



## ARTS RESIDENCIES IN SCHOOLS GRANTS

### FY22 GRANT GUIDELINES

#### SUBMISSION DETAILS

**APPLICATION DEADLINE: Friday, October 29, 2021 at 11:59 p.m.**

Applications will be accepted for activities that take place between January 1, 2022 and December 31, 2022.

Grant award announcements will occur in December 2021.

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

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

**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 (AHC MC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

## Equity & Inclusion

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

## ADA Compliance

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

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## Introduction

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

## Purpose

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

- Provide funding for arts-based programming that connects to the Maryland State curriculum<sup>1</sup>;
- Promote diverse arts education offerings and experiences to students in Montgomery County, MD;
- Forge relationships amongst artists, teachers, and students through interactive participatory programs;
- Allow students to interact and learn from artists – an opportunity that students may not have if these collaborations did not exist;
- Support students from communities that have traditionally received insufficient resources; and
- Encourage artists to apply for the Maryland State Arts Council’s Teaching Artist Roster.

## Grant Award

Grants will be awarded for activities occurring **between January 1, 2022 and December 31, 2022**.

- Awards range from a minimum of \$1,000 up to a maximum of \$6,000.

## FY22 *Arts Residencies in Schools Grants* Estimated Timeline

Webinars	September & October 2021
Application Deadline	October 2021
Panel Review	November 2021
Award Announcement	December 2021
Final Report	January 2023

## Important Notes

- More than **one submission per applicant** for an *Arts Residencies in Schools Grant* per fiscal year **will not be accepted**.
- Funds can only cover expenses incurred **between January 1, 2022 and December 31, 2022**.
- 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, at the same or a different school**, per grant period (i.e., a spring residency and a fall residency).
- **This funding opportunity is for individuals, not organizations or groups.**

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<sup>1</sup> The Montgomery County Public School (MCPS) curriculum is aligned with the Maryland State Curriculum Standards.

- Grant awards will be made exclusively to artists.
- A P.O. Box address does not represent proof of residency.
- **The school, classroom teacher, and artist must agree to work together to carry out the program as evidenced by a letter of commitment submitted with the application.**
- **Applicants must retain a portion of the requested grant amount for their own compensation.**

## Applicant Eligibility Requirements

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

- Is a teaching artist listed on the AHCMC Teaching Artist Roster<sup>2</sup> and/or the [Maryland State Arts Council's Teaching Artist Roster](#);
- Has established a relationship with a public or non-public elementary, middle, or high school based in Montgomery County, MD;
  - The school must hold a Certificate of Approval from the Maryland State Board of Education or be operated by a bona fide church organization as defined by the regulations of the Maryland State Board of Education
  - The school must be able to commit at least one teacher to collaborate with the artist
- Has resided in Montgomery County, MD with a verifiable mailing address in Montgomery County, MD **for at least 12 months prior to the deadline;**
- Is at least 21 years old;
- Is not a full-time student;
- Is able to provide AHCMC with a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) prior to undertaking the grant activities; and
- Has met all outstanding requirements for any grant(s) received from the Arts & Humanities Council of Montgomery County in prior years.

## Residency Eligibility Requirements

Eligible residencies must:

- Take place between January 1, 2022 and December 31, 2022;
- Take place in Montgomery County, MD;
- **Residencies may be in person or virtual but must follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department. ([Click here for additional information.](#))**
- Be implemented by the applicant, who is listed on one of the approved rosters under Applicant Eligibility Requirements; and
- Serve students at a school with a school-wide FARMS (Free and Reduced Meals System for MCPS) rate greater than 35% as listed on the MCPS Schools at a Glance page.
  - Alternatively, the residency may take place at a school with a school-wide FARMS rate less than 35% **if** the proposed residency will specifically serve students within a clearly

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<sup>2</sup> AHCMC's Teaching Artist Roster is permanently closed; however, applicants who were previously approved to be on AHCMC's Roster are eligible to apply. The Maryland State Arts Council (MSAC) Teaching Artist Roster is open. Applicants should contact the [Maryland State Arts Council](#) for additional information about the MSAC Teaching Artist Roster.

defined program that serves ESOL students or students with disabilities, as listed on the school's MCPS Schools at a Glance page.

