



## Community Arts Development Grant (CAD)

### Guidelines and Application Link

(General Operations Grant for Arts Organizations)

Submissions accepted via SlideRoom Only

SlideRoom Link:

<https://frederickartscouncil.slideroom.com/#/permalink/program/66956>

For Arts Activities occurring during Fiscal Year 2023 (July 1, 2022 - June 30, 2023)

***Please Note: This grant application is to be completed by arts organizations. Non-arts organizations should refer to the CAD Project Grant application.***

GRANT SUBMISSION DEADLINE: Friday, September 9, 2022

Grant MUST be submitted by midnight.

Please contact Louise Kennelly, FAC Executive Director, via email at [info@frederickartscouncil.org](mailto:info@frederickartscouncil.org) if you have any questions or need assistance in completing this application.

## **GUIDELINES AND OVERVIEW**

### **COMMUNITY ARTS DEVELOPMENT (CAD) GRANT OBJECTIVES**

The Community Arts Development grant process is intended to help strengthen local arts and cultural opportunities for Frederick County residents. The Frederick Arts Council, as a catalyst and advocate for arts opportunities in Frederick County, annually distributes funds in the form of CAD Grants to Frederick County not-for-profit, 501 (c)(3) organizations. Pooled from the Maryland State Arts Council, as well as corporate and private donors, these funds are intended to encourage arts programming that is open to the general public, takes place within Frederick County, and promotes appreciation of, and participation in, the arts by the citizens of Frederick County in the following disciplines:

- Dance
- Music
- Theater
- Visual Arts
- Folk/Traditional/Heritage Arts
- Literary Arts/Literature
- Media Arts/Film
- Multi-Discipline

### **CAD GRANT OPPORTUNITIES**

There are two pools of CAD grant funding. An organization should only apply for only one:

- Arts organizations should apply for a General Operating Grant. (This application)
- Non-arts organizations that present arts programming should apply for an Arts Project Grant. This includes post-secondary academic institutions and governmental bodies. If submitting an Arts Project Grant, please refer to the CAD Project Grant Application.

***Important Note: Public or private schools (K-12) and any affiliated entities are not eligible for these grants. They may, however, qualify for an Arts-in-Education (AIE) grant from the Frederick Arts Council. New grantees will receive a maximum of \$500 as a seed grant.***

### **GRANT PERIOD**

For events held between July 1, 2022 and June 30, 2023. CAD Grant awards are announced in the fall. Awards are given out in two segments: 50% of grant awards will be granted in the fall and the remaining 50% is typically sent out in the spring.

### **REQUIREMENTS**

Organizations receiving funds from the Frederick Arts Council must:

- Be located in Frederick County and be incorporated/organized as a not-for-profit organization or be in the process of 501(c)(3) certification as determined by the U.S. Internal Revenue Service (IRS). Units of government, colleges, and universities are also eligible to apply.

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- Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), which states that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Comply with Title IV, Section 1681, of the Education Amendment of 1972, and the age discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- 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.
- Notify the Frederick Arts Council of any inability to complete the program or any major changes in the project or organization's mission or plans as outlined in the application, and request approval (in writing) prior to implementing the changes.
- Acknowledge the Frederick Arts Council funding in all promotional material, including, but not limited to, advertising, media releases, publicity, posters, T-shirts, and programs. A camera-ready copy of the Frederick Arts Council logo and acknowledgment text can be made available if the funded organization does not have such items.
- Provide up to 6 complimentary tickets at any time for use by the Frederick Arts Council board of directors, grant committee members, or staff for the purpose of evaluation.
- Keep accurate financial records showing how grant funds were used. These records must be made available to the Grants Committee for review upon request.
- A site visit for evaluation purposes may be made by a member of the Frederick Arts Council's CAD Grant Committee.

### RESTRICTIONS

Frederick Arts Council grant funds are intended to support arts programming and may not be used for the following purposes: capital campaigns, including purchase, construction, or renovation of a facility, acquisition of permanent equipment, profit-making ventures, retirement of existing debt, out of county travel, fundraising events, re-granting funds, or scholarships.

Requests for support related to public arts projects should be submitted to the Public Art Work Plan Committee rather than via CAD.

