




ARTS RESIDENCIES IN SCHOOLS GRANTS

FY21 APPLICATION GUIDE

AGENDA

- Introduction to AHCMC
 - Grants Process
 - FY21 Grant Guidelines
 - Required Application Materials
 - FluidReview Online Application System
 - Grantwriting Tips
 - Questions
- 

Mission

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

Our vision is to provide leadership that sustains arts and humanities organizations, artists and scholars and inspires participation in our County's rich cultural assets.

Vision



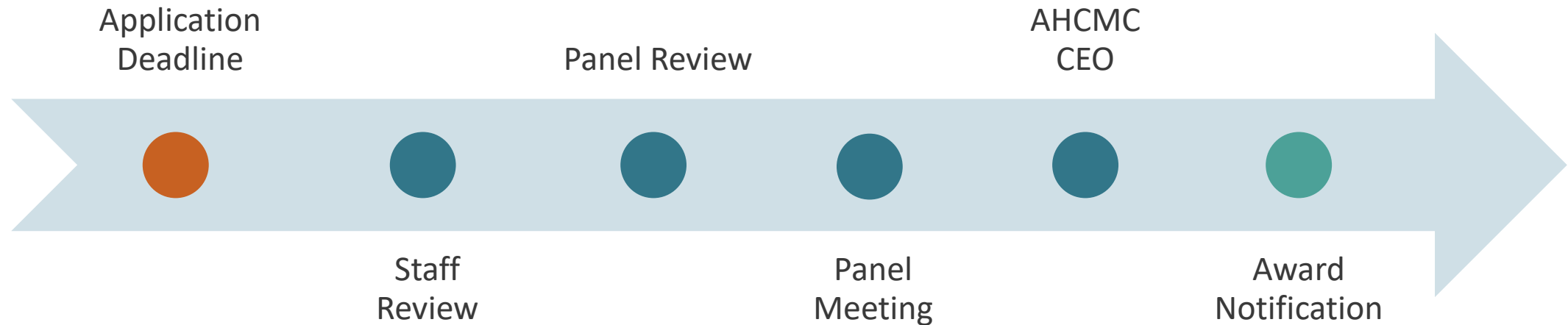
Equity & Inclusion

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 African, Latinx, Asian, Arab, and Native American (ALAANA) constituents, socio-economically disadvantaged communities, individuals with a disability, and LGBTQ+ communities.

ADA Compliance

Funded projects should be accessible to 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.

GRANTS PROCESS



FY21 GRANT GUIDELINES



PURPOSE

By awarding Arts Residencies in Schools Grants, AHCMC seeks to:


Applicants may apply for and be awarded grant amounts from
\$1,000 - \$6,000

- **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 with 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.


Application Deadline

*Friday,
October 23, 2020
11:59 P.M.*

IMPORTANT NOTES


- Applicants can only submit one proposal per fiscal year.
 - 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.
 - Funds can only cover expenses incurred between **January 1, 2021 and December 31, 2021**.
- 

IMPORTANT NOTES

- This funding opportunity is for individuals, not organizations or groups.
 - Grant awards will be made exclusively to the artists, not the schools.
 - 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

*Applicants must meet all the following criteria **by the published 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 the residency
- 

APPLICANT ELIGIBILITY

*Applicants must meet all the following criteria **by the published deadline:***

- ✓ 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.
- ✓ Has met all outstanding requirements for any grant(s) received from the AHCMC in prior years.


RESIDENCE ELIGIBILITY

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 if in-person must follow the social distancing guidelines required by Montgomery County**
 - Be implemented by the applicant, who is listed on one of the approved rosters; and
-

RESIDENCE ELIGIBILITY

Eligible residencies must:

- Serve students with a **school-wide FARMS rate greater than 35%** or serve students within a clearly defined program designed for ESOL students or students with disabilities, as listed on the MCPS Schools at a Glance page.
 - If working with a non-public school, provide information that is comparable to that found on the MCPS Schools at a Glance web page.
-
- 

