



ARTISTS & SCHOLARS PROJECT GRANTS

FY21 GRANT GUIDELINES

SUBMISSION DETAILS

APPLICATION DEADLINE: Friday, February 7, 2020 – 11:59 p.m.

Applications will be accepted for activities that take place from July 1, 2020 through June 30, 2021.

Grant award announcements will occur in June 2020.

First time applicants are highly encouraged to contact Grant 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 and 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

Artists & Scholars Project Grants support the work of individual artists and scholars. Grant awards also provide funding for Montgomery County artist and scholar collaborations. Grants support artists and scholars who work in a wide array of arts disciplines including performing arts, folk and traditional arts, media arts, visual arts, literary arts, as well as humanities disciplines including history, literature, and philosophy.

Grant Award

Applicants may apply for one FY21 grant in the amount of \$1,000 to \$5,000. Grants will be awarded for activities taking place from July 1, 2020 through June 30, 2021.

Purpose

By awarding *Artists & Scholars Project Grants*, the Arts & Humanities Council of Montgomery County (AHCMC) seeks to:

- Support the creation and production of new work;
- Provide artists and scholars with opportunities that strengthen their business, managerial, artistic and/or scholarly skills;
- Nurture artists and scholars who represent the diverse, multi-cultural character of Montgomery County;
- Support innovative and distinctive artistic and scholarly work by the county's resident artists and scholars; and
- Encourage the use of intentional strategies for achieving equity, diversity, inclusion and access in the field.

FY21 *Artists & Scholars Project Grants* Estimated Timeline

Webinars & Workshops	January 2020
Application Deadline	February 2020
Panel Review	March 2020
Award Announcement	June 2020
Final Report	July 2021

Eligibility Requirements

An individual is eligible to apply for an FY21 *Artists & Scholars Project Grants* if the applicant meets all the following eligibility requirements:

- Is a resident of Montgomery County and has resided in the County for **at least 12-consecutive months** immediately prior to the application submission deadline;
- Is at least 21 years old and not a full-time student;
- Is a practicing artist or scholar with demonstrated ability in the arts or humanities discipline of the proposed project;
- Has met any outstanding requirements from previous AHCMC grants; and
- Is able to provide AHCMC with a Social Security number prior to undertaking the grant activities.

IMPORTANT

- **This funding opportunity is designed to benefit individual artists and scholars, not groups.** Projects that involve collaborations with groups of artists may be eligible for a *Programming & Capacity Building Project Grant*. Applicants are strongly encouraged to contact AHCMC grants staff to receive additional eligibility guidance when choosing the most appropriate grant category for an applicant's project.
- **Artists and scholars who received *Artists & Scholars Project Grant* awards in the previous two consecutive years are not eligible to apply in FY21, but may apply again in FY22.**
- An artist/scholar who is an employee of an organization that is an AHCMC grantee/applicant will be considered an eligible applicant for this grant category, provided that the project is not directly related to the work s/he does for the organization. For example, the applicant may apply to develop a new piece of work unrelated to the work of his/her employer.
- Grant requests for the same project in more than one grant category **will not be accepted**.

Eligible Disciplines

For purposes of this application, the artist/scholar applicant is eligible to apply for a grant in any one, or a combination of, the following disciplines:

