FY20 Wheaton Cultural Project

Grants Application Form

You can find a PDF of the FY20 WCPG Guidelines [here](https://www.creativemoco.com/sites/default/myfiles/FY20%20WCPG%20Guidelines_1.pdf).

**All applications must be submitted online through** [**FluidReview**](https://artsandhumanities.fluidreview.com/)**. AHCMC cannot accepted applications submitted by mail or email.**

"You" in the following application refers to the applicant applying as an individual or the organization/group that the applicant is applying on behalf of.

# Are you applying as an individual or representing an organization or group?

|  |  |
| --- | --- |
|  | Individual |
|  | Organization or Group |

# IndividualIgnore if you are applying as an organization / group

|  |  |
| --- | --- |
| First Name |   |
| Last Name |   |

# Organization or GroupIgnore if you are applying as an individual

|  |  |
| --- | --- |
| Organization Name |  |
| Contact Person |   |
| Does your organization or group have 501(c)(3) status? |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

 |

# Basic Information

|  |  |
| --- | --- |
| Address |   |
| City |   |
| State |   |
| Zip Code |   |
| Email |   |
| Phone Number |   |

# What is the primary artistic or scholarly discipline that you will be engaging in for this project?

If you select “Other” or “Presenting and/or Multidisciplinary”, please provide a text response.

Click [here](https://www.creativemoco.com/sites/default/myfiles/FY20%20WCPG%20Guidelines_1.pdf) and refer to page 4 of the guidelines for a detailed explanation of each of the disciplines.

|  |  |
| --- | --- |
|  | Dance |
|  | Folk and Traditional Arts |
|  | Historical, Critical, or Theoretical Approaches to the Arts |
|  | History and Social Sciences |
|  | Languages, Linguistics, or Literary Analysis |
|  | Music |
|  | Media Arts |
|  | Philosophy, Ethics, or Comparative Religion |
|  | Storytelling |
|  | Theatre |
|  | Writing |
|  | Visual Art |
|  | Design |
|  | Presenting and/or Multidisciplinary |
|  | Other |

# Partner Organization InformationIgnore if you are applying as an organization / group

|  |  |
| --- | --- |
| Organization Name |   |
| Address |   |
| City |   |
| State |   |
| Zip Code |   |
| Email |   |
| Phone Number |   |
| Does your partner organization have 501(c)(3) status? |
|  | Yes |  | No |  | They are a for-profit organization |

# Project Overview

# Project Title:

# Give a short summary for your project

Maximum 500 characters.

**Grant requests cannot be less than $1,000 and cannot exceed $10,000**

|  |  |
| --- | --- |
| Grant Request |   |
| **Total Project Cost** |   |

# Project Start Date

\_\_/\_\_/\_\_ (MM/DD/YYYY)

# Project End Date

\_\_/\_\_/\_\_\_\_ (MM/DD/YYYY)

# Project Location

The project must take place in Wheaton, MD, and be open to the public, with or without admission fees.

Click [here](https://www.google.com/maps/place/Wheaton%2C%2BWheaton-Glenmont%2C%2BMD/%4039.0449564%2C-77.0570009%2C14z/data%3D%214m5%213m4%211s0x89b7cf1d72415931%3A0x5b9bf9467aea338c%218m2%213d39.0414899%214d-77.0517746)for a Google Maps outline of Wheaton.
Click [here](https://www.wheatonmd.org/_files/docs/wheaton_local_districts_map.pdf)for a map of Wheaton's Urban District.
Click [here](https://www.wheatonmd.org/_files/docs/wheaton-ae-vicinity-map-%28new%29.pdf)for a map of Wheaton's Arts and Entertainment District.

|  |  |
| --- | --- |
| Venue Name |   |
| Venue Address |   |

# Is the venue booking reserved or tentative?

|  |  |
| --- | --- |
|  | Reserved |
|  | Tentative |

# Please describe the venue location.

Include details such as the number of seats, technical capacity, whether it's an indoor or outdoor venue, etc. 500 characters maximum.

# Project Quality (15 points)

This criterion will measure:

* The degree to which the applicant demonstrates commitment to cultural expression through artistic and scholarly disciplines
* Clarity and appropriateness of the artistic, scholarly, and/or cultural project proposal and the degree to which the project aligns with the grant purpose

# Please describe your project.

Address the artistic / scholarly quality of your project and your commitment to diverse cultural expression through artistic / scholarly disciplines. 2,000 characters maximum.

# How does this project relate to your organization or group in regards to your mission, objectives, and FY20 programming?Please ignore this question if you are applying as an individual. 2,000 characters maximum.

# How does this project relate to your goals as an artist?Please ignore this question if you are applying as an organization / group. 2,000 characters maximum.

