

**TALBOT COUNTY ARTS COUNCIL, INC.**  
**PO Box 6, Easton, MD 21601-0006**

August 2009

MEMORANDUM FOR TALBOT COUNTY ARTS COMMUNITY

SUBJECT: Mini-Grant Program

This memorandum announces the indefinite continuation of mini-grants for special arts-related purposes and programs. Grant requests are for amounts between \$100 and \$500 from organizations and schools that sponsor qualifying arts activities in Talbot County.

For this fiscal year (July 2009-June 2010), the Arts Council has allocated \$8,500 for mini-grants: \$5,000 for nonprofit or government-related organizations and \$3,500 for schools. (The school allocation was reduced from \$5,000 because the First Strings program is now funded by Arts-in-Education Grants rather than mini-grants.) The mini-grant program is intended to provide funds:

- a. To a new organization that emerges between grant cycles and deserves immediate Arts Council support.
- b. To an established organization facing an emergency need or special opportunity between grant cycles (except that an organization may request mini-grants for the same general purpose no more than two successive years; after that the request should be submitted by March 31 as a regular annual Community Arts Development Grant).
- c. To an established organization which did not request funds from the council in the last regular grant cycle.
- d. To an established organization for a purpose other than one which was declined for funding by the Arts Council in the last regular grant cycle.
- e. To schools for certain arts-related programs for which funds provided by the Maryland State Arts Council may not be used.

Mini-grant applications received by the end of a given month will be considered and decided in the following month.

The application form is available for downloading from our website ([www.talbotarts.org](http://www.talbotarts.org)). You are welcome to contact me for further information or assistance with your application: office 410-310-9812/ home 410-770-4878/ fax 410-770-4879 or e-mail [gearly@talbotarts.org](mailto:gearly@talbotarts.org).

Enclosure  
1. Criteria and Requirements  
2. Application Form

Gerald H. Early  
Executive Director

## **CRITERIA AND REQUIREMENTS**

### **Grant Criteria**

The Talbot County Arts Council frequently receives more grant requests than can be accommodated by the resources available. Therefore, the Arts Council retains the right to accept or reject grant applications, to suggest changes, and to support grant requests in full, in part, or not at all. In deciding on applications, the Arts Council is guided by:

- a. The artistic merit of the proposed activities.
- b. Organizational effectiveness--the ability of the applying organization to carry out the proposed activity.
- c. Service to the community--how well the proposed activity or program will serve residents and guests of Talbot County.

### **Requirements for Organizations Receiving Funds**

- a. To receive funds from the Talbot County Arts Council, an organization must either be designated as not-for-profit and tax-exempt by the IRS and incorporated in Maryland, or be a government-related organization such as a school or a parks and recreation department.
- b. The proposed arts activity must benefit Talbot County residents and guests.
- c. Grants by the Arts Council are normally matched on at least a one-for-one basis in cash. Funds or services from the State of Maryland, or in-kind services, are not allowed as part of this match.
- d. Funds must be used as indicated in the application. Any proposed changes--including those of artist, date, time, or site--must be approved in advance by the Arts Council.
- e. Arts Council funds may not be used for "party art" such as magicians, face painting, hair braiding, balloon sculpture, or for food, capital improvements, equipment purchases, or fund-raising events.
- f. Arts-in-Education funds may not be used to fund parts of the regular school curriculum.
- g. Activities that are primarily religious in nature are not eligible for Arts Council funding.
- h. All activities supported by Arts Council grants must be open to the public and accessible to persons with disabilities.
- i. Organizations and schools must include "sponsored in part by the Talbot County Arts Council, with funds from the Talbot County Council" in all publicity materials and programs relating to mini-grant supported events and activities.
- j. Final report forms must be filed with the Arts Council within 30 days of the end of the grant period, including copies of event programs and advertising materials.
- k. Because members of the Arts Council board of directors attend and evaluate funded events as part of their duties, we appreciate courtesy tickets or passes.

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**P.O. Box 6, Easton, MD 21601-0006**  
**phone 410-310-9812 - fax 410-770-4879 - e-mail gearly@talbotarts.org**

**APPLICATION FOR MINI-GRANT**

**ORGANIZATIONAL IDENTIFICATION**

Full name of organization or school:

Name and title of requesting official:

Mailing address:

Phone:

Fax:

Email:

**CHECK HOW YOU QUALIFY FOR A MINI-GRANT**

- A new organization that emerges between Arts Council grant cycles.
- An established organization facing an emergency need or special opportunity..
- An established organization which did not request Arts Council funds in the last grant regular cycle.
- An established organization for a purpose other than one which was declined for funding by the Arts Council in the last annual grant cycle.

**INFORMATION ON PROGRAM FOR WHICH FUNDING IS REQUESTED**

Name of the program: \_\_\_\_\_

When will project occur? Dates \_\_\_\_\_ Times \_\_\_\_\_

Where will it be held? \_\_\_\_\_

Number who will directly benefit from the project? Artists \_\_\_\_ Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_

**Applicant's must circle and comply with the following conditions (expected answers are YES):**

- The event or program site is accessible to persons with disabilities. YES or NO
- The organization's budget for the past year is enclosed (except govt-related applicants). YES or NO
- Names of your officers and governing board members are provided. (except govt-related applicants). YES or NO
- Applicant is incorporated in MD and has IRS tax-exempt status (except govt-related applicants). YES or NO
- A final report will be submitted within 30 days after completion of project. YES or NO

**In the spaces provided on the reverse of this form: (a) Describe the project, including the names of participating artists and those managing the program, and (b) complete the project budget estimate.**

**AUTHENTICATION BY REQUESTING OFFICIAL**

Signature of requesting official:

Date:

**PROJECT DESCRIPTION:**

**BUDGET ESTIMATE (columns must match; do not include in-kind contributions):**

<b>Income</b>		<b>Expenditures</b>	
Amount requested of TCAC	_____	Fees for artists or educators	_____
Matching funds from:		Rental of space	_____
Source	_____	Other	_____
Source	_____	Other	_____
Source	_____	Other	_____
<b>Total Income</b>	_____	<b>Total Expenditures</b>	_____

