



# **ARTISTS AND SCHOLARS PROJECT GRANTS**

## **FY20 GRANT GUIDELINES**

**APPLICATION SUBMISSION DEADLINE  
Friday, February 22, 2019 – 11:59 p.m.**

Applications will be accepted for activities that take place from July 1, 2019 through June 30, 2020. Grant award announcements will occur in June 2019.

**All applications must be submitted online at  
<http://artsandhumanities.fluidreview.com>.**

**Late applications and support materials will not be accepted.**

*All grant funding is subject to fiscal appropriation, reduction or termination  
by the Montgomery County Government.*

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## The Mission of the Arts and Humanities Council of Montgomery County

The Arts and Humanities Council of Montgomery County (AHCRC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

### Introduction

*Artists and Scholars Project Grants* support the work of individual artists and scholars. Awards also provide funding for Montgomery County artist and scholar collaborations. Grants support artists and scholars who work in a wide array of arts disciplines including performing arts, folk and traditional arts, media arts, visual arts, literary arts, as well as humanities disciplines including history, literature, and philosophy.

Applicants may apply for one FY20 grant in the amount of \$1,000 to \$5,000. Grants will be awarded for activities taking place from July 1, 2019 through June 30, 2020.

AHCRC encourages proposals submitted by African, Latino(a), Asian, Arab, and Native American (ALAANA) artist and scholars.

### Purpose

By awarding *Artists and Scholars Project Grants*, AHCRC seeks to:

- Support the creation and production of new work;
- Provide artists and scholars with opportunities that strengthen their business, managerial, artistic and/or scholarly skills;
- Nurture artists and scholars who represent the diverse, multi-cultural character of Montgomery County; and
- Support innovative and distinctive artistic and scholarly work by the County's resident artists and scholars.

### Eligibility Requirements

An individual is eligible to apply for FY20 *Artists and Scholars Project Grants* if the applicant meets all of the following eligibility requirements:

- Is a resident of Montgomery County and has resided in the County for **at least 12-consecutive months** immediately prior to the application submission deadline;
- Is at least 21 years old and not a full-time student;
- Is a practicing artist or scholar with demonstrated ability in the arts or humanities discipline of the proposed project;
- Has met all requirements from previous AHCRC grants; and
- Is able to provide AHCRC with a Social Security number prior to undertaking the grant activities.

## IMPORTANT

- **Artists and scholars who received Individual Artists and Scholars grant awards in the previous two consecutive years are not eligible to apply in FY20, and may apply again in FY21.**
- An individual who is an employee of an organization that is an AHCMC grantee/applicant will be considered an eligible artist/scholar provided that the project is not directly related to the work s/he does for the organization. For example, the applicant may apply to develop a new piece of work unrelated to the work of his/her employer.
- Applicants **MAY NOT** submit a grant application for the same project in more than one grant category.

## Eligible Disciplines

For purposes of this application, the artist/scholar applicant is eligible to apply for a grant in any one, or a combination of, the following disciplines:

- Dance includes choreography or performance, whether in a historically recognized or a contemporary style.
- Folk and Traditional Arts includes artistic expressions grounded in a common ethnic heritage, shared language, religion or occupation. These are artistic traditions passed on from generation to generation often within families and communities through observation, oral transmission, practice, and from master to apprentice.
- Historical, Critical or Theoretical Approaches to the Arts includes work that reflects upon and analyzes creative processes and/or specific works, such as a performance, exhibit or piece of art.
- History or Social Sciences includes research, study and writing in the areas of human social, political or cultural development, civics, and work that shares historical or social sciences information or activities with the community.
- Languages, Linguistics and Literary Analysis includes the study or analysis of how we communicate and how our ideas and thoughts are expressed and interpreted, and the analysis or study of a specific aspect or work of literature.
- Media Arts includes electronic, technology-based work suited to mass media communication and presentation used within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included, and a selected component of a long-term project will be considered if it meets the other requirements of the grant guidelines.
- Music includes the performance, creation, recording, and distribution of original music from any genre, or of historically recognized musical compositions and/or styles.
- Philosophy, Ethics or Comparative Religion includes research or study of theories about the purpose of life, how moral and ethical standards arise in society, and the reasons for our thoughts and actions.
- Storytelling includes spoken word performances, in particular the interactive style of using words and actions and other effects to reveal the elements and images of a story while encouraging the listener's imagination.
- Theater includes the creation, production, and/or performance of original contemporary or historically recognized theater and musical theater works.
- Writing includes the creation, presentation, and distribution of materials that are literary in nature; and publications, readings and compilations of original poetry, fiction, non-fiction, creative non-fiction, screenplays and play scripts.