- Dance includes choreography or performance, whether in a historically recognized or a contemporary style.
- Folk and Traditional Arts includes artistic expressions grounded in a common ethnic heritage, shared language, religion or occupation. These are artistic traditions passed on from generation to generation often within families and communities through observation, oral transmission, practice, and from master to apprentice.
- Historical, Critical or Theoretical Approaches to the Arts includes work that reflects upon and analyzes creative processes and/or specific works, such as a performance, exhibit or piece of art.
- History or Social Sciences includes research, study and writing in the areas of human social, political or cultural development, civics, and work that shares historical or social sciences information or activities with the community.
- Languages, Linguistics and Literary Analysis includes the study or analysis of how we communicate and how our ideas and thoughts are expressed and interpreted, and the analysis or study of a specific aspect or work of literature.
- Media Arts includes electronic, technology-based work suited to mass media communication and presentation used within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included, and a selected component of a long-term project will be considered if it meets the other requirements of the grant guidelines.
- Music includes the performance, creation, recording, and distribution of original music from any genre, or of historically recognized musical compositions and/or styles.
- Philosophy, Ethics or Comparative Religion includes research or study of theories about the purpose of life, how moral and ethical standards arise in society, and the reasons for our thoughts and actions.
- Storytelling includes spoken word performances, in particular the interactive style of using words and actions and other effects to reveal the elements and images of a story while encouraging the listener's imagination.
- Theater includes the creation, production, and/or performance of original contemporary or

historically recognized theater and musical theater works.

- Writing includes the creation, presentation, and distribution of materials that are literary in nature; and publications, readings and compilations of original poetry, fiction, non-fiction, creative non-fiction, screenplays and play scripts.
- Visual Art includes the creation, production, and/or exhibition of visual art as the primary focus. Objects, installations, site-specific or gallery-oriented works of art within any area of the visual arts are also included, as are curatorial projects and/or projects that expand the context of traditional or contemporary works of art.
- Design, which encompasses many disciplines including, but not limited to, architecture, communications and graphic design, fashion design, historic preservation, industrial and product design, interior design, landscape architecture, social impact design, rural design, and urban design (please note this **does not** include capital campaigns, construction costs, the purchase or leasing of sites).
- Presenting and/or Multidisciplinary Works incorporate multiple disciplines, combine and/or integrate art forms, explore boundaries between art disciplines, fuse or transcend disciplines, and look to new forms of expression. Projects can be multi- or cross-disciplinary in nature and may include work from the performing, visual, media, design, literary arts, and/or humanities.

Project Eligibility Requirements

- **AHCMC will not make payment to fiscal sponsors.**
- A project is eligible for funding if it will effectively advance the applicant's artistic or scholarly work and/or advance the applicant's business and management skills.
- **Projects that are open to the public must take place in Montgomery County.**
- Projects related to the development of new work and/or improving management skills may take place outside of Montgomery County.
- The project must benefit the artist/scholar.
- An applicant may submit only ONE *Artists & Scholars Project Grant* application per year.
- An applicant may request funds for only ONE project. The project may not be part of another AHCMC grant application.
 - Example: an individual may not apply for the same project under the *Artists & Scholars Project Grant* and the *Wheaton Cultural Project Grant* categories.
- An applicant may request funding for one phase of a larger project but must be clear in both the narrative and the budget regarding the specific phase of the project being funded.

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

- Creating choreography
- Composing a musical work
- Creating paintings, photographs, sculpture, or prints
- Conducting research in preparation for writing a book or scholarly article
- Creating work products based on variations or new arrangements of traditional or historical works
- Writing poetry, a novel, nonfiction work, or a screenplay
- Working with a mentor, artist, or teacher in the applicant's field
- Creating a business plan or marketing plan
- Travel, hotel, meals and/or registration expenses for workshops or a training program
- Attending a residency for the purpose of learning a new artistic/scholarly skill or technique and/or creating new work

Grant Limitations

Artists & Scholars Project Grants will not fund:

- Capital improvements, construction or renovation projects;
- Fundraising activities;
- The costs of receptions, refreshments or food for a public event;
- Purchase of property;
- Activities for the exclusive benefit of an organization's members;
- Debt retirement; scholarships, awards or tuition assistance;
- Miscellaneous or contingency costs;
- Political advocacy, or activities that support or promote the interests of any one political party or candidate; and
- Travel outside the United States.

Application and Panel Process

All eligible applications are evaluated by a panel of arts, humanities 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 provide the applications and support materials to panelists approximately four weeks prior to the panel review meeting in order to allow panelists sufficient time for their evaluation. During the panel review meeting, the panel evaluates all eligible applications based on AHCMC Evaluation Criteria: Quality of Work, Proposal and Project Merit, Community Impact, and Administrative Capacity (described in detail below).

