


WHEATON CULTURAL PROJECT 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


A solid black circle located in the bottom right corner of the page.

Equity & Inclusion

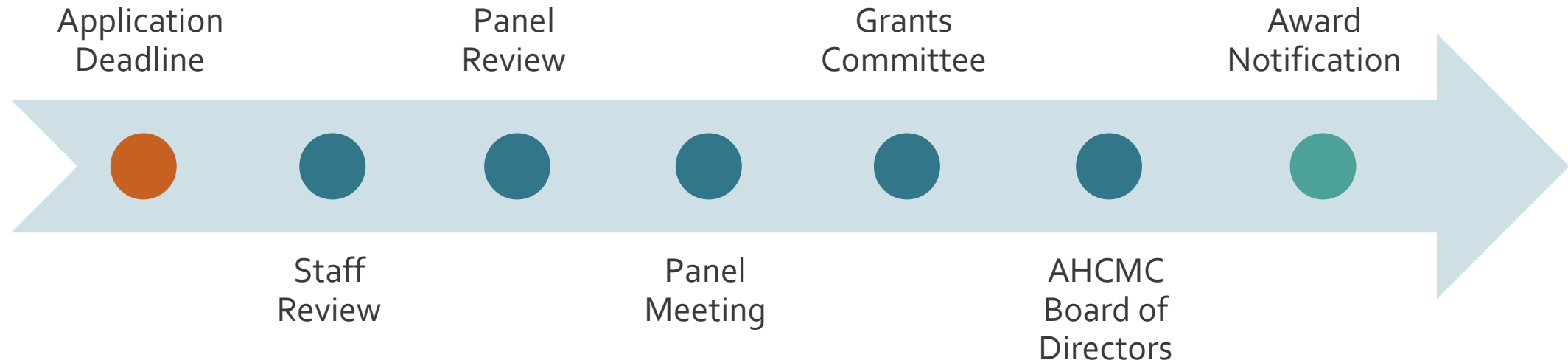
With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCMC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, 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 Wheaton
Cultural Project Grants,
AHC MC seeks to:*

Applicants may apply for
and be awarded grant
amounts from

\$1,000 - \$10,000

- **Support** communities that have traditionally received insufficient resources and that have limited access to arts/humanities programming.
- **Support** Wheaton's cultural diversity by funding arts/humanities projects in all disciplines, genres, and styles.
- **Support** artists and scholars currently living or working in Wheaton.
- **Activate** Wheaton as a cultural destination that stimulates local economic activity.

Application Deadline

*Friday,
October 16, 2020
11:59 P.M.*

IMPORTANT NOTES

- More than one submission per applicant for a *Wheaton Cultural Project Grant* per fiscal year will not be accepted.
- Grant requests for less than \$1,000 will not be accepted.
- Grant requests for more than \$10,000 will not be accepted.
- Grant requests for the same project in more than one grant category within the same fiscal year **will not be accepted**.
- Funds can only cover project expenses incurred between **January 1, 2021 and December 31, 2021**.

APPLICANT ELIGIBILITY FOR INDIVIDUALS

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

- ✓ Is based in Montgomery County, MD; and
- ✓ Has an organizational partner for the project.
 - The partner organization may be a non-profit or for-profit entity based in Montgomery County, MD, whose budget may exceed \$500,000.

APPLICANT ELIGIBILITY FOR ORGANIZATIONS/ GROUPS

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

- ✓ Is based in Montgomery County, MD;
- ✓ Operates as a non-profit (with or without incorporation or 501(c)(3) status); and
- ✓ Has an annual operating budget of **no more** than \$500,000 for the most recently completed fiscal year.