GRANT LIMITATIONS

****Grant funds will cover the
artist's expenses.****


*Arts Residencies in Schools
Grants will not fund:*

- ☹ Expenses incurred by the school(s)
- ☹ Material and/or equipment costs that exceed 30% of the grant award amount
- ☹ Transporting students to, or pay 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

GRANT LIMITATIONS

****Grant funds will cover the
artist's expenses.****

*Arts Residencies in Schools
Grants will not fund:*

- ☹️ Cost of souvenirs such as T-shirts
 - ☹️ Debt retirement
 - ☹️ Scholarships, awards, or tuition assistance
 - ☹️ Miscellaneous and/or contingency costs
 - ☹️ Political advocacy, or activities that support or promote the interests of any one political party or candidate
 - ☹️ Travel outside the United States and visa costs
- 

REVIEW CRITERIA

*Panelists use the Evaluative
Criteria to score the application.*

*Commitment to each Evaluative
Criteria should thread through
the entire application, including
the narratives, financials, work
samples, and support materials.*

50	Residency Appropriateness
Collaboration & Curriculum Goals	20
20	Evaluation
Budget	10

GRANT AWARD

*Grant awards will be
announced in December 2020*


*AHCMC will **not** make
payments to fiscal sponsors.*

- Payment made in **full** after AHCMC's receipt of:
 - FY21 Grant Agreement signed by the grantee and partnering school(s);
 - Bill.com Contact Form;
 - W-9 with SSN;
 - FY20 final report, if applicable;
 - Payment of outstanding constituent service fees, if applicable (i.e. MarketPower and CultureSpot); and
 - Payment from Montgomery County to AHCMC.


REQUIRED APPLICATION MATERIALS




ALL REQUIRED MATERIALS

1. Completed Narrative with Project Budget
 2. Artist Roster Profile
 3. Letter of Commitment
 4. MCPS Schools at a Glance page for the school(s) involved with the residency
 5. Programming Support Materials
 6. Work Sample(s)
- 


ARTIST ROSTER PROFILE

- Upload your Artist Roster Profile as shown on the [Maryland State Arts Council's \(MSAC\) 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.
 - If you have specific questions about MSAC's Artists in Residence Roster, please contact [MSAC](#).
- 

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 schoolteacher.
- 

MCPS SCHOOLS AT A GLANCE PAGE

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

PROGRAMMING SUPPORT MATERIALS

These materials assist the panel in evaluating your programming, presenting, and/or producing activities.


- Submit **one** PDF containing any of the following:
 - Lesson plans
 - Examples of similar, previously successful activities
 - Newspaper clippings
 - Program booklet
 - Photos of events or exhibitions
 - Brochures
 - Flyers
 - Resume/CV/Bio
- 



WORK SAMPLES

Upload work samples that demonstrate your abilities as a teaching artist.

*Performing/media arts applicants **are encouraged to submit video or audio, not stills or photos.***


- **Video:** Maximum 2 videos, maximum 5 minutes combined
 - Hyperlinks within a PDF are acceptable (ex: YouTube, Vimeo, etc.)
 - **Audio:** Maximum 2 audio files, maximum 5 minutes combined
 - **Images:** Maximum 10 images, uploaded individually or formatted as one PDF
 - **Written Work:** Maximum 10 pages, uploaded individually or formatted as one PDF
- 

ACCEPTABLE FILE FORMATS

FluidReview accepts a variety of file formats for images, videos, and audio files.

For documents, submit PDFs **only**.

If you have any questions about file formats and how to convert documents to pdfs, contact AHCMC staff.



FLUIDREVIEW APPLICATION GUIDE



*We recommend
using either **Google
Chrome** or **FireFox**
web browsers for
best performance*



ACCESSING FLUIDREVIEW

The FluidReview link can be found under the Resources page or under the “Application” tab within the *Artists & Scholars Project Grants* page.

[Help](#)



Welcome to the Arts and Humanities Council of Montgomery County (AHCMC) Grants Program!

AHCMC provides resources and funding opportunities for both arts and humanities organizations in Montgomery County, as well as artists and scholars who reside in Montgomery County. Funding opportunities for community groups and schools to bring artists or scholars to their venues are also available.