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.

The panel meets in person 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.

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 may contact Karen Judson, Grants Program Manager, at (301) 565-3805 x28, or Karen.Judson@creativemoco.com.

Evaluation Criteria

Panelists use the Evaluation Criteria to score the application. An applicant's commitment to each Evaluation Criteria should thread through the entire application, including the narratives, financials, work samples, and support materials.

Quality of Work (25 points)

- ✓ Artistic/scholarly quality of work sample submitted with the application
- ✓ Demonstrated ongoing commitment to the artistic or scholarly discipline
- ✓ Innovation and creativity in performing, presenting, and/or producing the art form and/or scholarly discipline

Proposal and Project Merit (30 points)

- ✓ Impact of the proposed project on the artist/scholar's work and career
- ✓ Appropriateness of the applicant's objective for the proposal
- ✓ Likelihood that the applicant's project will meet the stated objective

Community Impact (30 points)

- ✓ Potential impact of the proposed project on intended audience
- ✓ Clear community/intended audience outreach strategy
- ✓ Accessibility: potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability
- ✓ For applicants requesting funding for professional development: Clear indication that the professional development opportunity will enhance the applicant's future communal impact after the professional development has concluded

Administrative Capability (15 points)

- ✓ Evidence of administrative skills to meet proposal objectives, including completeness and clarity of the proposal and timeline
- ✓ Efforts to generate other sources of income
- ✓ Budget and budget notes: well researched, clear, realistic, and complete
 - For Artists/Scholars that apply for public programming and/or the creation of new work: The applicant will be expected to retain a portion of the project budget to compensate themselves for their work

Grant Disbursement

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

- The required Grant Agreement;
- A W-9 Form with Social Security number;
- ACH Direct Deposit Authorization Form allowing direct deposit to the grantee's bank account;
- A voided check bearing the same name as the one in the grant application and with account and routing numbers that match what is written on the ACH form; and
- Payment from Montgomery County Government to AHCMC for the grants awarded.

Changes in Grant Implementation

The grantee must alert AHCMC if significant project changes are 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
- Requests for a project change will not be accepted **after May 31, 2021**

Return of Grant Funds

- Please note that AHCMC can decline significant project changes. The grantee may have to return the grant funds if the project change is a major diversion from the project described within the application and grant agreement.
- If AHCMC determines that grant funds were not spent in compliance with AHCMC guidelines and/or were spent in a manner that does not align with the approved grant proposal, the grantee must return the amount spent on non-eligible expenses.
- Grant funds received but not spent by June 30, 2021 must be returned to AHCMC by July 31, 2021 with the grantee's final report.
- **Please contact AHCMC grants staff before grant funds are returned.**

Grant Agreement and Reporting

Following the award of a grant, the artist/scholar grantee must sign a Grant Agreement with AHCMC stating that the grantee agrees to comply with all regulations set forth in these guidelines:

- To use the grant funds only for the purposes described in the grant proposal.
- To submit a final report no later than **July 31, 2021** on forms provided by AHCMC, presenting information about the implementation of the activity funded by this grant, including documentation of how grant funds were spent.
- Include work products resulting from the grant with their final reports, such as photos, gallery announcements, video or audio samples.
- Alert AHCMC of significant project changes, and request approval from AHCMC before the change occurs, no later than May 15, 2021.
- To return grant funds not spent, or not spent in compliance with published grant guidelines, grant agreement, and/or the approved grant proposal.

Failure to comply with guideline requirements may result in a 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.

The Online Application Process

All applications and materials for *Programming & Capacity Building Project Grants* must be submitted online on the AHCMC [FluidReview](#) portal.

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

3. Select “Create Submission” on the right for “FY21 Artists & Scholars Project Grants Application.”
4. On the main application form, before moving on to the next page, be sure to click “Save” at the bottom of each page.

