

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

January 2010

MEMORANDUM FOR TALBOT COUNTY ARTS COMMUNITY

SUBJECT: Invitation for Grant Applications for Programs in Fiscal Year 2011

This memorandum welcomes grant applications under the Community Arts Development (CAD) Program for arts activities serving Talbot County to occur during July 2009 to June 2010. It includes grant criteria and requirements, as well as the application form.

Completed applications must be mailed to the address above by the deadline of March 31, 2010. The Arts Council plans to announce award recipients at the end of April. Grant checks are presented at the annual Winners Circle Reception in November.

An organization may request only one CAD Grant per fiscal year. Therefore, all activities for which CAD funding is desired must be included in this application. This provision affects only a few applicants who are invited to contact me and discuss details of their application format. **This application package is for a multiple-component program.**

The Arts Council is offering a workshop on CAD Grant preparation at 7 pm, Monday, February 8, at our offices at 142 North Harrison Street, just south of TalbotTown Shopping Center in Easton. Please let me know in advance if you plan to attend.

Grants to school-based programs under the Arts-in-Education (AinE) Program are handled separately. That announcement will be made in August 2010 for programs during the 2010-2011 school year.

Copies of this information packet, including the application form, will be available for downloading from our website: www.talbotarts.org. You are welcome to contact me for further information or assistance with your application: office phone 410-310-9812/ home phone 410-770-4878/ fax 410-770-4879/ email gearly@talbotarts.org.

Enclosures

1. Criteria and Requirements
2. Application Form with Budget Estimate and Financial Report

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:

Artistic merit of the proposed activities.

Organizational effectiveness--the ability of the applying organization to carry out the proposed activity.

Service to the community--how well the proposed activity or program will serve residents and guests of Talbot County.

Requirements for Organizations Receiving Funds

To receive funds from the Talbot County Arts Council, an organization must either be (a) designated as not-for-profit and tax-exempt by the IRS and incorporated in the State of Maryland, or (b) a government-related organization such as a school or a parks and recreation department.

The proposed arts activity must primarily benefit Talbot County residents and guests.

Grants by the Arts Council are normally matched on at least a one-for-one basis in cash. Funds from the State of Maryland are not allowed as part of this match. In-kind or donated services are similarly ineligible to be included in the match, although they should be identified on the application form.

Funds must be used as indicated in the application. Any proposed changes--including those of artist, date, time, or site--must be approved by the Arts Council in advance.

Arts Council funds may not be used for "party art" (including magicians, face painting, hair braiding, balloon sculpture, and the like), or for food, capital improvements, equipment purchases, or fund-raising events.

Arts-in-Education funds may not be used to fund parts of the regular school curriculum.

Activities that are primarily religious in nature are not eligible for Arts Council funding.

All activities supported by Arts Council grants must be open to the general public and accessible to persons with disabilities.

Organizations must acknowledge "funded in part by the Talbot County Arts Council and the Maryland State Arts Council" in all publicity materials and programs relating to supported events and activities.

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.

Because members of the Arts Council board of directors attend funded events as part of their duties, we appreciate courtesy tickets or passes.

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

APPLICATION FOR COMMUNITY ARTS DEVELOPMENT GRANT

ORGANIZATIONAL IDENTIFICATION

Full name of organization: _____

Name and title of requesting official: _____

Mailing address: _____

Phone: _____

Fax: _____

Email: _____

ORGANIZATIONAL INFORMATION

Is your organization a branch of county or town government? [YES] [NO]

Is your organization a school or parent-teacher association? [YES] [NO]

If not government or school, is it incorporated in Maryland? [YES] [NO]

Does your organization have IRS non-profit status? (Federal ID number _____) [YES] [NO]

Is the required list of officers and the board of directors is attached?. [YES] [NO]

Is the required Applicant Financial Report attached? [YES] [NO]

INFORMATION ON MULTIPLE-COMPONENT PROGRAM FOR WHICH FUNDING REQUESTED

Name of the program: _____

When project will occur? Dates _____ Times _____

Where will it be held? _____

Is site accessible to persons with disabilities? [YES] [NO]

Number who will benefit from the project? Artists _____ Adults _____ Children _____ Total _____

Describe your multiple-component program on the pages for each separate program, including the names of participating artists and those managing the program. Also complete the individual and consolidated Budget Estimates and the required Applicant Financial Report.

