



GENERAL OPERATING SUPPORT GRANTS for LARGE ARTS AND HUMANITIES ORGANIZATIONS

FY18 GUIDELINES

SUBMISSION DEADLINES

Letter of Intent: Monday, November 28, 2016 – 11:59 p.m.

Application: Monday, January 23, 2017 – 11:59 p.m.

Applications will be accepted for activities occurring from July 1, 2017 through June 30, 2018.

The anticipated grant award announcement will occur in June 2017.

Letters of Intent, Applications, and Support

Materials must be submitted online at

<http://creativemoco.culturegrants.org>

Late Letters of Intent, Applications, and Support Materials will not be accepted.

*All grant funding is subject to fiscal appropriation, reduction or termination
by the Montgomery County Government.*

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Phone: 301-565-3804 | Fax: 301-565-3809

Website: www.creativemoco.com

The Mission of the Arts and Humanities Council of Montgomery County

The Arts and Humanities Council of Montgomery County (AHC MC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

Introduction

General Operating Support Grants for Large Arts and Humanities Organizations are available to nonprofit arts and humanities organizations that had both cash operating expenses and cash operating income of more than \$150,000 during its most recently completed fiscal year. These grants also are available to an arts and/or humanities division within an umbrella nonprofit organization, provided that the division's cash operating expenses and cash operating income were more than \$150,000 during the most recently completed fiscal year. Grants for FY17 will be awarded for activities occurring from July 1, 2017 through June 30, 2018.

AHC MC encourages proposals submitted by African, Latino(a), Asian, Arab, and Native American (ALAANA) arts and humanities organizations.

Purpose

Through *General Operating Support Grants for Large Arts and Humanities Organizations*, the Arts and Humanities Council of Montgomery County (AHC MC) seeks to:

- Promote stability in arts and humanities organizations by providing a base of funding to support their operating budgets;
- Help ensure diverse arts and humanities experiences for residents of Montgomery County;
- Stimulate local support and involvement in the arts and humanities, including volunteer participation, audience development and financial contributions;
- Strengthen the scholarly and artistic capabilities of arts and humanities organizations; and
- Improve and/or stabilize the management infrastructure and effectiveness of arts and humanities organizations.

Letter of Intent

All organizations planning to apply for *General Operating Support Grants to Large Arts and Humanities Organizations* must submit a *Letter of Intent* through AHC MC's online grant application system at <http://creativemoco.culturegrants.org> no later than 11:59 pm on November 28, 2016.

- To comply with this requirement, the applicant must have an active User Profile in the online grant application system and upload a copy of its current 2015 financial statement.
- Failure to submit a *Letter of Intent* through AHC MC's online grant application system will result in the

applicant being deemed ineligible to apply for a FY18 *General Operating Support Grant for Large Arts and Humanities Organizations*.

Organization Eligibility Requirements

An organization is eligible to apply for *FY18 General Operating Support Grants for Large Arts and Humanities Organizations* if it is not applying in any other AHCMC grant category, with the exception of the Advancement Grant or Capital Improvement Grant, and if it qualifies as (A.) a Core Arts or Humanities Organization, (B.) an Affiliate Arts or Humanities Organization, or (C.) an Associate Arts or Humanities Organization, as these terms are defined below.

An organization is a **Core Arts or Humanities Organization** if it meets all of the following criteria:

- Has met all of the following four criteria for at least the previous three consecutive fiscal years immediately prior to the application deadline:
 - Has as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services for artists and/or scholars and/or for arts and/or humanities organizations;
 - Had both cash operating expenses and cash operating income of more than \$150,000. See definition of cash operating expenses/income in the Eligible Budget Requirement section on page 5;
 - Has its principal office in Montgomery County;
 - Demonstrates 501(c)(3) status through one of the following ways:
 - The applicant has 501 (c)(3) status, as evidenced by their IRS Letter of Determination;
 - It operates as a specific arts and/or humanities entity or division within a larger 501 (c)(3) organization whose primary mission is not arts or humanities based; or
 - It has a Montgomery County-based fiscal sponsor¹ with current 501(c)(3) status, whose primary mission is not arts and/or humanities based. The umbrella organization must have been based in Montgomery County for at least the previous three consecutive fiscal years.
- Is governed by an independent, legally liable board of directors operating under a mission statement for the organization and an operating budget specific to the organization;
- Offers no less than 51% of its programs and services in Montgomery County and these programs and services are open to the public, with or without an admission fee;
- Has a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position, who reports directly to the organization's board of directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application; and