For information about our grant categories, please visit our Grants Program webpage [here](#).

If you have any questions, please contact our Grants staff.

Grants Program Coordinator:

Ana-Alicia Feng, AnaAlicia.Feng@creativemoco.com or (301) 565-3805 ext. 21

Grants Program Manager:

Karen Judson, Karen.Judson@creativemoco.com or (301) 565-3804

We look forward to working with you!

Sign In

Email:

Password:

[Sign In »](#)

[Forgot your password?](#)

Need An Account?

[Sign Up »](#)



Click *Sign Up* to
create an account



CREATING AN ACCOUNT

Enter the required fields (email, new password, and phone number) and click *Create Account*.

We just need a bit more information from you before you can start.

Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!

Already have an account? [Log in here.](#)

First name	Last name
<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email	
<input type="text" value="you@example.com"/>	
Create a password	
<input type="password" value="Create a password"/> 	
Confirm your password	
<input type="password" value="Could you repeat that?"/>	
Upload a Picture:	
<input type="button" value="Choose file..."/>	<input type="button" value="Browse"/>
Time Zone:	
<input type="text" value="(GMT-0500) America/New York"/> 	
Phone Number:	
<input type="text"/>	

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

CREATE ACCOUNT

ACCOUNT CONFIRMATION

After you create an account, **check your email for an account activation link.**



Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

STARTING AN APPLICATION

This is your account homepage. You will see this every time you log in.

If you have applied to other opportunities within the AHCMC Grants Program, this page will show any previous applications.

Click the blue *View Grants* button to view all open grant opportunities.

The screenshot shows the user interface of the AHCMC Grants Program. At the top, there is a dark navigation bar with a 'Home' link on the left and a user profile 'Ana-Alicia User' on the right. Below this, a secondary navigation bar contains links for 'Grants', 'Resources', 'Settings', and 'Help'. The main content area features the 'arts & humanities council of montgomery county' logo and the title 'AHCMC Grants Program'. A 'Home' link is present. The 'Grants' section includes a call to action: 'Click on the blue "View Grants" button below to access the grant application, letter of intent, mid-year report, and final report.' It also lists 'Resources' with three links: a step-by-step guide, download instructions, and submission instructions. Contact information for the Grants Program Coordinator (Ana-Alicia Feng) and Grants Program Manager (Karen Judson) is provided. The 'Your Grants' section has a search filter set to 'Any' and a search bar. A blue bar indicates 'No applications found', and a blue 'View Grants >' button is located below it. The footer includes the 'Powered by FluidReview' logo.

Home

Ana-Alicia User

Grants Resources Settings Help

arts & humanities council of montgomery county AHCMC Grants Program

Home

Grants

Click on the blue "View Grants" button below to access the grant application, letter of intent, mid-year report, and final report.

Resources:

- Click [here](#) for a step-by-step guide to create your account and start your grant application.
- Click [here](#) for instructions on how to download your application.
- Click [here](#) for instructions on how to submit your final report.

If you have any questions, please contact our Grants staff.

Grants Program Coordinator:
Ana-Alicia Feng, AnaAlicia.Feng@creativemoco.com or (301) 565-3805 ext. 21

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

Your Grants

STATUS: Any Go SEARCH: Search... Go

No applications found

[View Grants >](#)

Powered by FluidReview

STARTING AN APPLICATION

Select your category (FY21 Arts Residencies in Schools Grants).

To access the application, click on the *Create Submissions* button, located on the same row as the name of the category.

Grants

You are eligible for 3 grant(s).

