



## GENERAL OPERATING SUPPORT GRANTS Level II

*\*Formerly General Operating Support Grants for Large Arts & Humanities Organizations\**

### FY21-22 GRANT GUIDELINES

#### SUBMISSION DETAILS

**LETTER OF INTENT DEADLINE: Friday, February 14, 2020 at 11:59 p.m.**

**APPLICATION DEADLINE: Friday, March 13, 2021 at 11:59 p.m.**

Applications will be accepted for activities occurring from  
July 1, 2020 through June 30, 2022.

Grant award announcements will occur in June 2020.

First-time applicants are highly encouraged to contact AHCMC grants staff.

**All Letters of Intent, applications, and relevant materials must be submitted  
online through AHCMC's grants portal.**

**Late Letters of Intent, applications, and relevant 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 & Humanities Council of Montgomery County

The Arts & 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.

## Equity & Inclusion

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCMC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, leadership, and resource allocation including, but not limited to, Black, Indigenous, Native American, Latinx, Chicax, Arab, MENASA (Middle Eastern, North African, South Asian), Asian, Pacific Islander, and other communities of color, socio-economically disadvantaged communities, differently abled individuals and/or people with disabilities, and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual constituents.

## ADA Compliance

Funded projects should be accessible to differently abled individuals and/or people with disabilities. AHCMC encourages applicants to consider physical and programmatic accessibility as an integral part of the project planning and budgeting process. Applicants may include the cost of access accommodations as part of their project’s budget, for example, sign interpreters, audio describers, etc. [Click here for tips for how to implement accessibility.](#)

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## Introduction

*General Operating Support II Grants* (GOS II) are available to non-profit arts and/or humanities organizations located in Montgomery County, MD that have had both allowable annual cash operating revenue and expenses of at least \$150,000 for the last three completed fiscal years. Grants are also available for an arts and/or humanities division within an umbrella nonprofit organization, provided that the division's allowable annual cash operating revenue and expenses were at least \$150,000 for the last three completed fiscal years. Grant awards support organizations that work in a wide array of arts and humanities disciplines including performing arts, media arts, visual arts, literary arts, and folk and traditional arts, history, and philosophy.

General operating support is defined as support for day-to-day operating costs to further the general mission or work of an organization rather than for a specific project.

## Purpose

By awarding *General Operating Support II Grants*, the Arts & Humanities Council of Montgomery County (AHCMC) seeks to:

- Encourage organizations to maintain an active, two-way, ongoing relationship with the community in the planning, participation, and evaluation of public activities, which include intentional strategies for Diversity, Equity, Inclusion, and Access (DEIA);
- Promote stability in arts and humanities organizations by providing a base of funding to support operating budgets;
- Help ensure diverse arts and humanities experiences for constituents of Montgomery County, MD;
- Stimulate local support and involvement in the arts and humanities, including volunteer participation, audience development, and financial contributions;
- Strengthen the scholarly and artistic capabilities of arts and humanities organizations; and
- Improve and/or stabilize the management infrastructure and effectiveness of arts and humanities organizations.

## Grant Award

### **\*NEW in FY21: Multi-year (2-year) Grants\***

Grants for FY21-22 will be awarded for activities occurring from **July 1, 2020 through June 30, 2022**.

Grant awards for eligible GOS II applicants are based on a percentage of the organization's average total allowable cash revenue or expenses, whichever is lower, over the past three completed fiscal years, the panel's score, the total number of eligible applicants, and public dollars available. **Grant awards cannot exceed \$600,000.**

## FY21-22 GOS II Grants Estimated Timeline

Webinars and Workshops	January 2020
Letter of Intent Deadline	February 2020
Full Application Deadline	March 2020
Panel Review	April/May 2020
Award Announcement	June 2020
FY21 Mid-Year Report	January 2021
FY21 Financial Update	June 1, 2021

FY21 Final Report	July 2021
FY22 Mid-Year Report	January 2022
FY22 Final Report	July 2022