¹ Fiscal sponsorship is a formal arrangement in which a 501(c)(3) public charity sponsors a project that may lack exempt status. This alternative to starting your own nonprofit allows you to seek grants and solicit tax-deductible donations under your sponsor's exempt status. For more information go to <http://grantspace.org/tools/knowledge-base/Individual-Grantseekers/Fiscal-Sponsorship/fiscal-sponsorship>.

- A minimum of 40% of the applicant organization's board members reside and/or work in Montgomery County at the application deadline.

An organization is an **Affiliate Arts or Humanities Organization** if it meets all of the following criteria:

- Has met all of the following three criteria for at least the previous three consecutive fiscal years immediately prior to the application deadline:
 - Has as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and to arts and/or humanities organizations;
 - Had both cash operating expenses and cash operating income for its Montgomery County programming during the previous consecutive three fiscal years of more than \$150,000 (as defined in Additional Requirements for Affiliate Organizations;) and
 - Demonstrates 501(c)(3) status through one of the following ways:
 - The applicant has 501 (c)(3) status, as evidenced by their IRS Letter of Determination;
 - It operates as a specific arts and/or humanities entity or division within a larger 501 (c)(3) organization whose primary mission is not arts or humanities based; or
 - It has a Montgomery County-based fiscal sponsor² with current 501(c)(3) status, whose primary mission is not arts and/or humanities based. The umbrella organization must be based in Montgomery County for at least the previous three consecutive fiscal years.
- Has its primary office outside of Montgomery County, but:
 - Has a local (such as 301 or 240 exchange) telephone number; and
 - Has staff present on the premises of a Core Arts or Humanities Organization at least 1,000 hours a year distributed over no fewer than 40 weeks during the year;
- Has an agreement with a Core Arts or Humanities Organization to provide a regular season of programming and/or educational services at the facility of the Core Arts or Humanities Organization during FY16;
- Has a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position, who reports directly to the organization's board of directors and has had that position filled for no fewer than six of the 12 months prior to submitting the application; and
- Has a minimum of 15% of the applicant organization's board members reside and/or work in Montgomery County at the application deadline.

An organization is an **Associate Arts or Humanities Organization** if it meets all of the following criteria:

- Has met all of the following three criteria for at least the previous three consecutive fiscal years immediately prior to the application deadline:
 - Has as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services for artists and/or scholars and for arts and/or humanities organizations;

² See note 1.

- Had both cash operating expenses and cash operating income for its Montgomery County programming of more than \$150,000 (as defined in Additional Requirements for Associate Organizations);
- Demonstrates 501(c)(3) status through one of the following ways:
 - The applicant has 501 (c)(3) status, as evidenced by their IRS Letter of Determination;
 - It operates as a specific arts and/or humanities entity or division within a larger 501 (c)(3) organization whose primary mission is not arts or humanities based; or
 - It has a Montgomery County-based fiscal sponsor³ with current 501(c)(3) status, whose primary mission is not arts and/or humanities based. The fiscal sponsor must be based in Montgomery County for at least the previous three consecutive fiscal years.
- Has had its primary office in Montgomery County;
- Offers 25% to 51% of its programs and services to audiences in Montgomery County, open to the public with or without a fee;
- Is governed by an independent legally liable board of directors operating under a mission statement for the organization and an operating budget specific to the organization;
- Has a full-time (35 hours or more) paid executive director, CEO, managing director, or comparable position, who reports directly to the organization's board of directors and has had that position filled for no fewer than six months prior to submitting the application; and
- Has a minimum of 40% of the applicant organization's board members reside and/or work in Montgomery County at the application deadline.

Please note: For the purpose of this grant, costs related to improving or expanding the organization's physical structure or purchasing equipment that would be covered by Capital Improvement Grants must be counted as capital expenses, **not** as operating expenses.

