

FY24 Artists & Scholars Project Grants Narrative Template

This template is for your reference only. All applications and supplementary materials must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept anything sent 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 the same as this template. ***

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

Submit this application no later than **Friday, September 29, 2023, at 11:59 p.m.**

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 limits stated below.

A completed, online SM Apply application includes:

- 1. A Completed Narrative**
 - 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.**
- 2. Resume or CV of applicant**
- 3. Professional Development Materials (for professional development projects only)**
 - Applicants seeking funding for professional development projects **must** upload materials related to the residency/workshop and/or the resume or CV of the instructor(s), mentor(s), or consultant(s) involved in the project.
- 4. 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.)
- 5. Work Sample(s)**
 - Upload **a maximum of 10 work samples** that demonstrate the applicant’s work as a professional artist or scholar. **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 project.
- Space will be provided in the application for a brief description of the work sample(s) and an explanation for how the sample(s) relates to the project.
- **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.**

6. 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.

Application Form Template

Basic Information

If there are any contact and/or address changes after the application deadline, the applicant must notify AHCMC staff in writing.

***Applicant Legal First Name:**

***Applicant Legal Last Name:**

Artist/Scholar Name, if different:

***Home Address (P.O. Boxes not accepted):**

***City:**

***State:**

***ZIP Code:**

***Phone Number:**

***Email:**

Website:

***Select your primary discipline as an artist/scholar.** (A description of eligible disciplines is available on [AHCMC's 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): |

***Is the project in a discipline other than your primary discipline?**

- Yes
- No

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

- | | | |
|--|---|---|
| <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

Applicants must meet all the following eligibility requirements by the application deadline. Applicant eligibility requirements can be found on pages 3-4 of the FY24 ASPG guidelines. If you have questions about the eligibility requirements, please reach out to [AHCMC grants staff](#).

***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) or Individual Tax Identification Number (ITIN) prior to undertaking the grant activities?**

- Yes
- No

***Did you receive two consecutive *Artist & Scholar Project Grants* in FY22 and FY23?**

- 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

Or

- Professional Development

***Give a short summary of the project.** (350 characters maximum with spaces) *If you are awarded a grant, this summary will be used in public materials. AHCMC reserves the right to edit the summary for clarity.*

***AHCMC Grant Request:**

(Must be at least \$1,000 and no more than \$5,000.)

***Total Project Cost:**

(May exceed \$5,000 and should include in-kind costs, if applicable.)

***Project Start and End Dates:**

(Must be between 1/1/2024 and 12/31/2024)

Project Location Details

Only applicable for projects that involve public events and/or programs.

Funded events/programs must be open to the public with or without an admission fee, in person or virtually. In-person activities must follow current COVID-19 guidelines as required by the [Montgomery County Health Department](#). ([Additional COVID-19 resources](#))

***Do you anticipate that project activities will be in person, virtual, or hybrid (a combination of virtual and in person)?**

- In person
- Virtual
- Hybrid

***If the project involves an in-person event, provide the venue name and address.**

- Venue Name:
- Venue Address:

***Is the venue reserved or tentative?**

- Reserved
- Tentative

***Describe the platform/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 includes 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)

Narrative Questions

Quality of Work (25 points)

- ✓ Ongoing commitment to the arts and/or humanities discipline;
- ✓ Clear creative vision in performing, presenting, and/or producing the artistic/scholarly discipline; and
- ✓ 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 professional 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 your creative vision and artistic/scholarly process.** Be sure to align your answer with your professional experience. (2,500 characters maximum with spaces)

Quality of Project (30 points)

- ✓ Appropriateness of the applicant's objective for the project;
- ✓ Likelihood that the applicant will meet the stated objective(s) of the project; and
- ✓ 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, or a professional development opportunity. (2,500 characters maximum with spaces)

***How does the project relate to your creative and professional goals as an artist/scholar?** Address how the project will positively impact your creative career. (2,500 characters maximum with spaces)

***Describe the steps taken to plan and design the project and provide an implementation timeline.** 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 January 1, 2024 and December 31, 2024**. (4,000 characters maximum with spaces)

***What are the anticipated outcomes that will result from the completion of this project?** If the project has been implemented before, explain lessons learned and provide any pertinent data obtained, such as attendance numbers, etc. (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, whose opportunities to experience the arts/humanities are limited by geography, ethnicity, economics, and/or disability; and
- ✓ 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.** A reminder that your response should focus on Montgomery County. 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 applying for the creation of new work or professional development, describe the intended audience for when the project is complete. (2,500 characters maximum with spaces)

***How will the project resonate with the intended audience?** Specify how the project will benefit/impact the people it will serve. If applying for the creation of new work or professional development, describe how the intended audience will benefit from your work when the project is complete. (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 applying for the creation of new work or professional development, describe your anticipated, future outreach strategy that will be implemented when the project is complete. (2,500 characters maximum with spaces)

***How will you ensure that programs, services, facilities, and online media are accessible to the public and ADA compliant?** Include barriers to participation you have identified and will address. If applying for the creation of new work or professional development, describe your anticipated, future outreach strategy that will be implemented when the project is complete. (**Accessibility and ADA compliance costs are allowable expenses that can be included in the project budget and paid for by the AHCMC grant.**) (2,500 characters maximum with spaces)

Administrative Oversight (15 points)

- ✓ Evidence of administrative skills needed to meet project objectives, including completeness and clarity of the proposal;
- ✓ Well-researched, clear, realistic, and complete budget and budget notes;
 - **Applicants are required to retain a portion of the AHCMC grant to compensate themselves for their work, except for professional development projects.** Applicants requesting funding for professional development projects have the option to retain a portion of the project budget for self-compensation; and
- ✓ Efforts to seek other sources of support.