- Visual Art includes the creation, production, and/or exhibition of visual art as the primary focus. Objects, installations, site-specific or gallery-oriented works of art within any area of the visual arts are also included, as are curatorial projects and/or projects that expand the context of traditional or contemporary works of art.

## **Project Eligibility**

- A project is eligible for funding if it will effectively advance the applicant’s artistic or scholarly work and/or advance the applicant’s business and management skills.
- Projects that are open to the public must take place in Montgomery County.
- Project related to development of new work and/or improving management skills may take place outside of Montgomery County.
- The project must be benefit the artist/scholar.
- An applicant may submit only ONE Artists and Scholars Project Grant application per year.
- An applicant may request funds for only ONE project. The project may not be part of another AHCMC grant application. Example: an individual may not apply for the same project under the Individual Artists and Scholars Grant and the Wheaton Cultural Project Grant categories.

The following are examples of activities that are eligible for funding. Applicants are encouraged to think creatively about the activities proposed in their grant application.

- Creating choreography
- Composing a musical work
- Creating paintings, photographs, sculpture, or prints
- Conducting research in preparation for writing a book or scholarly article
- Creating work products based on variations or new arrangements of traditional or historical works
- Writing poetry, a novel, a nonfiction work, or a screenplay
- Working with a mentor, artist, or teacher in the applicant’s field
- Creating a business plan or marketing plan
- Travel, hotel, meals and/or registration expenses for workshops or a training program
- Attending a residency for the purpose of learning a new artistic/scholarly skill or technique and/or creating new work

## **Grant Limitations**

*Artists and Scholars Project Grants* will not fund:

- Capital improvements, construction or renovation projects;
- Fundraising activities;
- The costs of receptions, refreshments or food;
- Purchase of property
- Activities for the exclusive benefit of an organization’s members;
- Cost of souvenirs such as t-shirts;
- Debt retirement;
- Scholarships, awards or tuition assistance;

- Political advocacy, or activities that support or promote the interests of any one political party or candidate; and
- Travel outside the United States.

## Panel Process

An Advisory Review Panel will evaluate each grant application based on the criteria listed below. The meetings of the panel are open to applicants who wish to observe. Applicants are not permitted to make any comments or participate in any way at the panel meeting.

Based on the panel's scores, AHCMC staff will recommend grant award amounts to AHCMC's Grants Committee. The Grants Committee will review and revise, as necessary, the grant awards and forward their recommendations to the AHCMC Board of Directors. The Board of Directors has the final authority to approve all grant awards.

Applicants can request panel scores and comments after the award notification. Applicants may contact Takenya LaViscount, Senior Grants Program Manager, at 301-565-3805 x 26, or [takenya.laviscount@creativemoco.com](mailto:takenya.laviscount@creativemoco.com) to schedule a personal appointment.

## Evaluation Criteria

Applications for the *Artists and Scholars Project Grants* are evaluated based on the extent to which each application addresses, and aligns with, the grant objectives and the following criteria:

### Quality of Work (30 points)

- Artistic/scholarly quality of work sample submitted with the application
- Demonstrated ongoing commitment to the artistic or scholarly discipline
- Innovation and creativity in performing, presenting, and/or producing the art form and/or scholarly discipline

### Proposal and Project Merit (30 points)

- Impact of the proposed project on the artist/scholar's work and career
- Appropriateness of the applicant's objective for the proposal
- Likelihood that the applicant's project will meet the stated objective

### Community Impact (20 points)

- Potential impact of the proposed project on intended audience
- Community/intended audience outreach strategy
- Accessibility: potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability

### Administrative Capability (20 points)

- Evidence of administrative skills to meet proposal objectives, including completeness and clarity of the proposal and timeline
- Efforts to generate other sources of income
- Budget and budget notes: well researched, clear, realistic, and complete

## Grant Disbursement

Payment will be made to the grantee following AHCMC's receipt of:

- The required Grant Agreement;
- A W-9 Form with Social Security number;
- ACH Direct Deposit Authorization Form allowing direct deposit to the grantee's bank account; and
- Payment from Montgomery County Government to AHCMC for the grants awarded.

