



## ARTS RESIDENCIES IN SCHOOLS GRANTS

### FY24 GRANT GUIDELINES

#### SUBMISSION DETAILS

**APPLICATION DEADLINE: Friday, October 6, 2023, at 11:59 p.m.**

Applications will be accepted for activities that take place between January 1, 2024, and December 31, 2024.

Grant awards will be announced in December 2023.

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.*

# The Mission of the Arts & Humanities Council of Montgomery County

The Arts & Humanities Council of Montgomery County (AHCRC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

## Equity & Inclusion

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCRC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, leadership, and resource allocation including, but not limited to, 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. AHCRC recognizes that language is fluid, and the intersectional justice movement is redefining terminology regularly. This list is not exhaustive and will be updated periodically as language continues to shift over time.

## ADA Compliance

Funded programming and the workspaces for staff, contractors, and volunteers should be accessible to differently-abled individuals and/or people with disabilities. AHCRC encourages applicants to consider physical and programmatic accessibility as an integral part of the project planning and budgeting process. Applicants may include the cost of access accommodations as part of their project’s budget, for example, sign interpreters, audio describers, etc. Additional resources, including a PDF of *Design for Accessibility: A Cultural Administrator’s Handbook*, can be found on [AHCRC’s website](#).

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## Introduction

*Arts Residencies in Schools Grants* (ARSG) are available to teaching artists that reside in Montgomery County, MD. Grant awards 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, 2024, and December 31, 2024.**

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

## FY24 *Arts Residencies in Schools Grants* Estimated Timeline

Webinars	September 2023
Application Deadline	October 2023
Panel Review	November 2023
Award Announcement	December 2023
Final Report	January 2025

## 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, 2024, and December 31, 2024.**
- 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 per grant period, at the same or a different school** (i.e., a spring residency and a fall residency).

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

- **This funding opportunity is for individuals, not organizations or groups.**
- Grant awards will be made exclusively to the teaching artists.
- **The school, classroom teacher, and teaching 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.**
- Applicants who need assistance or accommodation to complete this application should contact AHCMC grants staff.

## Applicant Eligibility Requirements

Individuals eligible to apply must have met 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 to provide an arts residency;
  - 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** (P.O. Boxes not accepted as proof of residency);
- 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.

## Art Residency Eligibility Requirements

Eligible residencies must:

- Take place between January 1, 2024, and December 31, 2024;
- Take place in Montgomery County, MD;
  - **Residencies may be in person or virtual. In-person activities must follow current COVID-19 guidelines as required by the [Montgomery County Health Department](#). ([Additional COVID-19 resources](#))**
- 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)

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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.

rate of 35% or more, as listed on the [MCPS Schools at a Glance website](#).

- Alternatively, the residency may take place at a school with a school-wide FARMS rate less than 35% if the residency will specifically serve students within a clearly defined program that provides for 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.**
- **A compiled list of all MCPS Schools with their FARMS rates for the 2022-2023 academic year is available on [AHCMC's website](#) under the "Applications + Templates" tab.**

## 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);
- 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 take a position regarding any one political party, candidate, or issue;
- Administrative and programming costs incurred outside of Montgomery County, MD; 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).

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<sup>3</sup> Scholarships, awards, or tuition assistance are considered forms of re-granting.

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

AHCRC staff use the applicant's panel score to calculate and recommend grant award amounts to AHCRC's Grants Committee. The Grants Committee reviews and revises the grant awards as necessary and forwards their recommendations to the AHCRC 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 Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Evaluative Criteria

Panelists evaluate and score each FY24 ARSG application based on the extent to which the application addresses the following Evaluative Criteria. An applicant's commitment to each of the Evaluative Criteria should thread through the entire application, including the narrative, work samples, and support materials. By demonstrating this commitment, applicants of any discipline can achieve an exceptional rating in each of the four priority areas.

**\*Applicants that receive an averaged panel score below 60 points will not be eligible for a 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 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 residency to determine if the intended learning goals have been accomplished.

