



## **ARTS RESIDENCIES IN SCHOOLS GRANTS**

### **FY21 GRANT GUIDELINES**

#### **SUBMISSION DETAILS**

**APPLICATION DEADLINE: Friday, October 23, 2020 at 11:59 p.m.**

Applications will be accepted for activities that take place from January 1, 2021 through December 31, 2021.

Grant award announcements will occur in December 2020.

First-time applicants are highly encouraged to contact Grants Program staff.

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

**Late applications and 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 (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.

## Equity & Inclusion

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCRC 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, African, Latinx, Asian, Arab, and Native American (ALAANA) constituents, socio-economically disadvantaged communities, differently abled individuals, and LGBTQ+ communities.

## ADA Compliance

Funded projects should be accessible to people with disabilities. AHCRC 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. Tips for how to implement project accessibility can be found [here](#).

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## Introduction

*Arts Residencies in Schools Grants* (ARSG) support individual teaching artists trained in curriculum-based art techniques to serve students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year. Teaching artists are required to collaborate with a classroom teacher to develop an arts program for students during the school day. The program must benefit students in a public or non-public elementary, middle, or high school located in Montgomery County.

## Purpose

By awarding *Arts Residencies in Schools Grants*, the Arts & Humanities Council of Montgomery County (AHCMC) seeks to:

- Provide funding for arts-based programming that connects to the Montgomery County or Maryland State curriculum;
- Promote diverse arts education offerings and experiences to students in Montgomery County;
- Forge relationships amongst artists, teachers, and students through interactive, participatory programs;
- Allow students to interact and learn from artists; an opportunity that students may not have if these collaborations did not exist;
- Support students from communities that have traditionally received insufficient resources; and
- Encourage artists to apply for the Maryland State Arts Council's Artists in Residence Roster.

## Grant Award

Grants will be awarded for activities occurring from **January 1, 2021 through December 31, 2021**.

- Awards range from at least \$1,000 up to \$6,000.

## FY21 *Arts Residencies in Schools Grants* Estimated Timeline

Webinars	September & October 2020
Application Deadline	October 2020
Panel Review	November 2020
Award Announcement	December 2020
Final Report	January 2022

## Important Notes

- More than **one submission per applicant** for an *Arts Residencies in Schools Grant* per fiscal year **will not be accepted**.
- Funds can only cover expenses incurred between **January 1, 2021 and December 31, 2021**.
- Grant requests for less than \$1,000 will not be accepted.
- Grant requests for more than \$6,000 will not be accepted.
- Grant awards can cover **up to two residencies, which can be at the same or a different school**, per grant period (i.e., a spring residency and a fall residency).
- **This funding opportunity is for individuals, not organizations or groups.**

- Grant awards will be made exclusively to artists.
- P.O. Box address does not represent proof of residency.
- **The school, teacher, and artist must agree to work together to carry out the program as evidenced by a letter of commitment submitted with the application.**

## Applicant Eligibility Requirements

An applicant is eligible to apply for an award if they meet all the following requirements **by the published application deadline**:

- Is a teaching artist;
- Has established a relationship with a public or non-public elementary, middle, or high school based in Montgomery County, MD;
  - The school must hold a Certificate of Approval from the Maryland State Board of Education or be operated by a bona fide church organization as defined by the regulations of the Maryland State Board of Education
  - The school must be able to commit at least one teacher to collaborate with the artist
- Resides in Montgomery County, MD;
- Is listed on the AHCMC Teaching Artist Roster\* and/or the [Maryland State Arts Council's Artists in Residence Roster](#); and
  - \*AHCMC's Teaching Artist Roster is permanently closed; however, applicants who were previously approved to be on AHCMC's Roster are eligible to apply. The Maryland State Artists in Residence Roster is open. Applicants should contact the [Maryland State Arts Council](#) for additional information about the Maryland State Artists in Residence Roster.
- Has met all outstanding requirements for any grant(s) received from the Arts & Humanities Council of Montgomery County in prior years.

## Residency Eligibility Requirements

Eligible residencies must:

- Take place between January 1, 2021 and December 31, 2021;
- Take place in Montgomery County, MD;
  - **Residencies may be in-person or virtual, but must follow the social distance guidelines required by Montgomery County.**
- Be implemented by the applicant, who is listed on one of the approved rosters under eligibility requirements; and
- Serve students at a school with a school-wide FARMS rate greater than 35% as listed on the MCPS Schools at a Glance page;
  - Alternatively, the residency may take place at a school with a school-wide FARMS rate less than 35% if the proposed residency will specifically serve students within a clearly defined program that serves ESOL students or students with disabilities, as listed on the school's MCPS Schools at a Glance page.
  - **If the residency will take place at a non-public school, the applicant must provide information that is comparable to that found on the [MCPS Schools at a Glance page](#), including the FARMS and ESOL rate for the school.**
  - [Click here for a compiled list of all MCPS Schools with their FARMS rates for the 2019-2020 academic year.](#)