### NOTE:

- **AHCMC will not make payment to fiscal sponsors.**
- If awarded, grantee must provide a voided check bearing the same name included in the grant application.

## Changes in Grant Implementation

- The Grantee must alert AHCMC if significant project changes are required. Any change in the implementation of the project must be approved by AHCMC before the change occurs.
- Requests for a project change must be submitted in writing on a form supplied by AHCMC.
- Requests for a project change may not be submitted **after May 15, 2020**.

## Return of Grant Funds

- The grantee must return the grant funds if it is not possible to carry out the project as described in the grant agreement or in an approved grant change form. **Please contact Grants Program staff before grant funds are returned.**
- Grant funds that were not spent in compliance with the guidelines or not consistent with the approved grant proposal must be returned to AHCMC.
- Grant funds received but not spent by June 30, 2020 must be returned to AHCMC by July 31, 2020 with the grantee's final report.

## Grant Agreement and Reporting

Following the award of a grant, the artist/scholar grantee must sign a Grant Agreement with AHCMC stating that the grantee agrees to comply with all regulations set forth in these guidelines:

- Use the grant funds only for the purposes described in the grant proposal;
- To return grant funds not spent, or spent not in compliance with published grant guidelines and/or the approved grant proposal;
- Submit a final report no later than **July 31, 2020** on forms provided by AHCMC, presenting information about the implementation of the activity funded by this grant, including documentation of how grant funds were spent.

- Include work products resulting from the grant with their final reports, such as photos, gallery announcements, video or audio samples.
- Alert AHCMC of significant project changes, and request approval from AHCMC before the change occurs, no later than May 15, 2020
- Return the grant funds if it is not possible to carry out the project as described in the grant agreement or in an approved grant change form.

Failure to comply with guideline requirements may result in a grant cancellation and ineligibility to apply for future grants.

Grantees are encouraged to notify AHCMC about exhibitions, performances and/or other activities resulting from this grant.

Grantees are strongly encouraged to attend the 2019 County Executive's Awards.

## The Online Application Process

First-time applicants MUST contact Grants Program staff.

All applications for *Artist and Scholar Project Grants* must be submitted online at <http://artsandhumanities.fluidreview.com>.

1. Log on to your online grant account using your email and password. If you don't have an online grant account, go to <https://artsandhumanities.fluidreview.com/> to create an account.
2. Once you have created your online account, you will be able to access the application portal. Select "View Grants" to see open grant applications.
3. Select "Create Submission" on the right for "FY20 Artist and Scholar Project Grant Application."

### Required Application Materials

Support materials must be submitted online at <https://artsandhumanities.fluidreview.com> by the grant application deadline.

Upload **ONE PDF** that includes one to four materials that illustrate the applicant's quality of work, and/or provide additional information about the artist(s)/scholar(s), key personnel involved (bio or resume), and the people or institutions that will be paid through the grant funds, such as a recording studio, residency, or conference. Examples of appropriate support materials include brochures, newsletters, gallery programs, and conference announcements. These items must be uploaded as **ONE** document, in a PDF. Maximum file size: 25 MB

### Work Sample:

Upload work sample(s) that demonstrates your abilities and achievements as an artist or scholar. The sample should focus on your own work, not work created by others. Provide a description that explains to the reviewer what the work sample is, and how it relates to your project. Applicants should submit their strongest work samples. The quality of your work sample is critical to the evaluation of your application. Performing artists are highly encouraged to submit video and/or audio

work sample(s).

