

February 15, 2017

TO: Arts Educators of Calvert County
FROM: Holly Hay, Arts Council Grants Chair
RE: Arts in Education (AiE) Program

The Arts Council of Calvert County is now accepting Arts in Education Grant Applications for FY18. You may request up to \$500 which may cover the entire cost of the Project.

Schools may submit multiple requests, and are encouraged to do so.

The FY18 grant cycle covers arts-related projects occurring between July 1, 2017 and June 30, 2018.

The grant requirements and application form are enclosed and also available at the Arts Council's website at www.calvertarts.org. If you have any questions, please call Executive Director Bob Carpenter at 410-257-7005 or email director@calvertarts.org.

Grant applications are due by Friday, April 28, 2017. You need only submit one original application. Grant award decisions will be announced by the end of this school year.

Thank you for supporting the arts in our schools and throughout our community.

ARTS COUNCIL OF CALVERT COUNTY GRANT APPLICATION
Under the Maryland State Arts Council Arts in Education Program
Fiscal Year 2018 Requests - Academic Year September 2017 - June 2018

ARTS IN EDUCATION GRANT REQUIREMENTS

- The Arts Council of Calvert County (ACCC) offers Arts in Education (AiE) Grant funds to support cultural/artistic presentations that further the cultural arts development of children in Calvert County Public Schools and private, state-chartered schools, located in Calvert County, Maryland and hosted during the 2017-2018 school year.
- **Schools may submit multiple requests, and are encouraged to do so.**
- Arts Council of Calvert County grants must be used in, or for, Calvert County, Maryland to support cultural arts programs.
- Applications must be submitted on the official Arts Council application form, available at www.calvertarts.org. For assistance call Bob Carpenter, Executive Director at 410-257-7005 or director@calvarts.org.
- **Completed applications must be received in the Arts Council office by close of business on Friday, April 28, 2017 in order to be considered. Applications will not be accepted after April 28.**
- Applications are reviewed by the three-member Grants Review Committee. The Committee's recommendations are presented to the Arts Council of Calvert County's Board of Directors for a final decision. Applicants will be notified of results by mail no later than the end of the 2017 school year.
- AiE Grant requests may not exceed \$500. Requests may cover the entire cost of the project, or a portion, but grant requests may not exceed \$500.
- Funding for the Arts in Education program should be for programming and presentations with Maryland artists. Presentations and artists must meet high educational goals and standards.
 - It is the responsibility of the applicant to contact artists. The Maryland State Arts Council maintains a roster of artists approved by an advisory panel. Visit www.msac.org for more information. Schools are not required to utilize artists from this list.
- Schools are encouraged to invite family members to performances and activities supported by Arts Council of Calvert County funds.
- A Final Report must be completed and filed with the ACCC by the end of the school year. Failure to file a Final Report may jeopardize approval of future requests.
- Grantees must give credit to the Arts Council of Calvert County and the Maryland State Arts Council in brochures, programs, news releases, publications and other

publicity materials. When no printed information is used, verbal credit must be given. Failure to acknowledge the above organizations as sources of funding may jeopardize the approval of future requests.

- Decisions for all Arts Council grant awards will be based on the following criteria:
 - Artistic merit of proposed activities
 - Organizational effectiveness
 - Service to the school community

- Arts Council of Calvert County grant regulations stipulate that no person may be excluded from participation in, or denied the benefits of, any programs that are supported by Arts Council funds based on race, religion, color, national origin, sex, age or personal handicap. Organizations receiving grants must conform to the Americans with Disabilities Act (ADA). This act extends to disabled persons the same kind of anti-discrimination provisions as found in the Civil Rights Act of 1964. Please visit the following links to make certain your programs meet current accessibility guidelines:

Design for Accessibility: A Cultural Administrators Handbook
www.arts.gov/resources/Accessibility/DesignAccessibility.html

ADA Technical Resource Center
www.adata.org

- Grant applicants are encouraged to support the Arts Council of Calvert County. However, providing financial support to the Arts Council is not a requirement for grants consideration. A contribution form is included with all mailed grant applications and is available at the Arts Council website - www.calvertarts.org.

- The Maryland State Arts Council (MSAC) provides the money used in the ACCC's grants program. Arts in Education grants are paid in full usually by the end of October of the pertinent year. It is important to understand that funding from the State of Maryland is anticipated but never guaranteed.

