



**WORCESTER COUNTY ARTS COUNCIL
COMMUNITY ARTS DEVELOPMENT (CAD) GRANT GUIDELINES**

REQUIREMENTS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS

1. Proposed project 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 parks & recreation department, located in Worcester County. Out of county sponsors will be considered if the project occurs in Worcester County.
2. **Projects already completed will not be considered.**
3. Project must be open to the general public, beyond the organization, without discrimination on the basis of race, color, national origin, sex, or age.
4. Site of project must be accessible to persons with disabilities.
5. **Grants must be matched one-for-one by your organization funds.** Earned income from the project and other grant money may be used. Donated goods may not constitute part of the match. Grant funds awarded may be less than your request. **In the event of cancellation, grant funds received must be returned.**
6. Grantee must notify Worcester County Arts Council, in writing, of any major change in the project as described in the grant application. If a project is re-scheduled to a date outside of the grant period, the grant is cancelled, a new application is required, and **grant funds received must be returned.**
7. Grantee must supply Worcester County Arts Council with six (6) complimentary tickets to the project.
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. Logo of the Worcester County Arts Council must be included in all promotional printed materials. Failure to acknowledge the Councils as a funding source will disqualify future requests. Also, the Worcester County Arts Council poster or banner must be displayed at the project site. This poster is available for pick up at the WCAC office.**
9. A final report, (including two digital photographs sent to curator@worcestercountyartscouncil.org, copies of all brochures, programs, public service announcements, press releases, advertising, and grantee's letters sent to local officials [list enclosed in policies letter]), must be completed and returned to the Council office within 30 days after the completion of the project. If the project takes place in June, the report is due no later than June 30th. **Future grant requests will not be considered until final reports are received.**
10. 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 a member of the Arts Council. An application is available on-line at www.worcestercountyartscouncil.org or by calling 410-641-0809.

RESTRICTIONS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS:

1. Grants may not be used for such things as: capital improvements, construction, renovations, general operating expenses, social functions, parties, receptions, travel, hotel, and uniforms.
2. Grants may not be used to fund a project 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.

APPLICATION INSTRUCTIONS:

1. Applications must strictly adhere to deadlines.
2. Application should be TYPED.
3. All portions of the form should be completed and all figures clearly totaled.
4. Seven (7) copies of the completed application and attachments must be mailed or delivered to the Worcester County Arts Council at 6 Jefferson Street, Berlin, Maryland 21811.
5. Grantee is requested to add Worcester County Arts Council to its mailing lists.
6. A verbal presentation to the Grants Review Committee may also be required.

APPLICATION PROCEDURE AND DEADLINES:

1. **Grant Periods:**
 - a. Grants may be made for projects occurring during the 6-month periods of July through December (deadline to submit: April 15th) and January through June (deadline to submit: October 15th).
 - b. Organizations which hold projects 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. **Copies:**

Seven (7) copies of the grant application and attachments must be received in our office no later than the application deadlines specified in the Council's announcements of grant availability.
3. **Grant Request Review Procedure:**
 - a. Grant requests will be reviewed by the Executive Director and then submitted to Grants Review Committee.
 - b. This Committee then makes recommendations to the Board of Directors which makes the final funding decision.
 - c. You will receive a letter stating the Board of Directors decision approximately one month after the application submission deadline.
4. **Criteria:** The Grants Review Committee uses the following criteria when evaluating grant requests.
 - 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 project realistically projected in the budget?
 - d. **Service to the community.**