Budget Eligibility Requirements

Non-allowable as cash operating expenses include, but are not limited to:

- Re-granting,
- Acquisition of capital assets,
- Allocations to cash reserves,
- Capital improvements,
- Depreciation,
- Deficits,
- Loan principal payments,
- Contributions of endowments, or
- Scholarships awarded by you for your own activities.

³ See note 1.

This is not an exhaustive list. There may be additional non-allowable expenses. Grants program staff will review all financial data, and may contact applicants for additional information.

Non-allowable as cash operating income include, but not limited to:

- Loans,
- Unrealized gains or losses,
- Carryover,
- Transfer of funds earned in prior years,
- Revenue raised for capital or endowment funds, or
- Funds intended for the purpose of re-granting.

This is not an exhaustive list. There may be additional non-allowable income. Grants program staff will review all financial data, and may contact applicants for additional information.

Audit Eligibility Requirements

- Every applicant must submit an audit prepared by an independent certified public accountant for their fiscal year 2016 as the fiscal year is defined by the organization, e.g., July 1, 2015 – June 30, 2016 or January 1 – December 31, 2016.
- The audit submitted to AHCMC must include the independent auditor's report, including the notes. The management letter should also be included if the organization consents to its inclusion.
- If this audit is not completed by the due date of this application, the application must include a financial statement for FY16 signed by the organization's treasurer with a letter stating the estimated date when the audit will be submitted to AHCMC.
- The audit must be submitted to AHCMC **no later than June 1, 2017. If the audit is not received by June 1, 2017, the organization will be disqualified.** If the application is recommended for funding, AHCMC will not release the award notification until the audit is received. If the audit expresses a Going Concern, the organization will be deemed ineligible.

Matching Requirements

- The applicant must provide a cash match for the *General Operating Support Grant* of one dollar for every dollar of grant funds awarded.
- Except as restricted below, the match may be from any source, including reserves, ticket sales, tuition, or state and federal grants.
- The match may not include:
 - In-kind contributions or donated services;
 - Earned revenue from County government;
 - Grants or appropriations from County government sources.

DataArts (Formerly the Cultural Data Project)

The Arts and Humanities Council of Montgomery County (AHCMC) is engaged in a partnership with DataArts, a national nonprofit that collects standardized organizational data to help strengthen the arts and culture sector. The Cultural Data Profile (CDP), is its principal and proprietary service offering.

AHCMC **requires** that applicants complete a CDP annually through the DataArts website (www.culturaldata.org) and [submit a Funder Report](#) as a component of the application. By participating in the CDP, your organization will have access to a suite of analytic tools to help better assess capacity, manage day-to-day operations, and plan for the future. Your participation will also enable DataArts to provide the cultural community with consistent, reliable, comprehensive data on the arts and culture sector. DataArts provides informative training sessions and resources for organizations on how to participate in the CDP, as well as a Help Desk to answer any questions. Register for a CDP orientation webinar: <http://culturaldata.nonprofitsoapbox.com/calendar>

Once your Funder Report has been generated, be sure to check your work for accuracy. If you need to make a correction, you can find instructions on how to edit your CDP [here](#).

Please direct questions concerning your Cultural Data Profile to DataArts Support Center:

- Toll Free: 877-707-3282 (or 877-707-DATA)
- Email: help@culturaldata.org

DataArts' Support Center is available Monday – Friday from 9:00am – 8:00pm ET

Grant Limitations

This list of Grant Limitations comes into play once the grant has been awarded. Please note, this is not the list used to calculate the applicant's grant award. For that information please refer to **Budget Eligibility Requirements** above.

General Operating Support Grants will not fund:

- Capital improvements, construction or renovation projects;
- Research;
- Purchase of real property, including land, building, warehouses, offices and anything affixed to the land;
- Scholarships or tuition assistance awarded by the organization for its own activities;
- Costs of receptions, refreshments or food;
- Cost of merchandise such as T-shirts;
- Debt retirement;
- Political advocacy, or activities that support or promote the interests of any one political party;
- Activities for the exclusive benefit of an organization's members;
- Travel outside the country; and
- Purchase of physical assets, such as a computer or an artifact for a museum.

