



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

MINI GRANT REQUESTS NOT TO EXCEED \$500.00

The MINI GRANT program is intended for the following purposes:

1. To provide funds to a new organization or project that emerges between grant periods and deserves immediate Arts Council support.
2. To provide funds to an established organization or project facing an emergency need or special opportunity between grant periods and outside the specified grant submission deadlines of April 15th or October 15th.

REQUIREMENTS FOR WORCESTER COUNTY ARTS COUNCIL MINI GRANTS:

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

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 will not exceed \$500. 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 outside the fiscal year of the mini grant application, the grant is cancelled, and **grant funds received must be returned.**
7. Grantee must supply Worcester County Arts Council with six (6) complimentary tickets to the project, if applicable.
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, and 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 MINI GRANTS:

1. Grants may not be used for capital improvements, construction, renovations, general operating expenses, social functions, parties, receptions, travel, hotel, or 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.

MINI GRANT APPLICATION INSTRUCTIONS:

1. Application should be TYPED.
2. All portions of the form should be completed and all figures clearly totaled.
3. 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.
4. Grantee is requested to add Worcester County Arts Council to its mailing lists.
5. A verbal presentation to the Grants Review Committee may also be required.

MINI GRANT APPLICATION PROCEDURE:

1. Mini Grant Application Period:

- a). An Organization may apply for Mini Grant funds only once during the fiscal year.
- b). The proposed project emerged between grant periods and outside of specified grant submission deadlines of April 15th or October 15th.
- c). Mini-Grant funds are not available for repeated projects provided by the organization.

2. **Copies:** Seven (7) copies of the grant application and attachments must be received in order for the application to be considered.

3. Mini Grant Request Review Procedure:

- a. Mini Grant requests will be reviewed by the Executive Director and then submitted to the Grants Review Committee.
- b. Grant Committee then makes recommendations to the Board of Directors which makes the final funding decision.
- c. The Board of Directors delegates to the Executive Committee the authority to approve Mini Grants, on the recommendation of the Grants Review Committee, in cases where the project is scheduled before the next Board meeting.
- d. You will receive a letter stating the Board of Directors or Executive Committee's decision within a month of receipt of your application.

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.