## Important Notes

- All organizations planning to apply for FY21-22 GOS II Grants must submit a Letter of Intent (LOI) through AHCMC’s online grant application system **no later than 11:59 p.m. on Friday, February 14, 2020.**
  - If the LOI is approved, the applicant will be invited to complete a full application.
  - **Failure to submit an LOI through AHCMC’s grant portal will result in the applicant being deemed ineligible to apply for an FY21-22 GOS II Grant.**
- Funds can only cover expenses incurred between **July 1, 2020 through June 30, 2022.**
- Applicants must provide a cash match for the GOS II Grant request of one dollar for every dollar of grant funds awarded.
- **Applicants may not apply for a *General Operating Support II Grant* and a *General Operating Support I Grant* or *Programming & Capacity Building Project Grant* within the same fiscal year.**
- Applicants may apply for a *General Operating Support Grant* and either an *Advancement Grant* or *Capital Grant*<sup>1</sup> within the same fiscal year.
- Applicants may apply for a *Wheaton Cultural Project Grant* within the same fiscal year, provided that the proposed project is not part of the applicant’s regular programming.
- Due to the large volume of requests and limited funding, applications from national, statewide, or regional arts and/or humanities organizations are not accepted at this time.

## Applicant Eligibility Requirements

Eligible applicants are categorized as Core, Associate, and Affiliate organizations. All organizations eligible to apply must have met all the criteria below for the relevant category **by the published Letter of Intent (LOI) deadline and for the last three completed fiscal years:**

### Core Organizations

- Has its primary mission as the exhibition, presentation, production and/or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations;
- Has its primary office in Montgomery County, MD, as demonstrated by the address included in the U.S. Internal Revenue Service (IRS) Letter of Determination;
- Has a balanced budget and documented allowable annual cash operating revenue and expenses of no less than \$150,000 (see the definition of operating expenses within the Budget Eligibility Requirement section on page 6);
- Demonstrates 501(c)(3) status as described below:
  - Has 501(c)(3) tax-exempt status from the IRS; or
  - Operates as a specific, arts and/or humanities entity or division within a larger 501(c)(3) organization whose primary mission is not arts and/or humanities-based;
- Is governed by an independent, legally liable Board of directors operating under a mission statement for the organization and an operating budget specific to the organization;
- At least 40% of its Board members reside and/or work in Montgomery County, MD;

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<sup>1</sup> Capital Grants may be applied for through the Montgomery County Grants Office.

- Has as a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position who reports directly to the organization’s Board of Directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application;
- Offers at least 51% of its programs and services in Montgomery County, MD, as demonstrated by previous, current, and projected activities and programming. **Activities may be open to the public, with or without an admission fee, in person or virtually. If in person, activities should follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department ([click here for additional information](#));** and
- Has met all outstanding requirements for any grant(s) received from the Arts & Humanities Council of Montgomery County in prior years.

#### Associate Organizations

- Has its primary mission as the exhibition, presentation, production and/or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations;
- Has its primary office in Montgomery County, MD, as demonstrated by the address included in the U.S. Internal Revenue Service (IRS) Letter of Determination;
- Has a balanced budget and documented allowable annual cash operating revenue and expenses of no less than \$150,000 (see the definition of operating expenses within the Budget Eligibility Requirement section on page 6);
- Demonstrates 501(c)(3) status as described below:
  - Has 501(c)(3) tax-exempt status from the IRS; or
  - Operates as a specific, arts and/or humanities entity or division within a larger 501(c)(3) organization whose primary mission is not arts and/or humanities-based;
- Is governed by an independent, legally liable Board of directors operating under a mission statement for the organization and an operating budget specific to the organization;
- At least 40% of its Board members reside and/or work in Montgomery County, MD;
- Has as a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position who reports directly to the organization’s Board of Directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application;
- Offers 25% – 50% of its programs and services in Montgomery County, MD, as demonstrated by previous, current, and projected activities and programming. **Activities may be open to the public, with or without an admission fee, in person or virtually. If in person, activities should follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department ([click here for additional information](#));** and
- Has met all outstanding requirements for any grant(s) received from the Arts & Humanities Council of Montgomery County in prior years.

## Affiliate Organizations

- Has its primary mission as the exhibition, presentation, production and/or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations;
- Has its primary office outside of Montgomery County, MD, however:
  - Has a local Montgomery County, MD telephone number (such as 301 or 240 exchange); and
  - Has staff present on the premises of a Core Organization at least 1,000 hours a year distributed over no fewer than 40-weeks during the year;
- Has a balanced budget and documented allowable annual cash operating revenue and expenses of no less than \$150,000 for its Montgomery County, MD programming (see the definition of operating expenses within the Budget Eligibility Requirement section on page 6);
- Demonstrates 501(c)(3) status as described below:
  - Has 501(c)(3) tax-exempt status from the IRS; or
  - Operates as a specific, arts and/or humanities entity or division within a larger 501(c)(3) organization whose primary mission is not arts and/or humanities-based;
- Is governed by an independent, legally liable Board of directors operating under a mission statement for the organization and an operating budget specific to the organization;
- At least 15% of its Board members reside and/or work in Montgomery County, MD;
- Has as a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position who reports directly to the organization's Board of Directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application;
- Has an agreement with a Core Organization to provide a regular season of programming and/or educational services at the facility of the Core Organization. **Activities may be open to the public, with or without an admission fee, in person or virtually. If in person, activities should follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department ([click here for additional information](#));** and
- Has met all outstanding requirements for any grant(s) received from the Arts & Humanities Council of Montgomery County in prior years.

