



2024-2025 Arts in Education Grant Application Guidelines

**Grant applications will be accepted on a rolling basis from
August 15, 2024 until March 5, 2025***

*If all grant funds are awarded prior to March 5, 2025, then the application will close.

Be sure to sign up for Arts Council of Anne Arundel County emails
at <https://www.acaac.org/> to stay informed 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 Arts in Education program supports the integration of the arts into educational curricula and has funded programs in Anne Arundel County schools for over a decade. The Auditorium and Residency grants enable schools and PTO/PTA groups to present quality assemblies, performances and residencies for students in dance, history, music, theater, and arts-related or arts-integrated projects.

Arts in Education Grants are open to all public and nonprofit-private accredited Pre-K through grade 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.

Timeline

1. Grant application will open on August 15, 2024, and will be accepted on a rolling basis until March 5, 2025.
2. Applications submitted by the 5th of the month will be reviewed in that month, applications received after the 5th will be reviewed the following month.
3. No applications will be reviewed in December.
4. Application period will close on March 5, 2025 at the latest.
5. If all the grant funds are awarded prior to March 2025, the application will close.
6. Applications must be completed online through the [ACAAC Submittable portal](#).
7. The grant award payment will be made by check to school applicants, and/or ACH transfer to PTO/PTA applicants within 30 days of an application being approved for funding.
8. Final reports will open by March 31, 2025.
9. Final reports are due by June 30, 2025.

Grant Guidelines

- All Arts in Education applicants will complete the same grant application.
- Funding requests may not exceed \$5000 per 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.
- If your school is unable to provide matching funds at a 1:1 cash level, you may request a “Matching Funds Waiver” to either reduce or eliminate the matching funds requirement.
- Title I Schools may be exempt from the 1:1 cash match.
- Proposed programming can be either in person or virtual.
- Applications must include an artist’s proposal from the artist or artist’s booking agency that contains the following information:
 1. Artist’s name,
 2. Proposed program/presentation,
 3. Anticipated dates for the program,
 4. Negotiated fees.
- A single artist or arts organization is eligible to be contracted for up to three Arts is Education Grant programs during the current school year.
- 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 -> Grants -> Submittable Portable
- Funding is limited to residencies or performances by artists listed on the approved artist roster.
- Approved Artist Rosters include [ACAAC Teaching Artist Roster](#), [Maryland State Arts Council \(MSAC\)](#), [Artivate at Levine Music](#), or [Arts For Learning, Maryland](#).
- ACAAC recommends inviting parents to attend performances whenever possible.

This program **DOES NOT** support: In-service training for teachers; release time for teachers; receptions; evening performances; awards or trophies; performance tickets; 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:
 1. Programs involving joint participation of teachers, students, and artists,
 2. One orientation meeting with teachers,
 3. Textbooks and supplies relating to the program,

4. Artist travel fees.

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 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 during the grant period.

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, the application is incomplete, or does not comply with the guidelines, applicants will not be notified.
2. The ACAAC Arts in Education Committee will review all qualified, complete applications in accordance with the dates indicated on 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 regards to specific evaluation criteria.
3. The committee will present its recommendations for funding 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.

Reporting Requirements

If awarded an Arts in Education grant, the recipient must **file a final report by June 30, 2025**. All reporting will be online through Submittable. Failure to submit reports may jeopardize current and/or future ACAAC grants and may result in repayment of grant funds.

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.