

# FY23-24 *General Operating Support II Grants* (GOS II Grants) Letter of Intent (LOI) Template

**This template is for your reference only. All Letters of Intent (LOI) 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 includes spaces.**

Submit the Letter of Intent (LOI) no later than **Friday, February 4, 2022 at 11:59 p.m.**

## **READ BEFORE PREPARING THE LETTER OF INTENT:**

All GOS II applicants must submit a Letter of Intent to be eligible to apply for an FY23-24 GOS II Grant. **New applicants are highly encouraged to contact AHCMC grants staff.** If your organization's Letter of Intent is approved, you will receive an email notification inviting your organization to fill out the full application.

For the LOI, applicants may submit estimated/projected financial data. All applicants will be required to submit financial statements with their grant application. If you have any questions about the Letter of Intent, please contact Karen Judson, Grants Program Manager at (301) 565-3804 or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Basic Information

*If there are any contact, leadership, and/or address changes between the application deadline and June 1, 2022, the applicant must notify AHCMC staff in writing.*

**\*Is your organization a current FY22 *General Operating Support* grantee?**

- Yes
- No

**\*Identify your organization's category as defined by the FY23-24 *General Operating Support II Grant* guidelines on pages 4-5.**

- Core
- Affiliate

*For Affiliate organizations: enter your organization's Montgomery County, MD location address.*

**\*Organization Legal Name (name provided to the IRS):**

**DBA (doing business as), if different:**

**\*Organization Address:**

- \*Organization City:**
- \*Organization State:**
- \*Organization ZIP Code:**
- Website:**

*For Affiliate organizations **only**: enter your organization’s primary address.*

- \*Organization Address:**
- \*Organization City:**
- \*Organization State:**
- \*Organization ZIP Code:**

*All correspondence related to the grant will be sent to the contacts below. Please contact AHCMC staff if additional contacts should be included on correspondence.*

- \*Grant Contact Name:**
- \*Grant Contact Title (i.e., Development Director):**
- \*Grant Contact Phone Number:**
- \*Grant Contact Email:**
- Alternate Grant Contact Name:**
- Alternate Grant Contact Title (i.e., Development Director):**
- Alternate Grant Contact Phone Number:**
- Alternate Grant Contact Email:**
- \*Name of paid Executive Director, CEO, Managing Director, or comparable position:**
- \*Title:**
- \*Phone Number:**
- \*Email:**

**\*What months does your organization’s fiscal year begin and end?**

**\*What fiscal year is your organization currently in?**

**\*Select your organization’s primary discipline. ([Click here to access descriptions of the disciplines on the AHCMC website.](#))**

- |  |   |   |
|--|---|---|
| <input type="radio"/> Dance  | <input type="radio"/> Media   | <input type="radio"/> Writing                             |
| <input type="radio"/> Folk & Traditional Arts                      | <input type="radio"/> Music   | <input type="radio"/> Visual Arts                         |
| <input type="radio"/> History and/or Social Sciences               | <input type="radio"/> Philosophy, Ethics, and/or Comparative Religion | <input type="radio"/> Design                              |
| <input type="radio"/> Languages, Linguistics, and/or Literary Arts | <input type="radio"/> Storytelling                                    | <input type="radio"/> Presenting and/or Multidisciplinary |
|  | <input type="radio"/> Theatre   | <input type="radio"/> Other (please specify):             |

## Eligibility Questions – Core Organizations

*The following must apply for the last three completed fiscal years immediately prior to the Letter of Intent deadline.*