For the purposes of this grant, organizations are defined as being incorporated as a non-profit and recognized by the IRS as a public charity or otherwise officially established as a tax-exempt 501(c)(3) institution

PROJECT ELIGIBILITY


Eligible projects must:

- Take place between January 1, 2021 and December 31, 2021;
- Take place in Wheaton, MD; and
- **Be open to the public, in-person or virtually, with or without an admission fee.**
 - **If in-person, following the social distancing guidelines required by Montgomery County.**



ELIGIBLE PROJECT EXAMPLES

*This list is not exhaustive;
applicants are encouraged to
think creatively about project
activities.*

- Performances, presentations, or exhibitions
 - Festivals, events, or multidisciplinary activities incorporating more than one arts/humanities discipline
 - Historical presentations, archeological programs, or historical reenactments
 - Poetry readings, author lectures, or script workshops
 - Public art, including community mural projects
- 

GRANT LIMITATIONS

*Wheaton Cultural Project
Grants will not fund:*

- ☹ Capital improvements, construction, or renovation projects
- ☹ Strategic planning or organizational development
- ☹ Fundraising activities, including costs of receptions, refreshments, or food
- ☹ Purchase of real property or physical assets
- ☹ Material and/or equipment costs that exceed 10% of the grant award amount or \$500, whichever is lower

GRANT LIMITATIONS

*Wheaton Cultural Project
Grants will not fund:*

- ☹ Activities for the exclusive benefit of an organization's/group's members
 - ☹ 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.*

15

Project Quality

Project
Impact

35

35

Community
Benefit

Administrative
Oversight

15

GRANT AWARD

FOR AWARDS OF \$1,000 UP TO \$5,000

*Grant awards will be
announced in December 2020*

- Payment made in **full** after AHCMC's receipt of:
 - Signed FY21 Grant Agreement;
 - Bill.com Contact Form;
 - W-9 with SSN (for individuals and groups only);
 - 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.

GRANT AWARD

FOR AWARDS
MORE THAN \$5,000
UP TO \$10,000

*Grant awards will be
announced in December 2020*

- 75% payment made after AHCMC's receipt of:
 - Signed FY21 Grant Agreement;
 - Bill.com Contact Form;
 - W-9 with SSN (for individuals and groups only);
 - 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.

GRANT AWARD


FOR AWARDS
MORE THAN \$5,000
UP TO \$10,000

*Grant awards will be
announced in December 2020*

- Remaining 25% payment made after AHCMC's receipt of:
 - FY21 final report, due January 31, 2022 at the latest.

REQUIRED APPLICATION MATERIALS

REQUIRED MATERIALS FOR ALL

1. Completed Narrative with Project Budget
 2. Programming Support Materials
 3. Work Sample(s)
- 

REQUIRED MATERIALS

SPECIFIC TO INDIVIDUALS

1. Your resume or CV
2. Letter of Support
 - Collaborative sponsorship agreement and/or letter of support between the applicant and the partner organization, outlining details of the partner's role and commitment.
3. Bio(s) of key staff from partner organization

REQUIRED MATERIALS SPECIFIC TO GROUPS

1. Group Support Materials

- List of group members
 - Include residency and work addresses (city and ZIP Code accepted)
- Bios of key group members and/or volunteers
- Current Strategic Plan, if available
- Organizational Chart, if available

2. Financial Support Materials

- Previous fiscal year's operating budget
- Current fiscal year's operating budget with actuals year-to-date
- Current Balance Sheet, if available

REQUIRED MATERIALS

SPECIFIC TO ORGANIZATIONS

1. Organization Support Materials

- IRS Letter of Determination, for new applicants
- List of Board of Directors with affiliation
 - Include residency and work address (city and ZIP Code accepted)
- Bios of key staff and/or volunteers
- Current Strategic Plan, if available
- Organizational Chart, if available

2. Financial Support Materials

- FY19 990, 990EZ, or 990N
- Financial statements (Profit & Loss and Balance Sheet) for the most recently completed fiscal year
- Current fiscal year operating budget with actuals year-to-date

PROGRAMMING SUPPORT MATERIALS

These materials assist the panel in evaluating the applicant's 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

WORK SAMPLES

Upload work samples that demonstrate the organization/group's abilities and achievements in recent programming.

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 *Programming & Capacity Building Project Grants* page.

[Help](#)



AHCMC Grants Program

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

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

John

Last name

Smith

Email

you@example.com

Create a password

Create a password



Confirm your password

Could you repeat that?

Upload a Picture:

Choose file...

Browse

Time Zone:

(GMT-0500) America/New York



Phone Number:

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 with the AHCMC Grants Program, this page will show any previous applications.

