



2026-2027 Arts in Education Grant Guidelines

GRANT OVERVIEW

Designed to integrate the arts directly into academic curricula and extracurriculars, the Arts In Education grant program enriches student learning through engagement with professional artists.

Funding supports:

- **Artist Engagements:** Partnerships with professional teaching artists to deliver dynamic performances, assemblies, or hands-on residencies (in dance, music, theater, history or visual arts) during or after school hours.
- **Field Trips:** High-quality, arts-related field trips that enhance classroom learning.

FUNDING

- **Grant Awards:** Grant requests may not exceed \$5,000. Each school can be awarded up to two grant awards per school year. We try to fund as many programs as possible, based upon available funding. Preference is given to Title 1 schools.
- **Matching Funds Requirement:** Due to limited funding, this grant requires a 30% financial match from the applicant. Applicants are responsible for securing the matching funds through school budgets, PTO/PTA contributions or other funding sources.
Example: If the project costs \$3,000, the school or PTO must contribute \$900 it ($\$3000 \times 30\% = \900) and the grant will cover the remaining \$2,100.
- **Matching Funds Waiver:** If your school cannot meet the 30% matching requirement, you may request a **Matching Funds Waiver** to either reduce or eliminate the matching funds requirement. To apply for this waiver, you must include a letter from your school principal or other administrator broadly outlining your school's financial constraints.

USE OF FUNDS

Grant funds may be used for the following purposes:

- **Field trip admission costs for art-related activities:** The grant program funds the performance costs but transportation and meal expenses incurred during field trips **are not eligible** expenses. Field trips must be day trips and cannot be an overnight excursion.
- **School-wide performances or assemblies:** The grant program funds a performance by a professional artist listed in one of the three approved Teaching Artist/Artists In the Classroom Directories (see Eligibility section below for the Teaching Artist Directories). The performance can be during school hours or after school hours for school events such as Multicultural Night or Family Night.

- **Artist residencies:** An artist residency is a series of at least five workshops with a professional artist listed in one of the three approved Teaching Artist Directories (see Eligibility section for Teaching Artist Directories). Each workshop should be at least 45 minutes and is usually held with the same cohort of students. Ideally this group should be class-sized or smaller. The artist residency can be held during school hours or in conjunction with an after school program that is staffed by a school representative. In addition to the artist fees, 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
 - Compensation for school personnel supervising the programs is not an eligible expense

ELIGIBILITY

- Arts in Education Grants are open to all public and private accredited, not-for-profit Pre-K through grade 12 schools in Anne Arundel County. **The applicant must be the school and not the Teaching Artist.**
- All selected teaching artists must be selected from one of the following Teaching Artist Directories:
 - [ACAAC Artist in the Classroom Directory](#)
 - [Maryland State Arts Council \(MSAC\)](#)
 - [Arts For Learning, Maryland](#)
- A single Teaching Artist is eligible to be contracted for up to three Arts in Education Grant programs during the 2026-2027 school year.
- This program **DOES NOT** support in-service training for teachers; release time for teachers; awards or trophies; transportation for students or staff; field trip meal costs or venue rental.

TIMELINE

- **Application Period:** Grant applications will be accepted on a rolling basis from August 6, 2026, until December 5, 2026. However, the application window will close early if all available grant funds are fully awarded before December 5, 2026. Early submission is strongly encouraged.
- **Review Dates:** Applications will be reviewed on September 5, October 5, November 5 and December 5 with award notifications being sent out by the end of that same month. The grant award payment will be made by check within 30 days of the grant award notification.
- **Reporting Requirements:** The final report form will be available in Submittable by April 1, 2027 and will be due by June 30, 2027. Schools that do not submit the final report are ineligible to apply the following school year.

TO APPLY

- Applications must be completed online through the [ACAAC Submittable portal](#).
- 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.
- 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

GRANTEE REQUIREMENTS

All grantees must:

- 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](#).
- 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.
- Comply with Title IX, Section 1681 et seq. of the Education Amendments of 1972.
- Comply with the Age Discrimination Act of 1975, Section 6101-6107.
- Comply with relevant State and federal laws.
- Maintain complete and accurate records of all activities connected with the grant
- Notify Ashley Matthews, Grants Manager, in writing if a significant change is made in any ACAAC-funded program or project.
- Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
- Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, marital 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.