### REPORTING REQUIREMENTS

Organizations receiving FY2023 grants must submit

- The Grant Contract prior to receiving any disbursement of funds. These forms will be made available to the Executive Director or other designated representative in the fall.
- A Final Report upon completion of the project, which is due no later than Friday, August 18, 2023. Applications will not be considered from grantees that have failed to submit a Final Report for the previous year. The blank Final Report forms will be made available to the Executive Director or other designated representative along with the second payment installment.

### REVIEW PROCESS

The CAD Grants Committee is composed of Frederick Arts Council board members and community volunteers who bring a diverse representation of artistic, organizational, and financial credentials. All members of the committee will review each application. A member of the CAD Grants Committee will contact your executive director or designated contact for a personal interview regarding your organization's application. The recommendations of the CAD Grants Committee are submitted to the Frederick Arts Council Board of Directors, which votes to approve funding.

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Each year the amount of funds available for distribution often varies, as do the number of qualified applicants. Previously successful applications neither guarantee nor entitle an organization to ongoing or increased funding. Late, incomplete, or incorrectly submitted applications will not be considered.

#### EVALUATION CRITERIA

The Frederick Arts Council CAD Grant Committee will consider the following factors when evaluating applications:

- Artistic Merit: the artistic quality of the arts activities produced or presented by the organization, including qualifications of the engaged artists and the organizational leaders.
- Organizational Effectiveness: the organization's ability to develop, fund, and implement proposed activities. Financial need will also be taken into consideration, as well as adherence to previous funding requirements.
- Service to the Community: the degree to which an organization's operations and activities demonstrate an understanding of and responsiveness to the community. Included in this criterion is the level of partnership with the Frederick Arts Council and other constituencies in the community. Description of expected outcomes in the application (as well as in the Final Report) will help to demonstrate service to the community. Organizations and projects assisting all economic levels of the community through financial aid, free or reduced ticket prices, and other means will be given priority.

#### BUDGET LINE DEFINITIONS

The following are definitions of lines used on C. BUDGET INFORMATION. The numbers preceding the definitions correspond to the numbered lines on the Form. Please refer to these definitions when completing the Budget Summary. If you need additional clarification, please call or email the Frederick Arts Council.

#### EXPENSES

1. Personnel – Administrative: Payments for employee salaries, wages and benefits, for executive and supervisory administrative staff, program directors, business managers, press agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-house and box office personnel.
2. Personnel – Artistic: Payments for employee salaries, wages and benefits for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, puppeteers, etc.
3. Personnel – Technical/Production: Payments for employee salaries, wages and benefits, for technical management staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparers and installers, etc.
4. Personnel – Educational: Payments for employee salaries, wages and benefits, for teachers, instructors, workshop leaders, or individuals providing educational activities.
5. Outside Fees and Services – Artistic: Payments to firms or persons for the services of individuals who are not normally considered employees of Applicant, but consultants, contractors, or the employees of other organizations. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, etc., serving in non-employee/non-staff capacities.
6. Outside Fees and Services – Educational: Payments to firms, contractors or consultants not normally considered as employees of Applicant who serve as teachers, instructors, workshop leaders, models, accompanists, or as providers of educational activities.