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

[Home](#)

Ana-Alicia User

Grants Resources Settings Help

 **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 

STARTING AN APPLICATION

Select your category (FY21 Wheaton Cultural Project 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.

arts & humanities
council of montgomery county

AHCMC Grants Program

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

[Home](#) » [FY21 Wheaton Cultural...](#) » [Ana-Alicia Test3](#)

Ana-Alicia Test3 (A-7509121597)

FY21 Wheaton Cultural Project Grants

Grant deadline: 10/16/2020 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 Wheaton Cultural Project Grants Application Narrative		Incomplete	Start
Please start here! Some of the following tasks will become visible and/or required based on your answers in the narrative.			
*Programming Support Materials		Incomplete	Start
Upload one PDF that includes materials that will assist the panel in evaluating the your programming, presenting, and/or producing activities. (i.e. lesson plans, examples of similar, previously successful activities, newspaper clippings, program booklet, photos, brochures, and/or flyers.) Refer to the guidelines for the allowable page limit.			
*Work Sample(s)		Incomplete	Start
Use this task to upload PDFs, hyperlinks within PDFs, and images. No more than 10 files, uploaded individually or combined as a single PDF. Refer to the guidelines for specific format instructions for work samples. Use the video or audio tasks below to upload work samples in those specific file formats.			

[Add your Logo](#)

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

- Complete task [**FY21 Wheaton Cultural Project Grants Application Narrative](#)
- Complete task [**Programming Support Materials](#)
- Complete task [**FY21 Wheaton Cultural Project Grants Checklist and Signature](#)
- Submit

Members

[Ana-Alicia Test3 \(Owner\)](#)

[Add Member](#)

[Edit Members](#)

Additional Attachments

[Add Document](#)

[Add Audio File](#)

[Add Video File](#)

APPLICATION HOMEPAGE

You must complete the application narrative to see required tasks specific to your application (i.e. individual, organization, or group tasks).



arts & humanities
council of montgomery county

AHCMC Grants Program

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[Home](#) » [FY21 Wheaton Cultural...](#) » [Ana-Alicia Test3](#)

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FY21 Wheaton Cultural Project Grants

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Use this task to upload PDFs, hyperlinks within PDFs, and images. No more than 10 files, uploaded individually or combined as a single PDF. Refer to the guidelines for specific format instructions for work samples. Use the video or audio tasks below to upload work samples in those specific file formats.			

[Add your Logo](#)

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Members

[Ana-Alicia Test3 \(Owner\)](#)

[Add Member](#)

[Edit Members](#)

Additional Attachments

[Add Document](#)

[Add Audio File](#)

[Add Video File](#)

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.

*FY21 Wheaton Cultural Project Grants Application Narrative

Go to: [Basic Info](#) [Project Overview](#) [Evaluative Criteria](#) [Project Budget](#)

FY21 *Wheaton Cultural Project Grants* Application Narrative Form

0%

You can find a PDF of the FY21 WCPG 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.

Are you applying as an individual artist/scholar or on behalf of an organization or group?

☐ Individual Artist/Scholar ☒ Organization ☐ Group

Clear

Organization/Group Basic Information

*Organization/Group Name:	<input type="text"/>
*Address:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text" value="MD"/>
*ZIP Code:	<input type="text"/>
*Contact Full Name:	<input type="text"/>
*Contact Title (i.e. Grant Coordinator):	<input type="text"/>

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.

Administrative Oversight (15 points)

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

*Provide a detailed timeline of the proposed project.

Include approximate dates/months/time frames for specific administrative, marketing, publicity, fundraising and programmatic activities, project milestones, and other significant events scheduled to occur in order to bring the project to fruition.

Characters entered: 0
Max: 2000

*Describe your efforts to seek other sources of support, such as in-kind contributions, other grants, sponsors, donations, fundraising, etc.

Characters entered: 0
Max: 2000

*Will you continue the project if the AHCMC grant is not awarded, or if the award amount is lower than the original request?

Please explain potential scope reductions that may occur if the grant award is lower than anticipated.

Characters entered: 0
Max: 2000

Back

Save & Continue Editing

Next

PROJECT 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.

Project Budget

- 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 4 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 10% of the grant award amount or \$500, whichever is lower.