- **If the residency will take place at a non-public school, the applicant must provide information that is comparable to that found on the [MCPS Schools at a Glance page](#), including the FARMS rate and ESOL and Special Education programs.**
- [Click here for a compiled list of all MCPS Schools with their FARMS rates for the 2020-2021 academic year.](#)

## Grant Limitations

**\*Grant funds will cover the teaching 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 paying the admission fees at, other institutions;
- Assemblies and activities that promote the interests of religious doctrine;
- Indirect costs (costs not directly related to carrying out the funded residencies);
- Miscellaneous or contingency costs;
- Capital improvements, construction, or renovation projects;
- Purchase of real property, including land, buildings, warehouses, offices, and anything affixed to land;
- Fundraising activities;
- Cost of receptions, refreshments, or food;
- Cost of merchandise such as T-shirts;
- Debt retirement;
- Re-granting<sup>3</sup>;
- Political advocacy or activities that support or promote the interests of any one political party or candidate; and
- Travel outside the United States.

## Review Panel Process

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

AHCMC staff review applications for eligibility and completeness, but do not score. Staff manage all administrative and logistical tasks necessary to conduct a successful panel review, provide panelists all documentation necessary to evaluate applications effectively, inform the panel in matters of AHCMC policy and procedures, and facilitate panel meetings. Panelists are provided with the eligible applications and support materials approximately four weeks prior to the panel review meeting to allow sufficient time for their evaluation. All eligible applications are evaluated based on the following AHCMC Evaluation Criteria: Residency Appropriateness, Collaboration & Curriculum Goals, Evaluation, and Budget (described in detail below).

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

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<sup>3</sup> For the purposes of this grant, scholarships, awards, or tuition assistance are considered forms of re-granting.

panel has received the application for review, AHCMC staff will not forward updates from the applicant to the panel.

AHCMC staff use the applicant's panel score to calculate and recommend grant award amounts to AHCMC's Grants Committee. The Grants Committee reviews and revises the grant awards as necessary and forwards their recommendations to the AHCMC Board of Directors. The Board of Directors has final authority to approve or decline all grant awards.

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

## Evaluative Criteria

Panelists evaluate and score each FY22 ARSG application based on the extent to which the application addresses the following Evaluation Criteria. An applicant's commitment to each of the Evaluation Criteria should thread through the entire application, including the narrative, work samples, and support materials.

**\*Applicants that receive an averaged panel score of 60 points or higher are eligible for an FY22 Arts Residencies in Schools Grant. Applicants that score below 60 points will not be eligible for an FY22 Arts Residencies in Schools Grant.\***

### Residency Appropriateness (50 points)

- ✓ Appropriateness of the residency for the selected students;
- ✓ Tailored to meet the needs of the selected students; and
- ✓ Serves students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year.

### Collaboration & Curriculum Goals (20 points)

- ✓ Evidence that the classroom teacher has been involved in co-planning the residency and establishing goals for student learning; and
- ✓ Activities effectively address the [Maryland State curriculum](#)<sup>4</sup> to reinforce the learning standards in the arts subject.

### Evaluation (20 points)

- ✓ Appropriate evaluation process planned for the program to determine if the intended learning goals have been accomplished for the residency.

### Budget (10 points)

- ✓ Budget is appropriate for the scope of the residency and the number of students served.
  - Applicants must retain a portion of the budget to compensate themselves for their work.

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<sup>4</sup> The Montgomery County Public School (MCPS) curriculum is aligned with the Maryland State Curriculum Standards.

## The Online Application Process

All applications and relevant materials must be submitted online through the AHCMC SurveyMonkey Apply (SM Apply) grants portal: <https://artsandhumanities.smapply.io/>. For specific questions about SM Apply, please contact Ana-Alicia Feng, Grants Program Assistant Manager, at (301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com).

SM Apply link: <https://artsandhumanities.smapply.io/>

## Required Application Materials

All documents except for work samples must be submitted as PDFs. (See the work sample directions below for information about acceptable file formats.) Contact AHCMC grants staff if you need help converting your documents to PDFs.

