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# 2022-2023 Arts in Education Grant Application Guidelines

The Arts Council of Anne Arundel County's Arts in Education program has supported the integration of the arts into educational curricula in our schools for over a decade, and its impact continues to grow. Our grants enable schools and PTO/PTA groups to present quality performances and residencies for students in dance, history, music, theatre and arts-related or arts-integrated projects.

Arts in Education grants are open to all public and private accredited K-12 schools in Anne Arundel County. Schools may apply for up to two grants per year. We try to fund as many programs as possible, based upon available funding; preference is given to Title I schools.

If you have questions about ACAAC Arts in Education grants, please contact **Susan Baum** at [susan.baum@acaac.org](mailto:susan.baum@acaac.org).

## 2022-2023 Arts in Education Grant Timeline

- 1) Grant application cycle opens September 15, 2022.
- 2) Grant application period closes October 31, 2022 (11:59 pm). Applications must be completed online through the [ACAAC Submittable portal](#).
- 3) Arts Council award letters will be sent to recipients on or before November 15, 2022.
- 4) The grant award payment will be made by check to school applicants, or ACH transfer to PTO/PTA applicants on or before December 1, 2022.
- 5) Final reports are due by June 30, 2023 (11:59 pm).

## Guidelines

- All Arts in Education applicants will complete the same grant application.
- Grant applications can be completed jointly by multiple staff members; click on the “Invite Collaborators” icon on the top left-hand corner of the application form.
- ACAAC is unable to fully fund most programs, so we recommend that you plan a 1:1 cash match for your project. It is the responsibility of the applicant to secure the additional funding needed through the school, PTA/PTO, or other source.
- Proposed programming can be either in person or virtual.
- ACAAC grants received through the Arts in Education Program should be acknowledged in the school’s newsletter, parent communications, and event programs or agendas, following the guidelines on the [ACAAC website](#).
- Applications should be completed via the ACAAC Submittable portal, available at [www.acaac.org](http://www.acaac.org) -> Grants -> Submittable Portable
- Funding is limited to residencies or performances by artists listed on the following approved artist rosters: [ACAAC](#), [Maryland State Arts Council \(MSAC\)](#), [Artivate](#), or [Arts For Learning, Maryland](#).
- ACAAC recommends inviting parents to attend performances whenever possible.
- Applications must include an artist’s proposal from the artist or artist’s booking agency that contains the following information:
  - Artist’s name
  - Proposed program/presentation
  - Anticipated dates for the program
  - Negotiated fees

This program DOES NOT support: In-service training for teachers; release time for teachers; receptions; evening performances; awards or trophies; transportation for students or staff; or venue rental.

### **Additional Information About Artistic Residencies**

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 grants will also support:

- Programs involving joint participation of teachers, students, and artists
- One orientation meeting with teachers
- Textbooks and supplies relating to the program
- Artist travel fees

### **Accessibility Guidelines for All ACAAC Funded Grant Programming**

Grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements. Grantees are required to:

1. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
2. Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, material status, race, color, creed, sexual orientation, or national origin: of (b) gender expression, sex, or age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
3. Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the Point of Contact to the public.
4. Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible.
5. Upon request, submit documentation of operations and compliance with the above.

Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.

### **Review Process and Notification**

1. Applicants will receive an email confirmation after their organization's application has been received. Applicants will not be notified if the application is incomplete or does not comply with the guidelines.
2. The ACAAC Arts in Education Committee will review all qualified, complete applications prior to the date indicated in the timeline. 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.
3. The committee will present its recommendations to the ACAAC Board of Directors for final approval. All applicants will be advised electronically of the status of their application. Successful grantees will also be informed of the anticipated date of receipt of grant funds that have been awarded.

## **Conflict of Interest Policy**

To ensure that all Arts Council of Anne Arundel County 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.

## **Appeals Process**

ACAAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review. Grounds for such reconsideration also include decisions based on review criteria other than those stated in these guidelines.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.
- To pursue an appeal, the applicant must write a letter to the Executive Director within 15 days following receipt of the grant award or denial letter requesting a reconsideration of ACAAC's decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 30 days of the receipt of the written request for reconsideration.