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7. Outside Fees and Services – Other: Payments to firms or persons for non-artistic and/or non-educational services or to individuals who are not normally considered employees of Applicant, but consultants or the employees of other organizations.
8. Space Rental: Payments for rental of office, rehearsal, theater, hall, gallery and other such spaces. For mortgage payments see Non-Allowable: Capital – Other, line 15.
9. Travel/Lodging/Transportation: All costs directly related to the travel of an individual or individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses, see Remaining Allowable Expenses, line 12.
10. Marketing: All costs for marketing/publicity/promotion. Do not include payments to individuals or firms, which belong under “Personnel” (lines 1-4), or “Outside Fees and Services” (lines 5-7). Include costs of newspaper, radio and television advertising; printing and mailing of brochures, flyers and posters; food and drink; and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see Remaining Allowable Expenses, line 12.
11. Educational Programming Expenses: All costs other than those identified in Numbers 4 and 6 related to Applicant’s educational activities.
12. Remaining Allowable Expenses: All allowable expenses not entered in other categories. Includes scripts and scores, lumber and nails, fundraising expenses, electricity, telephone, fax, photocopying, storage, postage, interest charges, photographic supplies, personal computers, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under line 9.
13. Total Allowable Expenses: The sum of lines 1-12 under expenses.
14. Non-Allowable: Capital – Acquisitions: Expenses for additions to a collection such as works of art, artifacts or historic documents.
15. Non-Allowable: Capital – Other: Expenses for the purchase of buildings or real estate (including mortgage payments), renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems, or central air conditioning, etc; and all other capital assets.
16. Non-Allowable: Expenses – Other: Re-granting, depreciation, loan principal payments, deficit reduction, out-of-county travel, contributions to endowments and/or cash reserves, scholarships awarded by the applicant organization for its own activities, or other expenses not included in lines 1-15.
17. Total Cash Expenditures: The sum of lines 13-16 under Expenses.

## INCOME

18. Admissions: Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. specifically for events or activities of the Applicant.
19. Contracted Services Revenue: Revenue derived from fees earned through sale of services. Include tuition, sale of workshops, etc. to other community organizations, governmental contracts for specific services, performance or residency fees, etc.
20. Other Revenue from Operations: Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, interest, investment income, etc.
21. Corporate Support: Cash support derived from grants or contributions by businesses, corporations and corporate foundations.
22. Foundation Support: Cash support derived from grants or contributions by private foundations.

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23. Other Private Support: Cash support derived from cash donations that are not included in lines 21-22 above. Do not include corporate, foundation or government contributions and grants. Include contributions from individuals and the gross proceeds from fundraising events.
24. Government Support – Federal: Cash support derived from grants or appropriations by agencies of the federal government.
25. Government Support – State/Regional: Cash support derived from grants or appropriations by agencies of the state and/or multi-state consortia of state agencies, such as the Mid Atlantic Arts Foundation. Do not include grant funds from MSAC; use lines 27 and 28.
26. Government Support – Local: Cash support derived from grants or appropriations by city, county, in-state regional and other local government agencies.
27. Maryland State Arts Council: For Actual and Current year budgets, grant funds received from the MSAC.
28. Grant Request: For Planned year budget, amount requested from the Frederick Arts Council.
29. Total Allowable Income: The sum of lines 18-28 under Income.
- 30 Non-Allowable: Revenue Raised for Capital or Endowment Funds: Income, from fund-raising or other campaigns, specifically for additions to a collection such as works of art, artifacts, or historic documents, or for the purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems, or central air conditioning, etc. or other capital projects. Include here any funds raised for endowments.
31. Non-Allowable: Loans, Carryover, or Transfers: Loans, carryover, or transfers earned in previous years.
32. Non-Allowable: Income-Other: Funds intended for the purpose of re-granting or other income not included in Numbers 18-31.
33. Total Cash Income: The sum of lines 29-32 under Income.

**ADDITIONAL BUDGET NOTES:**

Please remember that the budget information tells part of your organization's story.

Attach an additional separate page for notes or explanations if:

- \* Income and expense totals differ from each other.
- \* There is a significant change in total budget from one year to the next.
- \* Any particular budget line item is significantly different than expected.

**This grant application is based on a similar format used by the Maryland State Arts Council (MSAC) to help local organizations streamline the paperwork process. The staff and board of directors of the Frederick Arts Council strongly encourage local organizations to apply for MSAC funding as well, if appropriate.**

**Note: Failure to comply with any of the conditions outlined in these guidelines may require the return of the grant funds or may jeopardize future financial support from the Frederick Arts Council.**

**Funding Amounts:**

Funding limits for General Operating Grants are based on the organization's total operating budget:

- 15% for small organizations (less than \$25,000 budget)
- 10% for mid-size organizations (\$25,000 - \$100,000 budget)
- 5% for large organizations (greater than \$100,000 budget)

*Total funds available for distribution may result in grant requests being partially funded.*

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Please contact the Frederick Arts Council at [info@frederickartscouncil.org](mailto:info@frederickartscouncil.org) or call (301) 662-4190 if you need further assistance.