## Grant Limitations

**\*Grant funds will cover the artist's expenses.\*** *Arts Residencies in Schools Grants* will not cover:

- Expenses incurred by the school(s);
- Material and/or equipment costs that exceed 30% of the grant award amount;
- Transporting students to, or paying the admission fees at, other institutions;
- Assemblies and activities that promote the interests of religious doctrine;
- Capital improvements, construction, or renovation projects;
- Fundraising activities, including costs of receptions, refreshments, or food;
- Purchase of real property;
- Cost of souvenirs 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.

## 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: Residency Appropriateness, Collaboration & Curriculum Goals, Evaluation, and Budget (described in detail below).

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 grant 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.

The panel scores and comments are available to the applicant upon request after the award notifications have been publicly announced. Applicants are **high 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

### Residency Appropriateness (50 points)

- ✓ The degree to which the residency serves students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year
- ✓ The degree to which the residency is appropriate for the intended students and has been tailored to appropriately meet the needs of the students

### Collaboration & Curriculum Goals (20 points)

- ✓ Evidence that the classroom teacher has been involved in co-planning the residency and establishing goals for student learning
- ✓ The degree to which the activities reinforce the learning standards in the arts subject
- ✓ The degree to which the program effectively addresses the Montgomery County and/or Maryland State curriculum

### Evaluation (20 points)

- ✓ There is an appropriate evaluation process planned for the program to determine if the intended learning goals have been accomplished for the residency

### Budget (10 points)

- ✓ The budget is appropriate for the scope of the program and the number of students served

## Post-Award Information

### Grant Agreement

Following the grant award announcement, the school(s) and the teaching artist must sign a Grant Agreement with AHCMC stating that the grantee and school(s) agree to:

- To comply with all FY21 *Arts Residencies in Schools Grants* guideline requirements;
- To use the grant funds only for the purposes described in the grant proposal during the period of **January 1, 2021 through December 31, 2021**;
- Not to use the grant funds for the activities listed on page 5 of these guidelines under “Grant Limitations”;
- To use funds only for administrative or programmatic costs incurred in Montgomery County. Award funds cannot be used for administrative costs incurred due to activities that took place outside of Montgomery County (i.e., other counties in Maryland, Washington D.C., or Virginia);
- To request, by use of a grant change request form provided by AHCMC, permission for any change, cancellation, or postponement to the project as described in the grant application no later than **November 30, 2021**. Change requests submitted after November 30, 2021 may result in grant forfeiture;
- 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 **January 31, 2022**;
- To continue to meet the Eligibility Requirements on page 4 of these guidelines throughout the duration of the grant period;
- To fill out and submit the Bill.com contact form on FluidReview and create an account on Bill.com for direct deposit of grant funds;

- To submit a completed final report no later than **January 31, 2022** through AHCMC's online grants system, providing information about the implementation of the funded project and the use of grant funds;
- 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 project;
- 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 and ineligibility to apply for future grants.

Grantees are encouraged to notify AHCMC about exhibitions, performances, and/or other activities resulting from this grant and to participate in [CultureSpotMC.com](http://CultureSpotMC.com), AHCMC's online calendar.

## Grant Disbursement

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

- The required Grant Agreement; signed by both the artist and school's representative;
- A W-9 Form with the artist's Social Security Number (SSN);
- The Bill.com contact form on FluidReview and the creation of a Bill.com account, allowing direct deposit of grant funds to the grantee's bank account;
- Payment from the Montgomery County Government to AHCMC for the grants awarded.
- The grantee's final report from the previous year, if applicable;
- The grantee's payment of outstanding constituent service fees if applicable (i.e. MarketPower and CultureSpot); and
- Payment from the Montgomery County Government to AHCMC for the grants awarded.

## Changes in Grant Implementation

The grantee must alert AHCMC if significant project changes are required. The grantee must submit a change request form and receive AHCMC's approval—a meeting may be required. Any change in the implementation of the project must be approved by AHCMC **before** the change occurs.

- All requests for project changes must be submitted in writing on a form supplied by AHCMC.
- Please note that AHCMC can decline significant project changes if the proposed change is a major diversion from the project described within the application and grant agreement.
- **Requests for a project change will not be considered after November 30, 2021.**

## Reporting

All grantees are required to submit a final report due **no later than January 31, 2022**. Submitting a late report may have a detrimental impact on an applicant's eligibility for future funding.