**\*IMPORTANT! Staff will remove Programming Support Materials and Work Samples that exceed the stated limits below.\***

A completed, online SM Apply application includes:

### 1. Completed Narrative

- [Download a template of the application under the “Application + Templates” tab on AHCMC’s website by clicking here.](#) Please note that templates are for the applicant’s reference only; all applications and materials must be submitted through SM Apply.

### 2. Artist Profile

- Upload the Artist Profile as shown on the [MSAC Arts Directory](#). AHCMC’s Teaching Artist Roster is permanently closed. Applicants who were previously approved to be on AHCMC’s Roster do not have to submit an AHCMC Artist Roster profile.

### 3. Letter of Commitment

- The letter should state that the school has committed to partnering with the applicant on the residency as described and during the allowable grant period. The letter should be signed by the collaborating classroom teacher.
- **If completing a second residency at a different school, the applicant must upload a Letter of Commitment for each participating school.**

### 4. MCPS Schools at a Glance Page

- [Click here to access the MCPS Schools at a Glance page.](#)
- If the applicant is collaborating with a non-public school, provide information that is comparable to that found on the MCPS website, including the FARMS rate and programs for ESOL students and students with disabilities.
- **If completing a second residency at a different school, the applicant must upload a Schools at a Glance page for each participating school.**

### 5. Lesson Plans - **\*new!**

- Include lesson plan materials that will be used during the residency (i.e., curriculum standards, sample work sheets, evaluation methods, rubrics, etc.)
- If the lesson plans have not been developed/finalized yet for the FY22 residencies(s), provide a draft FY22 lesson plan or examples of similar lesson plans used in the recent past.

## 6. Programming Support Materials

- Include materials that will assist the panel in evaluating the applicant's programming, presenting, and/or producing activities (i.e., newspaper clippings, program booklets, photos, brochures, flyers, and/or examples of successful activities that took place in the past).
- **One PDF no more than 5 pages.**

## 7. Work Sample(s)

- Upload a **maximum of 10 work samples, no more than 10 files or 10 pages total**, that demonstrate the applicant's abilities and achievements as a teaching artist. (The sample(s) should focus on the applicant's own work, not work created by others.)
  - Applicants should submit their strongest work samples – quality work samples are critical to the evaluation of an application.
- Applicants will be provided with a space in the application for a brief description of the work sample(s) and an explanation for how the sample(s) relates to the residency.
- **Work samples may be submitted in any one or combination of the file formats below. Applicants may upload up to 10 files, no more than 10 pages total.**
  - Images: Maximum 10 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
  - Video: Maximum 2 videos, up to 100 MB per file, no more than 5 minutes combined.
  - Audio: Maximum 2 files, up to 10 MB per file, no more than 5 minutes combined.
    - Live video or audio hyperlinks can also be placed within a PDF (i.e., a live hyperlink to YouTube within a PDF).
    - If the submitted video and/or audio is more than 5 minutes combined, applicants will be provided with a space to include instructions for which segments the panel should pay attention to. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10)
  - Written Work:
    - Maximum 10 pages total, double-spaced with at least 11-point font and 1-inch margins.
    - If the work submitted is a portion of a larger work, include a synopsis of the chapters and an outline of the complete work. Clearly explain how and where the piece submitted fits into the whole.
- Applicants are encouraged to submit samples reflecting recently completed work. Samples must adhere to the following guidelines for the discipline of the work in which the applicant is engaged.
  - For Presenting and/or Multidisciplinary: Work sample(s) must convey more than one artistic/scholarly discipline.
  - For Performing Arts: **Applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**
  - For History or Social Sciences, Historical, Critical, or Theoretical Approaches to the Arts, Linguistics, Literary Analysis, Philosophy, Writing, Ethics or Comparative Religion: Follow the format for written work.
  - For Media, Design, and Visual Arts: Follow the format for video and image files.



## Grant Preparation Assistance

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

### Grant Preparation Webinars

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

### Personal Appointments

Personal appointments are available for those who are unable to attend a webinar or who need additional assistance. Assistance for both the content of the application and the online grants portal is available. Consultation services in languages other than English are available by appointment.

Personal appointments must be held **at least two weeks prior to the application deadline**. To schedule an appointment, contact Karen Judson, Grants Program Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Post-Award Information

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

### Grant Agreement

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

- To comply with all FY22 *Arts Residencies in Schools Grants* eligibility and other guideline requirements throughout the duration of the grant period;
- To fill out and submit the Bill.com contact form in SurveyMonkey Apply and create an account on Bill.com for direct deposit of grant funds;
- To use the grant funds only for the purposes described in the grant proposal during the period of **January 1, 2022 through December 31, 2022**;
- Not to use the grant funds for the activities listed on page 5 of these guidelines under “Grant Limitations”;
- To use funds only for administrative or programmatic costs incurred in Montgomery County. Award funds cannot be used for administrative or programmatic costs incurred for activities that took place outside of Montgomery County (i.e., other counties in Maryland, Washington D.C., or Virginia);
- To request, by use of a grant change request form provided by AHCMC, permission for any change, cancellation, or postponement to the project as described in the grant application no later than **November 30, 2022** (change requests submitted after November 30, 2022 may result in grant forfeiture);
- To return any grant funds not spent, or spent not in compliance with published grant guidelines, grant agreement, and/or the approved grant proposal no later than **January 31, 2023**;
- To submit a completed final report no later than **January 31, 2023** through AHCMC’s online

grants system, providing information about the implementation of the funded project and the use of grant funds;

- Not to discriminate against any person on the basis of any characteristic described in Section 27-1(a) of Chapter 27 of the Montgomery County Code;
- To comply with all ADA requirements germane to the residencies;
- To acknowledge the support of the Arts & Humanities Council of Montgomery County and the Montgomery County Government on all materials distributed to the public, including use of the AHCMC logo when possible; and
- To provide complimentary access to any public activities upon request of AHCMC staff.

Failure to comply with these requirements may result in grant cancellation and ineligibility to apply for future grants.

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

## Grant Disbursement

Grant awards will be disbursed in full to each grantee following AHCMC's receipt of:

- The required Grant Agreement; signed by both the artist and school's representative;
- A W-9 Form with the artist's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN);
- The required Bill.com contact form and the creation of a Bill.com account, allowing direct deposit of grant funds to the grantee's bank account<sup>5</sup>;
- The grantee's final report from the previous year, if applicable;
- The grantee's payment for outstanding constituent service fees (i.e., MarketPower and CultureSpot), if applicable; and
- **Payment from the Montgomery County Government to AHCMC for the grants awarded.**

## Changes in Residency Implementation

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

- All requests for project changes must be submitted in writing on a form supplied by AHCMC.
- Please note that AHCMC can decline significant project changes if the proposed change is a major diversion from the project described within the application and grant agreement.
- **Requests for a project change will not be considered after November 30, 2022.**

## Reporting

All grantees are required to submit a final report due **no later than January 31, 2023**. Submitting a late report may have a detrimental impact on an applicant's eligibility for future funding.

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

## Return of Grant Funds

- If the change request is not approved and/or the grantee is not able to implement its programs and/or conduct business as described in the grant agreement, the grantee must return the grant funds. **Please contact AHCMC grants staff before grant funds are returned.**
- If AHCMC determines that grant funds were spent for activities not in compliance with these guidelines and/or for activities that were not described within the approved grant proposal, the grantee must return the amount spent on non-allowable expenses.
- **Grant funds received but not spent by December 31, 2022 must be returned to AHCMC by January 31, 2023 with the grantee's final report.**

## Important Reminders & Tips

- Applications must be submitted online through [SM Apply](#) by **11:59 p.m. on the posted deadline. Late applications will not be accepted.**
- Applications that are emailed, delivered in person, faxed, or submitted in any fashion other than the online grants system will not be accepted.
- **Follow the instructions in SM Apply carefully.**
- Write clearly and concisely—do not use jargon. Remember that the panelists who are reading the application may be unfamiliar with the applicant's work.
- Keep in mind that the AHCMC staff does not participate in panel discussions—the application must stand on its own.
- Be sure to reference the evaluation criteria when preparing and writing the application.
- Before submitting, proofread the application for readability and content.
- **To avoid unanticipated technical glitches, do not wait until the deadline to submit.**

## SUBMISSION DETAILS

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Grant awards will be announced in December 2021.

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

### Questions?

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

Ana-Alicia Feng, Grants Program Assistant Manager  
(301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com)

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