### Budget (10 points)

- ✓ Budget is appropriate for the scope of the residency and the number of students served.
  - **Applicants are required to retain a portion of the AHCRC grant 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 Karen Judson, Grants Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

1. Go to [SM Apply](#) and login to your account using your username and password.
  - a. If you do not have an account, create one by clicking the green “Register” button in the upper right-hand corner. Complete all necessary steps to activate your account.
2. Select “Programs” in the upper right-hand corner to view open opportunities.
3. Find the box that reads “FY24 Arts Residencies in Schools Grants” and select the green “More” button.
4. Click the green “Apply” button on the right-hand side.
5. Complete all required tasks marked with an asterisk (\*).
6. Submit your application by clicking the green “Submit” button on the left-hand side.
  - a. Applications cannot be submitted unless all required tasks are marked as complete.
  - b. Applications that are complete but not submitted by the deadline **cannot be reviewed**.

## 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 materials that exceed the stated limits below.\***

A completed, online SM Apply application includes:

1. **A Completed Narrative**
  - Fillable form in SM Apply.
  - Download a template of the application under the “Application + Templates” tab on [AHCMC’s website](#). **Please note that templates are for the applicant’s reference only; all applications and materials must be submitted through SM Apply.**
  - The form will ask applicants to provide a link to the Artist Profile from the [MSAC Teaching Artist Roster](#). 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.
2. **Letter of Commitment**
  - **NEW!** – Download a template of the Letter of Commitment under the “Application + Templates” tab on [AHCMC’s website](#). **Please note that all materials must be submitted through SM Apply.**
  - The letter should state the residency dates, the name(s) of the collaborating teacher(s), the school’s commitment to partnering with the applicant on the residency as described during the allowable grant period, and the school’s agreement to comply with the FY24 ARSG guidelines. The letter should be signed by the primary collaborating classroom teacher and school principal.

- **If completing a second residency at a different school, the applicant must upload a Letter of Commitment for each participating school.**
- 3. MCPS Schools at a Glance Page**
- [MCPS Schools at a Glance website](#)
  - 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.**
- 4. Lesson Plans**
- **One PDF no more than 10 pages including a cover page, if applicable.**
  - Include a sample of 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 are longer than 10 pages, include a condensed portion/segment of the lesson plans.**
  - If the lesson plans have not been developed/finalized yet for the FY24 residency/residencies, provide a draft FY24 lesson plan or examples of similar lesson plans used in the recent past.
- 5. Programming Support Materials**
- **One PDF no more than 5 pages including a cover page, if applicable.**
  - No more than 5 hyperlinks embedded in Programming Support Materials.
  - Include materials that will assist the panel in evaluating the applicant’s programming, presenting, and/or producing activities. (i.e., evaluation results of previous programming, testimonials, newspaper clippings, program booklets, photos, brochures, flyers, etc.)
- 6. Work Sample(s)**
- Upload **a maximum of 10 work samples** that demonstrate the applicant’s work as a practicing teaching artist. **Work samples must be no more than 10 files or 10 pages total (for both images and written work).**
  - Applicants are encouraged to submit recently completed and high-quality work samples.
  - Work samples should demonstrate the applicant’s own work, not work created by others.
  - Work samples should reflect the discipline most closely aligned with the residency.
  - There will be a fillable form in SM Apply for applicants to provide a brief description of the work sample(s) and an explanation for how the sample(s) relates to the residency/residencies.
  - **The maximum of 10 work samples may be submitted in any one or combination of the file formats below.**
    - Images: Up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
    - Audio/Video: Maximum 4, up to 100 MB per file, no more than ten minutes combined. **Please note that any submitted audio/video counts towards the limit of 10 work samples.**
      - The SM Apply link feature only supports links to YouTube and Vimeo.