Application and Panel Process

An Advisory Review Panel will evaluate each grant application based on the criteria listed in these Guidelines.

Panelists will receive copies of grant applications in advance of the grant panel meeting. Approximately 6 weeks prior to the panel meeting, panelists will have an opportunity to submit written questions to each grant applicant via AHCMC staff. Applicants will then have approximately two weeks to provide written responses to these questions. Applicant responses to questions will be distributed to all panelists prior to the panel review. An exact schedule for this process will be provided in the online grant application.

Subsequent to this process, the Advisory Review Panel will meet in person to discuss and provide final scores for each application. The meetings of the panel are open to applicants who wish to observe.

Applicants are not permitted to make any comments or participate in any way at the panel meeting.

AHCMC staff will recommend grant award amounts to AHCMC's Grants Committee. The Committee will review and revise, as necessary, the grant awards and forward its recommendations to the AHCMC Board of Directors. The Board of Directors has final authority to approve all grant awards.

Evaluation Criteria

Organizational Capacity (25 points)

- Employs an organizational structure appropriate for the size and scope of the organization
- Retains qualified, experienced artistic and managerial staff
- Has an effective governing board that provides active and appropriate leadership
- Encourages the involvement of volunteers (non-board) who can help the organization achieve its mission
- Demonstrates evidence of evaluation and planning, both short-term and long-term

Programs (25 points)

- Develops programs that are aligned with the organization's mission
- Provides programs that are relevant and inspiring to the people, organizations, and communities for whom they are intended
- Demonstrates a commitment to quality and creativity, including a willingness to experiment and innovate within the stated mission
- Conducts program evaluation and demonstrates that feedback is utilized in planning
- Demonstrates success of prior programming (e.g. internal evaluation data and external community recognition)

Service to the Community (25 points)

- Defines audience and demonstrates understanding of the community to be served
- Conducts outreach and access efforts to engage diverse communities, including underserved populations

- Collaborates and forms meaningful partnerships with other stakeholders to achieve organizational mission
- Ensures that programs and services, facilities, and online media are accessible to the public

Financial Stability (25 points)

- Maintains a diversity of funding sources, including earned and contributed
- Employs fundraising strategies appropriate for the size of the organization and community served
- Operates with ratio of current assets to current liabilities and liquid net assets appropriate for achieving organizational goals
- Sound financial controls and reporting procedures as demonstrated by record of budget size that meets the eligibility requirements, continuous improvement, and/or plans to address the deficit, if any

Grant Amounts

The amounts for the **base award** for *General Operating Support Grants for Large Arts and Humanities Organizations* will be a percentage of the organization's total allowable cash expenses and/or allowable cash income during the past three completed fiscal years, or FY14, FY15 and FY16. Specifically:

- For each of the past three fiscal years, AHCMC will calculate the allowable financial figure. This figure will be allowable cash expenses unless an organization has allowable cash income lower than allowable cash expenses, in which case the allowable financial figure for that fiscal year will be allowable cash income.
- The allowable figure for each of the past three fiscal years will be totaled and averaged, and grant awards will be a percentage of this figure.*

**Exact percentages and calculations will not be available until after the final FY18 County budget has been determined, applications have been evaluated by the grant review panel, and final FY16 audits have been submitted by all FY18 General Operating Support applicants. Base awards are expected to be announced in June; competitive bonus awards, if available, will be announced approximately 30 days after the last grantee annual meeting with AHCMC, and in accordance with the appeal process timeline as described in p.11-12 of these guidelines*

- In the event that grant funds available for *General Operating Support Grants* are sufficient to award each applicant organization 5.5% of their allowable financial figure, as outlined above, this will trigger the new **competitive organizational excellence awards** system.
- Under the **competitive organizational excellence awards** system:
 - All organizations will receive a minimum 5% **base award** calculated as outlined above.
 - Additional funds available will be used to award **competitive organizational excellence awards**.
 - **Competitive organizational excellence awards** will be determined using the average score given by the Advisory Review Panel, based on the criteria published in these Guidelines.
 - Organizations that score above the average score on the panel on which they are evaluated will

be eligible for a **competitive organizational excellence award**. The amount of the award will be determined by the degree to which the organization exceeds the average score.