## Budget Eligibility Requirements

An eligible applicant has had allowable annual cash operating revenue and expenses of no less than \$150,000 for the last three competed fiscal years.

Non-allowable cash operating revenue includes, but is not limited to:

- Unrealized gains or losses
- Investment revenues (interest and dividends)
- In-kind donations
- Revenue raised for capital
- Funds intended for re-granting

Non-allowable cash operating expenses include, but are not limited to:

- Investment Fees
- Interest Expenses
- Re-granting<sup>2</sup>
- Capital improvement expenses/other related costs<sup>3</sup>
- Depreciation
- Loan principal payments
- In-kind donations
- Bad debt

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<sup>2</sup> For the purpose of this grant, scholarships, awards, and tuition assistance are considered forms of re-granting.

<sup>3</sup> For the purpose of this grant, costs related to improving or expanding the organization's physical structure must be counted as capital improvement expenses, not as operating expenses.

This list is not exhaustive—there may be additional non-allowable income. Grants program staff will review all financial data and may contact applicants for additional information.

Applicants must use the FY19 audit to complete the AHCMC Budget Worksheet for the 2019 fiscal year. ([Download a template of the application under the “Application” tab on the AHCMC website by clicking here.](#)) The Budget Worksheet must be submitted with the FY19 audit **no later than June 1, 2020.**

For Affiliate and Associate Organizations:

When expenses are divided between eligible (county) and non-eligible (non-county) programs, the amount included as an expense in this application must be based on a ratio of measurable units, such as number of rehearsals or tickets sold. This ratio is computed as the number of units for the eligible program divided by the total number of the same units for the entire program. For example, expenses could include one-third of total expenses for rehearsing a show that is presented six times – twice in the County and four times outside of the County; the ratio of 2 to 6 is one-third.

**Associate Organizations:**

In place of the AHCMC Budget Worksheet, Affiliate Organizations must submit a list of FY20 revenue and expenses that directly support eligible programs. An eligible program is defined as a performance, a production, a class, a lesson, a presentation, a lecture, or other activity that is attended by the public and takes place in Montgomery County, MD.

Eligible expenses are limited to:

- All administrative and overhead expenses expended in Montgomery County, including salaries and benefits of staff working in the County;
- Payments to contractors for time spent working on basic organizational activities and on programs within Montgomery County;
- Lease expenses for space located in the County and used for eligible programs;
- Rental of office or production equipment located in the County and used for eligible programs;
- Non-capital equipment or instruments located in the County and leased or acquired for eligible programs;
- Maintenance of space and equipment located in the County and used for eligible programs;
- A portion of promotion and marketing expenses for a program that takes place both inside and outside the County, such as a performance that is repeated in more than one jurisdiction; and
- A portion of the expenses of rehearsing and producing programs that take place both inside and outside the County, such as a performance that is rehearsed outside the County and performed in the County.

**Affiliate Organizations:**

Affiliate Organizations must upload a letter confirming that the organization meets the requirements to qualify as an Affiliate Organization, signed by an authorized representative of the Core Organization with which it has an agreement.

In place of the AHCMC Budget Worksheet, Affiliate Organizations must submit a list of FY20 revenue and expenses that directly support eligible programs. An eligible program is defined as a performance, a production, a class, a lesson, a presentation, a lecture, or other activity that is attended by the public and takes place in Montgomery County, MD.

Eligible expenses are limited to:

- Salaries and benefits of staff based in the County for time spent working on eligible programs;
- Payments to contractors for time spent working on eligible programs;
- Promotion and marketing expenses for eligible programs;
- Lease expenses for space located in the County and used for eligible programs;
- Rental of office or production equipment located in the County and used for eligible programs;
- Non-capital equipment or instruments located in the County and leased or acquired for eligible programs;
- Maintenance of space and equipment located in the County and used for eligible programs;
- A portion of promotion and marketing expenses for a program that takes place both inside and outside the County, such as a performance that is repeated in more than one jurisdiction; and
- A portion of the expenses of rehearsing and producing programs that take place both inside and outside the County, such as a performance that is rehearsed outside the County and performed in the County.