Search... Go

STATUS:

All grants Go

SORT:

Alphabetically Go

Grant	Description	Category	Deadline	Quantity	Actions
<input type="checkbox"/> FY21 Arts Residencies in Schools	Grants for artists who partner with schools in Montgomery County	Grant (Internal)	OPEN 09/14/2020 CLOSED 10/23/2020	1	Create Submissions <small>Max limit of 1 submissions.</small>
<input type="checkbox"/> FY21 Wheaton Cultural Project Grants	Grants for projects that take place within the Wheaton, MD community	Grant (Internal)	OPEN 09/08/2020 CLOSED 10/16/2020	1	Create Submissions <small>Max limit of 1 submissions.</small>
<input type="checkbox"/> The Arts & Humanities COVID-19 Relief Fund	... Full Description+	Grant (Internal)	OPEN 08/17/2020 CLOSED 09/14/2020	1	Create Submissions <small>Max limit of 1 submissions.</small>

APPLICATION HOMEPAGE

This application homepage shows you all the tasks required to submit the full application.

This is the page you will see when you need to edit your submission and after you complete a task.



[Home](#) » [FY21 Arts Residencies in Schools](#) » [Ana-Alicia Test](#)

Ana-Alicia Test (A-0397720733)

Applicant: Ana-Alicia Test (licia.feng+anaaliciatest@gmail.com)

FY21 Arts Residencies in Schools

This submission is in stage **Application Round** with a status of **In progress**

It was last updated at: 09/14/2020 09:33 AM.

Grant deadline: 10/23/2020 11:59 PM EDT

All required forms and uploads are marked with an asterisk (*). You DO NOT have to upload or complete any non-required tasks to submit successfully.

Application Round

Task	Deadline	Status	Actions
FY21 Arts Residencies in Schools Application Narrative		Incomplete	Start
Artist Roster Profile		Incomplete	Start
Upload your artist roster profile as shown on the Maryland State Arts Council 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.			
Letter of Commitment from School(s)		Incomplete	Start
Please upload a letter of commitment demonstrating a partnership between the applicant and the school. 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.			
If you are collaborating with two schools, please upload two letters of commitment (one for each school) formatted as one PDF.			
MCPS Schools at a Glance Page(s)		Incomplete	Start

Each school's "Schools at a Glance" page can be found at <http://www.montgomeryschoolsmd.org/departments/sharedaccountability/glance/>

If you are collaborating with two schools, please upload two "Schools at a Glance" pages (one for each school) formatted as one PDF.



[Add your Logo](#)

[View Rankings](#)

Progress

This submission is 0.0% complete. You still need to:

- Complete task "FY21 Arts Residencies in Schools Application Narrative"
- Complete task "Artist Roster Profile"
- Complete task "Letter of Commitment from School(s)"
- Complete task "MCPS Schools at a Glance Page(s)"
- Complete task "Programming Support Materials"
- Complete task "Work Sample Description"
- Complete task "FY21 Arts Residencies in Schools Grants Checklist and Signature"
- Submit

Members

[Ana-Alicia Test](#)
(Owner)

[Add Member](#)

[Edit Members](#)

Additional Attachments

[Add Document](#)

[Add Audio File](#)

[Add Video File](#)

[Withdraw Submission](#)

APPLICATION NARRATIVE

Required questions are marked with an asterisk.

Page labels are in blue at the top.

If you wish to see the application form in its entirety, there is a link to download a Word version at the top, **however**, the form must be submitted through FluidReview.

← Back

FY21 Arts Residencies in Schools Application Narrative

Go to: [Basic Info](#) [Evaluation Criteria](#) [Budget](#) [2nd Residency](#) [2nd Residency Evaluation Criteria](#) [2nd Budget](#)

FY21 Arts Residencies in Schools Grants Application Narrative Form

5%

You can find a PDF of the FY21 ARSG Guidelines and a Word template of this application [on our website](#).

All applications must be submitted online through FluidReview. AHCMC cannot accept applications submitted by mail or email.

All required questions are marked with an asterisk (*). All character limits are without spaces.

IMPORTANT: FY21 Guidelines require that the **Teaching Artist, not the school**, apply for the grant and fill out the application form.

Basic Information

Please address one residency at a time.

You will have the opportunity to address your second residency (if applicable) within a different section of the application.

Basic Information

*Applicant Name:	<input type="text" value="Ana-Alicia Test"/>
*Address:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text" value="MD"/>
*ZIP Code:	<input type="text"/>
*Phone Number	<input type="text" value="2405436089"/>

APPLICATION NARRATIVE

Be conscious of the character limits for text responses.

