# FY22 *Artists & Scholars Project Grants* Narrative Template

**This template is for your reference only. All applications, work samples, and supplement materials must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept anything by mail or email.**

**\*Please note that there may be formatting differences on the SM Apply grants portal, however the content of the questions will remain as seen on this template. \***

**All required questions are marked with an asterisk (\*). All text responses have a character count that <u>includes spaces</u>.**

Submit this application no later than **Friday, February 5, 2021 at 11:59 p.m.**

## Basic Information

**\*Applicant Legal First Name:**
**\*Applicant Legal Last Name:**
**Artist/Scholar Name, if different:**
**\*Address (P.O. Boxes not accepted):**
**\*City:**
**\*State:**
**\*ZIP Code:**
**\*Phone Number:**
**\*Email:**
**Website:**

**\*Select your primary discipline as an artist/scholar.** Refer to pages 4-5 of the FY22 ASPG guidelines or the AHCMC website for a detailed explanation of each of the disciplines. (<u>Click here to access the eligible disciplines on the AHCMC website.</u>)

- o Dance
- o Folk & Traditional Arts
- o History or Social Sciences
- o Languages, Linguistics, and/or Literary Arts
- o Media

- o Music
- o Philosophy, Ethics, and/or Comparative Religion
- o Storytelling
- o Theatre
- o Writing

- o Visual Arts
- o Design
- o Presenting and/or Multidisciplinary
- o Other (please specify):

**\*Is the project in a discipline other than your primary discipline?**
- o Yes
- o No

**\*If yes, select the discipline of the project below.**

- Dance
- Folk & Traditional Arts
- History or Social Sciences
- Languages, Linguistics, and/or Literary Arts
- Media

- Music
- Philosophy, Ethics, and/or Comparative Religion
- Storytelling
- Theatre
- Writing

- Visual Arts
- Design
- Presenting and/or Multidisciplinary
- Other (please specify):

## Eligibility Questions

**\*Have you resided in Montgomery County, MD for at least 12 consecutive months prior to the application deadline?**

- Yes
- No

**\*Are you at least 21 years of age?**

- Yes
- No

**\*Are you a full-time student?**

- Yes
- No

**\*Are you a practicing artist and/or scholar with demonstrated ability in the arts and/or humanities discipline of the project?**

- Yes
- No

**\*Are you able to provide AHCMC with a Social Security Number (SSN) prior to undertaking the grant activities?**

- Yes
- No

## Project Overview

**\*Project Title** (150 characters maximum without spaces):

**\*Project Type**: *Select all that apply.*

- ☐ Creation of new work
- ☐ A phase of a larger project
- ☐ A public event and/or program
- ☐ Professional Development

**\*Give a short summary of your project.** (750 characters maximum without spaces)

**\*Grant Request**:
(must be at least $1,000 and no more than $5,000)

**\*Total Project Cost:**
(may exceed $5,000)

**\*Project Date start and end dates:**
(must be between 7/1/2021 and 6/30/2022)

## Project Location Details
Only applicable for projects that involve public events and/or programs.

**Events or programs must be open to the public with or without an admission fee, in person or virtually. If in person, activities should follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department.** (Click here for additional information.)

**\*Do you anticipate that the activities in the project will be in person or virtual?** *Select all that apply.*
- ☐   In person
- ☐   Virtual

**\*If the project involves an in-person event, provide the venue name and address.**
- -   Venue Name:
- -   Venue Address:

**\*Is the venue reserved or tentative?**
- o   Reserved
- o   Tentative

**\*Describe the venue/project location.**
Include details such as the number of seats, technical capacity, whether it is an indoor or outdoor venue, etc. **If the project consists of online, virtual programming, please explain the medium that will be used to present the program/event (i.e., YouTube, Facebook Live, Zoom, Instagram Live, etc.) and why you have chosen that specific virtual medium.** (750 characters maximum without spaces)

# Quality of Work (25 points)
- Demonstrates ongoing commitment to the arts and/or humanities discipline
- Innovation and creativity in performing, presenting, and/or producing the arts and/or humanities discipline
- Artistic/scholarly quality of work sample(s) submitted with the application

**\*Provide an overview of your significant activities and achievements as an artist or scholar during the 12 months preceding the application deadline.** Your response should focus on professional activities and achievements rather than personal activities. If your artistic/scholarly activities were adversely impacted and/or significantly reduced due to the COVID-19 pandemic, provide an explanation below. (2,500 characters maximum with spaces)