***Describe your efforts to seek other sources of support such as in-kind contributions, other grants, sponsors, cash donations, fundraising, earned income, 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.
 - 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 FY23 ASPG guidelines for a detailed description of allowable project expenses that can be paid for by AHCMC.)
- **Applicants must 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 AHCMC grant. Asterisked expenses should clearly indicate how the entire AHCMC grant will be allocated.**
- **Do not** include "miscellaneous" or "contingency" expenses.

Line Item	Description	Amount
1. *Applicant Compensation	Artist/Scholar fee	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total Cash Expenses		<i>\$ Will auto-calculate</i>

*In-Kind Expenses

- In-kind expenses are non-cash expenses. If items are donated, (i.e., supplies or services) list those items below with their monetary value.
- If you do not have in-kind items, indicate "N/A" across the first line item.

Line Item	Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
Total In-Kind Expenses		<i>\$ Will auto-calculate</i>

*Cash Income

- **The first line item must be "AHCMC Grant" with the requested grant amount of: Will auto-fill**
- Include any other sources of income for this project, if applicable.

Line Item	Description	Amount
1. AHCMC Grant	Amount requesting for project	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total Cash Income		\$ Will auto-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 with their monetary value.
- If you do not have in-kind items, indicate "N/A" across the first line item.

Line Item	Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
Total In-Kind Income		\$ Will auto-calculate

Total expenses MUST EQUAL total income, as well as the total project cost entered at the beginning of the application.

- **Total Project Expenses:** *Will auto-calculate*
- **Total Project Income:** *Will auto-calculate*
- **Total Project Cost:** *Will auto-fill*

Project Budget Notes

***Provide additional information about how the project expenses were calculated.** For example, if "Artist/Scholar Fee \$1,500" is listed in your budget, provide additional details 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 "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.

***Give a brief description of the work sample(s) (i.e., a performance from 2023) and why the work sample(s) was selected. (1,500 character maximum with spaces)**

AHCMC Reporting Data

The questions below correspond with AHCMC's reporting obligations. **Responses will not be seen by panelists or factored into the application eligibility, evaluation, or scoring.**

Use the link below to answer the following questions about your U.S. Representative, State Senate, and State Delegate districts:

- <https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=177afa87a67746a4ac5496b2d0897fb7>

Use the link below to answer the question about your County Council district:

- <https://mcgov-gis.maps.arcgis.com/apps/instant/lookup/index.html?appid=b57d3f11b2b847c5a7342e73f5079e98>

*U.S. Representative District:

*State Senate District:

*State Delegate District:

*County Council District:

Demographic Information

Definitions

- **Publicly self-identify:** The information you are providing is how you would identify in each category to the public.
- **Transgender:** An umbrella term people may use to describe their gender identity and/or gender expression as different from the sex they were assigned at birth. People who identify as transgender might describe themselves using one or more of a wide variety of terms including genderqueer, non-binary, and transgender. Transgender people may claim/affirm their gender identity through hormones and/or surgery. Transgender identity is not dependent on surgery. Transgender identity is not a sexual orientation.
- **Cisgender:** A term used to describe a person whose gender identity is the same as the sex assigned to them at birth.
- **Nonbinary (also non-binary):** Preferred umbrella term for all genders other than female/male or woman/man, used as an adjective (e.g., Jesse is a nonbinary person). Not all nonbinary people identify as trans and not all trans people identify as nonbinary.
- **Disability:** A disability can be physical, learning, cognitive, sensory, mental, or chronic health or other disability that is a barrier to everyday living.

Race & Ethnicity

*How do you publicly self-identify?

- Asian/Asian American/Pacific Islander
- Arab/Middle Eastern
- Black/African American/African
- Hispanic/Latino/Latina/Latinx/Chicanx
- Native American/American Indian/Indigenous

- White/Caucasian/European
- Multi-racial or Multi-ethnic (2 or more races or ethnicities)
- Different identity (please specify)
- Decline to state

Gender Identity

***How do you publicly self-identify?**

- Female
- Male
- Gender nonbinary/Genderqueer/Gender non-conforming
- Different identity (please specify)
- Decline to state

***How do you publicly self-identify?**

- Transgender
- Non-transgender (cisgender)
- Different identity (please specify)
- Decline to state

Sexual Orientation

***How do you publicly self-identify?**

- Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)
- Heterosexual or straight
- Different identity (please specify)
- Decline to state

Disability

***How do you publicly self-identify?**

- A person with a disability
- A person without a disability
- Decline to state