

## **APPLICATION GUIDELINES**

The Arts Council welcomes strategic grant applications from existing Community Arts Grant (General operating) grantees during the Spring of each fiscal year. This grant is designed to encourage organizations to request funding for a new program or project, outside of their operating grant that will make a significant impact. The proposal should be innovative and support a diverse population or community in Anne Arundel County. The award and size of the grant will be determined by some of the following factors:

- Must be a new and innovative program or project
- Partnership or collaboration with other organizations are encouraged
- Serving a diverse population or a community in need is encouraged

## **GRANT RESTRICTIONS**

The Application is open by invitation only; the Council does not accept applications from organizations who are not current fiscal year recipients of a Community Arts Grant.

## **SELECTION PROCESS**

The Officers and Directors are advised in the selection process by a distinguished Committee comprised of selected Board members. Organizations are required to submit a cover letter, and a complete application by the due date. No late applications will be accepted. All completed applications will be promptly acknowledged and considered. If further information is required after the completed application has been received, the organization will be contacted directly by the staff. Further information including financial data may be requested at any time during the review process.

## **REPORTS AND FOLLOW UP**

Any grant awards will be subject to the following reports and follow up process:

1. A contract will be issued outlining the conditions for the grant and must be signed and returned in accordance with the timeline.
2. An interim and final report will be due as outlined in the grant contract.
3. A site visit will be conducted during the project by a representative of the Arts Council to monitor progress in accordance with the original application.
4. Any changes to the original grant proposal must be submitted to the Arts Council before changes are made.

## GRANT GUIDELINES

- Must be a current fiscal year General Operating Grant Recipient Organization of the Arts Council of Anne Arundel County
- Must be a Program or Project not previously funded by the Arts Council through any Grant Program
- Must demonstrate a public value of arts and culture worthy of merit to the community
- Must represent a novel, unusual or creative approach to the arts not previously offered by the organization
- Must represent a collaboration or partnership not previously explored by the organization
- Must have clearly defined goals and measurable outcomes
- Must maintain complete and accurate records of all activities connected with the grant
- Must utilize generally accepted accounting principles, maintain complete and accurate records of all receipts and expenditures in connection with the Grant, and have these records available upon reasonable notice for inspection and available to send electronically to a representative of the Arts Council.
- Must file an interim and final report, both narrative and financial, online through the Arts Council Website and the **GO SMART** System, by the specified deadlines. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to the Arts Council of Anne Arundel County whenever and wherever credit is being given, in all web related and social media, brochures, news releases, programs, publications and publicity.
- Must notify the appropriate program officer in writing if a significant change is made in any Arts Council funded program or project.