**ARTS IN EDUCATION
GRANT APPLICATION
FY 2018
July 1, 2017 thru June 30, 2018**

Name of School

School Address

City

State

Zip

Contact Person

Work Phone

Cell/Home Phone

Email Address

Name of Artist/Presentation

(Please indicate state of residence of the artist)

Description of Program (Please attach artist profile and/or program brochures, if available):

Dates(s) of Program

Length of Program

Number of participating artists

Number of individuals benefiting from program

Describe target audience:

PROJECT COST

List all anticipated sources of funding and their projected amount. It is acceptable for a project to fall within the \$500 grant amount and be fully covered by the AiE grant funding.

School: \$ _____
PTA/O: \$ _____
Other Source: _____ \$ _____

Arts Council of Calvert County grant award requested (not to exceed \$500):
\$ _____

FULL COST OF PROJECT: \$ _____

Please list any outstanding performers/artists you have enjoyed at your school who you would like to recommend to other schools/organizations

How can the Arts Council of Calvert County further assist you in your program selections, cultural development and/or funding needs?

Preparer's Signature	Print Name	Date
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Title	Daytime Phone	Email
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SEND ONE ORIGINAL TO: ARTS COUNCIL OF CALVERT COUNTY
P.O. Box 2569
Prince Frederick, MD 20678

QUESTIONS: Bob Carpenter, Executive Director
director@calvertarts.org / 410-257-7005

**ARTS IN EDUCATION GRANT VOUCHER
SCHOOLS
FY2018 Grant Requests**

School

Project Title

\$ _____
Grant Award

\$ _____
Total Cost of the Project

Coordinator's Name

Coordinator's Phone

Coordinator's Email

Principal's Signature

Printed Name

****Checks will be made payable to the school****

School Address

City

State

Zip

For Arts Council Use Only

Grant Amount \$ _____

Payment in full \$ _____

Check Date _____

Check Number _____

Date Sent _____

Approved by _____

**ARTS COUNCIL OF CALVERT COUNTY
ARTS IN EDUCATION GRANT
FINAL REPORT
FY 2018**

Name of School

Address

City

State

Zip Code

Principal/Liaison

Telephone

Date(s) of Program

Project Type/Art Form

Total Number of Students Enrolled in School/Site

Percentage of Minority Students

Percentage of Minority Faculty

Number of Students indirectly involved in project (example attended assembly)

Number of Students participating directly with the Artist(s) such as hands-on workshop or Master Class

Percentage of Minority Students Participating Directly with the Artist(s)

Name of Artist(s)

Number of artists participating

INCOME

Arts Council Grant \$ _____

Additional Funds \$ _____

Indicate who provided
any additional funds:

PTA School County Other

Other income

Total Income \$ _____**EXPENSES**

Artist's Fees \$ _____

Artist's Expenses \$ _____

Materials \$ _____

Promotion \$ _____

Total Expenses \$ _____

1. What were the goals of the project and were they met?

2. Describe how the project contributed to school's cultural objectives.

3. Overall evaluation of presentation / project by school staff: (check one)

5 Excellent 4 Very Good 3 Good 2 Adequate 1 Inadequate

I hereby certify that this financial statement is, to the best of my knowledge, correct and represents the actual income and expenditures of the project involved.

Signature

Date

Printed Name

Title

Date

Name

Address

City, State Zip

Dear Name

Congratulations! The Arts Council of Calvert County's Board of Directors has approved your FY2018 Arts in Education Grant Application.

The Arts Council's Arts in Education Grants are funded by the Maryland State Arts Council (MSAC). We anticipate receipt of the MSAC's funding in Early October. Your Grant will be paid in full soon after we receive this funding.

If you have not already done so, please complete and return the enclosed Grant Voucher to the Arts Council. We cannot release your grant check until we have received this voucher.

Also enclosed is the Final Report form for FY18 Grants. Final Report information is required by the MSAC. At the completion of your program covered by the awarded Grant, you must complete and return the Final Report to the Arts Council. Failure to provide the Arts Council with this Final Report will jeopardize future grants to your school.

Grantees must give credit to the Arts Council of Calvert County and the Maryland State Arts Council in brochures, programs and all activities made possible through the grant. A logo sheet is included for your convenience or a digital version is available at www.calvertarts.org.

The Arts Council is extremely grateful to all arts-related teachers in Calvert County. We applaud you and appreciate your efforts.

Sincerely,
Holly Hay
Grants Chair

Enclosures Logo Sheet
Grant Voucher
Final Report