
## *Charles County Arts Alliance, Inc.*

## *FY 2017 Arts in Education Program*

## ARTS IN EDUCATION GRANT (AIE)

## GUIDELINES

**For Schools Only**

**Grant Support Period: November 1, 2016 – June 30, 2017**

**IMPORTANT – PLEASE NOTE!**

**GRANT APPLICATION DEADLINE:** Completed AIE grant applications must be emailed to the CCAA at INFO@charlescountyarts.org  **no later than 12:00 noon, Friday, October 21, 2016.** The CCAA does not accept responsibility for lost, misdirected, or late applications; such applications will not be considered.

**FINAL REPORT FORM DEADLINE:** The Final Report Form is due in the CCAA office **no later than 12:00 noon, 21 days following completion of your Arts in Education project/series, or by Friday, May 19, 2017, whichever comes first.** Failure to comply will result in: (1) ineligibility for CCAA grant funding in the subsequent fiscal year; and/or 2) a requirement to return the full dollar amount of the grant.

**Purpose:**

Arts in Education (AIE) Grants are designed to promote, strengthen, and enhance the arts and arts education in Charles County’s elementary and secondary schools.

* These grants can only be applied towards obtaining quality performances and/or hands-on intensive workshops in the schools by visiting performers, artists, authors, poets, master teachers and professionals in the areas of music, visual art, drama, dance, and literature for the educational enhancement of youth.
* **Only one (1) AIE Grant per school is permitted.** However, the grant can be awarded for a series of performances or workshops (e.g., the PTA, an art teacher and music teacher at one school can make a combined proposal for two or more performances/residencies).
* The total amount of AIE grant funding from the CCAA cannot exceed $800 for any school. Other AIE grant funding is available directly from the [Maryland State Arts Council](http://www.msac.org/) (www.msac.org)

**Directions for E-Grant Application Filing:**

1. All AIE Grant Applications must be received by the CCAA no later than 12:00 noon, Friday, October 21, 2016.
2. Complete the CCAA AIE Grant Application and save it to your computer (file name: “AIE Grant Application – My School Name”).
3. E-mail the completed application (1 page only) as an attachment to the CCAA at the following address: “INFO@charlescountyarts.org”
4. Complete all information requested. The projected Total Income and Total Expenses should equal each other.
5. You may request from $100 to $800 in support of your arts project/series; the CCAA cannot fund more than 50% of your total project expenses. All events must take place by April 30, 2017.
6. You must be able to “match” your grant request at a minimum of a 1:1 ratio (dollar-for-dollar).

**Example:** If the total **projected expenses** for your project equal $900, you can request up to $450 from the CCAA, and your “matching income” would need to be at least $450.

 ***Projected Income*** ***Projected Expenses***

 AIE Grant Request: $450 (from CCAA) Presenter’s Fee: $450 Matching Income: $450 (your sources) Presenter’s Expenses: $50

 Materials and Supplies: $300 Promotion: $100

 **Total:**  **$900 Total: $900**

1. You cannot use funds from the Maryland State Arts Council as part of your matching income.
2. The “liaison” is the person responsible for the project and AIE Grant Application, and is also the person responsible for submitting the AIE Final Report Form.

**COMPLIANCE Criteria:**

Schools receiving Artists in Education Grant funds from the Charles County Arts Alliance MUST:

* **Agree to the policies**
	+ Agree to policies and regulations governing this grant process as determined by the Charles County Arts Alliance (CCAA) and the Maryland State Arts Council (MSAC).
* **Use the CCAA and MSAC logos in all verbal, printed and internet publicity**
	+ Acknowledge the financial support of the CCAA and the MSAC, using the logo of the CCAA and MSAC in all printed and internet publicity (school newsletter, letters to parents, etc.) and verbally, in all announcements about the event(s). Two such examples are to be sent with your final report.
	+ Logos are available at the CCAA website, [www.charlescountyarts.org](http://www.charlescountyarts.org) and the MSAC website [www.msac.org](http://www.msac.org), respectively.
* **Submit a Final Report Form**
	+ **FINAL REPORT FORM DEADLINE**: Your AIE Final Report Form must be emailed to the CCAA **no later than 12:00 noon, 21 days following completion of your Arts in Education project/series, or by Friday, May 19, 2017, whichever comes first**.
	+ Failure to submit your AIE Final Report by this deadline will result in: (1) a requirement to return the full dollar amount of the AIE grant monies to the CCAA; and (2) ineligibility for CCAA AIE grant funding in the subsequent fiscal year.
	+ CCAA must be notified if there is a change in artist(s) to be used or a change of date for your activity.

