, and unrealized gains or losses.

Operating expenses that are non-allowable in calculating operating grant amounts include: re-granting, acquisition of capital assets, accessions, allocations to cash reserves, capital improvements, depreciation, deficits, loan principal payments, and contributions to endowments or scholarships awarded by the applicant organization for its own activities.

In addition, grant funds may not be used to make contributions to any persons who hold, or are candidates for, an elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

Non-arts Organization is an organization whose primary purpose is other than producing or presenting the arts. (See also **Arts Organization**.)

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

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

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

Professional Development is an activity, of any length or course of time, that strengthens identified skills for a specified audience.

Program Supplies are those expenses that correlate directly with audience/patron-attending events including crafting materials, media files, gallery hardware, and costumes.

Technical Salaries and Fees are salaries, fees, and the cost of benefits paid to technical personnel.

Ticket Sales are revenue derived from **Audience Member/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.

Utilities are any expenses not included in *Facility/Rental* categories including *telecommunications, electricity, and water*.

Venue is the facility or location where arts activities take place.

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*.

Workshop is an arts learning activity focused on a specific topic or skill delivered in one or two days.

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.