- Not all organizations will receive **competitive organizational excellence awards**.
- **Competitive organizational excellence awards** will be added to the **base award** to determine the total award.

Grant Disbursement

Grant payments for General Operating Support Grants will be made in two installments during the fiscal year. The first payment of 50% of the grant award is expected in the third quarter of 2017 and the second payment in the first quarter of 2018. The first payment will be made to the grantee following AHCMC's receipt of the FY17 final report, FY18 signed grant agreement, ACH Direct Deposit Authorization Form allowing direct deposit to the grantee's bank account, and County funding.

- In case of Organizational Competitive Bonus Award: The first payment of 50% of base award is expected in the third quarter of 2017. The second payment with the remaining balance and the competitive bonus award amount is expected in the first quarter of 2018.

AHCMC will not release an organization's first grant payment until the organization has reconciled its CDP to its audit and its FY16 CDP profile has been verified in accordance with CDP procedures, the organization has held its annual meeting with AHCMC staff, and the final report from the previous year has been submitted.

Grant Agreement and Reporting

Following the award of a *General Operating Support* grant, an authorized representative of the grantee organization must sign a Grant Agreement with AHCMC stating that the organization agrees:

- To use the grant funds for operating expenses of the organization and in consistency with the requirements of this grant;
- To repay any grant funds not used for the stated purpose of the grant;
- Not to use the grant funds for capital improvements, purchase of real property, scholarships or tuition assistance for program participants, travel outside the country, political advocacy, or debt retirement;
- Not to discriminate against any person on the basis of any characteristic described in Section 27- 1(a) of Chapter 27 of the Montgomery County Code or on the basis of political opinion or affiliation in any of its policies, procedures or practices;
- To acknowledge the support of the Arts and Humanities Council of Montgomery County and the Montgomery County Government on materials distributed to the public;
- To send copies to AHCMC of all materials that are distributed to the public, e.g., flyers, brochures, program booklets;
- To submit a final report through AHCMC's online grants system no later than **July 31, 2018**, presenting information about the organization's achievements, progress and financial information during the fiscal year. AHCMC will reduce the grant award for the following year by 5% for any

organization that submits its final report after the deadline.

If the organization is a **Core Arts and/or Humanities Organization**, it must further agree:

- To continue to operate with its principal office in Montgomery County, MD; and
- To offer not less than 51% of its programs and services in Montgomery County open to the public with or without an admission fee.

If the organization is an **Affiliate Arts and/or Humanities Organization**, it must further agree:

- To maintain its agreement with a Core Arts or Humanities Organization during FY18; and
- To continue to operate in a manner consistent with the requirements to qualify as an Affiliate Organization.

If the organization is an **Associate Arts and/or Humanities Organization**, it must further agree:

- To continue to operate with its principal office in Montgomery County, MD; and
- To offer at least 25% of its programs and services in Montgomery County open to the public with or without an admission fee.

Failure to comply with these requirements may result in grant cancellation, forfeiture of remaining funding, return of disbursed grant amount, and ineligibility to apply for future grants.

Grantees are encouraged to notify AHCMC about exhibitions, performances or other activities resulting from this grant and to participate in CultureSpotMC.com, AHCMC's online calendar.

Grantees are strongly encouraged to attend the County Executive's Awards Ceremony in October 2017.

Appeals Process for Competitive Organizational Excellence Awards

The Arts and Humanities Council takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on the criteria stated in the guidelines. Therefore, dissatisfaction with the amount of the award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected the review of the application.

Grounds for reconsideration are:

- A decision based on review criteria other than those stated in these guidelines; or
- A decision based on material provided to panelists, Grants Committee and/or Board members that was substantially incorrect, inaccurate, or incomplete, despite the applicant having provided AHCMC with correct, accurate, and complete application information.

