



## 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/80972/G012BGDqeJ>

For Arts Activities occurring during Fiscal Year 2025 (July 1, 2024 - June 30, 2025)

***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: October 14<sup>th</sup>, 2024 11:59pm

Please contact Gabriella Smith, FAC Director of Operations, via email at [gabriella@frederickartscouncil.org](mailto:gabriella@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, 2024 and June 30, 2025. 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.

## FY 2025

- 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 FY2025 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 15, 2025. 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.

FY 2025

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.

**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. The maximum award is \$6,000.*

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