### CCAA Review of the Grant Application:

* **Initial Review**: After the grant application is received, it is reviewed by a CCAA staff member for completeness and adherence to CCAA guidelines. Applicant will be notified if additional information or corrections are necessary.
* **Grant Review Panel**: Applications are reviewed by the CCAA Grant Review Panel, a committee comprised of local citizens and chaired by a member of the CCAA Board of Directors. Following its review, the Grant Review Panel presents its grant funding recommendations to the CCAA Board of Directors for final approval.
* **Notification**: All grant applicants are notified by hard copy and email of the CCAA’s final decisions.
* **CCAA Grant Agreement/Grant Disbursement:** At the time of CCAA written notification, all approved grant recipient organizations will also receive a copy of the CCAA Grant Agreement. This grant agreement is to be completed, signed and returned to the CCAA prior to the Membership and Grantee Gala (see below). **No grant funds will be disbursed until the signed CCAA Grant Agreement is received by the CCAA.**
* **CCAA Annual Grantee Gala:** All approved grant recipient organizations must have a designated representative attend the CCAA Annual Grantee Gala in order to receive their grant funding. This Gala will occur on November 19, 2016. Other pertinent details will be provided by the CCAA after announcement of approved Grant recipients are notified.
* **Grantee Support of CCAA:** All approved grant recipient schools are strongly encouraged to join the CCAA as a Nonprofit Organization member, supporting CCAA programs and activities throughout the year. Working together in a spirit of cooperation and mutual benefit, the CCAA and its grantee organizations can enhance the overall “state of the arts” in Charles County.

* **Appeal**: To pursue an appeal, the applicant must write a letter to the CCAA Board of Directors within 5 workdays of the date of the grant award or denial letter, requesting a reconsideration of the CCAA Grant Review Committee’s decision and stating the grounds for the request. The applicant will receive written notification on the determination of the appeal within 14 days of the receipt of the written request.

**IMPORTANT – PLEASE NOTE!**

**GRANT APPLICATION DEADLINE:** Completed AIE grant applications must be emailed to the CCAA at INFO@charlescountyarts.org **no later than 12:00 noon, Friday, October 21, 2016.** The CCAA does not accept responsibility for lost, misdirected, or late applications; such applications will not be considered.

**FINAL REPORT FORM DEADLINE**: The Final Report Form is due to the CCAA **no later than 12:00 noon,, 21 days following completion of your Arts in Education project/series, or by Friday, May 19, 2017, whichever comes first.** Failure to comply will result in: (1) a requirement to return the full dollar amount of the grant to the CCAA; and (2) ineligibility for CCAA grant funding in the subsequent fiscal year.

***Charles County Arts Alliance, Inc.***

***FY 2017 Arts in Education Program***

**ARTS IN EDUCATION GRANT (AIE)**

**APPLICATION**

# **DEADLINE**: Email this application to **Info@charlescountyarts.org** **no later than 12:00 noon, Friday, October 21, 2016.**

**Submit only this page** to the CCAA as your AIE Grant Application.

1. **General Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **School/Educational Facility Name** |  |
| **Mailing Address** |  |
| **Principal’s Name** |  |
| **School Telephone** |  |
| **School email** |  |
| **Board Employee/Teacher’s Name** |  |
| **Board Employee/Teacher’s Home Phone** |  |
| **Board Employee/Teacher’s Cell Phone** |  |
| **Board Employee/Teacher’s Personal/Home Email** |  |
| **Student Population of School** |  |