	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

PROJECT 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 Project Expenses: \$5000

Total Project Income: \$5000

Total Project Cost: \$5000

Project Budget Notes

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

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

Characters entered: 4
Min: 1 Max: 1000

***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 ticket revenue is listed as income, explain how the total for ticket revenue was calculated (i.e., the number of performances, the price of tickets, the estimated number of tickets that will be sold).

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

Characters entered: 4
Min: 1 Max: 1000

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

If not applicable, indicate N/A.

Characters entered: 4
Min: 1 Max: 1000

This is the last page of the application narrative.

After you click "Save & Exit" on this page, be sure to complete any required uploads on the next page!

You will still be able to make edits to this form after clicking "Save & Exit."

[Back](#) [Save & Continue Editing](#) [Save & Exit](#)

COMPLETING A TASK

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

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



AHCMC Grants Program

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

Your form has been completed successfully. ×

[Home](#) » [FY21 Wheaton Cultural...](#) » [Ana-Alicia Test](#)

Ana-Alicia Test (A-1177927857)

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

FY21 Wheaton Cultural Project Grants


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

It was last updated at: 09/15/2020 05:58 PM.

Grant deadline: 10/16/2020 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 Wheaton Cultural Project Grants Application Narrative		Complete	<button>View</button> <button>Edit</button> <button>Delete</button>


Please start here!

Some of the following tasks will become visible and/or required based on your answers in the narrative.



 Add your Logo

 Download submission

 View Rankings

Progress

This submission is 8.3% complete. You still need to:

- Complete task ""Board of Directors"
- Complete task ""501(c)(3) Verification"
- Complete task ""Bios of Key Staff, Group Members, and/or Individuals Involved"
- Complete task ""990, 990-EZ, or 990-N"
- Complete task ""Profit & Loss Statement"
- Complete task ""Balance Sheet"
- Complete task ""Current Fiscal Year's Operating Budget with Actuals Year-to-Date"
- Complete task ""Programming Support Materials"
- Complete task ""Work Sample Description"
- Complete task ""FY21 Wheaton Cultural Project Grants Checklist and Signature"
- Submit

501(c)(3) TASK FOR ORGANIZATIONS

Enter your organization's
EIN.

It will pull information from
the IRS database. Click
“Back” in the upper right-
hand corner to complete the
task.



AHCMC Grants Program

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[Home](#) » [FY21 Wheaton Cultural...](#) » [Ana-Alicia Test](#) » *501(c)(3) Verification

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*501(c)(3) Verification

Please enter your EIN (Employer Identification
Number):

Submit



AHCMC Grants Program

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[← Back](#)

*501(c)(3) Verification

EIN	521086825
Company name	Arts and Humanities Council of Montgomery County in
City	Silver Spring
State/Province	MD
Country	United States

UPLOADING FILES

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

Support file types are on the right-hand side.

[Home](#) » [FY21 Wheaton Cultural...](#) » [Ana-Alicia Test](#) » *Programming Support Materials

← Back

*Programming Support Materials

Upload **one** PDF that includes materials that will assist the panel in evaluating the your programming, presenting, and/or producing activities. (i.e. lesson plans, examples of similar, previously successful activities, newspaper clippings, program booklet, photos, brochures, and/or flyers.)

Refer to the [guidelines](#) for the allowable page limit.

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*.

[Home](#) » [FY21 Wheaton Cultural...](#) » [Ana-Alicia Test](#) » *Programming Support Materials

← Back

*Programming Support Materials

Upload **one** PDF that includes materials that will assist the panel in evaluating the your programming, presenting, and/or producing activities. (i.e. lesson plans, examples of similar, previously successful activities, newspaper clippings, program booklet, photos, brochures, and/or flyers.)

Refer to the [guidelines for the allowable page limit](#).

