PROJECT GRANTS FOR SMALL ARTS AND HUMANITIES ORGANIZATIONS AND GROUPS

FY20 GRANT GUIDELINES

APPLICATION SUBMISSION DEADLINES
Deadline: Friday, February 8, 2019 – 11:59 p.m.

Applications will be accepted for activities occurring from July 1, 2019 through June 30, 2020. The grant award announcement will be in June 2019.

All applications must be submitted online at
https://artsandhumanities.fluidreview.com/

First-time applicants and applicants who were not awarded in previous round(s) should contact AHCMC grants program staff.
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 (AHCMC), 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

Project Grants for Small Arts and Humanities Organizations and Groups support the work of Montgomery County based arts and humanities organizations and groups that may or may not be incorporated as nonprofit organizations. These grants support organizations and groups that 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. Funded projects must take place in Montgomery County. Applicants must have cash operating expenses under $50,000 for at least 12-consecutive months prior to the grant deadline.

An applicant may request and may be awarded one grant for $1,000 to $5,000. Grants will be awarded for activities occurring from July 1, 2019 through June 30, 2020.

AHCMC encourages proposals submitted by African, Latino(a), Asian, Arab, and Native American (ALAANA) arts and humanities organizations.

Purpose

By providing Project Grants to Small Arts and Humanities Organizations and Groups, AHCMC seeks:

- To provide funding for a wide array of arts and humanities activities that benefit County residents;
- To nurture arts and humanities programs representative of the diverse, multi-cultural character of Montgomery County;
- To support innovative and distinctive artistic and scholarly programs by the County's resident arts and humanities groups; and
- To promote direct interaction between artists, scholars, and community audiences.

Organization/Group Eligibility Requirements

An organization or group is eligible to apply for an award if the applicant meets all of the following requirements:
- The applicant has had its primary mission or objective the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline.
- The applicant has had its primary location and/or a verifiable mailing address in Montgomery County for at least 12-consecutive months immediately prior to the grant deadline.
- The applicant had annual cash operating expenses of under $50,000 for the most recently completed fiscal year if it is an organization, or for 12-consecutive months prior to the application deadline if the applicant is a group.

- The organization or group may or may not be incorporated and may or may not be formally recognized by the IRS as a public charity or otherwise officially established as a tax-exempt 501(c)(3) institution. Regardless, the applicant must operate in the manner of a not-for-profit organization. The group's net earnings cannot be distributed to those who control it.
- An organization or group operating as a for-profit corporation is not eligible.
- Organizations that apply for FY20 *General Operating Support Grants for Large Arts and Humanities Organizations* or FY20 *General Operating Support Grants for Mid-Size Arts and Humanities Organizations* are not eligible to apply for FY20 *Project Grants for Small Arts and Humanities Organizations and Groups*.
- An individual who applies for the FY20 *Artists and Scholars Project Grant* may not be the lead applicant for the submittal of an FY20 *Project Grants for Small Arts and Humanities Organizations and Groups.*
- Applicants that apply for *Project Grants for Small Organizations and Groups* may apply for a **different** project for *Wheaton Cultural Project Grant* funding.
- Applicants cannot request funding for the same project in more than one grant category.

Project Eligibility Requirements

To be eligible, the project must:
- Take place in Montgomery County; and
- Be open to the public, with or without an admission fee.

The following are examples of activities that are eligible for funding. This list is not exhaustive, and applicants are encouraged to think creatively about the activities proposed in the grant application.

- Performances, presentations or exhibitions of a visual, performing, media art or folk and traditional arts
- Festivals or events that include folk and traditional arts, performing arts, literary arts, visual arts or multidisciplinary activities incorporating more than one art form
- Historical presentations, archeological programs, or historical reenactments
- Poetry readings, author lectures, or script workshops
- Public art, including community mural projects

Grant Limitations

An applicant may request and may be awarded one grant for FY20 in the amount of $1,000 to $5,000.

Project Grants for Small Arts and Humanities Organizations and Groups will not fund:

- Overhead expenses**,** such as telephone service, copier rental, utilities;
- Fundraising activities;
- Strategic planning or organizational development;
- The applicant cannot be a public, private or charter school;
- Activities for the exclusive benefit of an organization's members;
- Board members pursuing professional development;
- Costs of receptions, refreshments or food;
- Cost of merchandise such as T-shirts;
- Debt retirement;

- Indirect costs: costs not directly related to carrying out the funded project;
- 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 panel review meeting is open to applicants who wish to observe. Applicants are not permitted to comment or participate in any way during the panel meeting.

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

AHCMC grants staff offer feedback appointments for applicants to discuss the panel's evaluation. Applicants may contact the grants staff to schedule an appointment after AHCMC's Board has made a final decision, and awards have been announced to the public.

Evaluation Criteria

Quality of Proposed Project (25 points)
- Commitment to quality and creativity appropriate to the applicant's resources
- Impact on applicant and the arts / humanities community
- Appropriate steps taken to plan and design the project
- Clear and logical project evaluation plan

Quality of Work (25 points)
- Artistic/scholarly quality of the work sample(s) submitted
- Demonstrated commitment to the artistic/scholarly discipline described within the application
- Demonstrated ability and excellence of the artists/scholars involved

Audience and Community Impact (25 points)
- Demonstrated understanding of the audience to be served
- Program promotes enjoyment of and/or participation in the artistic/scholarly discipline
- Outreach strategy and marketing plans

Administrative Capability (25 points)
- Realistic, accurate, and complete budget
- Effort to seek other sources of support
- Quality of application: demonstrated skills to meet proposal objectives, completeness and clarity of the application
- Evidence of qualified staff and project management experience