**Do not include** the following expenses:

- A percentage of the whole organization's overhead expenses; and
- A percentage of staff salaries for staff not based in Montgomery County, MD.

## Audit Requirements

**All FY21-22 GOS II applicants must submit a full audit.** Grant awards are given to applicants that are fiscally stable and have a demonstrated history of fiscal responsibility. If an audit or financial review expresses substantial doubt regarding an entity's ability to continue as a Going Concern, that entity may be deemed ineligible.

- Audit must be prepared by an independent CPA and must include the independent auditor's report and the notes. The management letter should also be included if the applicant consents to its inclusion.
- At the time of application, applicants must submit an FY19 audit. If not available by the application deadline, the applicant must include FY19 financial statements, signed by the organization's treasurer with a letter of extension stating the estimate time for the completed audit.
- The FY19 audit must be submitted to AHCMC **no later than June 1, 2020. If the audit or financial review is not received by June 1, 2021, the applicant will be disqualified.**

**\*If awarded an FY21-22 GOS II grant, grantees will be required to submit an FY20 audit by June 1, 2021 to receive FY22 funding. \***

## Match Requirements

Grantees must provide a cash match for the GOS II Grant request of one dollar for every dollar of grant funds awarded. **If funded, grantees must submit documentation substantiating the entire match.** Documentation may be provided in the form of ticket sale data, copies of acknowledgement letters to donors, award letters from grantors, etc.

Except as restricted below, the cash match may be from any source, including but not limited to



reserves, ticket sales, tuition, and/or state and federal grants.

The match may not include:

- In-kind contributions or donated services;
- Any earned revenue from the Montgomery County Government; or
- Grants or appropriations from Montgomery County Government sources.

## Grant Limitations

GOS II Grants will not fund:

- Public, private, or charter schools;
- Capital improvements, construction, or renovation projects;
- Purchase of real property, including land, buildings, warehouses, offices, and anything affixed to the land;
- Activities for the exclusive benefit of the grantee's members;
- Fundraising activities;
- Cost of receptions, refreshments, or food;
- Cost of souvenirs such as T-shirts;
- Debt retirement;
- Re-granting;
- Political advocacy or activities that support or promote the interests of any one political party or candidate; and
- Travel outside the United States.

## Review Panel Process

All eligible applications are evaluated by a panel of arts, humanities, and/or cultural professionals in an open panel review process. Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts, humanities, and/or cultural disciplines as well as for their management experience, professional knowledge of the sector, and prior panel experience. AHCMC staff make every effort to ensure that the panel is diverse in all respects.

AHCMC staff review applications for eligibility and completeness, but do not score. Staff manage all administrative and logistical tasks necessary to conduct a successful panel review, provide panelists all documentation necessary to evaluate applications effectively, inform the panel in matters of AHCMC policy and procedures, and facilitate panel meetings. Panelists are provided with the eligible applications and support materials approximately four weeks prior to the panel review meeting to allow sufficient time for their evaluation. All eligible applications are evaluated based on the following AHCMC Evaluation Criteria: Organizational Capacity, Programming Quality, Community Impact, and Financial Stability (described in detail below). Scores awarded in FY21 will be used for funding allocations in both FY21 and FY22.

Prior to the panel meeting, panelists will have an opportunity to submit written questions for each grant applicant via AHCMC staff. Applicants will have the opportunity to provide written responses to these questions. Applicant responses to questions will be distributed to all panelists prior to the panel review.

The panel convenes to discuss and provide scores for each application. Panel meetings are open to applicants who wish to observe; however, applicants are not permitted to make any comments or participate in any way at the panel meeting. Applicants may not contact panelists before or after the panel meeting regarding their application review. Once the application deadline has passed and the panel has received the application for review, AHCMC staff will not forward updates from the applicant to the panel.

AHCMC staff use the applicant's panel score to calculate and recommend grant award amounts to AHCMC's Grants Committee. The Grants Committee reviews and revises the grant awards as necessary

and forwards their recommendations to the AHCMC Board of Directors. The Board of Directors has final authority to approve or decline all grant awards.

