



Caroline County Council of Arts (CCCA) Community Arts Development (CAD) Mini-Grant Guidelines and Application

The CCCA MINI-GRANT program is intended for the following purposes:

To provide financial assistance to Caroline County non-profit organizations and local government agencies in offering special arts activities and to support small cultural programs in Caroline County.

Please note:

For the purpose of this program, “Arts” are defined as music, dance, drama, literature, film/media arts, traditional and multi-disciplinary arts, and visual arts.

Caroline County Council of Arts will be referred to as CCCA throughout this document.

CCCA's Fiscal Year is July 1 – June 30

REQUIREMENTS:

An Organization may apply for these funds only once during the fiscal year. Priority will be given to new projects.

1. Proposed project must be sponsored or presented by a non-profit, tax-exempt organization incorporated in Maryland, or a government related organization, such as a school, library, or recreation and parks department, located in Caroline County. Out of county applicants will be considered if the project occurs in Caroline 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, gender identity, or age.
4. Site of project must be accessible to persons with disabilities.
5. Applicant must match CCCA granted funds at least one-for-one. Earned income from the project and other grant money may be used. Donated goods or in-kind services may not constitute part of the match. **Grant funds awarded will not exceed \$1000.**
6. **For 2026-2027, one mini-grant per organization will be awarded.**
7. In the event of cancellation, grantee must notify CCCA immediately and grant funds received must be returned within 30 days of the notice of cancellation
8. In the event of any major change in the project as described in the grant application, grantee must notify CCCA in writing and request re-approval. If the request for re-approval is denied, grant funds received must be returned within 30 days of the notification.
9. If a project is to be rescheduled beyond the fiscal year (June 30), the grantee must request an extension for re-approval. If the request for re-approval is denied, grant funds received must be returned within 30 days of the notification.

10. Grantee must extend an invitation for two CCCA representatives to attend the event and reserve seating for two, if applicable.
11. Credit for the grant must be given to CCCA and the Maryland State Arts Council in all brochures, programs, public service announcements, press releases, and advertising. Logo of the CCCA must be included in all promotional printed materials. Failure to acknowledge the Council as a funding source will disqualify future requests. Also, the CCCA poster or banner must be displayed at the project site, when applicable. This poster is available for pick-up at the Foundry.
12. The grantee will complete and submit to the CCCA office a final report within 30 days after completion of the project. The final report must include at least two digital photographs (with grantee's permission for CCCA use in future publications), copies of all brochures, programs, public service announcements, press releases, and advertising, and copies of grantee's letters sent to local officials (see example). Future grant requests will not be considered until final reports are received.
13. Grantee is strongly encouraged to become a member of the CCCA. A membership application is included with this application and is also available on-line at www.carolinearts.org/join/, emailing info@carolinearts.org, or by calling 410-479-1009.

ELIGIBLE EXPENDITURES:

1. Artist expenses which include:
 - a. Artist/Performer/Instructor fees
 - b. Art-related supplies and materials
 - c. Art-related equipment rental
 - d. Artist's travel, food, and lodging

RESTRICTIONS FOR CCCA MINI-GRANTS:

1. Grants may not be used for capital expenditures, construction, renovations, general operating expenses, marketing, social functions, parties, receptions, non-artist 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 to proselytize any political or religious belief or action.

APPLICATION INSTRUCTIONS AND DEADLINES:

1. All applicants must complete and submit an official application. The application form is available for downloading from our website www.carolinearts.org.
2. Application deadlines are May 1 for programs held July 1 – December 31, and November 1 for programs held January 1 – June 30.
3. Completed application and any attachments must be emailed to CCCA at info@carolinearts.org.
4. All applications will receive responses within 30 days of the application deadline.

5. If applicant is awarded a CCCA Mini-Grant, a check for half the amount will be included with the signed agreement. The final payment will be sent after the event has been completed and the final report submitted.
6. Grantee Is requested to add CCCA to its mailing lists.
7. A verbal presentation to the Grants Review Committee may also be required.

MINI-GRANT REQUEST REVIEW PROCEDURE:

1. Mini-Grant requests will be reviewed by the CCCA Executive Director and then submitted to the Grants Review Committee.
2. The Grants Review Committee will make recommendations to the Board of Directors, which makes the final funding decision.
3. The Board of Directors delegates to the Executive Committee the authority to endorse Mini-Grants, on the recommendation of the Grants Review Committee.
4. Applicant will receive a letter stating the final decision within 45 days of the grant deadline.
5. 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 project 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: Does project meet the community service goals of CCCA? (Refer to the list of current CCCA community service goals attached to these guidelines.)
6. Extra points will be awarded for the following:
 - a. Use of Caroline County artists: Does the applicant propose to use any Caroline County artist(s) for the project? (Refer to the CCCA online artist directory at <https://carolinearts.org/meet-our-artists/> for a list of potential artists).
 - b. Additional partner(s): Does applicant collaborate with other Caroline County entities in this project?
 - c. Matching funds: Does this project leverage more than the required match?