## Return of Grant Funds

- In case the change request is not approved and/or the grantee is not able to implement its

programs and/or conduct business as described in the grant agreement, the grantee must return the grant funds. **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 for activities that were not described within the approved grant proposal, the grantee must return the amount spent on non-allowable expenses.
- **Grant funds received but not spent by December 31, 2021 must be returned to AHCMC by January 31, 2022 with the grantee's final report.**

## The Online Application Process

All applications and materials must be submitted online on the AHCMC [FluidReview](#) portal. Follow the instructions below to access the FY21 *Arts Residencies in Schools Grants* application.

1. Go to <https://artsandhumanities.fluidreview.com/> and log into your FluidReview account using your username and password.
  - a. If you do not have an account, create one by clicking "Sign Up" in the lower right-hand corner. Once you have created your account, you will be able to access the portal.
2. Select the blue "View Grants" button in the bottom left-hand corner to see open grant categories.
3. Select "Create Submissions" on the right for "FY21 Arts Residencies in Schools Grants."
4. After you have created a submission for a grant category, all your ongoing submissions will be under "Your Grants" on your Home page, immediately after you log in.

In the main application form, be sure to click "Save & Continue" at the bottom of each page before moving on to the next page.

If you have any questions about FluidReview, please contact Ana-Alicia Feng, Grants Program Coordinator, at (301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com).

## Required Application Materials

**All documents except for work samples must be submitted as PDFs. Contact AHCMC grants staff if you need help converting your documents to PDFs.**

A completed, online FluidReview application includes:

1. **Completed Narrative**
  - Download a Word template of the application under the "Application" tab on our website [here](#). Please note that templates are for your reference only.
2. **Artist Roster Profile**
  - Upload your Artist Roster Profile as shown on the [Maryland State Arts Council's Artists in Residence Roster](#).
    - AHCMC's Teaching Artist Roster is permanently closed. Applicants who were previously approved to be on AHCMC's Roster do not have to submit an AHCMC Artist Roster profile.
3. **Letter of Commitment**
  - The letter should state that the school has committed to partnering with the applicant on the residency as described and during the allowable grant period. The letter should be signed by the collaborating teacher.



**4. MCPS Schools at a Glance page for the school(s) involved with the residency**

- Each school's "Schools at a Glance" page can be found at <http://www.montgomeryschoolsmd.org/departments/sharedaccountability/glance/>
- If the applicant is collaborating with a non-public school, please provide information that is comparable to that found on the MCPS website, including the FARMS and ESOL rate for the school.

**5. Programming Support Materials: One PDF no more than 5 pages**

- Include materials that will assist the panel in evaluating the applicant's programming, presenting, and/or producing activities. (i.e. lesson plans, examples of similar, previously successful activities, newspaper clippings, program booklet, photos, brochures, or flyers.)

**6. Work Sample(s)**

- Upload work sample(s) that demonstrate your abilities and achievements as a teaching artist. The sample(s) should focus on your own work, not work created by others. Applicants should submit their strongest work samples – quality work samples are critical to the evaluation of an application.
- Provide information that explains to the reviewer what the work sample is, and how it relates to the proposed project.
- Submit work sample(s) in the format specified below:
  - 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 PDF that is uploaded to FluidReview (i.e., an applicant can submit a live hyperlink to YouTube within a PDF)
  - Images: Maximum 10 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
  - Written Work:
    - For prose or research, submit no more than 10 pages, double-spaced, at least 11-point font, with 1-inch margins.
    - For poetry, script, or screenplay, submit no more than 10 pages, double-spaced, at least 11-point font, with 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 you are engaged.
  - For Multi-/Cross-disciplinary: Applicants must submit work sample(s) that convey more than one artistic/scholarly discipline.
  - For Performing Arts: **Applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**
  - 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 Visual Arts: Follow the format for video and image files.

## Grant Preparation Assistance

First-time applicants are highly encouraged to contact Grants Program 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 a webinar, even if the applicant has previously applied. Whether or not an applicant attends a webinar will not be a factor in evaluating the application. Please click [here](#) or go to <http://creativemoco.com/grants/> 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 who need additional assistance. These appointments are available for assistance with both the content of the application and/or technical 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 Karen Judson, Grants Program Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Important Reminders & Tips

- Applications must be submitted online at <http://artsandhumanities.fluidreview.com> 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 FluidReview carefully.**
- Write clearly and concisely—do not use jargon. Remember that the panelists 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 developing and writing your application.
- Before submitting, proofread your application for readability and content.
- **To avoid unanticipated technical glitches, do not wait until the day of the deadline to submit.**

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### **Questions?**

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

Ana-Alicia Feng, Grants Program Coordinator  
(301) 565-3805 x21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com)

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