**\*Describe how you convey innovation and creativity in your arts and/or humanities discipline.** Be sure to align your answer with your professional experience. (2,500 characters maximum with spaces)

## Proposal & Project Merit (30 points)

- Appropriateness of the applicant's objective for the project
- Likelihood that the applicant will meet the stated objective(s) of the project
- Potential impact of the project on the applicant's artistic/scholarly work and career

**\*Provide a detailed description of the project.** Specify whether the project represents new programming, a repeat of an earlier project, a part of a series, and/or a professional development opportunity. Your response should also include anticipated outcomes that will result from the completion of this project. (4,000 characters maximum with spaces)

**\*How does the project relate to your creative and professional goals as an artist/scholar?** (2,500 characters maximum with spaces)

## Community Impact (30 points)

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

**\*Identify and describe the intended audience for the project.** Be as specific as possible by including characteristics such as, but not limited to, age, race/ethnicity, gender, sexual orientation, geographic location, economic status, disability, and whether community is underserved and/or a special interest group. If you are applying for the creation of new work or professional development funds, please describe the audience that will benefit from your work after your professional development has ended, or when the new work is presented to the public. (2,500 characters maximum with spaces)

**\*Why is this project important to the intended audience?** Specify how the project will benefit/impact the people it will serve. (2,500 characters maximum with spaces)

**\*How will you reach your intended audience? Describe your publicity/marketing/outreach efforts to reach diverse populations and underserved communities.** If you are applying for a grant to support the

creation of new work or professional development, describe your outreach strategy ideas for when your new work is presented to the public or when your professional development is complete. (2,500 characters maximum with spaces)

## Administrative Capability (15 points)

- Evidence of administrative skills needed to meet project objectives, including completeness and clarity of the proposal and timeline
- Well-researched, clear, realistic, and complete budget and budget notes
  - **Applicants will be expected to retain a portion of the project budget to compensate themselves for their work, except for professional development projects**
- Efforts to generate other sources of income

**\*Provide a timeline for the project.** Include approximate dates/months/timeframes for specific administrative, marketing, publicity, fundraising and programmatic activities, project milestones, and/or other significant events scheduled to occur to bring the project to fruition. The full project timeline should be outlined; however, grant funds can only be allocated for activities occurring between **July 1, 2021 and June 30, 2022.** (2,500 characters maximum with spaces)

**\*Describe your efforts to seek other sources of support such as in-kind contributions, other grants, sponsors, cash donations, fundraising, etc.** (2,500 characters maximum with spaces)

**\*Will you undertake the project if the AHCMC grant is not awarded, or if the grant award is smaller than the original request?** Explain potential scope reductions that may occur if the grant award is lower than anticipated. (2,500 character maximum with spaces)

# Project Budget

**SurveyMonkey Apply will have a fillable chart for this section.**
- **Your budget must be balanced: total expenses MUST equal total income.**
- Do not use the dollar sign or symbols such as a comma in the amount column.
    - o   Ex: If you'd like to enter one thousand dollars, type 1000 rather than $1000 or $1,000.
- 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 6 of the FY22 ASPG guidelines for a detailed description of allowable project expenses that can be paid for by AHCMC.)
- **Applicants will be expected to retain a portion of the project budget to compensate themselves for their work, except for professional development projects.**
- **Use an asterisk (\*) to mark expenses that will be paid for by the grant.**
- **Do not** include "miscellaneous" or "contingency" expenses.

| Line Item | Description | Amount |
|---|---|---|
| 1. | | $ |
| 2. | | $ |
| 3. | | $ |
| 4. | | $ |
| 5. | | $ |
| 6. | | $ |
| 7. | | $ |
| 8. | | $ |
| 9. | | $ |
| 10. | | $ |
| **Total Cash Expenses** | | **$** (SM Apply will automatically calculate) |

**\*In-Kind Expenses**
- In-kind expenses are non-cash expenses. If items are donated, (i.e., supplies or services) list those items below.

| Line Item | Description | Amount |
|---|---|---|
| 1. | | $ |
| 2. | | $ |
| 3. | | $ |
| 4. | | $ |
| **Total In-Kind Expenses** | | **$** (SM Apply will automatically calculate) |

**\*Cash Income**
- **The first line item must be "AHCMC Grant" with the requested grant amount of**: (will autofill)
- Please include any other sources of income for this project, if applicable

| Line Item | Description | Amount |
|---|---|---|
| 1.   AHCMC Grant | | $ |
| 2. | | $ |
| 3. | | $ |
| 4. | | $ |
| 5. | | $ |
| 6. | | $ |
| 7. | | $ |
| 8. | | $ |
| 9. | | $ |
| 10. | | $ |
| **Total Cash Income** | | **$** (SM Apply will automatically calculate) |