This form does not auto-save, so **remember to save your work** at the bottom of the page before moving onto the next page.

Please do not insert links into the narrative. Save links for the Programming Support Materials and/or Work Samples upload tasks.

Collaboration & Curriculum (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

*How will you collaborate with the schoolteacher to plan the residency and establish goals for the students?

Characters entered: 0
Max: 2000

*List the specific indicators and objectives from the Montgomery County and/or Maryland State curriculum that you will address during this residency.

Please describe how the indicators and objectives will be addressed during the residency.

Click [here](#) to view the Montgomery County curriculum standards. Click [here](#) to view the Maryland State curriculum standards.

Characters entered: 0
Max: 2000

Evaluation (20 points)

- The degree to which there is an appropriate evaluation process planned for the program to determine if the intended learning goals have been accomplished for the residency

*How will you determine whether the intended objectives of the residency have been accomplished?

Characters entered: 0
Max: 2000

Back

Save & Continue Editing

Next

BUDGET SECTION

Read the instructions at the top of each section!

Asterisk expenses that will be paid for by AHCMC.

Include the AHCMC grant in project income.

Do not use the dollar sign or commas in the *Amount* column.

*** Teaching Artists can include self-payment ***

Budget (10 points)

- The degree to which the budget is appropriate for the scope of the program and the number of students served

Please note:

- Your budget must be balanced: total expenses MUST equal total income.
- Only use numbers in the amount column, do not include symbols such as "\$" or ",".
- If you need more space, you may combine items budgeted under \$1,000 into one line item and explain in the budget notes.

*Cash Expenses

- List all project expenses, including expenses that may be paid for from sources other than the AHCMC grant award. (Review page 5 of the guidelines for a detailed description of allowable project expenses that can be paid for by AHCMC.)
- Use an asterisk (*) to mark expenses that will be paid for by the AHCMC grant.
- Do not include "miscellaneous" or "contingency" expenses.
- Material and/or equipment costs cannot exceed 30% of the grant award amount.

	Line Item	Description	Amount
1	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
2	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
3	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
4	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
5	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
6	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
7	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
8	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
9	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
10	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total Cash Expenses:			0

BUDGET SECTION

Total expenses MUST equal total income, as well as the total entered at the beginning

Do not neglect the budget notes! Panelists pay attention to this section.

Providing no explanation of your budget income & expenses could lower your score.

Total expenses MUST EQUAL total income, as well as the total project cost entered at the beginning of the application.

Total Residency Expenses: \$0

Total Residency Income: \$0

Total Residency Cost: \$

Budget Notes

***Please provide additional information about how the the project expenses were calculated.**

For example, if "Classroom Materials \$1,500" is listed in your budget, please provide additional detail about this line item here.

***Please provide additional information about how the project income was calculated and information on income sources beyond the AHCMC grant request, if applicable.**

For example, if "Other Grants \$1,500" is listed, please provide information about that source of income.

***Describe the in-kind contributions (donated goods, services or discounts) allocated for the project.**

If not applicable, indicate N/A.

Back

Save & Continue Editing

Next

SECOND RESIDENCY

After the budget section, you will have the opportunity to fill in the relevant information for a second residency, if applicable.

[Home](#) » [FY21 Arts Residencies in Schools](#) » [Ana-Alicia Test](#) » [FY21 Arts Residencies in Schools...](#)

← Back

FY21 Arts Residencies in Schools Application Narrative

Go to: [Basic Info](#) [Evaluation Criteria](#) [Budget](#) [2nd Residency](#) [2nd Residency Evaluation Criteria](#) [2nd Budget](#)

FY21 Arts Residencies in Schools Grants Application Narrative Form

50%

You can find a PDF of the FY21 ARSG Guidelines and a Word template of this application on our website.

All applications must be submitted online through FluidReview. AHCMC cannot accept applications submitted by mail or email.

All required questions are marked with an asterisk (*). All character limits are without spaces.