- **Video:** Maximum: 2 videos, no more than five minutes combined. Maximum size per file: 100 MB.
- **Audio:** Maximum: 2 audio files, no more than five minutes combined. Maximum size per file: 10 MB.
- Live video or audio hyperlinks can also be placed within a PDF that is uploaded to FluidReview (i.e., an applicant can submit a live YouTube hyperlink within a PDF.)
- **Images:** Maximum: 15 images, which can be uploaded individually or formatted as one PDF. Maximum size per file: 4 MB.
- **Documents:** Maximum: 15 pages, formatted as one PDF. Maximum size per file: 10 MB.

Applicants are encouraged to submit samples reflecting recently completed work. Samples must adhere to the following guidelines for the discipline of the work in which you are engaged.

- For Multidisciplinary projects: (including Performing, Visual, Media, Design, Literary, and Folk and Traditional Arts) Projects can be for any stage of the artistic process including creation, commissioning, presentations, touring, training, residencies, and festivals. Applicants must submit work sample(s) that convey more than one artistic/scholarly discipline.
- For Performing Arts: (Music, Dance, Presenting, Storytelling, Theater, Performing Folk and Traditional Arts): Applicants are encouraged to submit video or audio, not stills or photos. Upload no more than five minutes of audio or video. You may split the video and/or audio into two files if necessary, but the total time of the video and/or audio may not exceed five minutes.
- For Media Arts: Applicants are encouraged to submit video or audio, not stills or photos. Upload no more than five minutes of audio or video. You may split the video and/or audio into two files if necessary, but the total time of the video and/or audio may not exceed five minutes.
- For History, Social Sciences, Critical or Theoretical Approaches to the Arts, Languages, Linguistics, Literary Analysis, Philosophy, Ethics or Comparative Religion: Upload no more than 15-pages of research, work, study or published material. If the work submitted is a portion of a larger work, include a short synopsis of the work and/or a chapter outline of the complete work. Indicate where the piece submitted fits into the whole.
- For Visual Arts (including Performing Folk and Traditional Arts): Upload no more than five minutes of video or no more than 15 images. The images may depict individual works or a selection of works.
- For Writing: Upload written work, as follows:
  - For prose, submit no more than 5,000 words plus chapter outline/synopsis
  - For poetry, submit no more than 15-pages
  - For a script or screenplay, submit no more than 15-pages



## Grant Preparation Assistance

First-time applicants should contact grants staff.

### Grant Preparation Workshops

AHCMC will conduct free grant preparation webinars and workshops to instruct prospective applicants on how to complete an application. Attendance is not required however; AHCMC strongly encourages all potential applicants to attend, even if the applicant has previously applied. Whether or not an applicant attends a webinar or a workshop will not be a factor in evaluating the application. Please click [here](#) or go to <http://creativemoco.com/grants/newsletter> to join our email list and receive notifications about grant deadlines, webinars, and workshops.

### Personal Appointments

Personal appointments are available for those who are unable to attend a webinar or a workshop or who need additional assistance. These appointments are available for assistance with both the content of the application and/or assistance with the online grant application system. Consultation services in languages other than English are available by appointment. Personal appointments must be held **at least two weeks prior to the application deadline**. To schedule an appointment, contact Takenya LaViscount, Senior Grants Program Manager, at 301-565-3805 x 26, or [takenya.laviscount@creativemoco.com](mailto:takenya.laviscount@creativemoco.com).

### **Important Reminders:**

1. Applications must be submitted online at <http://artsandhumanities.fluidreview.com> by **11:59 pm on the posted deadline**.
2. All required attachments must be submitted online by the deadline or the application will not be accepted.
3. Applications may *not* be emailed, delivered in person, faxed or submitted in any fashion other than the online grants system.
4. **Late applications will not be accepted.**

#### **TIPS**

- Write clearly and concisely. Do not use jargon. Remember that the people who are reading your application may be unfamiliar with your work.
- Keep in mind that the AHCMC staff does not participate in panel discussions. The application must stand on its own.
- Be sure to reference the evaluation criteria as you are writing your application.

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### **Questions?**

Takenya LaViscount, Senior Grants Program Manager,  
at 301-565-3805 x26, or [takenya.laviscount@creativemoco.com](mailto:takenya.laviscount@creativemoco.com).

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