



## GUIDELINES FOR MINI GRANTS APPLICATIONS

- Must have been both incorporated in Maryland as a not-for-profit and have received tax exempt status from the U. S. Internal Revenue Service.
- Must be an organization providing public arts programming or services in Anne Arundel County; Mini Grants are intended for **EITHER** targeted arts related activities **OR** to reach audiences in underserved communities
- Must be physically located and primarily performing in Anne Arundel County and in good standing with the Maryland Office of Assessments and Taxation on the date the application is filed.
- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- 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, including a Final Report, and have these records available upon reasonable notice for inspection and available to send electronically to a representative of the Arts Council.
- Must file a final report, both narrative and financial, online through the Arts Council Website and the GO GRANTS 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.
- Mini Grant Funding is limited to up to a maximum of \$2,500.00 of the proposed activities; the amount requested must be equally matched and may not include in-kind services or donations.