IMPORTANT: FY21 Guidelines require that the **Teaching Artist, not the school**, apply for the grant and fill out the application form.

Will you be using funds to conduct a second residency?

Yes No

Clear

Second Residency Information

If any of the answers to the following narrative questions are the same as the first residency, please write "No change" as your response.

Is the school information the same?

Yes No

Back

Save & Continue Editing

Next

COMPLETING A TASK

You will see this green confirmation at the top when you complete the application form.

The application form task now says *Complete*, but you can still edit it, just make sure to **save your work**.

Your form has been completed successfully. ✕

[Home](#) » [FY21 Arts Residencies in Schools](#) » [Ana-Alicia Test](#)

Ana-Alicia Test (A-0397720733)

Applicant: Ana-Alicia Test (licia.feng+anaaliciatest@gmail.com)


FY21 Arts Residencies in Schools

This submission is in stage **Application Round** with a status of **In progress**
It was last updated at: 09/14/2020 05:17 PM.




Grant deadline: 10/23/2020 11:59 PM EDT

All required forms and uploads are marked with an asterisk (*). You DO NOT have to upload or complete any non-required tasks to submit successfully.

Application Round

Task	Deadline	Status	Actions
 FY21 Arts Residencies in Schools Application Narrative		Complete	View Edit Delete
Artist Roster Profile		Incomplete	Start



-  Add your Logo
-  Download submission
-  View Rankings

Progress
This submission is 12.5% complete. You still need to:

- Complete task "Artist Roster Profile"
- Complete task "Letter of Commitment from School(s)"
- Complete task "MCPS Schools at a Glance Page(s)"
- Complete task "Programming Support Materials"
- Complete task "Work Sample Description"
- Complete task "FY21 Arts Residencies in Schools Grants Checklist and Signature"
- Submit

Members

UPLOADING FILES

Select the blue *Browse for files* button to upload a file.

Support file types are on the right-hand side.



AHCMC Grants Program

[Resources](#) [Settings](#) [Help](#)

[Home](#) » [FY21 Arts Residencies in Schools](#) » [Ana-Alicia Test](#) » *Artist Roster Profile

[← Back](#)

*Artist Roster Profile

Upload your artist roster profile as shown on the [Maryland State Arts Council 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.

File Types Supported:

- JPEG Image (.jpg)
- Portable Document Format File (.pdf)
- Portable Network Graphic (.png)



Drop file here to upload

OR

[Browse for a file](#)