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

- 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.
- 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.
- 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.

APPLICATION QUESTIONS

To help applicants streamline the process of applying for an Arts In Education grant, outlined below is the information requested for the grant application. To apply, this information must be entered through the Submittable platform through the [Arts Council of Anne Arundel County website](#).

School Information

- Name of School, Mailing Address and Website
- Name of School Principal and email (*approval of your school's administration is required for submission*)

Contact Information

- Primary Contact Name, Email, and Phone (The Primary Contact should be the person who will receive all communications related to this grant.)
- Financial Contact/Business Manager Name, Email and Phone (This will be the person responsible for accepting the grant payment and paying the artist.)

Project Information

- What type of grant are you applying for:
 - **Auditorium:** The **Arts in Education Auditorium** Grant funds an auditorium-style assembly/performance facilitated by registered artists.
 - **Residency:** The **Arts in Education Residency** Grant funds ongoing workshops and projects where registered artists partner with schools to produce a performance, presentation, project or program involving the joint participation of teachers, students, and artists lasting a minimum of five (5) days.
 - **Field Trip:** The **Arts in Education Field Trip** Grants funds the admission costs of an arts-related trip. Transportation and food costs are NOT allowable costs.
- What grade level will this grant serve?
 - Pre-K
 - Elementary School
 - Middle School

- High School
- If the grant request is for an Auditorium/Performance Grant or a Residency Grant, what is the name of teaching artist or performers and on which Teaching Artist Roster are they listed?
 - Participating artists must be on one of the following approved artists lists: [ACAAC](#), [Maryland State Arts Council \(MSAC\)](#), [Arts For Learning, Maryland](#)
- Total anticipated cost of project, start date, and completion date
- To ensure all projects comply with anti-discrimination and accessibility requirements, does your project meet the Grantee Requirements listed on page 3 above.
- Describe the goals of your proposed arts activity (assembly, residency, or field trip). Explain how it aligns with your school's curriculum, educational goals, and/or socio-emotional learning, and why it will make a meaningful impact on your students. (limit of 2000 characters)
- Describe how this program will be delivered. If presented virtually, will there be any interaction between the artist and students?
- Provide the following demographic information:
 - Total number of students enrolled in the school
 - Total number of minority students enrolled in the school
 - Total number of students eligible for free or reduced lunch program
 - Number of students directly participating in the proposed project
- If this request is for an Auditorium/Performance Grant or a Residency Grant, applications must include an artist's proposal that is a formal document from the artist or artist's representative and contains the following information:
 - Artist's name
 - Proposed program/presentation
 - Anticipated dates for the program
 - Negotiated fees
- If this application is for Field Trip admission fees, applicant should upload a field trip summary that details:
 - The anticipated price
 - Field trip date
 - Performance venue
 - Performing artist(s)
 - Number of attendees for the arts-related field trip
- What is the amount you are requesting? (Funding requests cannot exceed \$5,000.)
- Can the school or PTA/PTO provide the matching funds for this project?
 - A 30% match is required. For example, if your project costs \$3,000, your school would be expected \$900 (which is 30% of \$3,000) of the \$3,000 total cost. If your school would like to apply for a waiver to reduce or eliminate the matching funds requirement, you will be prompted to upload a Request for Waiver letter.
- The Project Budget asks for the income and expenses for the project.
- A checkbox will indicate whether the school administration has approved the submission.

- Optional: Is there anything else not mentioned in this application that you would like the Grant Review Committee to know?
- Optional: You may upload up to 4 additional documents if you feel these documents would be helpful for the Grant Review Committee.
- Optional: We welcome any feedback on how the Arts in Education grant application and process can be improved.

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:

- The applicant must discuss the problem with the Grant Manager who handled the application.
- 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.
- The applicant will receive written notification on the determination of the appeal within 30 days of the receipt of the written request for reconsideration.

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 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.

QUESTIONS?

If you have questions about Arts in Education grants, please contact **Ashley Matthews at ashley.matthews@acaac.org/410-222-8079**. 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.