Panel scores and comments are available to all applicants upon request after the award notifications have been publicly announced. Applicants are **highly encouraged** to schedule a feedback appointment to review panel scores and comments by contacting Karen Judson, Grants Program Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Evaluation Criteria

Panelists evaluate and score each FY21-22 GOS II Grant application based on the extent to which the application addresses the following Evaluation Criteria. An applicant's commitment to each of the Evaluation Criteria should thread through the entire application, including the narratives, financials, and support materials. By demonstrating this commitment, organizations of any size and discipline can achieve an exceptional score in each of the four priority areas.

**\*Applicants that receive an averaged panel score of 60 points are eligible for a grant. Applicants that score below 60 points will not be eligible for an FY21-22 GOS II Grant. \***

### Organizational Capacity (25 points)

- ✓ Sustains an organizational structure appropriate for the size and scope of the organization;
- ✓ Retains qualified, experienced artistic/scholarly staff and managerial staff;
- ✓ Has achieved or is making demonstrated, intentional progress towards recruiting staff that is diverse and reflective of the community;
- ✓ Has an effective governing Board that provides active and appropriate leadership, operates in accordance with acknowledged best practices in the non-profit sector, and has achieved or is making demonstrated, intentional progress towards Board diversity reflective of the community;
- ✓ Encourages the involvement of volunteers (non-Board) who can help the organization achieve its mission; and
- ✓ Demonstrates evidence of both short- and long-term planning, with Board and staff setting strategic goals for the organization and measuring progress against clearly established benchmarks.

### Programming Quality (15 points)

- ✓ Develops programs that are aligned with the organization's mission;
- ✓ Demonstrates a commitment to quality and creativity, including a willingness to experiment and innovate within the stated mission, as well as a willingness to expand and diversify programming to build participation/audiences;
- ✓ Conducts program evaluation involving all stakeholders to measure impact and demonstrates that feedback is utilized in planning; and
- ✓ Demonstrates success of prior programming (i.e., internal evaluation data and external community recognition).

### Community Impact (35 points)

- ✓ Uses data and demographics to clearly define audience and demonstrates an understanding of the community to be served;
- ✓ Conducts outreach to engage diverse communities, including underserved and marginalized populations;
- ✓ Includes the community in program planning and evaluation and is responsive to community feedback;

- ✓ Collaborates and forms meaningful partnerships with other stakeholders to achieve the organization’s mission;
- ✓ Ensures that programs, services, facilities, and online media are accessible to the public by identifying and removing barriers to participation; and
- ✓ Achieves results indicating that programs are relevant and inspiring to the people, organizations, and communities for whom they are intended.

### **Financial Stability (25 points)**

- ✓ Utilizes sound financial controls and reporting procedures;
- ✓ Has a clear plan for addressing any deficits or other financial challenges and operates with transparency;
- ✓ Maintains diversity of funding sources, including earned and contributed income;
- ✓ Employs fundraising strategies appropriate for the size of the organization and the community served to ensure sustainability; and
- ✓ Operates with ratio of current assets to current liabilities and liquid net assets appropriate for achieving organizational goals.

## **The Online Application Process**

All applications and relevant materials must be submitted online through AHCMC’s grants portal. For specific questions about the grants portal, please contact Ana-Alicia Feng, Grants Program Assistant Manager, at (301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com).

## **Required Materials**

### **Letter of Intent (LOI) Materials**

[Download a template of the LOI under the “Application” tab on the AHCMC website by clicking here.](#)

**Please note that templates are for the applicant’s reference only; all Letters of Intent, applications, and relevant materials must be submitted online through AHCMC’s grants portal.**

The LOI will ask applicants to confirm and/or upload the following:

- 1. Arts and/or humanities mission statement as approved by the applicant’s Board;**
- 2. Confirmation that at least \$150,000 of allowable annual cash operating revenue and expenses for the last three completed fiscal years;**
- 3. Proof of non-profit status;**
- 4. Montgomery County, MD office address;**
- 5. Percent of Board members reside and/or work in Montgomery County, MD;**
  - Upload a list of the organization’s Board of Directors and their affiliation.
    - Include work and residency addresses (city and ZIP Code accepted).
    - Members who reside and/or work in Montgomery County should be highlighted.
- 6. Proof of full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position who reports directly to the organization’s Board of Directors and has had that position filled for no fewer than 6 of the 12 months prior to submitting the application;**
  - Applicants will be asked to provide the title, contact information, and hours for at least one paid employee. Refer to the applicant eligibility requirements on pages 4-5 for the minimum number of hours per week required.