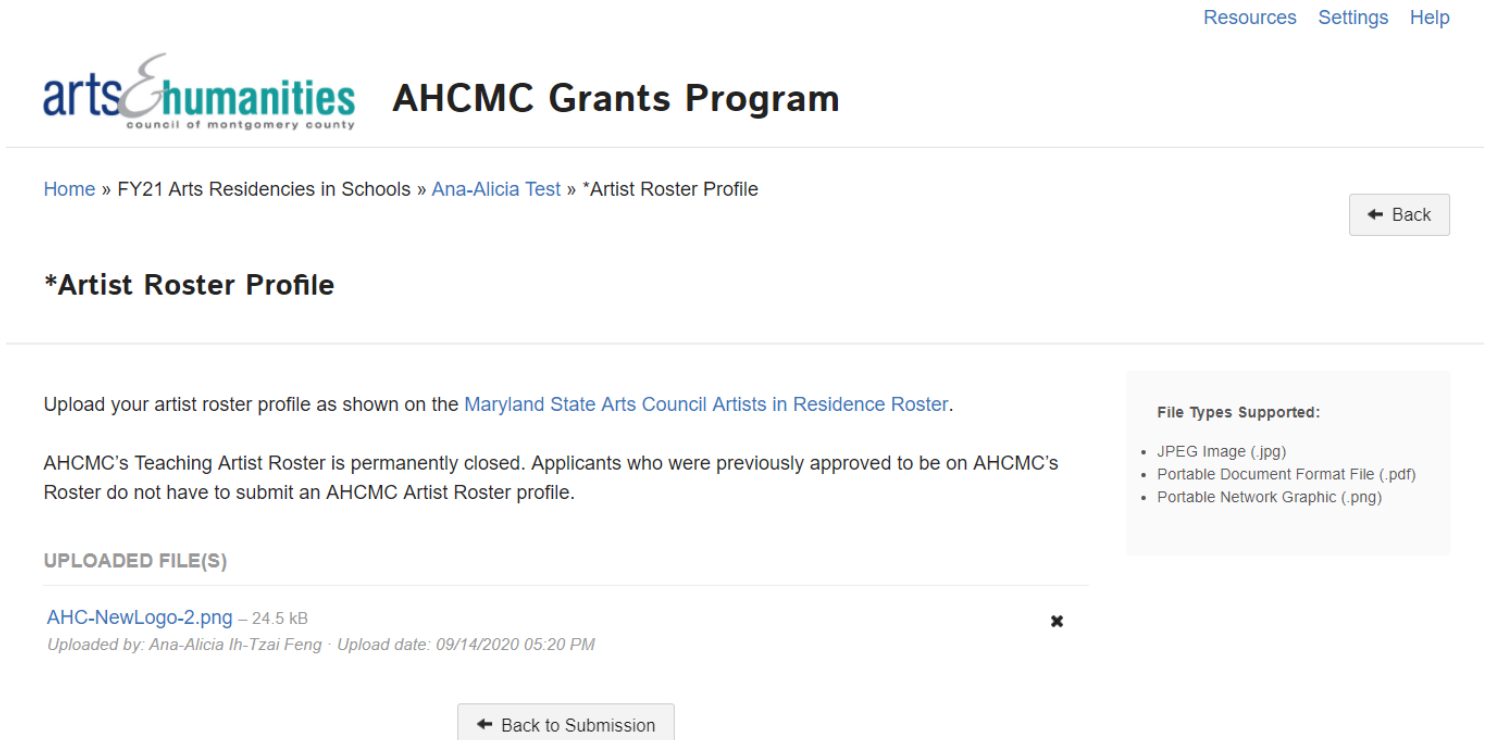
[Select a previously uploaded file](#)

[← Back to Submission](#)

UPLOADING FILES

All uploaded files appear at the bottom in blue, along with upload information such as file size and date.

When done, click *Back to Submission*.



The screenshot shows the AHCMC Grants Program website. At the top right, there are links for Resources, Settings, and Help. The main header features the 'arts & humanities' logo for the Council of Montgomery County and the text 'AHCMC Grants Program'. A breadcrumb trail reads: Home » FY21 Arts Residencies in Schools » Ana-Alicia Test » *Artist Roster Profile. A 'Back' button is located in the top right corner of the page content. The main heading is '*Artist Roster Profile'. Below this, a message states: 'Upload your artist roster profile as shown on the Maryland State Arts Council Artists in Residence Roster.' Another message follows: '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.' To the right of this message is a box titled 'File Types Supported:' containing a list: JPEG Image (.jpg), Portable Document Format File (.pdf), and Portable Network Graphic (.png). Below the messages is a section titled 'UPLOADED FILE(S)'. It contains one entry: 'AHC-NewLogo-2.png – 24.5 kB', with a small 'x' icon to its right. Below the file name, it says 'Uploaded by: Ana-Alicia Ih-Tzai Feng · Upload date: 09/14/2020 05:20 PM'. At the bottom center, there is a 'Back to Submission' button.

Resources Settings Help

arts & humanities council of montgomery county AHCMC Grants Program

Home » FY21 Arts Residencies in Schools » Ana-Alicia Test » *Artist Roster Profile

← Back

***Artist Roster Profile**

Upload your artist roster profile as shown on the [Maryland State Arts Council 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.

File Types Supported:

- JPEG Image (.jpg)
- Portable Document Format File (.pdf)
- Portable Network Graphic (.png)

UPLOADED FILE(S)

AHC-NewLogo-2.png – 24.5 kB x

Uploaded by: Ana-Alicia Ih-Tzai Feng · Upload date: 09/14/2020 05:20 PM

← Back to Submission

CLICKING SUBMIT

When the *Submit Your Application* button is gray, you have not completed all required tasks.