**1. Does your organization have an arts and/or humanities-based mission?**

- Yes
- No

**\*Provide your organization’s arts and/or humanities mission as approved by the**

**Board.** (1,000 characters maximum with spaces)

2. **\*Does your organization have its primary office in Montgomery County, MD?**
  - Yes
  - No
3. **\*Has your organization had allowable annual cash operating revenue and expenses of at least \$150,000?**
  - Yes
  - No
4. **\*Can your organization demonstrate 501(c)(3) status by one of the options below?**
  - My organization has 501(c)(3) tax-exempt status from the IRS, as evidenced by the IRS Letter of Determination.
  - My organization operates as a specific arts and/or humanities entity or division within a 501(c)(3) organization whose primary mission is not arts and/or humanities based.
  - My organization cannot demonstrate 501(c)(3) status.
5. **\*Is your organization governed by an independent, legally liable Board of Directors?**
  - Yes
  - No
6. **Do at least 40% of your organization's board members reside and/or work in Montgomery County, MD?** (New applicants to the AHCMC portfolio will be asked to provide this information for the past three consecutive fiscal years.)
  - Yes
  - No
    - i. **\*Total Number of Board members:**
    - ii. **\*Number of Board members who work and/or reside in Montgomery County, MD:**
7. **Does your organization have a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position who reports directly to the organization's Board of Directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application?**
  - Yes
  - No
    - i. **\*Name of Employee:**
    - ii. **\*Title of Employee:**
    - iii. **\*Date of Hire:**
    - iv. **\*Number of scheduled work hours per week:**
8. **\*Does your organization offer at least 51% of its programs and services in Montgomery County, MD as demonstrated by previous, current, and projected activities?** Activities may 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 health department information about safety requirements for in-person activities.](#) [Click here for additional COVID-19 resources.](#)) (New applicants to the AHCMC portfolio will be asked to provide this information for the past three consecutive fiscal years.)

- Yes
- No

Description of Activities in Montgomery County, MD	FY21 # of Activities	FY21 # of audience members/participants
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	<i>Will auto-calculate</i>	<i>Will auto-calculate</i>

Description of Activities outside of Montgomery County, MD	FY21 # of Activities	FY21 # of audience members/participants
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	<i>Will auto-calculate</i>	<i>Will auto-calculate</i>

- Provide an explanation below if your organization was unable to provide in-person/virtual programming, or if in-person/virtual programming was significantly reduced due to the pandemic. (1,500 characters maximum with spaces)

**9. \*Can your organization meet the June 1, 2022 deadline to submit the FY21 990?**

- Yes
- No

**10. \*Can your organization meet the June 1, 2022 deadline to submit the FY21 audit?**

- Yes
- No

## Eligibility Questions – Affiliate Organizations

*The following must apply for the last three completed fiscal years immediately prior to the Letter of Intent deadline.*

**1. Does your organization have an arts and/or humanities-based mission?**

- Yes
- No

**\*Provide your organization's arts and/or humanities mission as approved by the Board.**  
(1,000 characters maximum with spaces)

2. **\*Does your organization have a local Montgomery County, MD telephone number (such as 301 or 240 exchange)?**
  - Yes
  - No
3. **\*Does your organization have staff present on the premises of a Core Organization at least 1,000 hours a year distributed over no fewer than 40 weeks during the year?**
  - Yes
  - No
  - i. **Number of hours:**
4. **\*Has your organization had allowable annual cash operating revenue and expenses of at least \$150,000?**
  - Yes
  - No
5. **\*Can your organization demonstrate 501(c)(3) status by one of the options below?**
  - My organization has 501(c)(3) tax-exempt status from the IRS, as evidenced by the IRS Letter of Determination.
  - My organization operates as a specific arts and/or humanities entity or division within a 501(c)(3) organization whose primary mission is not arts and/or humanities based.
  - My organization cannot demonstrate 501(c)(3) status.
6. **\*Is your organization governed by an independent, legally liable Board of Directors?**
  - Yes
  - No
7. **Do at least 15% of your organization's board members reside and/or work in Montgomery County, MD?** (New applicants to the AHCMC portfolio will be asked to provide this information for the past three consecutive fiscal years.)
  - Yes
  - No
  - i. **\*Total Number of Board members:**
  - ii. **\*Number of Board members who work and/or reside in Montgomery County, MD:**
8. **Does your organization have a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position who reports directly to the organization's Board of Directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application?**
  - Yes
  - No
  - i. **\*Name of Employee:**
  - ii. **\*Title of Employee:**

- iii. **\*Date of Hire:**
- iv. **\*Number of scheduled work hours per week:**

9. **\*Does your organization have an agreement with a Core Organization to provide a regular season of programming and/or educational services at the facility of the Core Organization?** Activities may 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 health department information about safety requirements for in-person activities.](#) [Click here for additional COVID-19 resources.](#)) (New applicants to the AHCMC portfolio will be asked to provide this information for the past three consecutive fiscal years.)

