

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

February 2009

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 2010 to June 2011. 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 single-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 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](http://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](mailto: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 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 the project on one attached, double spaced typed page, including the names of participating artists and those managing the program. Also complete the Budget Estimate on the reverse of this form and the required Applicant Financial Report.**

**AUTHENTICATION BY REQUESTING OFFICIAL**

Signature of requesting official: \_\_\_\_\_

Date: \_\_\_\_\_

**BUDGET ESTIMATE**

<b>Income</b>	<b>Expenditures</b>
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) _____	_____
_____	_____
_____	_____
_____	_____
<b>*Total Income</b> _____	<b>*Total Expenditures</b> _____

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

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 \_\_\_\_\_