If you do not click this button, your application will not register as submitted even if it is complete. HIT SUBMIT!

Submit Your Application

Prerequisites
Not Met

Your application is not complete until you have clicked on the blue "Submit Your Application" button and **received the confirmation email.**


Please reach out to AHCRC grants staff if you do not receive a confirmation email.

Submit Your Application

Incomplete

Your application is not complete until you have clicked on the blue "Submit Your Application" button and **received the confirmation email.**

Please reach out to AHCRC grants staff if you do not receive a confirmation email.



CONFIRM YOU ARE READY TO SUBMIT

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Submit your submission

Please note that you will still be able to edit your application until 11:59 p.m. on the day of the deadline, after which your submission will be locked.

Click "Continue" to officially submit your application.

Cancel

Continue

ALL DONE!

You have now submitted your application and **will receive an automated email.**

“Back to account” takes you to your account homepage.

[Grants](#) [Resources](#) [Settings](#) [Help](#)



Your submission has been submitted. ×

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Submit your submission

Thank you for submitting your application. AHCMC grants staff will contact you if we have any questions.

[← Back to account](#)

DOWNLOADING YOUR APPLICATION

Note that you can still edit your tasks **AFTER** submitting but **BEFORE** the deadline without having to click "Submit" again.

Download a copy of your application on the right-hand side.

*You can only download completed tasks.

[Home](#) » [FY21 Arts Residencies in Schools](#) » [Ana-Alicia Test](#)

Ana-Alicia Test (A-0397720733)

Applicant: Ana-Alicia Test (licia.feng+anaaliciatest@gmail.com)



FY21 Arts Residencies in Schools

This submission is in stage **Application Round** with a status of **In progress**
It was last updated at: 09/14/2020 05:20 PM.


Grant deadline: 10/23/2020 11:59 PM EDT


All required forms and uploads are marked with an asterisk (*). You **DO NOT** have to upload or complete any non-required tasks to submit successfully.

Application Round

Task	Deadline	Status	Actions
 *FY21 Arts Residencies in Schools Application Narrative		Complete	View Edit Delete
 *Artist Roster Profile		Complete	Edit



 Add your Logo

 Download submission

 View Rankings

Progress

This submission is 25.0% complete. You still need to:

- Complete task ""Letter of Commitment from School(s)""
- Complete task ""MCPS Schools at a Glance Page(s)""
- Complete task ""Programming Support Materials""
- Complete task ""Work Sample Description""
- Complete task ""FY21 Arts Residencies in Schools Grants Checklist and Signature""
- Submit


Members

 Ana-Alicia Test


GRANTWRITING & GENERAL TIPS



TIPS

- Read the project descriptions for previously funded activities available on AHCMC's website
 - Don't wait until the last minute to start the application
 - Call with questions early and **prior** to submitting the application
 - Read the instructions on FluidReview carefully as you work on the application
 - Refer to the grant guidelines while preparing the application – the evaluative criteria should inform your narrative
- 


TIPS

- Write clearly and concisely – make good use of the space provided
 - Have someone unfamiliar with your work proofread the application for readability and content
 - Prepare the support materials in advance – this can often take more time than anticipated
 - **Attend the panel meeting and/or call for panel feedback after the grant awards are announced**
-
- 

IMPORTANT REMINDERS

Application Deadline:

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

- Applications must be submitted online at <http://artsandhumanities.fluidreview.com> by **11:59 p.m. on the posted deadline**
 - Applications must be complete with support materials to 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
 - **Late applications will not be accepted**
- 

SIGN UP FOR THE GRANTS NEWSLETTER!

To learn about upcoming deadlines, workshops, and webinars, register for the Grants Newsletter at:

<https://www.creativemoco.com/find-opportunities/newsletters/>

or visit the Workshops & Webinars page at the bottom of the Grants page.

Check out extra resources on our website at:

<https://www.creativemoco.com/find-opportunities/resources/>

QUESTIONS?



AHCMC GRANTS PROGRAM TEAM

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