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# 2024 Fall Mini Grant Guidelines

**Grant applications will be accepted between May 1 - May 31, 2024.**

Be sure to sign up for Arts Council of Anne Arundel County emails at <https://www.acaac.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's Mini Grant program is designed to support innovative, well-defined **arts-related projects** that are directed to a new or broader audience, preferably within underserved communities. Two grant cycles are offered each year (spring and fall) and grants are awarded to eligible organizations and/or programs on a dollar-to-dollar matching basis. The matching funds requirement can be satisfied with volunteer hours and/or in-kind donations. The maximum award amount for the Mini Grant is \$2,500. New partnerships with other arts or community organizations are encouraged in an effort to engage more local residents in cultural and artistic activities. ACAAC is available to assist applicants with outreach and marketing to potential partners and audiences within Anne Arundel County. Organizations may not apply for more than one Mini Grant per fiscal year.

In 2021, the Arts Council of Anne Arundel County adopted new goals directed towards increasing the diversity of artists and arts organizations supported by its grant programs. This includes prioritizing funding for artistic activities that promote diversity, equity, inclusion and social justice, and are accessible to all. Mini Grant applications for projects that reflect these goals, including partnerships among grantees for these purposes, are definitely encouraged. For more information on this and other Arts Council opportunities, please contact ACAAC Grants Manager Susan Baum at [susan.baum@acaac.org](mailto:susan.baum@acaac.org).

## Timeline

1. Grant application cycle opens May 1, 2024.
2. Grant application period closes May 31, 2024 at midnight. Applications must be completed online through the ACAAC's Submittable Page, available at <https://artscouncilofannearundelcountynew.submittable.com/submit>.
3. Grant award letters, including a request for electronic banking information, will be sent to recipients on or before July 1, 2024. Contracts will be sent to recipient organizations and signed through DocuSign.
4. The grant award payment will be made by ACH transfer on, or before July 15, 2024.
5. Final reports will be available on January 1, 2025 and are due by January 31, 2025.

## Eligibility/Funding Priorities

In order to be eligible, all organizations must:

- Produce or present the arts through public programming in Anne Arundel County.
- Be incorporated in Anne Arundel County as a 501(c)(3) nonprofit and/or have a significant physical presence in Anne Arundel County.
- Have operated for one full fiscal year at the time of application.
- Establish that the majority of the arts activities it produces and/or presents take place in Anne Arundel County.
- Be governed by a legally-liable board of directors acting under a mission statement and budget specific to the organization.
- Be able to document current Good Standing Status with the Maryland Department of Assessments and Taxation at the time of application.
- Public, private, and charter K-12 schools and pre-schools are not eligible to apply.
- Individual artists are not eligible to apply.

## Preparing Your Application

The Mini Grant application is available on ACAAC's Submittable page, which is located online at <https://artscouncilofannearundelcountynew.submittable.com/submit>. The application, and if funded, the final report must be submitted through this grant management system. If you have not previously used Submittable, you will need to set up an account and password. When creating an organizational account, we **highly recommend** that you tie it to an organizational email such as 'info@yourartsorganization.org' rather than a personal email address.

Be sure to read through the questions before starting, and allow yourself plenty of time to gather the data and supporting documentation you will need. The application is structured to provide a

framework in which to tell your story, and give our reviewers a clear picture of the project you are proposing.

Best practices for successfully completing your grant include:

- Assign an individual responsible for managing the grant as your primary contact for this application. This is not necessarily your Executive Director, but rather the individual ACAAC will be communicating with for the duration of your grant's performance period.
- Before you begin, review the rubric at the end of this document to ensure you have a clear understanding of how scoring priorities within will impact evaluation of your grant.
- If others from your organization will also be working on the application, utilize the Submittable "Invite Collaborators" function. The tab is located at the top of the application, below the banner heading. Up to three additional individuals can assist with the application.
- Be clear, specific, and thorough in your responses, and whenever possible, provide detailed evidence to support your request.
- Reach out to Susan Baum at [susan.baum@acaac.org](mailto:susan.baum@acaac.org) for assistance at any time during the grant application period.

### General Guidelines for 2024 Fall Mini Grant Recipients

All grant recipients are required to:

- Acknowledge funding by 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 at <https://www.acaac.org/grants/logo-recognition/>.
- Complete the online final report form by January 31, 2025.
- Notify Susan Baum at [susan.baum@acaac.org](mailto:susan.baum@acaac.org) in writing if there is a significant change made to the organization's project and/or operations.

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.

## 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.

## 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 all members of the review panel and will be evaluated on its overall impact to the organization as well as how the specific project will benefit the community. The review panel will score each application using the rubric which appears on the last page of this document.
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.

## 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 April Nyman, ACAAC 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.

## 2024 Fall Mini Grant Scoring Rubric

### Each bullet is scored from 0-2:

- 0=Does not satisfactorily meet criteria
- 1=Partially meets criteria, or some work has been done but does not yet fully meet criteria
- 2=Fully meets criteria

### Criteria 1 [10 pts]

#### Project Information

- Project fills a demonstrated need in the community
- Project fits within the organization(s) mission and goals
- Organization and its partners have the capacity to develop and deliver programming
- Project plans demonstrate creativity, risk-taking, and innovation

### Criteria 2 [10 pts]

#### Outreach and Community Impact

- Applicant is engaging with other community partners to complete project
- Will reach a geographic, economically, and demographically diverse audience
- Will be accessible to all members of the community.
- Will use effective methods of marketing to reach and expand target audience
- Organization will measure programmatic impact and success

### Criteria 3 [10 pts]

#### Budget

- Leverages income from other sources, including in-kind donations
- All expenses are reasonable and appropriate
- ACAAC request will support completion of the project
- Budget clearly demonstrates financial need for ACAAC support
- Adequate funding is allocated to support marketing to diverse audience