Grant Disbursement

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

- The required Grant Agreement
- A W-9 Form including a Social Security number or Employer Identification Number (EIN)
- ACH Direct Deposit Authorization Form allowing direct deposit to the grantee's bank account
- Payment from Montgomery County to AHCMC for the total of the grants awarded
- Fulfillment of any outstanding grant requirements from AHCMC, such as FY18 Final Report

Fiscal Sponsorship

- AHCMC will make payment to a fiscal sponsor provided that the fiscal sponsor is a non-arts and humanities organization based in Montgomery County
- If awarded, the grantee must provide a voided check bearing the same name included in the grant application

Changes in Project Implementation

- Any change to the implementation of the project, such as scope of work, date of activity, or personnel, must be approved by AHCMC **before** the change occurs
- All requests for changes must be submitted in writing on a form supplied by AHCMC
- Requests to implement a project change may not be submitted **after May 15, 2020**
  Project change requests will not be considered after May 15, 2020

Return of Grant Funds

- Please note that AHCMC can decline significant project changes. The grantee may have to return the grant funds if the project change is a major diversion from the project described within the application and grant agreement. **Please contact AHCMC grants staff before grant funds are returned.**
- If AHCMC determines that grant funds were not spent in compliance with AHCMC guidelines and/or were spent in a manner that does not align with the approved grant proposal, the grantee must return the amount spent on non-eligible expenses.
- 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 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 not spent 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. The deadline to submit the FY20 final report is July 31, 2020;

- Include work products resulting from the grant with their final reports, such as photos, gallery announcements, video samples or audio samples;
- Alert AHCMC about significant changes in project implementation, and request approval from AHCMC before the change occurs; and
- 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 these requirements may result in grant cancellation and ineligibility to apply for future grants.

Grantees are encouraged to notify AHCMC about exhibitions, performances or other activities resulting from this grant and to participate in CultureSpotMC.com, AHCMC's online calendar.

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

The Online Application Process

All applications for *Project Grants for Small Arts and Humanities Organizations and Groups* must be submitted online at https://artsandhumanities.fluidreview.com/

1. Log on to your online grant account using your username and password. If you don't have an online grant account, go to https://artsandhumanities.fluidreview.com/ to create an account. Once you have created your online account, you will be able to access the application portal. Select "View Grants" to see open grant applications.

2. Select "Create Submission" on the right for "FY20 Project Grant Application for Small Arts and Humanities Organizations."

Application Required Materials

Upload to the online application:

Organization or Group Support Materials

- The organization's IRS Letter of Determination (if the applicant organization did not apply for a grant from AHCMC in FY19 or if there have been changes to the applicant's non-profit status);
- List of Board of Directors/group members with residency and work address (City and zip code accepted);
- List of key staff/volunteers with bios; and
- Current Strategic Plan, if available.

Financial Support Materials

- The organization's FY18 990, or if the FY18 990 is not yet available, the letter of extension. An exempt organization (other than a private foundation) that normally has annual gross receipts of $50,000 or less ($25,000 for tax years ending before December 31, 2010) may submit Form 990-N; and

- The organization/group FY18 financial statements and FY19 Budget up-to-date, explaining budget variances of 20% or more.

One PDF containing **Programming Support Materials:**

- Include materials that will assist the panel in evaluating the organization's programming, presenting, and /or producing activities, i.e., newspaper clippings, program booklet, photos, brochures, or flyers.
- Materials must illustrate the quality of the work you do, and/or provide more information about the people or institutions that will be paid through the grant funds, such as a recording studio, residency or conference program.

Work Sample

Upload work sample(s) that demonstrate the applicant's abilities and achievements. Provide information that explains to the reviewer what the work sample is, and how it relates to your proposed project. Applicants should submit their strongest work samples. Quality work samples are critical to the evaluation of your application. **Performing arts organizations and groups are highly encouraged to submit audio or video samples, instead of stills or photos**. If your work includes audience interaction, a live performance recording is helpful.

Submit your Work Sample in the format specified below:

- 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 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

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.

- Multidisciplinary projects / cross-disciplinary projects may include work from performing, visual, media, design, and literary arts. Applicants must submit work sample(s) that convey more than one artistic/scholarly discipline.

- For Performing Arts (Dance/ Music/ Festivals /Presenting / Folk and Traditional Arts/ Storytelling/ Theater/ Media Arts): Applicants are encouraged to submit video or audio work samples, instead of stills or photos. Upload no more than five minutes of video. You may split the video into two files if necessary, but the total time of the video may not exceed five minutes.

- For History or Social Sciences, Historical, Critical or Theoretical Approaches to the Arts, Linguistics, Literary Analysis, Philosophy, Ethics or Comparative Religion: Upload no more than 10-pages of research, or published material. If the work submitted is a portion of a larger work, include a synopsis of the chapters and an outline of the complete work. Clearly

explain how and where the piece submitted fits into the whole.

- For Visual 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.

- Upload written work as follows:
    - For prose, submit no more than 5,000 words plus a chapter outline/synopsis;
    - For poetry, submit no more than 10-pages;
    - For a script or screenplay, submit no more than 15-pages.

Grant Preparation Assistance

First-time applicants should contact Grants Program staff.

Grant Preparation Workshops

AHCMC will conduct free grant preparation webinars and workshops to instruct prospective applicants on how to complete grant applications. While attendance is not required, AHCMC strongly encourages all potential applicants to attend either the webinar or the workshop, even if the applicant has applied previously. Whether or not an applicant attended a workshop/webinar 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 workshop or who need additional assistance beyond the workshop. 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.

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 cannot be emailed, delivered in person, faxed or submitted in any fashion other than the online grants system.
4. **Late applications will not be accepted.**

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First-time applicants should contact Grants program staff.

Questions?
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