AUTHENTICATION BY REQUESTING OFFICIAL

Signature of requesting official: _____

Date: _____

CONSOLIDATED BUDGET ESTIMATE FOR ALL PROGRAMS

Income		Expenditures	
Total requested of TCAC	_____	Total for rental of space	_____
		Total for other rentals	_____
		Total fees for artists	_____
Total admission receipts:	_____	Total fees for educators	_____
Total tuition fees	_____	Total fees for others	_____
Total cash contributions	_____	Total supplies and equipment	_____
Total organization funds	_____	Total for promotion	_____
Total Maryland state funds	_____	Total for travel (mileage for artists)	_____
Total Federal funds	_____	Total for lodging/meals for artists	_____
Total other (specify)	_____	Total other (specify)	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
*Total Income	_____	*Total Expenditures	_____

***NOTE:** Column totals must match; income and expenditures must be equal.

DESCRIPTION/BUDGET ESTIMATE FOR EACH SEPARATE PROGRAM

Program title: _____

Program dates/times: _____

Program place: _____

Number who will benefit: Artists _____ Adults _____ Children _____ Total _____

Short program description:

BUDGET ESTIMATE FOR THIS PROGRAM

Income	Expenditures
Amount requested of TCAC _____	Rental of space _____
Admission receipts:	Other rentals (specify) _____
_____ adult tickets at \$ _____	Fees for artists _____
_____ child tickets at \$ _____	Fees for educators _____
_____ other tickets at \$ _____	Fees for others (specify) _____
Total admission receipts: _____	Supplies and equipment _____
Tuition fees _____	Promotion _____
Cash contributions _____	Travel (mileage for artists) _____
Your organization funds _____	Lodging/meals for artists _____
Maryland state funds _____	Other (specify) _____
Federal funds _____	_____
Other (specify) _____	_____
_____	_____
_____	_____
*Total Income _____	*Total Expenditures _____

***NOTE:** Column totals must match; income and expenditures must be equal.

APPLICANT FINANCIAL REPORT

1. An organization requesting an arts project grant from the Talbot County Arts Council must provide financial information on its last full fiscal reporting year.

2. The period of your organization's last complete fiscal reporting year is:

January-December 2009 July 2008 to June 2009 Other _____

3. Check one of the following blocks, as appropriate:

Copy of our audited financial statement for the last fiscal year is attached. (if this block is checked, there is no need to complete the section below).

We do not have an audited financial report but instead provide the following information:

EXPENSES

INCOME

Personnel-Administrative \$ _____

Admissions \$ _____

Personnel-Artistic \$ _____

Contracted Services Revenue \$ _____

Personnel-Tech/Production \$ _____

Other Revenue from Opns \$ _____

Outside Fees/Svcs-Artistic \$ _____

Corporate Support \$ _____

Outside Fees/Svcs--Educ \$ _____

Foundation Support \$ _____

Outside Fees/Svcs-Other \$ _____

Other Private Support \$ _____

Space Rental \$ _____

Government Support:

Tvl/Lodging/Transportation \$ _____

Maryland State Arts Council \$ _____

Marketing \$ _____

Talbot County Arts Council \$ _____

Educational Programming \$ _____

County/Town Support \$ _____

Capital-Acquisitions \$ _____

Revenue Raised for Capital \$ _____

Capital-Other \$ _____

Loans, Carryover, Transfers \$ _____

Expenses-Other \$ _____

Income-Other \$ _____

Total Expenditures \$ _____

Total Income \$ _____

Signature _____

Printed Name _____

Title _____

Date _____