1. **Artistic Programming Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **Name of Artist(s)** |  |
| **Qualifications of the Artists/Presenters** |  |
| **Project Type/Art Form** |  |
| **Proposed DATE(S) of project(s)** |  |
| **Goals of Project***(be specific)* |  |

1. **Financial Information**

|  |
| --- |
| **Projected** Income and Expenses for the Project: |
|  |  |  |  |  |
| *Income* |  | *Expenses* |
| CCAA AIE Grant Requested |  |  | Artist’s Fee |  |
| Local Match |  |  | Artist’s Expenses |  |
| **Total:** | **$** |  | Materials |  |
|  |  |  | Promotion/Documentation |  |
|  |  |  | **Total:** | **$** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature and Date Board Employee/Teacher’s Signature and Date

***Charles County Arts Alliance, Inc.***

***FY 2017 Arts in Education Program***

**ARTS IN EDUCATION GRANT (AIE)**

**FINAL REPORT FORM**

**IMPORTANT – PLEASE NOTE!**

**FINAL REPORT FORM DEADLINE:** The Final Report Form is due in the CCAA office **no later than 12:00 noon, 21 days following completion of your Arts in Education project/series, or by Friday, May 19, 2017, whichever comes first. .** Failure to comply will result in: (1) ineligibility for CCAA grant funding in the subsequent fiscal year; and/or 2) a requirement to return the full dollar amount of the grant.

# **Instructions**

# Complete the **entire** form.

# Use the **actual** dollar amounts spent in relation to your project.

# The Maryland State Arts Council will also receive a copy of this completed page as part of the CCAA’s AIE Final Report.

* + Include two PDF versions of publicity for the event(s) using the CCAA logo.

# **Email** this AIE Final Report Form to: **Info@charlescountyarts.org**.

# **DEADLINE no later than 12:00 noon, 21 days following completion of your Arts-in-Education project/series or by Friday, May 19, 2017, whichever comes first.**

# Failure to meet this deadline will result in:

# Ineligibility for CCAA grant funding in the subsequent fiscal year, and/or

# A requirement to return the full dollar amount of the grant.

1. **General Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **School/Educational Facility Name** |  |
| **Mailing Address** |  |
| **Principals Name** |  |
| **School Telephone** |  |
| **School email** |  |
| **Board Employee/Teacher’s Name** |  |
| **Board Employee/Teacher’s Home Phone** |  |
| **Board Employee/Teacher’s Cell Phone** |  |
| **Board Employee/Teacher’s Personal/Home Email** |  |
| **Student Population of School** |  |

1. **Artistic Programming Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **Name of Artist(s)** |  |
| **Project Type/Art Form** |  |
| **Proposed/Actual DATE(S) of project(s)** |  |
| **Goals of Project** *(be specific)* |  |
| **Number of Days** |  |
| **Number of Artist(s)** |  |
| **Number** of Students **Participating Directly** with the Artist(s), hands-on workshop, or core group |  |
| **Number** of Students **Indirectly** Involved (Audience) |  |

1. **Ratings Information**

*Please rate each category using a value of 1-5 with 1 being Inadequate and 5 being Excellent.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ratings** | **Excellent=5** | **Very Good=4** | **Good=3** | **Adequate=2** | **Inadequate=1** |
| Scheduling cooperation |  |  |  |  |  |
| Suitability of content for age group |  |  |  |  |  |
| Student preparation |  |  |  |  |  |
| Student response |  |  |  |  |  |
| Freedom from interruptions |  |  |  |  |  |
| **Overall Rating** |  |  |  |  |  |

1. **Financial Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature and Date Board Employee/Teacher’s Signature and Date

|  |
| --- |
| **Actual** Income and Expenses of Project: |
|  |  |  |  |  |
| *Income* |  | *Expenses* |
| AIE Grant Received | **$** |  | Artist’s Fee | **$** |
| Local Match | **$** |  | Artist’s Expenses | **$** |
| **Total:** | **$** |  | Materials | **$** |
|  |  |  | Promotion/Documentation | **$** |
|  |  |  | **Total:** | **$** |