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

Required Application Materials

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 you will have to fill out this form on FluidReview.

2. List of key staff and/or volunteers with bios (if applicable)

- Please provide a list with bios of all peoples involved in your project

3. Programming Support Materials – One PDF

- Include materials that will assist the panel in evaluating the organization’s programming, presenting, and /or producing activities, i.e., newspaper clippings, program booklet, photos, brochures, or flyers.
- Materials must illustrate the applicant’s quality of work and/or provide additional information about the applicant, as well as about the people or institutions that will be paid through the grant funds, such as a recording studio, workshop or other training program or vendor.

4. Work Sample

- Upload work sample(s) that demonstrate your abilities and achievements as an artist or scholar. The sample(s) should focus on your own work, not work created by others. Provide information that explains to the reviewer what the work sample is, and how it relates to your proposed project. Applicants should submit their strongest work samples. Quality work samples are critical to the evaluation of your application. **Applicants with performing arts disciplines are highly encouraged to submit audio or video samples, instead of stills or photos.** If your work includes audience interaction, a live performance recording is helpful. Submit your work sample(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 15 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
 - Upload written work as follows:
 - For prose, submit no more than 10 pages plus a chapter outline/synopsis;
 - For poetry, script, or screenplay, submit no more than 10 pages
- Applicants are encouraged to submit samples reflecting recently completed work. Samples must adhere to the following guidelines for the discipline of the work in which you are engaged.
 - Multidisciplinary projects / cross-disciplinary projects may include work from performing, visual, media, design, and literary arts. Applicants must submit work sample(s) that

- convey more than one artistic/scholarly discipline.
- For Performing Arts (Dance/ Music/ Festivals /Presenting / Folk and Traditional Arts/ Storytelling/ Theater/ Media Arts): Applicants are encouraged to submit video or audio work samples, instead of stills or photos. Upload no more than five minutes of video. You may split the video into two files if necessary, but the total time of the video may not exceed five minutes.
- For History or Social Sciences, Historical, Critical or Theoretical Approaches to the Arts, Linguistics, Literary Analysis, Philosophy, Ethics or Comparative Religion: Upload no more than 10 pages of research, or published material. If the work submitted is a portion of a larger work, include a synopsis of the chapters and an outline of the complete work. Clearly explain how and where the piece submitted fits into the whole.
- For Visual Arts: Upload no more than five minutes of video, or no more than 15 images. The images may depict individual works or a selection of works.

Grant Preparation Assistance

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

Grant Preparation Workshops and Webinars

AHCMC will conduct free grant preparation webinars and workshops to instruct prospective applicants on how to complete grant applications. While attendance is not required, AHCMC strongly encourages all potential applicants to attend grant preparation events, even if the applicant has applied previously. Whether or not an applicant attends a webinar or a workshop 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 a workshop or who need additional assistance. These appointments are available for assistance with both the content of the application and/or assistance with the online grant application system. Consultation services in languages other than English are available by appointment.

Personal appointments must be held **at least two weeks prior to the application deadline**. To schedule an appointment, contact Karen Judson, Grants Program Manager, at (301) 565-3805 ext. 28, or Karen.Judson@creativemoco.com.

Important Reminders:

1. Applications must be submitted online at <http://artsandhumanities.fluidreview.com> by **11:59 p.m. on the posted deadline**.
2. All required materials must be submitted online by the deadline or the application will not be accepted.
3. Applications that are emailed, delivered in person, faxed or submitted in any fashion other than the online grants system will not be accepted.
4. Late **applications will not be accepted**

TIPS

- Write clearly and concisely—do not use jargon. Remember that the people who are reading your application may be unfamiliar with your organization, and/or organizations in Montgomery County and/or current events in Montgomery County.
- 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.
- Applicants are encouraged to learn more about energy-efficient opportunities to reduce energy costs at <http://montgomerycountymd.gov/green/>

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Questions?

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