7. **Percent of programs and services are offered in Montgomery County, MD;**
  - Applicants will complete a chart in AHCMC’s grants portal detailing which percentage of activities occur in Montgomery County, MD.
8. **Ability to meet the June 1, 2020 deadline for the FY19 990; and**
9. **Ability to meet the June 1, 2020 deadline for the FY19 audit, if applicable.**

## Full Application Materials

Applicants with approved LOIs will be invited to complete a full FY21-22 GOS I application.

**All documents except for work samples must be submitted as PDFs. Contact AHCMC grants staff for assistance in converting documents to PDFs.**

A completed, online application includes:

1. **A Completed Narrative**
  - [Download a template of the application under the “Application” tab on the AHCMC website by clicking here.](#) Please note that templates are for the applicant’s reference only; all letters of intent, applications, and relevant materials must be submitted through SM Apply.
2. **Organizational Support Materials**
  - Bios of key staff indicating paid full-time staff, paid part-time staff, and unpaid volunteers;
  - Current Strategic Plan, if available; and
  - Organizational Chart, if available.
3. **Financial Support Materials**
  - FY19 990, or if not yet available, the letter of extension;
    - **If the FY19 990 is not received by June 1, 2020, the organization will be disqualified.**
  - FY19 audit with the AHCMC Budget Worksheet, or if not yet available, the letter of extension, if applicable;
    - **If the FY19 audit and Budget Worksheet is not submitted by June 1, 2020, the applicant will be considered ineligible.** Refer to pages 6-8 of these guidelines for more information about audit/financial review requirements.
  - Profit & Loss Statement for the most recently completed fiscal year;
  - Balance Sheet for the most recently completed fiscal year;
  - Current fiscal year operating budget with actuals year-to-date; and
  - Projected FY21 operating budget, if available.
4. **Programming Support Materials**
  - Include materials that will assist the panel in evaluating the applicant’s programming, presenting, and/or producing activities (i.e., newspaper clippings, program booklet, photos, brochures, or flyers).
  - **One PDF no more than 10 pages.**
5. **Work Sample(s)**
  - Upload work sample(s) that demonstrate the applicant’s abilities and achievements.
    - Applicants should submit their strongest work samples – quality work samples are critical to the evaluation of an application.

- Applicants will be asked to provide a brief description of the work samples.
- Submit work sample(s) in the format specified below:
  - Images: Maximum 15 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
  - Video: Maximum 2 videos, up to 100 MB per file, no more than five minutes combined.
  - Audio: Maximum 2 files, up to 10 MB per file, no more than five minutes combined.
    - Live video or audio hyperlinks can also be placed within a PDF (i.e., a live hyperlink to YouTube within a PDF).
    - If the submitted video and/or audio is more than five minutes combined, applicants will be provided with a space to include instructions for which segments the panel should pay attention to. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10.)
  - Written Work:
    - Maximum 10 pages, double-spaced with at least 11-point font and 1-inch margins.
    - 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.
- 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 the applicant is engaged:
  - For Presenting and/or Multidisciplinary: Work sample(s) must convey more than one arts and/or humanities discipline.
  - For Performing Arts: **Applicants are highly encouraged to submit video or audio work samples instead of stills or photos.** If the applicant's work includes audience interaction, a live performance recording is helpful.
  - For History or Social Sciences, Historical, Critical, or Theoretical Approaches to the Arts, Linguistics, Literary Analysis, Philosophy, Writing, Ethics or Comparative Religion: Follow the format for written work.
  - For Design, Media, and Visual Arts: Follow the format for video and image files.

## Grant Preparation Assistance

First-time applicants are highly encouraged to contact AHCMC grants staff.

### Grant Preparation Webinars

AHCMC will conduct free grant preparation webinars to instruct prospective applicants on how to complete grant applications. While attendance is not required, AHCMC strongly encourages all potential applicants to attend grant preparation events, even if the applicant has applied previously. Whether or not an applicant attends a webinar will not be a factor in evaluating the application. Please go to <https://www.creativemoco.com/find-opportunities/newsletters/> to join the AHCMC Grants Program email list and receive notifications about grant opportunities, deadlines, and webinars.

### Personal Appointments

Personal appointments are available for those who are unable to attend a webinar or who need additional assistance. Assistance for both the content of the application and the online grants portal is available. 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 Karen Judson, Grants Program Manager at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Grant Award Calculations

FY21 and FY22 GOS II **base awards** consist of a percentage of the organization's average annual allowable cash revenue and expenses, whichever is lower, for the past three completed fiscal years.