Based on the above, if an applicant believes that there is a legitimate reason to appeal, the following steps must be taken:

- The applicant must discuss the problem with the staff member who handled the application.
- If the applicant wishes to pursue an appeal, the applicant must send a letter to the AHCMC Chief Executive Officer **within 30 days following receipt of the panel comments and estimated competitive organizational excellence award**, requesting a reconsideration of the decision and stating the grounds for the request.
- Appeals will be reviewed by both AHCMC Staff and the AHCMC Board of Directors. The Board of Directors has final authority to approve all grant awards.
- The applicant will receive written notification on the determination of the appeal within 45 days of the receipt of the written request for reconsideration.

The Online Application Process

Letters of Intent, Applications, and Support Materials for *General Operating Support Grants for Large Arts and Humanities Organizations* must be submitted online at <http://creativemoco.culturegrants.org>.

1. Log on to your online grant account using your username and password. If you don't have an online grant account, click [here](#) or go to <http://creativemoco.culturegrants.org/registration/register> to create an account.
2. Once you have created your online account, you will be able to access the Letter of Intent form. All applicants for *General Operating Support Grants for Large Arts and Humanities Organizations* must submit a Letter of Intent for approval by AHCMC grants staff. Once your Letter of Intent is approved, you will receive an email notification inviting you to fill out the grant application.
3. Once you are granted access to the online application, select "*General Operating Support for Large Arts and Humanities Organizations*" and click on the first blue square icon to the right of your screen to access the application form. Before moving on to the next page, be sure to click "Save" at the bottom of each page.

Application Required Materials

Upload to the online application:

Organizational Support Materials

- The organization's IRS Letter of Determination (if the applicant organization did not apply for a grant from AHCMC in FY16 or if there have been changes to the applicant's non-profit status);
- List of Board of Directors with residency and work address;
- List of key staff with bios; and
- The organization's current Strategic Plan, if available.

Financial Support Materials

- The organization's FY16 Cultural Data Project (CDP) Funder Report or if the CDP Funder Report is not available, a statement explaining why. If the CDP Funder Report is not received by June 1, 2017, the organization will be disqualified.
- The organization's FY16 990, or if the FY16 990 is not yet available, the letter of extension. If the FY16 990 is not received by June 1, 2017, the organization will be disqualified.
- The organization's FY17 budget and FY18 budget; and
- The organization's FY16 audit or if the FY16 audit is not yet available, the letter of extension. If the audit is not received by June 1, 2017, the organization will be disqualified.

One PDF containing Programming Support Materials

- Include materials that will assist the panel in evaluating the organization's programming, presenting, and /or producing activities, i.e., newspaper clippings, program booklet, photos, brochures, or fliers.

Work Sample

Upload a work sample that demonstrates your organization's recent programming. The quality of your presentation on the Work Sample is critical to the evaluation of your application. Submit your best work. If your work includes audience interaction, a live performance recording is helpful. Submit your Work Sample in the format specified below.

- Video: Maximum: 2 videos, no more than five minutes combined. Maximum size per file: 100 MB
- Audio: Maximum: 2 audio files, no more than five minutes combined. Maximum size per file: 10 MB
- Images: Maximum: 15 images, which can be uploaded individually or formatted as one PDF. Maximum size per file: 4 MB

Additional Requirements for Affiliate Organizations

Upload to the online application:

- A letter confirming that the organization meets the requirements to qualify as an Affiliate Organization, signed by an authorized representative of the Core Arts or Humanities Organization with which it has an agreement.
- A List of FY16 Eligible Expenses and Income that reflect only the income and expenses that directly support eligible programs. Use the same line item names as used in the CDP Funder Report. An eligible program is defined as a performance, a production, a class, a lesson, a presentation, a lecture, or other activity that is attended by the public and takes place in Montgomery County.

Eligible expenses are limited to:

- Salaries and benefits of staff based in the County for time spent working on eligible programs;
- Payments to contractors for time spent working on eligible programs;
- Promotion and marketing expenses for eligible programs;
- Lease expenses for space located in the County and used for eligible programs;
- Rental of office or production equipment located in the County and used for eligible programs;

- Non-capital equipment or instruments located in the County and leased or acquired for eligible programs;
- Maintenance of space and equipment located in the County and used for eligible programs;
- A portion of promotion and marketing expenses for a program that takes place both inside and outside the County, such as a performance that is repeated in more than one jurisdiction;
- A portion of the expenses of rehearsing and producing programs that take place both inside and outside the County, such as a performance that is rehearsed outside the County and performed in the County.

