



Arts in Education Residency and Auditorium Grants FY2021 Program Guidelines

The Arts in Education Program invites accredited public and private schools in Anne Arundel County to apply for **no more than** two (2) grants per school (*i.e. one of each grant or 2 residency grants or 2 auditorium grants*). These grants are used to fund either in-person or virtual artistically driven educational programs. Funding for performances is limited to artists in the ACAAC Arts in Education Directory (available at <https://www.acaac.org/our-programs/artist-directory/>) or those listed on the Maryland State Arts Council (MSAC), Young Audience of Maryland or Artivate teaching artist registry. All applications will be reviewed by the ACAAC Arts in Education Committee and funding for as many programs as possible will be approved based upon our annual program budget.

It is the responsibility of the applicant to book the artists and secure any additional funding needed. All applications must be completed in full, along with the required proposal from the artist or the artist's representative to be considered. ACAAC grants received through the Arts in Education Program should be acknowledged in the school's newsletter, crediting the ACAAC, the MSAC, City of Annapolis, and Anne Arundel County. Please review the detailed guidelines on the next page.

For FY2021 applicants only:

In recognition of the effects of the COVID-19 pandemic on schools and the arts, schools will be asked within the application to explain how their grant activities will comply with current public health guidelines. We encourage applicants to develop creative proposals for projects that can be delivered safely, whether virtually or utilizing social distancing measures.

FY2021 Arts in Education Grants Timeline:

- 1) Grant application cycle opens October 5, 2020 at 8 am.
- 2) Grant application period EXTENDED until November 9, 2020 at 5 pm. Applications must be completed online through the ACAAC GO Grants portal.
- 3) Arts Council award letters to recipients: December 1, 2020.
- 4) Grant awards payments to be delivered via check or electronically by December 11, 2020.
- 5) Final reports to be completed by June 30, 2021.

Arts in Education Grant Guidelines FY2021

1. The Arts Council will accept applications for cultural and artistic presentations that take place virtually or in person in Anne Arundel County public schools and accredited private schools.
2. Applications must be submitted through the GO Smart System on the Arts Council website, www.acaac.org. Notification of acceptance will be sent via email.
3. The Arts Council will review all applications and approve funding for as many as possible. The school, its parent-teacher organization, or other sources of support should provide funding the balance of the programs.
4. These grants will support presentations of performers listed in the ACAAC online directory <https://www.acaac.org/our-programs/artist-directory/> or those listed on the Maryland State Arts Council (MSAC), Young Audience of Maryland or Artivate teaching artist registry, all of whom have been found to meet high educational goals and professional artistic standards.
5. Each school is eligible to apply for **no more than two (2) grants per school** (*i.e. one of each grant or 2 residency grants or 2 auditorium grants*). Evening performances will not be supported.
6. It is the responsibility of each applicant to book the performer(s). The Arts Council will process funding the presentation after receiving a proposal from the artist or the artist's representative confirming the booking of an approved artist. It must include:
 - *Name of artist*
 - *Proposed program/presentation*
 - *Anticipated dates for the program*
 - *Negotiated fees*
7. The school should invite parents to attend performances whenever possible.

This Program WILL NOT support: In-service training for teachers; release time for teachers; receptions; awards or trophies; transportation for students or staff; or venue rental.

NOTE: Residencies should include a minimum of five workshops of at least 45 minutes held with the same cohort of students. Ideally this group should be class-sized or smaller.

Residency programs WILL support: Programs involving joint participation of teachers, students, and artists; Orientation meeting with teachers (one session); Textbooks and supplies relating to the program; or Artist travel fees.

General Guidelines for All Arts Council of Anne Arundel Grant Applications:

- 1) Must have been incorporated in Maryland as a not-for-profit organization and have received tax-exempt status from the United States Internal Revenue Service.
- 2) Must be an organization providing public programming or services in Anne Arundel County in the visual arts, performing arts, cultural arts, or historical preservation.

- 3) Must be physically located and primarily performing or operating in Anne Arundel County and in good standing with the Maryland Office of Assessments and Taxation on the date the application is filed.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) Must maintain complete and accurate records of all activities connected with the grant.
- 8) Must utilize generally accepted accounting principles, maintain complete and accurate records of all receipts and expenditures in connection with the Grant, including Interim and Final Reports, and have these records available upon reasonable notice for inspection and available to send electronically to a representative of the Arts Council.
- 9) Must file a final report, both narrative and financial, with the Arts Council 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.
- 10) 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.
- 11) Must notify the appropriate program officer in writing if a significant change is made in any Arts Council funded program or project.

Grant Funds May Not be Used For: Re-granting; capital improvements or purchases of permanent equipment; acquisition of capital assets; activities for the exclusive benefit of the organization's members; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland to present or produce the arts; projects chiefly for classroom use; activities not open to the general public; or scholarships awarded by the applicant organization for its own activities. Grant funds may not be used for elected office; by any political party; organization; or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

Review Process and Notification

- 1) Applicants will receive an email confirmation after an application has been received. You will be notified if there are still portions of an application that have not yet been received or do not comply with the guidelines.
- 2) The Arts in Education review panel will review all qualified, complete applications prior to the date indicated above. Each proposal will be reviewed individually by all members of the review panel. In addition, each proposal will be compared to other proposals of the same type with respect to specific evaluation criteria. For example, one of the questions that

applicants have to answer is a description of the audience/constituency they serve. During the review process all responses to that question will be examined separately to identify the extent to which various geographic and demographic sectors of the county are being covered. Since the Arts Council's goal is to try and reach all residents throughout the county, proposals from applicants that focus on underserved areas or groups may receive special consideration for their application. This will allow each application to be examined individually for its own merit, while also ensuring a cross-cutting evaluation of the entire set of applications with respect to Arts Council priorities.

- 3) The Arts in Education committee will present its recommendations to the ACAAC Board of Directors for final approval. All decisions by the ACAAC Board of Directors are final. All applicants will be advised electronically of the status of their application. Successful grantees will also be informed of the anticipated date of the grant funds that have been awarded.

Conflict of Interest Policy

To ensure that all Arts Council review panels are free from conflicts of interest and the appearance of such conflicts, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliations" applies to employment, board memberships, independent contractual relationships, substantial contributor relationships, or other relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panel members, as well as Board Members, are not permitted to participate in discussions or votes relating to any applicant with whom they have an affiliation.