- For each of the past three fiscal years, AHCMC will calculate the annual allowable financial figure. This figure will be the applicant's annual allowable cash revenue or expenses, whichever is lower.
- The allowable figure for each of the past three fiscal years will be totaled and averaged. Grant awards will be a percentage of this figure.<sup>4</sup>

In the event that funds available for GOS II are sufficient to award each organization a minimum of a 5% base award as outlined above, the **competitive excellence awards** system will trigger:

- Additional funds available will be used to award competitive excellence awards, which will be determined using the average score given by the panel based on the evaluative criteria published in these guidelines.
- Organizations that receive a score above the average score for FY21-22 GOS II eligible applicants will be eligible for a competitive excellence award. The amount of the award will be determined by the degree to which the organization exceeds the average score.
- **Not all organizations will receive competitive excellence awards.**
- Competitive excellence awards will be added to the base award to determine the total award.
- The base amount will be recalculated for FY22, **based on updated financials submitted by the grantee and the County allocation.** Organizations that receive an excellence award in FY21 will receive an excellence award in FY22, based on the panel score received in FY21.

## Post-Award Information

Applicants are strongly encouraged to read this section carefully before submitting an application.

## Grant Agreement

Following the award of a grant, an authorized representative of each grantee must sign a Grant Agreement with AHCMC stating that the grantee agrees:

- To comply with all FY21-22 *General Operating Support II Grants* eligibility and other guideline requirements throughout the duration of the grant period;
- To fill out and submit the Bill.com contact form on SurveyMonkey Apply and create an account on Bill.com for direct deposit of grant funds;
- To use the grant funds only for operating expenses during the period of **July 1, 2020 through June 30, 2022;**

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<sup>4</sup> Exact percentages and calculations will not be available until after the final FY21 County budget has been determined, the panel has reviewed and evaluated applications, and final FY19 audits and Budget Worksheets have been submitted by all applicants. Base awards are expected to be announced in June 2020; competitive bonus awards, if available, will be announced approximately 30 days after the last grantee one-on-one meeting with AHCMC, and in accordance with the appeal process timeline as described on page 16 of the guidelines. FY22 grant awards will follow the same process.

- Not to use the grant funds the activities listed under “Grant Limitations” on page 9 of the FY21-22 GOS II Grant guidelines;
- To use funds only for administrative or programmatic costs incurred in Montgomery County, MD. Award funds cannot be used for administrative costs incurred due to activities that took place outside of Montgomery County, MD (i.e., other counties in Maryland, Washington D.C., or Virginia);
- To return any grant funds not spent, or spent not in compliance with published grant guidelines, grant agreement, and/or the approved grant proposal no later than **July 31, 2022**;
- To submit an **FY21 mid-year report to AHCMC no later than January 31, 2021**, and an **FY22 mid-year report no later than January 31, 2022**. Reports are submitted through AHCMC's online grants system, informing AHCMC of any significant changes in programming, communal impact, financials and personnel that have occurred since the grant has been awarded;
- To submit an **FY21 final report to AHCMC no later than July 31, 2021**, and an **FY22 final report no later than July 31, 2022**. FY21 final reports received after July 31, 2021, and FY22 final reports received after July 31, 2022 could have an adverse impact on the likelihood of receiving future awards;
- Not to discriminate against any person on the basis of any characteristic described in Section 27-1(a) of Chapter 27 of the Montgomery County Code;
- To comply with all ADA requirements germane to the organization;
- To acknowledge the support of the Arts & Humanities Council of Montgomery County and the Montgomery County Government on all materials distributed to the public, including use of the AHCMC logo when possible; and
- To provide complimentary access to any public activities upon request of AHCMC staff.

Failure to comply with these requirements may result in grant cancellation, forfeiture of remaining funding, return of disbursed grant amount, 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](http://CultureSpotMC.com), AHCMC’s online calendar.

## Grant Disbursement

Grant awards will be disbursed to each grantee in two installments for each fiscal year of the grant period.

### **FY21 Disbursement**

50% of the grant award will be disbursed in the third quarter of 2020 following AHCMC’s receipt of:

- The required Grant Agreement;
- The required Bill.com contact form and the creation of a Bill.com account, allowing direct deposit of funds to the grantee’s bank account<sup>5</sup>;
- The required one-on-one meeting with AHCMC grants staff;
- The grantee’s payment for outstanding constituent service fees (i.e., MarketPower and CultureSpot), if applicable; and
- Payment from the Montgomery County Government to AHCMC for the grants awarded.

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<sup>5</sup> AHCMC uses a paperless payment process to disburse grant awards. Bill.com is an online system that allows AHCMC to send secure E-payments.