- Yes
- No

Description of Activities in Montgomery County, MD	FY21 # of Activities	FY21 # of audience members/participants
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	Will auto-calculate	Will auto-calculate

Description of Activities outside of Montgomery County, MD	FY21 # of Activities	FY21 # of audience members/participants
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	Will auto-calculate	Will auto-calculate

- Provide an explanation below if your organization was unable to provide in-person/virtual programming, or if in-person/virtual programming was significantly reduced due to the pandemic. (1,500 characters maximum with spaces)

10. \*Can your organization meet the June 1, 2022 deadline to submit the FY21 990?

- Yes
- No

11. \*Can your organization meet the June 1, 2022 deadline to submit the FY21 audit?

- Yes
- No

## AHCMC Budget Worksheet

This section will be a fillable chart in SM Apply. [Download a template of the Budget Worksheet under the “Application + Templates” tab on the AHCMC website by clicking here.](#) **AHCMC recognizes that these numbers may be estimates. Organizations will be asked to resubmit this form by June 1, 2022, along with the FY21 audit.**

An eligible applicant has had allowable annual cash operating revenue and expenses of no less than \$150,000 for the last three completed fiscal years.

Non-allowable cash operating revenue includes, but is not limited to:

- Unrealized gains or losses
- Investment revenues (interest and dividends)
- In-kind donations
- Revenue raised for capital
- Funds intended for re-granting

Non-allowable cash operating expenses include, but are not limited to:

- Investment Fees
- Interest Expenses
- Re-granting<sup>1</sup>
- Capital improvement expenses<sup>2</sup>
- Depreciation
- Loan principal payments
- In-kind donations
- Bad debt

This list is not exhaustive—there may be additional non-allowable income. Grants program staff will review all financial data and may contact applicants for additional information.

FOR AFFILIATE ORGANIZATIONS ONLY:

- **In place of the AHCMC Budget Worksheet, Affiliate Organizations must submit a list of FY21 revenue and expenses that directly support eligible programs.** An eligible program is defined as a performance, a production, a class, a lesson, a presentation, a lecture, or other activity that is attended by the public and takes place in Montgomery County, MD.

When expenses are divided between eligible (county) and non-eligible (non-county) programs, the amount included as an expense in this application must be based on a ratio of measurable units, such as number of rehearsals or tickets sold. This ratio is computed as the number of units for the eligible program divided by the total number of the same units for the entire program. For example, expenses

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<sup>1</sup> For the purpose of this grant, scholarships, awards, and tuition assistance are considered forms of re-granting.

<sup>2</sup> For the purpose of this grant, costs related to improving or expanding the organization’s physical structure must be counted as capital improvement expenses, not as operating expenses.

could include one-third of total expenses for rehearsing a show that is presented six times – twice in the County and four times outside of the County; the ratio of two to six is one-third.

Eligible expenses are limited to:

- Salaries and benefits of staff based in the County for time spent working on eligible programs;
- Payments to contractors for time spent working on eligible programs;
- Promotion and marketing expenses for eligible programs;
- Lease expenses for space located in the County and used for eligible programs;
- Rental of office or production equipment located in the County and used for eligible programs;
- Non-capital equipment or instruments located in the County and leased or acquired for eligible programs;
- Maintenance of space and equipment located in the County and used for eligible programs;
- A portion of promotion and marketing expenses for a program that takes place both inside and outside the County, such as a performance that is repeated in more than one jurisdiction; and
- A portion of the expenses of rehearsing and producing programs that take place both inside and outside the County, such as a performance that is rehearsed outside the County and performed in the County.

**Do not include** the following expenses:

- A percentage of the whole organization’s overhead expenses; and
- A percentage of staff salaries for staff not based in Montgomery County, MD.

## Required Uploads

**All uploaded documents must be submitted as PDFs. Contact AHCMC grants staff for assistance in converting documents to PDFs.**

### **\*IRS Letter of Determination**

**\*List of the organization’s Board of Directors with affiliation with affiliation**, including residency and work addresses (city and ZIP code accepted) with those who reside and/or work in Montgomery County highlighted.

**\*Agreement Letter with a Core Organization (Affiliate Organizations only):** Affiliate Organizations must upload a letter confirming that the organization meets the requirements to qualify as an Affiliate Organization, as outlined on page 5 of the FY23-24 GOS II guidelines, signed by an authorized representative of the Core Organization with which it has an agreement.