- If using the SM Apply link feature for YouTube or Vimeo, use the full hyperlink at the top of your browser instead of shorthand links (i.e., use the full <https://www.youtube.com> link, not <https://youtu.be>).
- Applicants may choose to use the SM Apply link feature or embed the links in a document and upload it as a PDF.
- If providing links to websites other than YouTube or Vimeo, links must be embedded in a document and uploaded as a PDF. For each link, the entire link should be visible.
- Make sure that links are not broken.
- Make sure that the content from hyperlinks is viewable and does not require a password.
- If the submitted video and/or audio is more than ten minutes combined, applicants must include instructions for which segments are relevant. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10.)
- Written Work:
  - 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.
- Work samples should reflect the primary discipline of the applicant.
  - For Presenting and/or Multidisciplinary: work sample(s) should convey more than one arts and/or humanities discipline.
  - For Performing and Media Arts: **applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**

#### 7. A Completed AHCMC Reporting Data Form

- **This form corresponds with AHCMC’s reporting obligations. Responses will not be factored into eligibility or the panel review.** All responses will be kept confidential. Responses will only be shared publicly in the aggregate.

## Grant Preparation Assistance

First-time applicants and/or applicants who need assistance or accommodation 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. Appointments can include assistance with the content of the application, such as a draft review, and/or assistance navigating the online grants portal. Consultation services in languages other than English are available by appointment.

Personal appointments must be scheduled **at least two weeks prior to the application deadline**. **Drafts for review must be submitted at least two weeks prior to the application deadline**. To schedule an appointment, contact Karen Judson, Grants 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 applying.

### Grant Agreement

Following the grant award announcement, the teaching artist must sign a Grant Agreement with AHCMC stating that the grantee agrees to:

- To complete and submit the Bill.com contact form in SurveyMonkey Apply and create an account on Bill.com for direct deposit of grant funds;
- To comply with all FY24 *Arts Residencies in Schools Grants* eligibility and other guideline requirements throughout the duration of the grant period;
- To use the grant funds only for the purposes described in the grant proposal during the period of **January 1, 2024, through December 31, 2024**;
- 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 programming costs incurred in Montgomery County. Award funds cannot be used for administrative or programming costs incurred for activities that take 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, 2024** (change requests submitted after November 30, 2024, may result in grant forfeiture);
- To return any grant funds not spent, or not spent in compliance with published grant guidelines, grant agreement, and/or the approved grant proposal no later than **January 31, 2025**;
- To submit a completed final report no later than **January 31, 2025**, through AHCMC’s online grants system, providing information about the implementation of the funded residency 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 pertaining to the residency;
- 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;
- To provide complimentary access to any public activities upon request of AHCMC staff; and
- To abide by current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department.

Failure to comply with these requirements may result in cancellation of funds, forfeiture of funds, and/or ineligibility to apply for future awards.

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

## Grant Disbursement

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

- The required Grant Agreement;
- A signed W-9 Form with the grantee'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), if applicable; and
- **Payment from the Montgomery County Government to AHCMC for the grants awarded.**<sup>6</sup>

## 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, 2024.**

## Reporting

All grantees are required to submit a final report due **no later than January 31, 2025**. Submitting a late report may have a detrimental impact on an applicant's eligibility for future funding.

## Return of Grant Funds

- If the change request is not approved and/or the grantee is unable to implement the residency as described in the approved grant proposal, 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 are not consistent with the approved grant proposal, the grantee must return the amount spent on non-allowable expenses.
- **Grant funds received but not spent by December 31, 2024, must be returned to AHCMC by January 31, 2025, with the grantee's final report.**

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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.

<sup>6</sup> AHCMC may not receive funds by January 1, 2024, for disbursement; however, grantees may begin their projects as of January 1, 2024, and reimburse themselves after grant awards have been disbursed.

## 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 AHCMC staff do not participate in panel discussions—the application must stand on its own.
- Be sure to reference the evaluative 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

**APPLICATION DEADLINE: Friday, October 6, 2023, at 11:59 p.m.**

Applications will be accepted for activities taking place between January 1, 2024, and December 31, 2024.

Grant awards will be announced in December 2023.

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

### Questions?

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

Krystle Seit, Grants Coordinator  
(301) 565-3805 ext. 20, or [Krystle.Seit@creativemoco.com](mailto:Krystle.Seit@creativemoco.com)

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