The remaining 50% of the grant award will be disbursed in the first quarter of 2021 following AHCMC's receipt of:

- The grantee's FY21 mid-year report due **no later than January 31, 2021**.

### **FY22 Disbursement**

50% of the grant award will be disbursed in the third quarter of 2021 following AHCMC's receipt of:

- The required FY22 Grant Agreement;
- The required FY21 final report;
- The required FY21 Financial Update, which includes the FY20 audit, 990, and AHCMC Budget Worksheet;
- The required one-on-one meeting with AHCMC grants staff;
- The grantee's payment for outstanding constituent service fees (i.e., MarketPower and CultureSpot), if applicable; and
- Payment from the Montgomery County Government to AHCMC for the grants awarded.

The remaining 50% of the grant award will be disbursed in the first quarter of 2022 following AHCMC's receipt of:

- The grantee's FY22 mid-year report due **no later than January 31, 2022**.

### **Appeals Process for Competitive Excellence Awards**

The Arts & Humanities Council takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on the criteria stated in the guidelines. Therefore, dissatisfaction with the amount of the award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected the review of the application.

Grounds for reconsideration are:

- A decision based on evaluative criteria other than those stated in these guidelines; or
- A decision based on material provided to panelists, Grants Committee, and/or Board members that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided AHCMC with correct, accurate, and complete application information.

Based on the above, if an applicant believes that there is a legitimate reason to appeal, the following steps must be taken:

- The applicant must discuss the problem with the grants staff member who handled the application.
- If the applicant wishes to pursue an appeal, the applicant must send a letter to the AHCMC Chief Executive Officer **within 30 days following receipt of the panel comments and estimated competitive excellence award**, requesting a reconsideration of the decision, and stating the grounds for the request.
- Appeals will be reviewed by both AHCMC grants staff and the AHCMC Board of Directors. The Board of Directors has final authority to approve all grant awards.
- The applicant will receive written notification on the determination of the appeal within 45-days of the receipt of the written request for reconsideration.

### **Reporting**

All grantees are required to submit four online reports throughout the cycle: one mid-year and one year-end report for 2021 and 2022. These reports allow AHCMC staff understand progress measured against



goals, offer support where necessary, and provide an opportunity for organizations to reflect on their activities during the year. Submitting a late report may have a detrimental impact on an applicant's eligibility for future funding.

### **FY21 Financial Update**

In order to receive FY22 funding, grantees will be required to submit their FY20 990, audit, and Budget Worksheet by June 1, 2021.

### **Return of Grant Funds**

- The grantee must return the grant funds if it is not possible to implement the grant as described in the grant agreement. **Please contact AHCMC grants staff before grant funds are returned.**
- If AHCMC determines that grant funds were spent for activities not in compliance with these guidelines and/or not aligned with the approved grant proposal, the grantee must return the amount spent on non-allowable expenses.
- **Grant funds received but not spent by June 30, 2022 must be returned to AHCMC by July 31, 2022 with the grantee's final report.**

### **Important Reminders & Tips**

- Applications must be submitted online through AHCMC grants portal **by 11:59 p.m. on the posted deadline. Late applications will not be accepted.**
- Applications that are emailed, delivered in person, faxed, or submitted in any fashion other than the online grants system will not be accepted.
- **Follow the instructions in AHCMC grants portal carefully.**
- Write clearly and concisely—do not use jargon. Remember that the panelists who are reading the application may be unfamiliar with the applicant's 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 when preparing and writing the application.
- Before submitting, proofread the application for readability and content.
- **To avoid unanticipated technical glitches, do not wait until the deadline to submit.**

## **SUBMISSION DETAILS**

**LETTER OF INTENT DEADLINE: Friday, February 14, 2020 at 11:59 p.m.**

**APPLICATION DEADLINE: Friday, March 13, 2020 at 11:59 p.m.**

Applications will be accepted for activities taking place from July 1, 2020 through June 30, 2022.

Grant awards will be announced in June 2020.

**All Letters of Intent, applications, and relevant materials must be submitted online through AHCMC's grants portal.**

### **Questions?**

Takenya LaViscount, Grants Director  
(240) 839-4519, or [Takenya.LaViscount@creativemoco.com](mailto:Takenya.LaViscount@creativemoco.com)

Karen Judson, Grants Program Manager  
(301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com)

Applicants are encouraged to learn more about energy-efficient opportunities to reduce energy costs at <http://montgomerycountymd.gov/green/>.