File Types Supported:

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

UPLOADED FILE(S)

[test image for FluidReview.jpg](#) – 42.4 kB

Uploaded by: Ana-Alicia Test · Upload date: 09/15/2020 06:02 PM



← Back to Submission

CREATING A TEAM

To allow others from your organization/group view or work within the same submission, click the gray *Add Members* button on the right-hand side.

arts&humanities AHCMC Grants Program

Home » FY21 Wheaton Cultural... » Ana-Alicia Test

Ana-Alicia Test (A-1177927857)

FY21 Wheaton Cultural Project Grants

Grant deadline: 10/19/2020 11:59 PM EDT

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Application Round

Task	Deadline	Status	Actions
*FY21 Wheaton Cultural Project Grants Application Narrative		Complete	View Edit Delete
Please start here! Some of the following tasks will become visible and/or required based on your answers in the narrative.			
*Board of Directors		Incomplete	Start
Upload a list of your organization's Board of Directors with their affiliation. Include work and residency addresses (city and ZIP Code accepted).			
Please highlight members who reside and/or work in Montgomery County, MD.			
*501(c)(3) Verification		Complete	View Edit Delete
Please enter your organization's Employer Identification Number (EIN) to confirm 501(c)(3) status with the U.S. Internal Revenue Service (IRS) database.			
*Bios of Key Staff, Group Members, and/or Individuals Involved		Incomplete	Start
Please upload bios for paid staff, volunteers, and other individuals involved in programming.			
If applying for a project grant, include the individual's role in the proposed project.			
Organizational Chart		Incomplete	Start

[Add your Logo](#)

[Download submission](#)

[Preview](#)

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

- Complete task "Board of Directors"
- Complete task "Bios of Key Staff, Group Members, and/or Individuals Involved"
- Complete task "990, 990-EZ, or 990-N"
- Complete task "Profit & Loss Statement"
- Complete task "Balance Sheet"
- Complete task "Current Fiscal Year's Operating Budget with Actuals Year-to-Date"
- Complete task "Work Sample Description"
- Complete task "FY21 Wheaton Cultural Project 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](#)



Members

Ana-Alicia Test
(Owner)

[Add Member](#)

[Edit Members](#)

CREATING A TEAM

Fill out the required information regardless if the new member already has a FluidReview account.



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Members

To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.

If the individual already has a FluidReview account, please use that information to fill out the form below.

First name:

Last name:

Email:

Access Level:

Standard member ▼

Phone Number:

[Submit](#)

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 AHCMC 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 AHCMC grants staff if you do not receive a confirmation email.

CONFIRM YOU ARE READY TO SUBMIT

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AHCMC Grants Program

[Home](#) » [2019 - 2020 Ida F. ...](#) » [Ana-Alicia Test](#) » Submit Your Application

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.



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Your submission has been submitted.

[Home](#) » [2019 - 2020 Ida F. ...](#) » [Ana-Alicia Test](#) » Submit Your Application

Submit your submission

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

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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.

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Ana-Alicia Test (A-1177927857)

FY21 Wheaton Cultural Project Grants

Grant deadline: 10/16/2020 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 Wheaton Cultural Project Grants Application Narrative		Complete	<div><div>View</div><div>Edit</div><div>Delete</div></div>
<p>Please start here! Some of the following tasks will become visible and/or required based on your answers in the narrative.</p> <div><div>*Board of Directors</div><div>Incomplete</div><div>Start</div></div> <p>Upload a list of your organization's Board of Directors with their affiliation. Include work and residency addresses (city and ZIP Code accepted)</p> <p>Please highlight members who reside and/or work in Montgomery County, MD.</p>			
 *501(c)(3) Verification		Complete	<div><div>View</div><div>Edit</div><div>Delete</div></div>

Add your Logo


Download submission

Progress

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

- Complete task ""Board of Directors"
- Complete task ""Bios of Key Staff, Group Members, and/or Individuals Involved"
- Complete task ""990, 990-EZ, or 990-N"
- Complete task ""Profit & Loss Statement"
- Complete task ""Balance Sheet"
- Complete task ""Current Fiscal Year's Operating Budget with Actuals Year-to-Date"
- Complete task ""Work Sample Description"
- Complete task ""FY21 Wheaton Cultural Project Grants Checklist and Signature"
- Submit

Members

 Ana-Alicia Test
(Owner)

Add Member

Edit Members

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 or your organization/group's 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 16, 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:

<https://www.creativemoco.com/find-opportunities/workshops-and-webinars/>



QUESTIONS?

AHCMC GRANTS PROGRAM TEAM

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