

FY 2025 Jim Rouse Theatre Subsidy - GUIDELINES

Application Calendar

February 2024	Grant applications available online at hcac.gosmart.org
May 8, 2024	Deadline for applications. Applicants can submit up to 11:59 PM.
September 2024	Earliest announcement of grant award or rejection
July 15, 2024	FY24 Final Report Due
July 15, 2025	FY25 Final Report Due

General Information

HCAC established a Rental Subsidy Program in 1997 to assist local arts organizations in utilizing The Jim Rouse Theatre for the Performing Arts on the campus of Wilde Lake High School in Columbia.

Purpose of the Subsidy Program

- To foster excellence, diversity, and vitality in arts offerings for Howard County residents.
- To broaden arts opportunities for Howard County audiences, artists and arts organizations.
- To increase the availability of arts activities in Howard County.

Goals of the Subsidy Program

- To maximize use of The Jim Rouse Theatre by local arts organizations.
- To make The Jim Rouse Theatre affordable for arts activities sponsored by local arts organizations.

Qualifications of Applicants

- Organization must be incorporated as a non-profit, tax-exempt organization, 501(c)3.
- Applicant must be an arts organization based in Howard County. Applicant organization must maintain their primary office and present at least 50% of their arts programs in Howard County.
- Organization must be soundly managed and financially accountable, and provide proof thereof.
- Activities of applicant organization must be open to the general public, whether free or fee based.
- Reasonable accommodations must be made for people with disabilities upon appropriate notification of need.

- Note: No capital funds may be included in the budget. HCAC does not fund travel, budget deficits, capital expenditures, purchases of permanent equipment, or projects whose primary function is not artistic, such as fundraising events.

Subsidy Request

- Subsidy request may not exceed one-half of the total rental expenses or one-half of the total HCAC funds available for subsidies and must be based on the actual cost of renting the theatre excluding additional production and technical costs

Deadline

- The deadline for submission is **May 8, 2024 at 11:59PM.**
- Late or incomplete applications will be rejected.
- Applicants may be asked to clarify or revise application.
- All required attachments and supplemental information must be included.
- Please direct all questions regarding preparation of these forms to HCAC at 410-313-2787.

If your organization is not applying for a FY 2025 CAD Operating or Project grant, but would like to apply for the JRT Subsidy, please contact HCAC at 410-313-2787 for further instructions.