Caroline County Council of Arts (CCCA)  
Community Arts Development (CAD)  
Special Project Grant Guidelines and Application

The CCCA SPECIAL PROJECT GRANT program is intended for the following purposes:

To provide financial assistance to Caroline County independent artists, non-profit organizations, and local government agencies in offering special arts projects and 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 Individual or Organization may apply for these funds more than once during the fiscal year. However, priority will be given to new projects, events, individuals and/or organizations as we strive to equitably distribute arts funding throughout Caroline County.

1. Proposed project must be sponsored or presented by an independent artist, 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 should attempt to match CCCA-granted funds at least one-for-one; however, this is not a requirement. 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.
6. Grant funds awarded will not exceed $5,000.00. 50% of the CCCA grant funds will be funded up front upon a signed agreement. The remaining 50% of the funds will be awarded after the event has been completed and the final report submitted.
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 any project-related 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.

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 SPECIAL PROJECT 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 on a rolling basis, but must be submitted no later than 90 days before the event or project is expected to start.

3. Completed applications and any attachments can be printed and mailed to CCCA, PO Box 292, Denton, MD 21629 or sent via email to 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.

SPECIAL PROJECT GRANT REQUEST REVIEW PROCEDURE:

1. Special Project 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 Special Project 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 requested 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 Public Survey
  - Art Classes and workshops
  - Youth Programs
  - Community Performances
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.state.md.us

Senator John F. Mautz VI (District 37)
James Senate Office Building, Room 322
11 Bladen St., Annapolis, MD 21401
Phone 410-841-3590 | 301-858-3590
Toll-free in MD 1-800-492-7122 ext. 3590
e-mail: johnny.mautz@senate.state.md.us

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, ext. 3543 (toll free)
e-mail: steven.arentz@house.state.md.us

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.state.md.us

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.state.md.us

State Delegates, Continued

Delegate Christopher T. Adams (District 37B)
House Office Building, Room 326
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.state.md.us

Delegate Thomas S. Hutchinson (District 37B)
308 Lowe House Office Building
6 Bladen St., Annapolis, MD 21401
(410) 841-3582, (301) 858-3582
1-800-492-7122, ext. 3582 (toll free)
e-mail: tom.hutchinson@house.state.md.us

Maryland State Arts Council

Steven Skerritt-Davis, Executive Director
175 W. Ostend Street, Suite E
Baltimore, Maryland 21230
(410) 767-6494
E-mail: Steven.skeritt-davis@maryland.gov

Caroline County Commissioners

Commissioner J. Travis Breeding
109 Market Street Room 109
Denton, MD 21629

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

Commissioner N. Franklin Bartz
109 Market Street Room 109
Denton, MD 21629
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<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>CONTACT PERSON</th>
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<th>PROJECT NAME</th>
<th>PROJECT DATE(S)</th>
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<th>PROJECT LOCATION</th>
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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 _______

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

<table>
<thead>
<tr>
<th>Project Specific Expenses:</th>
<th>Project Specific Income:</th>
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<tbody>
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<td>Artist/Performer Fees</td>
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<td>Rental of Artist/Performance Equipment</td>
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<td>Artist/Performer Supplies/Materials</td>
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<td>Artist/Performer Lodging</td>
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<td>Artist/Performer Travel</td>
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<td>Other Art related expenses</td>
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<td>Total Art Related Expenses**</td>
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<tr>
<td>Maximum allowable CCCA grant (50% of above)</td>
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*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:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
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Please list your non-state grants and other income sources:

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<th>Source</th>
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<tr>
<th>Application Received Date:</th>
<th>Grants Committee Review Date:</th>
<th>Board Action: Date/Amount:</th>
<th>Organization Notified Date:</th>
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<tbody>
<tr>
<td>Signed Agreement Received Date:</td>
<td>1st Payment Date/Check No.</td>
<td>Final Report Received Date:</td>
<td>2nd Payment Date/Check No:</td>
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### CCCA Special Project Grant Final Report
(Due within 30 days after project completion)

**APPLICANT NAME**

**NAME & DATE OF PROJECT**

## ACTUAL INCOME AND EXPENSES FOR THIS PROJECT
(CCCA doesn’t count in-kind donations* as income)

<table>
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<tr>
<th>Expense Description</th>
<th>Amount Requested of CCCA</th>
<th>Matching Funds From:</th>
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<tr>
<td>Artist/Performer Fees</td>
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<td>Artist/Performer Travel/Lodging</td>
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<td>Other Related Expenses</td>
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| Total Art Related Expenses**                            |                          |                     |
| Maximum allowable CCCA grant (50% of above)             |                          |                     |
| Total Non-Art Related Expenses                          |                          |                     |
| Total Project Expenses**                                 |                          |                     |

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

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

**Number of Artists Participated:** ________  
**Attendance:** Adults _______  Children _______

**How much of the total Non-Matching funds above are State Funds?** $________________________

**If the program involved ticket sales/registration fees, please indicate the amount charged in each category:**  
Member $_______, Regular $_______, Senior $_______, Student $_______,  
Child $_______, Other $______

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

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<tr>
<th>Source</th>
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Total Income for Art Related Expenses**: $________________________

Total Project Income**: $________________________
Please briefly describe how your project met or did not meet its goals and anything else you learned from this experience.

____________________________________________________________________________
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Please share a story from this program, or a personal story of someone who benefited from this program.

____________________________________________________________________________
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Please attach the following documents:
1. Copies of eligible art related expense receipts. ___
2. Copies of promotional materials (including acknowledgment of CCCA support). ___
3. At least 2 digital photographs of the project, hereby authorizing CCCA to use in future publications. ___
4. Copies of letters to officials (listed on back of the CCCA Grant Guidelines, acknowledging our support. ___

I hereby certify that this information is true and accurate.

Signature: ___________________________ Date: ______________________________

Name: ___________________________ Title: ___________________________

You must submit this final report, along with all required attachments, within 30 days of project completion.

The CCCA reserves the right to withhold payment from grantees failing to comply with the grant requirements

(Office Use Only)

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<tr>
<th>Project Completion Date:</th>
<th>Final Report Received Date:</th>
<th>All Requirements Met Signature:</th>
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<th>Grants Committee Review Date:</th>
<th>Approved for Payment Signature:</th>
<th>2nd Payment Date/Check No.:</th>
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