**\*In-Kind Income**
- If you entered in-kind items in the "In-Kind Expenses" section above, re-enter those same items in the chart below.

| Line Item | Description | Amount |
|---|---|---|
| 1. | | $ |
| 2. | | $ |
| 3. | | $ |
| 4. | | $ |
| **Total In-Kind Income** | | **$** (SM Apply will automatically calculate) |

**Total expenses MUST EQUAL total income, as well as the total project cost entered at the beginning of the application.**
- Total Project Expenses: SM Apply will calculate this total
- Total Project Income: SM Apply will calculate this total
- Total Project Cost: will autofill

## Project Budget Notes

**\*Provide additional information about how the project expenses were calculated.** For example, if "Performer Fees $1,500" is listed in your budget, provide additional detail about this line item here. (1,500 characters maximum with spaces)

**\*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, provide information about that source of income. (1,500 characters maximum with spaces)

**\*Describe the in-kind contributions (donated goods, services, or discounts) allocated for the project.** If not applicable, indicate N/A. (1,500 characters maximum with spaces)

## Work Sample(s) Description

This is a separate task from the application narrative.

**\*Explain what the work sample(s) is (i.e., a performance from 2019) and why the work sample(s) was selected.** Address how the sample(s) relates to the project and your work as an artist/scholar. (1,500 character maximum with spaces)

# Uploads

**All documents except for audio/video work samples must be submitted as PDFs. Contact AHCMC grants staff for assistance in converting documents to PDFs.**

\***Resume or CV of applicant**

\***Bios of key collaborators and/or volunteers (if applicable)**
- Provide a list with bios of all peoples involved with the project. Refer to page 4 of the guidelines for a definition of a collaborator.

\***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 booklet, photos, brochures, or flyers).
- **One PDF no more than 5 pages.**

\***Work Sample(s)**
- Upload work sample(s) that demonstrate the applicant's abilities and achievements as an artist or scholar. (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.
- Submit work sample(s) in the format specified below:
    - <u>Images</u>: Maximum 10 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
    - <u>Video</u>: Maximum 2 videos, up to 100 MB per file, no more than five minutes combined.
    - <u>Audio</u>: 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 (i.e., a live hyperlink to YouTube within a PDF).
        - If the submitted video and/or audio is more than five 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)
    - <u>Written Work</u>:
        - Maximum 10 pages, 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.
    - <u>For Presenting and/or Multidisciplinary</u>: Work sample(s) must convey more than one arts and/or humanities discipline.
    - <u>For Performing Arts</u>: **Applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**
    - <u>For History or Social Sciences, Historical, Critical, or Theoretical Approaches to the Arts, Linguistics, Literary Analysis, Philosophy, Writing, Ethics or Comparative Religion</u>: Follow the format for written work.
    - <u>For Media, Design, and Visual Arts</u>: Follow the format for video and image files.

# AHCMC Reporting Data

Please answer the questions below. **These questions are for AHCMC's reporting purposes. This information will not be seen by panelists or factored into the application evaluation.**

**Use the links below to answer the following questions about your districts:**
- o [https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=177afa87a67746a4ac5496b2d0897fb7](https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=177afa87a67746a4ac5496b2d0897fb7)
- o [https://www2.montgomerycountymd.gov/mccouncildistrict/](https://www2.montgomerycountymd.gov/mccouncildistrict/)

**\*Federal House District:**
**\*State Senate District:**
**\*State Delegate District:**
**\*County Council District:**

**\*Please indicate what race/ethnicity you publicly self-identify as.**
- o Asian/Asian American/Pacific Islander
- o Arab/Middle Eastern
- o Black/African America/African
- o Hispanic/Latino/Latina/Latinx
- o Native American/American Indian/Indigenous
- o White/Caucasian/European
- o Multi-Racial or Multi-Ethnic (2 or more races or ethnicities)
- o Decline to state

**\*Please indicate which gender you publicly self-identify with.** *Two drop-down lists.*
- o Female
- o Male
- o Non-binary
- o Two-Spirit
- o Decline to state

- o Transgender
- o Non-transgender (cisgender)
- o Decline to state

**\*Please indicate what sexual orientation you publicly self-identify with.**
- o Gay, Lesbian, Bisexual
- o Heterosexual or Straight
- o Asexual
- o Decline to state

**\*Please indicate whether you publicly self-identify as a person with a disability.**
- o Yes
- o No
- o Decline to state