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## 2024 Anne Arundel County Arts and Cultural Resources Grant Program Guidelines

**Grant applications will be accepted between December 1 - 31, 2023.**

Be sure to sign up for Arts Council of Anne Arundel County emails at [www.aaac.org](http://www.aaac.org) to stay abreast of any program changes.

### About the Arts Council of Anne Arundel County

#### **Our Mission**

*Our mission is to provide leadership, funding, and support that promotes artistic excellence and historic preservation and to advocate for resources and education that expand arts opportunities for all, helping to create an enriched and healthy community.*

#### **Our Vision**

*We envision Anne Arundel County as a place where artists are inspired and creativity thrives, where arts and culture bring people of all backgrounds together to enrich, bind, and celebrate our community.*

#### **Our Commitment to Diversity, Equity, Inclusion, and Accessibility**

*The Arts Council of Anne Arundel County is committed to advancing and modeling equity, diversity, inclusion, and accessibility in all of our programs and services and those of our grantees. We are dedicated to embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.*

## About this Grant Opportunity

The Arts Council of Anne Arundel County is honored to partner with the Anne Arundel County Office of Planning and Zoning Cultural Resources Division, which protects the County's historic sites, buildings, archaeological sites and landscapes, to offer a FY2024 grant funding opportunity. Preference will be given to projects that encourage stewardship and public appreciation of properties that are on the County Inventory of Historic Resources, including historic buildings, historic cemeteries, and archaeological resources, or projects that recognize or highlight previously un-documented historic resources (older than 50 years old as per the National Register criteria), especially historic sites associated with the Civil Rights era, or early 20<sup>th</sup> century history. Oral history projects, and video capture of the spoken word by community elders, which result in a public-facing presentation are also encouraged.

Please note that applications will be accepted from organizations located in Anne Arundel County, including the City of Annapolis, that provide programming for the citizens of Anne Arundel County. This grant cycle will also consider funding requests that include as part of the request, support for certain limited physical improvements to an historic property that will directly support or expand proposed programming, and help the applicant provide for safe, ADA-compliant public access. Support to acquire, upgrade or maintain physical assets of the applicant must be directly related to proposed or current public programming or events.

## Timeline

1. Grant application cycle opens December 1, 2023.
2. Grant application period closes December 31, 2023 at midnight.
3. Applications must be completed online through the ACAAC's Submittable Page, available at <https://artscouncilofannearundelcountynew.submittable.com/submit>
4. ACAAC award letters will be sent to recipients on or before January 19, 2024.
5. Grant awards payments to be sent on or before January 26, 2024.
6. Grant performance period: January 1 through June 30, 2024.
7. Final reports to be completed by July 31, 2024.

## Eligibility

In order to be eligible, all organizations must:

1. Applicants must be registered in Maryland as a 501(c)(3) organization.
2. The proposed project must service the citizens of Anne Arundel County. Projects submitted by organizations located in the City of Annapolis will be considered during this cycle.
3. Preference will be given to complete applications submitted by smaller, new, or developing archaeological, historic, cultural, and historic preservation organizations.

4. You may request any amount up to \$4,000, but the request must be matched 1:1. Matches can be 100% in-kind, such as volunteer hours. Contributions or grants from other affinity organizations will also be accepted as matching funds.
5. Funding is limited to public programming or hosting live or virtual events.
6. If your organization received a grant in the previous 2023 cycle, you will be asked for an update on that project.
7. Requests solely for capital and/or depreciable expenses will not be considered, though this cycle will consider limited support to acquire, upgrade or maintain physical assets that will directly support or expand proposed or current programming, or funding to make physical improvements to an historic property in order to provide for enhanced, safe, and ADA-compliant public access to the site.
8. Please refer to the program guidelines or reach out to the Grant Administrator directly to discuss if your request is an allowable cost before including it as part of your proposed budget.

### Preparing Your Application

In your application, you will be required to provide the following information:

1. Describe your organization, its mission, ongoing activities, and the people it serves.
2. Describe your organization's current programming with regard to heritage resources and/or historic preservation.
3. Describe how the targeted activities from this grant will improve and expand the public's knowledge and/or interpretation of a heritage resource in Anne Arundel County.
4. Describe how this programming will engage the public's ability to contribute to the maintenance, preservation, and stewardship of historic sites in our county.
5. List your organization's current funding resources and partnerships, as well as any previous support received from the Arts Council of Anne Arundel County.
6. Describe how your grant activities will be made accessible to individuals with disabilities.
7. Project budget information

**Grant funds may not be used for** regranting; activities for the exclusive benefit of an organization's members; travel outside Anne Arundel County to present or produce arts; projects chiefly for classroom use or in school activities; or scholarships awarded by the applicant organization for its own activities. Grant funds may not be used to make contributions to any persons who hold, or are candidates for, elected office; to 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.

## General Guidelines

All applicants:

1. 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.
2. 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.
3. Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991.
4. Must 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.
5. Must include a DEIA statement in their official materials and/or website and programming consistent with the diversity, equity, inclusion and accessibility goals of the Arts Council of Anne Arundel County.
6. Must give credit to Anne Arundel County and the Arts Council of Anne Arundel County whenever and wherever credit is given. More detailed information about funding attribution requirements is available on our website at <https://www.acaac.org/grants/logo-recognition/>.
7. Must notify Grants Manager Susan Baum in writing if there is a significant change made to the organization's economic circumstances.

## Accessibility Guidelines for ACAAC Funded Grant Programming

1. 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:
2. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
3. 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.
4. Designate an Accessibility Point of Contact (POC) to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the POC to the public.

5. Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible.
6. Upon request, submit documentation of operations and compliance with the above.
7. 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 application has been received. If the application deadline has passed, applicants will not be notified if the application is incomplete or does not comply with the guidelines.
2. The grants review panel will review all qualified, complete applications prior to the date indicated in the timeline. Each proposal will be reviewed individually by both the Anne Arundel County Office of Planning and Zoning Cultural Resources Divisions and the Arts Council of Anne Arundel County. In addition, each proposal will be compared to other proposals of the same type with respect to specific evaluation criteria.
3. The grants review panel will present its recommendations for funding 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.

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.

### **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 makes every effort 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.

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

1. The applicant must discuss the problem with the Grant Manager who handled the application.
2. To pursue an appeal, the applicant must write a letter to the President & CEO within 15 days following receipt of the grant award or denial letter requesting a reconsideration of the Arts Council's decision and stating the grounds for the request.
3. The applicant will receive written notification on the determination of the appeal within 30 days of the receipt of the written request for reconsideration.

## Additional Requirements for Arts and Cultural Resources Grant Recipients

All grant recipients will be required to:

1. Acknowledge funding by the Anne Arundel County Office of Planning and Zoning Cultural Resources Division and the Arts Council of Anne Arundel County whenever and wherever credit is given. Use of the ACAAC logo and verbiage should be in accordance with the guidelines available here: <https://www.acaac.org/grants/logo-recognition/>.
2. Notify Susan Baum at [susan.baum@acaac.org](mailto:susan.baum@acaac.org) in writing if there is a significant change made to the funded program or to the organization's operations.