# How is the project aligned with the grant purpose as described in the guidelines?2,000 characters maximum.

# Project Impact (35 points)

This criterion will measure:

* Potential of the proposed project to impact the Arts and Entertainment district in Wheaton, particularly ALAANA artists, arts organizations, and communities
* Potential of the project to impact the applicant. Likelihood that the project will meet its stated objective

# How will the project impact the Wheaton Arts and Entertainment district?

Be specific about how the project may support artists / scholars currently living or working in Wheaton and elevate the district as a whole. 2,000 characters maximum.

# How will this project positively impact your organization or group?Please ignore this question if you are applying as an individual. 2,000 characters maximum.

# How will this project contribute to your growth as an artist?Please ignore this question if you are applying as an organization / group. 2,000 characters maximum.

# How will you evaluate your project and determine the likelihood of meeting the stated objective(s)?2,000 characters maximum.

# Community Benefit (35 points)

This criterion will measure:

* Reflects clear understanding of how to collaborate with and create programming for the intended audience
* Efforts to define and achieve the intended benefit for the community being served, particularly the benefit for ALAANA artists, arts organizations, and communities
* Potential of the project to reach, engage and empower local participation through availability and accessibility

# Identify and describe your target audience for this project.

Be as specific as possible by including characteristics such as age, race/ethnicity, gender, economic status, disability, whether or not the community is underserved and/or a special interest group, etc. 2,000 characters maximum.

# How will this project affect the target audience?2,000 characters maximum.

# Describe your outreach plans and efforts to engage local participation, particularly as it relates to communities that have been traditionally underrepresented including, but not limited to, African, LatinX, Asian, Arab, and Native American (ALAANA) constituents, socio-economically disadvantaged communities, differently-abled individuals, and LGBTQ communities. Please address the project’s accessibility and availability in relation to the above communities.

# Administrative Oversight (15 points)

This criterion will measure:

* Evidence of administrative skills required to meet proposal objectives, based on completeness and clarity of the proposal and timeline, alignment between project scope and applicant’s ability to successfully execute the project
* Budget and budget notes: well researched, clear, realistic, and complete

# Provide a timeline for the project.

Include project milestones and significant events. 2,000 characters maximum.

# Describe the selection process and demographics of key staff, artists, scholars, volunteers, and/or contractors.

If a key position is not filled, please describe the recruitment plan that will be executed. 2,000 characters maximum.

# Describe your efforts to seek other sources of support, such as in-kind contributions, other grants, sponsors, donations, fundraising, etc.2,000 characters maximum.

# Will you continue the project if you are not awarded a grant, or if the awarded grant is lower than the original request?

Please explain any project scope reductions that may occur if the grant award is lower than anticipated. 2,000 characters maximum.

# Administrative Oversight continued (15 points)

# Project Expenses

Please enter **ALL** project expenses. **You must place an asterisk (\*) next to expenses that will be paid for by AHCMC grant funds.** Please review page 4 of the guidelines for a detailed description of allowable project expenses. **Do not** include “miscellaneous” or "contingency" expenses. Only use numbers in the amount column, **do not** include symbols such as “$” or “,”.

|  |  |  |
| --- | --- | --- |
|  | **Cash Expenses** | **Amount** |
| 1 |   |   |
| 2 |   |   |
| 3 |   |   |
| 4 |   |   |
| 5 |   |   |
| 6 |   |   |
| 7 |   |   |
| 8 |   |   |
| 9 |   |   |
| 10 |   |   |

If items are being donated, i.e. supplies or services, please list those items under “In-Kind”.

|  |  |  |
| --- | --- | --- |
|  | **In-Kind Expenses** | **Amount** |
| 1 |   |   |
| 2 |   |   |
| 3 |   |   |
| 4 |   |   |

# Project Income

**The first line item must be "AHCMC Grant"**. Add any other sources of income for this project.

|  |  |  |
| --- | --- | --- |
|  | **Cash Income** | **Amount** |
| 1 |  AHCMC Grant |   |
| 2 |   |   |
| 3 |   |   |
| 4 |   |   |
| 5 |   |   |
| 6 |   |   |
| 7 |   |   |
| 8 |   |   |
| 9 |   |   |
| 10 |   |   |

If you entered in-kind (donated) items in the expense chart above, please re-enter those same items under “In-Kind” in the chart below.

|  |  |  |
| --- | --- | --- |
|  | **In-Kind Income** | **Amount** |
| 1 |   |   |
| 2 |   |   |
| 3 |   |   |
| 4 |   |   |

# Total expenses MUST EQUAL total income.

Total Project Expenses:  FluidReview will calculate this total
Total Project Income: FluidReview will calculate this total

# Budget Notes

Provide additional information about the line items in your budget. For example, if "Performer Fees $1,500" is listed in your budget, provide details about this line item here. The more detail the better! Do not forget to describe the in-kind contributions (goods, services, or discounts) allocated for the project. 2,000 characters maximum.