

WORCESTER COUNTY ARTS COUNCIL

COMMUNITY ARTS DEVELOPMENT (CAD) GRANTS PROGRAM INFORMATION

REQUIREMENTS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS:

1. Proposed activity must be sponsored or presented by a not-for-profit, tax-exempt organization incorporated in Maryland, or a government related organization, such as a school or park & recreation department, located in Worcester County. Preference will be given to events sponsored by Worcester county organizations, but events in Worcester County sponsored by organizations headquartered in other Maryland counties are eligible for support.
2. Event or activity must be open to the public, without discrimination on the basis of race, color, national origin, sex, or age.
3. Site and event must be accessible to persons with disabilities.
4. Grants must be matched one-for-one by your organization funds. Earned income from the event and other grant money may be used. Donated goods and in-kind services may not constitute part of the match. Grant funds awarded may be less than your request. In the event of cancellation, grant funds must be returned.
5. Grantee must notify Worcester County Arts Council, in writing, of any major change in the event as described in the grant application. If an event is re-scheduled to a date outside of the grant period, the grant is cancelled and a new application is required.
6. Grantee must supply Worcester County Arts Council with six (6) complimentary tickets to the event.
7. A final report must be completed and returned to the Council office within **30 days after the completion of the event**. If the event takes place in June, no later than June 30th, which is the closing of our fiscal year. **Future grant requests will not be considered until final reports are received.**
8. **Credit for the grant must be given** to the Worcester County Arts Council and the Maryland State Arts Council in all brochures, programs, public service announcements, press releases and advertising. Failure to acknowledge the Councils as a funding source will disqualify future requests.
9. Grantee should attend the Worcester County Arts Council's Annual Meeting, which is held in the final quarter of each fiscal year. Grantee is strongly encouraged to become patron or business members of the Arts Council.

RESTRICTIONS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS:

1. Grants may not be used for capital improvements, construction, renovations, general operating expenses, social functions, parties or receptions.
2. Grants may not be used to fund activity or event whose sole purpose is to raise funds for the sponsoring organization beyond the cost of the event. All grant money must be used for the artistic component of the event.
3. Grants may not be used to promote any political or religious outlook, or which proselytize any political, religious belief or action.

The Worcester County Arts Council prefers to fund deserving cultural projects which would not succeed without aid.

While a project may need support initially, the Council prefers to fund projects that will eventually be self sufficient.

APPLICATION INSTRUCTIONS:

1. Applications must strictly adhere to deadlines.
2. Application should be typed or hand printed clearly.
3. All portions of the form should be completed and all figures clearly totaled.
4. Seven (7) copies of complete application and attachments must accompany the grant application.
5. Grantee is requested to add Worcester County Arts Council to their mailing lists to receive newsletter publications.
6. A verbal presentation to grant committee may also be required.

APPLICATION PROCEDURE AND DEADLINES:

1. Grant Periods: Grants may be made for activities occurring during the 6-month periods of:
January 1 through June 30 - Deadline to submit: October 15th
July 1 through December 31 - Deadline to submit: April 15th

Organizations which hold activities year-around or in both of the 6-month periods may request grants which cover the entire fiscal year of July through the following June. Annual grant applications must be submitted by April 15th.

2. Seven (7) copies of the grant form must be received in our office, no later than the application deadlines specified in the Council's announcements of grant availability. Grant requests submitted after these deadlines may be considered for the next grant period.

NOTE: Projects already completed will not be considered.

3. Grant requests will be reviewed by the Executive Director and then submitted to Grant Review Committee. This Committee then makes recommendations to the Board of Directors which makes the final funding decision.

CRITERIA:

- a. Financial Need: Are grant funds truly needed, or can this program support itself?
- b. Artistic Merit: Does this program enhance the cultural activities of the area?
- c. Financial feasibility of the project: Is the organization financially viable and the event realistically projected in the budget?
- d. Service to the community.

MINI GRANTS:

Mini Grants may be awarded to organizations only once during the fiscal year with a limit of \$500.00.

1. The mini-grant program is intended for the following purposes:

a. To provide funds to a new organization or activity that emerges between grant cycles and deserves immediate Arts Council support.

b. To provide funds to an established organization or activity facing an emergency need or special opportunity between grant cycles.

c. An organization may apply for these funds only once during the fiscal year. These funds are not available for repeated activities provided by the organization.

2. Mini grants will be considered at Board of Directors meetings on recommendations of the Grants Review Committee and will not exceed \$500.00. The Board of Directors delegates to the Executive Committee the authority to approve mini-grants, on recommendation of the Grants Review Committee, in cases where the event is scheduled before the next Board meeting.

If your event meets the mini-grant criteria, please contact the Worcester County Arts Council, 6 Jefferson Street, Berlin, MD 21811. 410-641-0809 or curator@worcestercountycouncil.org

Revised and approved by the WCAC Board of Directors on September 16, 2009.