Do not include the following expenses:

- A percentage of the whole organization's overhead expenses;
- A percentage of staff salaries for staff not based in Montgomery County.

When expenses are divided between eligible and non-eligible programs, the amount included as an expense in this application must be based on a ratio of measurable units, such as number of rehearsals or tickets sold. This ratio is computed as the number of units for the eligible program divided by the total number of the same units for the entire program. For example, expenses could include one-third of total expenses for rehearsing a show that is presented six times – twice in the County and four times outside of the County, that is, the ratio of 2 to 6 is one-third.

Additional Requirements for Associate Organizations

Upload to the online application:

- A List of FY16 eligible expenses and income that reflect only the eligible expenses listed below. Use the same line item names for expenses and income as used in the CDP Funder Report.

Eligible expenses are limited to:

- All administrative and overhead expenses expended in Montgomery County, including salaries and benefits of staff working in the County;
- Payments to contractors for time spent working on basic organizational activities and on programs within Montgomery County;
- Promotion and marketing expenses expended in the County;
- Lease expenses for space located in the County;
- Rental of office or production equipment located in the County;
- Non-capital equipment located, leased or acquired in the County;
- Maintenance of space and equipment located in the County; and
- A portion of the expenses of rehearsing and producing programs that take place both inside and outside the County, such as a performance that is rehearsed outside the County and performed in the County.

When expenses are divided between Montgomery County and non-Montgomery County programmatic activities, the amount included as an expense in this application must be based on a ratio of measurable units, such as number of rehearsals or tickets sold. This ratio is computed as the number of units for the eligible program divided by the total number of the same units for the entire program. For example, expenses could include one-third of the total expenses for rehearsing a show that is presented six times – twice in the County and four times outside of the County. The ratio of 2 to 6 is one-third.

Grant Preparation Assistance

Personal appointments are available for assistance with both the content of the application and/or assistance with the online grant application system. Consultation services in languages other than English are available by appointment.

Personal appointments must be held at least two weeks prior to the application deadline. To schedule an appointment, contact Nabil Ghachem, Grants Program Manager, at nabil.ghachem@creativemoco.com or 301-565-3804 or Takenya LaViscount, Senior Grants Program Manager, at takenya.laviscount@creativemoco.com or 301-565-3805 x 26.

Important Reminders:

1. Applications must be submitted online at <http://creativemoco.culturegrants.org> by **11:59 pm on the posted deadline.**
2. All required attachments must be submitted online by the deadline or the application will not be accepted.
3. Applications may *not* be emailed, delivered in person, faxed or submitted in any fashion other than the online grants system.
4. **Late applications will not be accepted.**

TIPS

- Write clearly and concisely. Do not use jargon. Remember that the people who are reading your application may be unfamiliar with your organization, organizations in Montgomery County and/or current events in Montgomery County.
- Keep in mind that the AHCMC staff does not participate in panel discussions. The application must stand on its own.
- Be sure to reference the evaluation criteria as you are developing and writing your application.
- More information on energy-efficient opportunities to reduce energy costs through energy assistance programs may be found here:
 - <http://energy.maryland.gov/empower3/index.html>
 - <https://cienergyefficiency.pepco.com/NonProfits.aspx>

SUBMISSION DEADLINES:

Letter of Intent: Monday, November 28, 2016 – 11:59 p.m.

Application: Monday, January 23, 2017 – 11:59 p.m.

Applications will be accepted for activities occurring from July 1, 2017 through June 30, 2018.
The anticipated announcement of grant awards will be in June 2017.

All applications must be submitted online at

<http://creativemoco.culturegrants.org>

Questions?

Contact Nabil Ghachem, Grants Program Manager,
at nabil.ghachem@creativemoco.com or 301-565-3804 or
Takenya LaViscount, Senior Grants Program Manager, at
takenya.laviscount@creativemoco.com or 301-565-3805 x 26.