Caroline County Council of Arts (CCCA) Community Service Goals

- Make public art activities accessible to all people
- Ensure commitment and excellence in quality in the arts experiences
- Ensure the responsible stewardship of our resources
- Make the arts an integral part of lifelong learning
- Affirm and support diversity
- Address the top three priorities determined from the 2017 CCCA PublicSurvey
 - Art Classes and workshop
 - Youth Programs
 - Community Performances

List of Caroline County, State and Local Officials (2026)

State Senators

Senator Stephen S. Hershey, Jr. (District 36)
James Senate Office Building, Room 420 11
Bladen St., Annapolis, MD 21401 (410)
841-3639, (301) 858-3639 1-800-492-7122 ext.
3639 (toll free)

E-mail: steve.hershey@senate.maryland.gov

Senator John F. Mautz VI (District 37B)
House Office Building, Room 326 6
Bladen St., Annapolis, MD 21401 (410)
841-3429, (301) 858-3429 1-800-492-7122,
ext. 3429 (toll free)

e-mail: johnny.mautz@senate.maryland.gov

State Delegates

Delegate Steven J. Arentz (District 36)
House Office Building, Room 308 6
Bladen St., Annapolis, MD 21401 (410)
841-3543, (301) 858-3543 1-800-492-7122,
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e-mail: steven.arentz@house.maryland.gov

Delegate Jefferson L. Ghrist (District 36)
House Office Building, Room 410 6
Bladen St., Annapolis, MD 21401 (410)
841-3555, (301) 858-3555 1-800-492-7122,
ext. 3555 (toll free)

e-mail: jeff.ghrist@house.maryland.gov

Delegate Jay A. Jacobs (District 36)
House Office Building, Room 321 6
Bladen St., Annapolis, MD 21401
(410) 841-3449, (301) 858-3449
1-800-492-7122, ext. 3449 (toll free)

e-mail: jay.jacobs@house.maryland.gov

State Delegates, Continued

Delegate Christopher T. Adams (District 37B)

House Office Building, Room 405 6
Bladen St., Annapolis, MD 21401
(410) 841-3343, (301) 858-3343
1-800-492-7122, ext. 3343 (toll free)

e-mail:

christopher.adams@house.maryland.gov

Delegate Thomas S. Hutchinson (District 37B)
House Office Building, Room 308
6 Bladen Street, Annapolis, MD 21401
(410)-841-3582

Toll-free in MD 1-800-492-7122 ext. 3582

E-mail:

tom.hutchinson@house.maryland.gov

Maryland State Arts Council

Steven Skerritt-Davis
175 W. Ostend Street, Suite E
Baltimore, Maryland 21230
(410) 767-6494

E-mail: Steven.skeritt-davis@maryland.gov

Caroline County Commissioners

Email: info@carolinemd.org

Commissioner Larry Porter
109 Market Street Room 109
Denton, MD 21629

Commissioner Dan Franklin
109 Market Street Room 109
Denton, MD 21629

Commissioner Wilbur Levensgood
109 Market Street Room 109
Denton, MD 21629



Note: complete all lines. Indicate “N/A” if not applicable

ORGANIZATION NAME

CONTACT PERSON

ADDRESS

PHONE NUMBER

CITY/STATE/ZIP

E-MAIL ADDRESS

PROJECT NAME

PROJECT DATE(S)

PROJECT LOCATION

PROJECT TIME(S)

SUMMARIZE THE PROJECT AND ITS PURPOSE (see grant guidelines to ensure compatibility):

Attach a detailed description of your project. Be sure to include why the project is needed and the project plan (including scope of work w/ timetable, budget descriptions and funding information).

Are you a non-profit tax exempt Maryland incorporated organization or government entity?

☐ Yes ☐ No

Has your organization ever received a CCCA grant before? ☐ Yes ☐ No

Is this a new or existing project? ☐ New ☐ Existing – Since _____

Is the project location handicapped accessible? ☐ Yes ☐ No Projected Attendance _____

How many people with benefit from this project? _____

What age groups will benefit? _____

How many artists will directly benefit? _____

Will you be collaborating with or hiring Caroline County artists? Yes ☐ NO ☐
 If yes, please list other artist names:

I certify that the information contained in the grant application and attachments are true and accurate.
 Signature of Organizations Authorized Official: _____ Date: _____

Printed Name of Signer: _____ Title: _____

ORGANIZATION NAME

PROJECT NAME & DATES

PROJECTED INCOME AND EXPENSES FOR THIS PROJECT
(Please do not include in-kind donations in these figures)*

Project Specific Expenses:

Project Specific Income:

Artist/Performer Fees	\$ _____	Amount requested of CCCA	\$ _____
Rental of Artist/Performance Equipment	\$ _____	Matching Funds from:	
Artist/Performer Supplies/Materials	\$ _____	Tickets and/or Registration Fees	\$ _____
Artist/Performer Lodging	\$ _____	Organizational Funds	\$ _____
Artist/Performer Travel	\$ _____	Cash Contributions	\$ _____
Other Art related expenses	\$ _____	Non-State Grants	\$ _____
Total Art Related Expenses**	\$ _____	Other Income Sources	\$ _____
Maximum allowable CCCA grant (50% of above)	\$ _____	Total Income for Art Related Expenses**	\$ _____

*In-kind donations are those services which are contributed to your organization, for which you normally have to pay.

**The total for the expense column must match the total for the income column

Please list your other art related expenses:

_____	\$ _____	_____	
\$ _____			
Expense	Amount	Expense	Amount
_____	\$ _____	_____	
\$ _____			
Expense	Amount	Expense	Amount
_____	\$ _____	_____	
\$ _____			
Expense	Amount	Expense	Amount

Please list your non-state grants and other income sources:

_____	\$ _____	_____	
\$ _____			
Source	Amount	Source	Amount
_____	\$ _____	_____	
\$ _____			
Source	Amount	Source	Amount
_____	\$ _____	_____	
\$ _____			
Source	Amount	Source	Amount

(Office Use Only)

	Application Received Date:	Grants Committee Review Date:	Board Action: Date/Amount:	Organization Notified Date:
	Signed Agreement Received Date:	1 st Payment Date/Check No.	Final Report Received Date:	2 nd Payment Date/Check No: