



Howard County Arts Council

Annual Report to the
Howard County Council
FY2021

Patapsco River and Friends by Rana Geralis



November 18, 2021

The Honorable Elizabeth Walsh, Chair
Howard County Council
3430 Court House Drive
Ellicott City, MD 21043

Dear Chairwoman Walsh,

On behalf of the Howard County Arts Council, it is my pleasure to submit our final report detailing Arts Council activities for the fiscal year ending June 30, 2021.

The Arts Council turned forty in 2021! We reached this milestone in a year that was like no other in our history as our community continued to grapple with the anxiety, financial uncertainty and social unrest resulting from the world-wide COVID-19 pandemic. Throughout, we met these challenges with ingenuity and goodwill while we focused on serving local artists, arts organizations, and audiences. We are optimistic about the future and hopeful the pandemic will soon be behind us.

In FY21 – in spite of COVID-19 - the Arts Council remained open to the public and successfully managed a number of programs and services which reached 146,658 people (in-person), 232,341 (virtually), and provided opportunities for 4,226 artists. Highlights of those activities follow:

GRANT ADMINISTRATION

The administration of grant programs is one of the Arts Council's most important responsibilities. In FY21, the Arts Council administered 9 grant programs funded through County funds:

1) Community Arts Development (CAD)

Awarded \$342,411 in CAD grants to 21 Howard County organizations in two categories: general operating and project. Operating grants are awarded to Howard County arts organizations for on-going day-to-day activities related to presenting and producing public programs. Project grants are reserved primarily for small or newly formed arts groups as well as non-arts groups that wish to conduct a one-time arts activity or project.

2) HoCo RISE COVID Emergency Relief Grants

Awarded \$73,269 in relief grants to 9 organizations and assisted the County in awarding an additional \$100,000 by reviewing and recommending 42 individual artist and organization grant applications for the County.

3) Organizational Effectiveness or Equipment

These grants are awarded to Howard County arts organizations to assist with core arts management, financial and organizational functions, including Board development, leadership training, organizational planning, accounting, and finance or to purchase equipment to produce arts activities. In FY21, \$4,017 was distributed to 1 organization.

OFFICERS

President
Sharonlee Vogel
Community Liaison & Visual Artist

Vice President
Brian Rosenberg
Rosenberg | Pelino, LLC

Secretary
Jordana F. Guzman, Esq.
Guzman & Limsky

Treasurer
Adam Stull
Howard Bank

Past President
Julie Hughes Jenkins
Corporate Office Properties Trust

DIRECTORS

Thomas Engleman
Howard Community College & Visual Artist

Ellen Hynn Oles
EFG Enterprises

Julia Kovacs
DLA Piper

Grog Lowe
Lowe Wealth Advisors

Muriel G. Mitchell
Community Liaison

Dani Sch Schlobohm
Community Liaison & Musician

Tracey Fullo Schutt
Community Liaison & Musician

Debra Stepp
Community Liaison

Sabina Taji
Bratmayer Foundation

LEGAL COUNSEL

Jeff Agnor
Davis, Agnor, Rapaport & Skolny, LLC

STAFF

Executive Director
Coleen West

Deputy Director
Mary K. Baxter

Community & Web Relations Director
Pamela Perna

Development Manager
Stephanie Schuster

Gallery & Programs Coordinator
Dili Hernandez

Grants & Special Projects Assistant
Dana Whipkey

Visitor & Facilities Services Assistant
Raul Duran

Long Reach Studio Administrator
Rigana O'Brien

Building Attendant
Rigana O'Brien

4) Artists-in-Education (AiE)

A partnership between the Arts Council and local PTAs and private schools to place professional artists in Howard County K-12 schools for periods of one day up to several weeks. Grants are designed to encourage both hands-on activities in the arts and cross-curricular connections between the arts and other academic disciplines. Awarded \$37,733 to 6 PTAs and HCPSS Summer Arts Program.

5) Baltimore City Arts & Cultural Organizations

General operating funds to key Baltimore City arts and cultural organizations that provide significant services to Howard County citizens; \$171,000 was awarded to 11 organizations.

6) Outreach Howard

This grant program was established to encourage recipients of the Baltimore City Arts & Culture grants to extend the reach of their programs directly to Howard County residents by partnering with a local group(s) to produce arts and /or cultural activities IN Howard County; \$50,770 was awarded to 7 organizations.

7) Creative Howard

Mini grants to small arts organizations and arts businesses (budgets under \$100,000) that do not participate in other HCAC grants programs to assist with delivering public programs. One \$1,000 grant was awarded.

8) ARTsites

Provides grants to individual artists to place sculptures on loan for one year at sites in Howard County; \$42,000 was awarded to 19 artists.

9) Jim Rouse Theatre Subsidy Program

Subsidizes up to half of The Jim Rouse Theatre for Performing Arts rental fee for local non-profit arts organizations; awarded \$2,820 in JRT subsidies to 1 organization for rental subsidies.

In addition to these grant programs, the Arts Council awarded funds to individuals, Arts Scholarship Program, Rising Star Award, and Mark Ryder Original Choreography Grant.

HOWARD COUNTY CENTER FOR THE ARTS

In addition to the grant programs, the Arts Council operates the Howard County Center for the Arts, a 32,000 sq.ft. multi-purpose incubator space devoted to providing a wide variety of opportunities in the arts for citizens of Howard County. In FY21, 1554 artists benefited from Center programs.

In order to maintain a vital arts community in the county, the Center also provides affordable studio space to professional artists and office space for arts organizations. In FY21, the Center was home 14 visual artists and 3 arts organizations (full capacity).

SPECIAL PROJECTS

The Arts Council is devoted to fostering local community arts, reaching out to new audiences, and ensuring that the arts are accessible to all Howard County residents. Special projects and outreach programs are developed to appeal to artists and educators, as well as, general audiences and special populations. Highlights of the Arts Council's FY21 special projects are described below:

Long Reach Artist Studios

HCAC partnered with Howard County Government to provide affordable studios for 13 artists as part of the Long Reach Rising initiative.

ARTsites

To activate community spaces and to make art more accessible to the public, the Arts Council partnered with 12 sites to bring the visual arts outside of our gallery walls and place art at locations throughout the County including Glenwood, Laurel, Ellicott City and Columbia.

Celebration of the Arts

The *Celebration*, including its popular Rising Star competition, was re-imagined and produced as a virtual event in August 2020. Nearly 800 supporters tuned into the live watch party and subsequent streamed production.

The Howie Awards

Each year, the Arts Council recognizes individuals and businesses for their significant contributions to the arts in Howard County. This year's Howie awards recipients were Hsien-Ann Meng, pianist (Outstanding Artist), Donna Pidel, choreography and private dance instructor (Outstanding Arts Educator), The Howard Hughes Corporation (Outstanding Business Supporter). Thomas Sankey, Howard County Summer Theater Director, received a special Legacy in the Arts award.

Head StART in ART

Head StART in ART is an artists-in-residence program that provides children enrolled in the Ellicott City (ECHSC) Head Start Center with hands-on artistic experiences with at least one professional teaching artist in the classroom for an extended residency. For FY21, the Arts Council used the remaining FY20 balance from a PNC grant to host a fall and spring outdoor mosaic experience with artist Susan Stockman and received funding the Isadore and Bertha Gudelsky Family Foundation to host 3 virtual residencies with Nataliya Mirnaya of Happy Theater; Thinkery, Curious Women Visual Arts Exploration; Suzanne Herbert-Forton, Embroidery; 75 ECHSC students participated.

Paint It Ellicott City

Postponed to October 15-18, 2020, HCAC partnered with Visit Howard County and sponsor Art In Ellicott City to host the annual four-day en plein air paint-out event, Art in Ellicott City presents Paint It! Ellicott City. 25 artists were selected by juror Crystal Moll, local plein-air artist and owner of Crystal Moll Gallery in Baltimore, MD. After a virtual kick-off and welcome event on Wednesday via Zoom, the artists were allowed to paint in-person in downtown Ellicott City Thursday through Sunday along with 34 additional artists and students from the community. On Wednesday, October 21, a virtual reception & award ceremony was hosted via Zoom and attended by 70 artists and visitors. A total of \$9,301 in artist awards were announced.

Scholarships

A total of \$10,000 in scholarships was awarded to 8 college-bound Howard County high school seniors to continue their education in the arts.

Rising Star Professional Development Award

The Rising Star Emerging Performing Artist Competition is modeled after hit television series competitions, such as *American Idol* and *The Voice*, with finalists performing in front of a live audience and the audience selecting the winner. In this case, finalists are selected through a discipline-based audition process and the award recipient is selected through a written ballot process at the *Celebration of the Arts in Howard County* gala. The winner of the competition receives a \$5,000 professional development award to further their career. Nine finalists competed and the 2020 award went to cellist, Gabriel Hightower.

More information regarding the Arts Council's activities is included in the report. Should you have any questions or need further information call me at 410.313. ARTS (2787).

In closing, I would like to take this opportunity to thank Howard County and the County Council for their continued support of the arts in our community and for believing that the arts are an important part of county life.

Sincerely,



Coleen West
Executive Director

cc: Dr. Calvin Ball, County Executive
Jennifer Jones, Deputy Chief of Staff
Craig Glendenning, County Auditor
Norm Schnobrich Budget Analyst
Dawn Tinker, Administrative Analyst
Emily Iacchei, Chief, Real Estate Services Division



HOWARD COUNTY ARTS COUNCIL
ANNUAL REPORT TO THE HOWARD COUNTY COUNCIL
FISCAL YEAR 2021

HOWARD COUNTY ARTS COUNCIL
ANNUAL REPORT TO THE HOWARD COUNTY COUNCIL
FISCAL YEAR 2021

List of Attachments

- I. Howard County Grant Agreement with Howard County Arts Council
- II. Request Forms for Disbursement of Funds
- III. FY21 Howard County Center for the Arts Attendance
- IV. Minutes from Howard County Arts Council Board Meetings Approving FY21 Grant Awards
- V. FY21 AiE Grant Awards, Financial and Attendance Spreadsheets for Programs Supported with County Funds
- VI. FY21 Baltimore City Grant Awards, Financial and Attendance Spreadsheets for Programs Supported with County Funds
- VII. FY21 Howard County Community Arts Development (CAD) Grant Awards, Financial and Attendance Spreadsheets for Programs Supported with County Funds
- VIII. FY21 Jim Rouse Theatre Subsidy Awards Supported with CAD Funds from Howard County
- IX. FY21 Organizational Effectiveness and Creative Howard Grant Awards Supported with CAD Funds from Howard County
- X. FY21 Outreach Howard Grants Supported with Re-Grant Funds from Howard County
- XI. FY21 HoCo RISE Covid-19 Relief Grants with Re-Grant Funds from Howard County: Fall 2020
- XII. FY21 HoCo RISE Covid-19 Relief Grants with Re-Grant Funds from Howard County: Spring 2021
- XIII. FY21 ARTsites Program Supported with County Re-Grant Funds
- XIV. FY20 ARTsites Program Supported with County Re-Grant Funds Final Payment
- XV. STATUS: FY20 PAYGO Funds Designated to Downtown Columbia Arts Joint Merger Exploration
- XVI. STATUS: FY15 Operating Funds Designated to Long Reach Arts Programming
- XVII. STATUS: FY15 PAYGO Funds Designated to Website Development
- XVIII. FY21 Howard County Arts Council Audited Statement - Draft

HOWARD COUNTY and HOWARD COUNTY ARTS COUNCIL
GRANT AGREEMENT – FY 2021



Howard County

Internal Memorandum

SUBJECT: Howard County Arts Council, Inc., Grant Agreement

TO: Calvin Ball
County Executive

Lonnie R. Robbins
Chief Administrative Officer

Gary W. Kuc
County Solicitor

Angela Price
Acting Director of Finance

Holly Sun
Budget Director

FROM: Janssen E. Evelyn
Assistant Chief Administrative Officer

DATE: July 2, 2020

- **Date Submitted:** January 31, 2020
- **Who is making the request:** Howard County Arts Council, Inc.
- **Dollar value for approval:** \$905,500.00
- **Term of the Agreement:** July 1, 2020 – June 30, 2021
- **Parties to the Agreement:** Howard County Arts Council, Inc., and Howard County Government
- **What the Agreement Requires the County to Do:** Provide \$905,500 in grant funds.
- **What the Agreement Requires the Contractor to Do:**
 - General Operating
 - Program and Services Funding
 - Re-grant Community Arts Grants
 - Re-grant Arts Development Public Art

- Re-grant Artist- in- Education Grants
- Re-grant Baltimore City Arts & Culture Grants
- Re-grant Baltimore City Arts & Culture Out-Reach Howard Grants
- **Are there any provisions that are different from the County's Standard Contractual Terms?** No.
- **Whom to call with questions:** Janssen E. Evelyn, (410) 313-2025
- **Any additional information that you deem important to note:**
Please return both copies of the cover letter and agreement to the attention of Dawn Tinker, Administrative Assistant to obtain additional signatures.

Last signatory, please return both copies of the cover letter and agreement to the attention of Dawn Tinker.

GRANT AGREEMENT

THIS GRANT AGREEMENT (this "Agreement") is entered this 2nd day of July, 2020, by and between HOWARD COUNTY, MARYLAND, a body corporate and politic of the State of Maryland (the "County") and THE HOWARD COUNTY ARTS COUNCIL, INC., a Maryland nonprofit corporation (the "Grantee").

RECITALS

- A. Pursuant to the authority granted in Subtitle 8 of Title 12 of the Howard County Code, (the "Code"), Howard Arts United, Inc., by Resolution 62-1984, was recognized as the permanent Howard County Arts Council, Inc.
- B. On October 5, 1987, the County Council, by Resolution 105-1987, approved the change of the corporation's name from Howard Arts United, Inc. to The Howard County Arts Council, Inc.
- C. Pursuant to Section 12.805 of the Code, the County may provide grant funds to the Grantee.
- D. Grantee may be designated to forward grants on behalf of the County to Arts programs and cultural activities in Baltimore City which serve County residents, as set forth in Section 12.806(b) of the Code.
- E. On April 16, 1985, Grantee submitted to the County Council a revised Report of Grants Committee ("Grants Report") which established the procedures and the criteria to be used by Grantee to award grants and which incorporated certain changes requested by the County Council. The Grantee filed their annual report in November 2018 to the County Council, County Auditor, and County Administration.
- F. The Grantee is a non-profit entity that serves the citizens of Howard County by fostering the arts. The Grantee nurtures local artist and arts organizations, furthering the public's appreciation of the arts, and ensuring that arts are accessible regardless of age, ability or economic status.
- F. By authority of the Annual Budget and Appropriation Ordinance for Fiscal Year 2020-2021 (FY 2021), the County wishes to provide, and the Grantee accepts the grant funds subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the premises and the mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the Grantee agree as follows:

I. TERM OF AGREEMENT

This Agreement shall become effective upon the date first written above. Unless sooner terminated pursuant to Section X of this Agreement, this Agreement shall remain in effect through June 30, 2021 (Fiscal Year 2021).

II. GRANT AMOUNT

The County agrees to provide the Grantee with funds for Fiscal Year 2020 in an amount not to exceed amount Nine Hundred and Five Thousand Five Hundred Dollars (\$905,500) (the "Grant").

III. USE OF GRANT FUNDS

A. Grant funds may be used only as listed in this Section III. Grantee's disbursement and use of the funds shall be in accordance with the approval obtained from the County Auditor of the form and content of its record-keeping system.

Grant funds will be used for the following areas:

- General support for Grantee administration and operations.
- Program support to produce arts activities produced by the Grantee.
- Re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
- Support temporary public art installations in Howard County.
- Re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
- Re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
- Encourage Baltimore City arts/cultural organizations to present programs in Howard County.

In awarding grants, Grantee will follow the procedures and criteria specified in the Grants Report, except that the dates for submission and review of proposals shall be changed to coincide with the dates of the current year's grant cycles.

IV. DISBURSEMENTS

- A. General. The County shall disburse the grant award in two equal payments, subject to the continued compliance by the Grantee with all the terms and conditions of this Agreement.
- B. Submission of Request for Grant Funds. Grantee shall submit a Request for Grant Funds (RGF), along with this signed Agreement, to the Chief Administrative

Officer at the address set forth herein, or any other place designated by the County. The RGF shall identify the grant cycle or cycles in which the funds will be disbursed and, for Grantee's operating expenses, shall identify which of the two semi-annual periods are covered by the invoice: July 1 – December 31, or January 1 – June 30. Grantee may request one-half of the approved grant award for the initial payment. A second RGF shall be submitted for the second half of FY 2020.

- C. Delay or Suspension of Disbursement. Grant funds, after the first payment, will not be disbursed prior to receipt of any required reports. The Grantee's failure to comply with a provision of this Agreement, including the failure to submit a report required under Section V of this Agreement, may result in the delay or suspension of disbursements of Grant funds.
- D. Disbursements to Grantee. All disbursements are to be made directly from the County to the Grantee.

V. REPORT

Grantee shall provide the County with an annual program report on Grantee's use of the grant during the County's previous fiscal year and send copies to the County Executive and the County Council, on or before December 1, 2021.

VI. RECORDS

- A. Records to be Maintained. The Grantee shall maintain sufficient records to enable the County to determine whether the Grantee has met the requirements of this Agreement.
- B. Records Retention
 - 1. Individual Activities. The Grantee shall retain all records pertinent to activities undertaken and expenditures incurred under this Agreement for a period of three (3) years.
 - 2. Property. Records for personal or real property acquired with funds under this Agreement shall be retained for three (3) years after final disposition of such property.

VII. MONITORING

For the purposes of monitoring this Agreement and determining whether Grantee is complying with this Agreement, the County shall have access to and the right to examine any books, accounts, and/or records of Grantee.

Pursuant to Section VI.B., all financial and program records and files are to be retained for a period of not less than three (3) years.

VIII. DISPUTES

If during the term of this Agreement, any dispute arises between the parties relating to the performance of this Agreement, each party shall make a reasonable effort to resolve such dispute by mutual negotiation, adjustment and compromise. Under no circumstance, however, shall the authorized budgetary appropriation for the Grant be exceeded.

Any dispute concerning a question of fact arising under this Agreement, which is not disposed of by mutual consent, shall be decided by the County's Chief Administrative Officer. Pending final decision of the dispute hereunder, the Grantee shall proceed diligently with the activities set forth in this Agreement.

IX. WAIVERS

The failure of the parties to enforce at any time the provisions of this Agreement, or to exercise any option which may be provided herein, shall in no way be construed as a waiver of such provisions nor in any way affect the validity of this Agreement or any part thereof or the right of the parties to enforce thereafter each provision.

X. TERMINATION

- A. By the Grantee. This Agreement may be terminated by the Grantee upon at least thirty (30) days' written notification to the County. The Grantee's written notice shall set forth reasons for the termination, the effective date of termination and, in the case of a partial termination, the portion to be terminated. If, in the case of a partial termination, the County determines that the remaining Grant funds will not accomplish the purposes for which the Grant was made, the County may terminate the Agreement in its entirety.
- B. By the County. This Agreement may be terminated by the County upon at least 30 days' written notice to the Grantee, for any of the following reasons:
 - 1. Default. For default, as defined in Section XI of this Agreement
 - 2. Failure to Maintain Insurance. If the Grantee fails to maintain in effect the insurance policy required by Section XIV of this Agreement or fails to provide the County with evidence of the insurance.
 - 3. Best Interest of the County. If the County determines that termination is in the best interest of the County, including without limitation a determination that the County lacks sufficient funding to offer the program or service provided by the Grantee.

XI. DEFAULT, REPAYMENT AND REMEDIES

- A. Default. A default shall consist of (i) any use of Grant funds for any purpose other than authorized by this Agreement; or (ii) any material breach of any covenant, agreement, provision, representation or warranty of the Grantee which was made in this Agreement.
- B. Suspension. Upon the occurrence of any default, the County may immediately suspend the Grantee's authority to receive any Grant funds at any time by notice to the Grantee.
- C. Withholding of Further Grants. If a default occurs, the County may withhold further awards of Grant funds to the Grantee pending correction of the deficiency.
- D. Notice and Cure. If a default occurs, the County shall provide written notice to the Grantee to cure the default, and the Grantee shall have thirty (30) days from the date the County's notice was postmarked to cure the default. After the conclusion of the 30-day period, if the Grantee has not cured the default to the satisfaction of the County, the County may terminate this Agreement.
- E. Termination. In the event of termination:
 - (1) The Grantee's authority to request a disbursement shall cease and the Grantee shall have no right, title or interest in or to any of the Grant funds not disbursed;
 - (2) The County may immediately demand repayment of all or a portion of the Grant funds which have been disbursed; and
 - (3) The County's remedies of withholding disbursement and of obtaining repayment as described in paragraphs (1) and (2) above may be exercised contemporaneously with remedies pursuant to subsection F below, and all such rights shall survive any termination of this Agreement.
- F. Other Remedies. If a default occurs, the County may at any time proceed to protect and enforce all rights available to the County, by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

XII. GRANTEE'S CERTIFICATIONS

The Grantee certifies to the County that:

- A. The Grantee is a duly organized and validly existing nonprofit entity under

Maryland law, and has all requisite power and authority to enter into this Agreement; and

- B. This Agreement has been duly authorized, executed and delivered by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of the Grantee; and

XIII. AUDIT AND INSPECTIONS

- A. Financial Audit. If requested by the County, the Grantee shall have an annual audit performed of its financial statements. The audit is to be conducted in accordance with generally accepted auditing standards at the end of each fiscal year in which funds are received from the County. Grantee shall submit a copy of the audit to the County Auditor and the County as soon as practicable following the close of the fiscal year.
- B. County Audits and Inspections. All Grantee financial records shall be made available to the County or its designees at any time during normal business hours, as often as the County deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Grantee within 30 days after receipt by the Grantee.
- C. Failure to Comply. Failure of the Grantee to comply with the above requirements in this Section XIII will constitute a violation of this Agreement and may result in the withholding of future payments.

XIV. INSURANCE

Grantee shall obtain and maintain general liability insurance as necessary to protect in any legal action, tort, contract, or other liability which may be raised against the Grantee or County. Grantee shall provide the County with evidence of insurance as the County may require, including evidence that the policies may not be terminated without thirty (30) days' prior written notice to the County.

XV. EQUAL EMPLOYMENT OPPORTUNITY

The Grantee certifies that it now complies and will continue to comply with all applicable federal, state and local laws and regulations pertaining to equal opportunity and equal employment practices, including the Americans with Disabilities Act of 1990, and subtitle 2, "Human Rights", of Title 12 of the Howard County Code.

By executing this Agreement, the Grantee agrees and affirms that it accepts and will conform to the Howard County Affirmative Action Program and Equal Opportunity laws in that:

Howard County expects that the Grantee will not discriminate against any employee,

applicant for employment or program participant because of race, creed, religion, disability, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, personal appearance, familial status, source of income, or gender identity or expression. The Grantee will take affirmative action to ensure that applicants, employees and participants in a program are treated equally without discrimination.

XVI. LIABILITY LIMITATIONS

By this Agreement, the parties expressly acknowledge that Grantee is not acting as an agent for the County but is acting in the capacity of an independent contractor. In addition, Grantee agrees to indemnify and save the county harmless from and against all claims, actions, damages, liability and expense, including attorney's fees, relating to loss of life, personal injury and/or damage to property arising from or out of the performance of its responsibility as stated in this Agreement, or occasioned in whole or in part by any act of omission of Grantee, its agents or employees.

XVII. CONFLICT OF INTEREST

The Grantee certifies that the officer of the corporation who is executing this Agreement has read and understands the provisions of Section 901(a) of the Howard County Charter dealing with conflicts of interest and Section 22.204 of the Howard County Code dealing with conflicts of interest.

XVIII. NOTICES

Communication and details concerning this Agreement shall be directed to the following representatives:

County:	Howard County, Maryland
Contact:	Lonnie R. Robbins
Title:	Chief Administrative Officer
Address:	3430 Courthouse Drive
State, Zip:	Ellicott City, MD 21043
Telephone:	410-313-2171
E-Mail:	lrobbins@howardcountymd.gov

Grantee:	The Howard County Arts Council, Inc.
Contact:	Coleen West
Title:	Executive Director
Street Address:	8510 High Ridge Road
City, State, Zip:	Ellicott City, MD 21043
Telephone:	410-313-2787
E-Mail:	coleen@hocoarts.org

XIX. GRANTEE'S GOVERNING DOCUMENTS

- A. So long as Grantee is designated as the Howard County Arts Council, Inc., Grantee will not change the provisions of its Statement of Rights of Members, Bylaws, Articles of Incorporation, or Disclosure and Conduct Code ("Governing Documents"), which have been previously submitted to the County Council, without first submitting the proposed changes to the County Council in writing for consideration. The County Council will notify Grantee within 45 days after receiving the proposed change of whether the County Council disapproves of the proposed change. If Grantee is notified of the County Council's disapproval of a proposed change, Grantee will not implement the change.
- B. Grantee will adhere to the procedures required by its Governing Documents, including but not limited to the commitment to hold open meetings as set forth in paragraph C of the Statement of Rights of Members.

XX. MEDIA AND PRINTED MATERIALS

Grantee will acknowledge receipt of funding from Howard County Government in all related media and printed materials.

XXI. MISCELLANEOUS

- A. Funding. The contractual obligation of the County under this Agreement is contingent upon the availability of appropriated funds from which payment for this Agreement can be made.
- B. Modifications. All conditions pertaining to this Agreement shall be binding and no verbal modifications by either part shall be enforceable. Amendments to this Agreement must be in writing and executed by both parties.
- C. Assignment. Grantee may not, during the terms of this Agreement, assign or subcontract all or any part of the Grant award without prior written consent of County.
- D. Extension. The County, in its sole discretion, may extend this Agreement beyond the initial one-year term, provided the Grantee is satisfactorily complying with the terms and conditions set forth herein
- E. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.
- F. Amendments. The parties hereto may amend this Agreement at any time provided that such amendments make specific reference to this Agreement and are executed in writing and signed by a duly authorized representative of both parties. Such

amendment shall not invalidate this Agreement, nor relieve the County or Grantee from its obligations under this Agreement.

- G. Severability. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.
- H. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties.

[SIGNATURES ON FOLLOWING PAGE]

applicant for employment or program participant because of race, creed, religion, disability, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, personal appearance, familial status, source of income, or gender identity or expression. The Grantee will take affirmative action to ensure that applicants, employees and participants in a program are treated equally without discrimination.

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By this Agreement, the parties expressly acknowledge that Grantee is not acting as an agent for the County but is acting in the capacity of an independent contractor. In addition, Grantee agrees to indemnify and save the county harmless from and against all claims, actions, damages, liability and expense, including attorney's fees, relating to loss of life, personal injury and/or damage to property arising from or out of the performance of its responsibility as stated in this Agreement, or occasioned in whole or in part by any act of omission of Grantee, its agents or employees.

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Title:	Chief Administrative Officer
Address:	3430 Courthouse Drive
State, Zip:	Ellicott City, MD 21043
Telephone:	410-313-2171
E-Mail:	lrobbins@howardcountymd.gov

Grantee:	The Howard County Arts Council, Inc.
Contact:	Coleen West
Title:	Executive Director
Street Address:	8510 High Ridge Road
City, State, Zip:	Ellicott City, MD 21043
Telephone:	410-313-2787
E-Mail:	colcen@hocoarts.org

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- C. Assignment. Grantee may not, during the terms of this Agreement, assign or subcontract all or any part of the Grant award without prior written consent of County.
- D. Extension. The County, in its sole discretion, may extend this Agreement beyond the initial one-year term, provided the Grantee is satisfactorily complying with the terms and conditions set forth herein
- E. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.
- F. Amendments. The parties hereto may amend this Agreement at any time provided that such amendments make specific reference to this Agreement and are executed in writing and signed by a duly authorized representative of both parties. Such

amendment shall not invalidate this Agreement, nor relieve the County or Grantee from its obligations under this Agreement.

- G. Severability. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.
- H. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties.

[SIGNATURES ON FOLLOWING PAGE]

FY 2021 Grant: Howard County Arts Council, Inc.

ATTEST:


Witness

**THE HOWARD COUNTY ARTS
COUNCIL, INC.**

BY: 

Colleen West
Executive Director

ATTEST:

Lonnie R. Robbins
Chief Administrative Officer

HOWARD COUNTY, MARYLAND

BY: _____

Calvin Ball
County Executive

Date Signed: _____

**APPROVED FOR SUFFICIENCY OF
FUNDS:**

Angela Price
Acting Director of Finance

**APPROVED FOR PROGRAM
SUFFICIENCY:**

Janssen E. Evelyn
Assistant Chief Administrative Officer

APPROVED FOR BUDGET SUFFICIENCY:

Holly Sun
Budget Director

**APPROVED FOR FORM AND LEGAL
SUFFICIENCY**

THIS ____ DAY OF _____,
20____:

Gary W. Kuc
County Solicitor

Reviewing Attorney:

Norman E. Parker, Jr.
Senior Assistant County Solicitor

II

HOWARD COUNTY ARTS COUNCIL REQUEST FOR FUNDS – FY 2021

HOWARD COUNTY ARTS COUNCIL REQUEST FOR GRANT FUNDS

DATE: July 9, 2020

TO: Dawn Tinker
Administrative Analyst
Howard County Government

FROM: Coleen West
Executive Director
Howard County Arts Council

RE: Request for the first of two payments for approved FY21 grant funds for the period of July 1 – December 31, 2019.

AMOUNT: **\$445,000**

DUE: Upon receipt

Total Amount	Amount Requested	Purpose
General Operating \$206,500	\$103,250	General support for HCAC administration and operations.
Programs \$40,000	\$20,000	Program support for the production of arts activities produced by the Arts Council.
Community Arts Development Grants \$373,000	\$186,500	Funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
Community Arts Development Public Art \$41,000	\$20,500	Funds to support temporary public art installations in Howard County.
Artist in Education Grants \$32,000	\$16,000	Funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
Baltimore City Arts and Culture Grants \$171,000	\$85,500	Funds for re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
Baltimore City Arts & Culture Out Reach Howard Grants \$42,000	\$21,000	Funds for re-grants to encourage Baltimore City arts/cultural organizations to present programs IN Howard County.
Total FY20 appropriation: \$905,500	SUB TOTAL \$452,750	

HOWARD COUNTY ARTS COUNCIL REQUEST FOR GRANT FUNDS

DATE: December 18, 2020

TO: Dawn Tinker
Administrative Analyst
Howard County Government

FROM: Coleen West
Executive Director
Howard County Arts Council

RE: Request for the second of two payments for approved FY22 grant funds for the period of January 1 – June 30, 2020.

AMOUNT: \$452,750

DUE: Upon receipt

Total Amount	Amount Requested	Purpose
General Operating \$206,500	\$103,250	General support for HCAC administration and operations.
Programs \$40,000	\$20,000	Program support for the production of arts activities produced by the Arts Council.
Community Arts Development Grants \$373,000	\$186,500	Funds for re-grants to Howard County arts organizations and arts projects sponsored by local non-profits.
Community Arts Development Public Art \$41,000	\$20,500	Funds to support temporary public art installations in Howard County.
Artist in Education Grants \$32,000	\$16,000	Funds for re-grants to Howard County PTAs/PTSAs to place visiting artists in the schools.
Baltimore City Arts and Culture Grants \$171,000	\$85,500	Funds for re-grants to Baltimore City arts/cultural organizations that provide significant services to Howard County residents.
Baltimore City Arts & Culture Out Reach Howard Grants \$42,000	\$21,000	Funds for re-grants to encourage Baltimore City arts/cultural organizations to present programs IN Howard County.
Total FY20 appropriation: \$905,500	SUB TOTAL \$452,750	

III

HOWARD COUNTY CENTER FOR THE ARTS FY 2021 ATTENDANCE

Yearly Building Usage

User	July	August	September	October	November	December	January	February	March	April	May	June	Total
Resident Artists:	July	August	September	October	November	December	January	February	March	April	May	June	810
Jim Adkins	4	8	12	17	7	4	0	1	3	3	3	6	68
Art Landerman	3	7	7	9	10	0	0	0	0	0	0	0	36
Duane Lulsko	0	1	0	6	4	2	2	0	0	0	0	0	15
Joan Bevelacqua	1	3	4	9	9	6	7	5	7	6	6	7	70
Borovskova	0	0	0	0	0	0	0	0	0	0	9	9	18
Myungsook Ryu Kim	0	0	1	3	4	2	3	1	15	9	1	3	42
Diana Marta	4	14	15	19	16	9	12	11	15	9	2	14	140
Michelle Faulkner-Farson	0	0	0	0	0	0	0	0	0	0	0	3	3
Joyce Riller	2	12	4	21	13	11	20	7	18	15	7	11	141
Sara Engel	1	0	0	5	0	0	0	0	2	5	0	2	15
Jerome Scott	0	1	0	3	2	0	0	2	1	7	12	1	29
Lisa Scarbath	1	5	2	10	6	7	11	5	14	15	5	8	89
Andreï Trach	3	10	2	15	7	5	1	3	5	5	5	2	63
Jamie Travers	0	3	0	0	0	0	0	0	0	2	2	4	11
Mary Jo Tydlacka	2	3	0	6	7	6	1	5	4	6	6	4	50
David Zuccarini	0	1	0	1	5	2	2	0	1	4	4	0	20
Resident Groups:	July	August	September	October	November	December	January	February	March	April	May	June	362
Ballet Mobile	35	57	48	51	25	24	0	0	0	1	0	1	242
The Columbia Orchestra	0	1	1	4	2	2	1	3	2	0	4	10	30
Columbia Pro Cantata	0	3	1	10	9	4	4	7	9	11	19	13	90
HCAC Classes & Programs:	July	August	September	October	November	December	January	February	March	April	May	June	437
Diana Marta Class	19	0	24	38	11	7	14	6	9	9		7	144
David Zuccarini Class	0	0	0	0	0	0	0	0	0	0	0	84	84
Drop-in Sessions	0	0	0	0	0	0	0	0	0	15	17		32
Paint IT! (October 2020)	0	0	0	42	0	0	0	0	0	0	0	0	42
Paint IT! (June 2021)	0	0	0	0	0	0	0	0	0	0		90	90
HCAC Classes & Camps	0	0	0	0	0	0	0	0	0	0		42	42
HCAC Staff/Board Meetings	0	0	0	0	0	0	0	0	0	0	3		3
Room Rentals:	July	August	September	October	November	December	January	February	March	April	May	June	167
Nrityasamarpan	0	0	0	0	0	0	0	0	0	0	43	32	75
Byers Dance Academy	0	0	0	0	0	0	0	0	16	24	8	19	67
Pieceful Design Mosaics	0	0	0	0	7	11	7	0	0	0	0	0	25
Theatre Rentals:	July	August	September	October	November	December	January	February	March	April	May	June	69
Hope Outreach Mentorship Program	0	0	0	0	0	0	0	0	0	0	0	14	14
HGMA	0	0	0	0	0	0	0	0	0	0	25	0	25
C&TA	0	0	0	0	0	0	0	0	0	0	10	0	10
Jayamanga	0	0	0	0	0	0	0	0	0	0	0	20	20
Partnerships:	July	August	September	October	November	December	January	February	March	April	May	June	19
Howard County Rec & Parks	0	0	0	0	0	0	0	2	2	0	0	0	4
HCPSS	0	0	0	0	0	0	0	0	0	0	0	0	0
Head Start Elliott City	0	0	0	0	0	0	0	0	0	0	15		15
Visitors	July	August	September	October	November	December	January	February	March	April	May	June	
Gallery Receptions	0	0	0	0	0	0	0	0	0	0	0	0	0
Gallery Visitors:	24	75	28	75	53	127	83	45	51	24	13	125	723
General Visitors/Seeking Info:	0	0	0	3	0	0	0	0	0	0	0	0	3
Facilities:	0	0	0	4	30	14	2	6	11	6	8	5	86
GRAND TOTAL	99	204	149	351	227	243	170	109	185	176	227	536	2676

IV

HOWARD COUNTY ARTS COUNCIL BOARD MINUTES
APPROVING FY 2021 GRANT AWARDS

Meeting Minutes

HCAC Board of Directors

July 17, 2020

Attending: Thomas Engleman, Ellen Flynn Giles; Jordana Guzman; Julie Hughes Jenkins, Julia Kovacs; Mary Kay Kenney; Brian Rosenberg; Tracey Schutty, Adam Stull, Sharonlee Vogel. *Staff:* Coleen West, Director, Mary K. Baxter, Deputy Director, Stephanie Schuster, Development Manager.

I. Minutes: Friday, June 19, 2020

Motion: Julie Hughes Jenkins

Second: Ellen Flynn Giles

Vote: Unanimous

II. President's Report: Sharonlee Vogel Celebration Update

A. The Celebration Watch Party will be held on Thursday, August 27 at 8pm. The virtual event will include a screening of the Rising Star Performing Arts Competition, presentation of the Howie Awards, and an online art auction. Ticket holders will still have the opportunity to vote for their favorite performing artist while chatting online with friends & Rising Star finalists, and the performance and voting will be available on demand through Sunday, August 30. All guests also have the option to choose a food voucher to a participating restaurant and should have received an email with a link to a questionnaire detailing their options. Questionnaires are due by August 1st and ticket sales will close on August 10th. All guests will receive an email with access codes and instructions the week of August 24th. We will be raffling off one raffle basket this year and tickets can be purchased through our website. The basket is valued at more than \$3,700. In addition, the online auction will be hosted online at 32auctions. To date, 45 artists have confirmed their participation.

B. Conflict of Interest Forms

HCAC's Conflict of Interest Policy and Form were included in packet. Board will receive individual forms to be completed and updated via email and returned by August 15, 2020.

III. Treasurer's Report: Adam Stull

A. FY20 Unaudited Year-End Financials

Board reviewed draft year-end financials through June 29, 2020. Total revenue was \$ 1,478,248.57 (98% of budget and down 1% year-over-year). Expenses totaled \$ 1,394,621.98 (86.9% of budget and up 1% year-over-year). While the pandemic has negatively impacted FY20 program & service revenue, the most significant impacts will come in FY21 in both contributed and earned income.

Received FY21 contract from Howard County Government and submitted the invoice for first installment. Anticipate payment in September. Also received preliminary notification from the Maryland State Arts Council that HCAC's projected FY21 operating grant will increase by approximately \$20,000. Adjusted FY21 Budget will be presented for Board approval in September. Coleen reminded the Board that as a county arts council, we receive a block grant. This year's increase is a result of the advocacy of CAAM and MSAC recognizing the significant amount of work the county agencies are engaging in. The Board also had a brief discussion about the additional emergency funding announced last week and it was noted that HCAC is sharing out this information through social media and directly to our artists and teaching artists and will be reviewing this opportunity for our needs over the next week.

IV. Committee on Grants: Mary Kay Kenney

A. FY20 Baltimore City/Outreach Howard Grants

The BSO returned the unspent funds from FY20 Side by Side Howard (\$8,970.01).

The Committee on Grants made a motion to include these unspent FY20 funds in the amount of \$8,970.01 in the FY21 Outreach Howard pool, allowing for full funding of FY21 Outreach Howard grants.

Second: Ellen Flynn Giles

Vote: Unanimous

B. FY21 Baltimore City/Outreach Howard Grants

The Committee on Grants reviewed FY21 BCAC and CAD funding requests, and made their recommendations based on last year's ARP scores. Staff noted that the spreadsheet appears to not be adding up correctly and that we did not have to reduce awards. The Board also had a brief discussion regarding the grantees abilities to successfully deliver their programs as proposed, noting that FY21 guidelines and reporting requirements may need to be relaxed similarly to FY20 to accommodate the reality of programming in a public health crisis.

The Committee on Grants made a motion to approve the FY21 BCAC and Outreach Howard as presented in the spreadsheet included in today's packet.

Second: Julie Hughes Jenkins

Vote: Unanimous

C. FY21 Community Arts Development Grants/Jim Rouse Theatre Subsidies

The Committee on Grants reviewed FY21 CAD and JRT funding requests, and are making their recommendations based on last year's ARP scores. The Board had a brief discussion on Columbia Festival of the Arts and their plans to pivot their 2020 festival to a film festival and their 2021 plans.

The Committee on Grants made a motion to approve the FY21 CAD and JRT as presented in the spreadsheet included in today's packet.

Second: Ellen Flynn Giles

Vote: Unanimous

V. Strategic Discussion: Sharonlee Vogel

A. Board of Directors Nominations & Renewals

The Nominating Committee is seeking recommendations and requested recommendations from the Board. Current Board members who are up for renewal are Jordana Guzman (3rd term), Julie Hughes Jenkins (final year as immediate Past President, Tracey Pullo Schutty (2nd term), Dami Soh (3rd term), and Adam Stull (2nd term.)

B. New Cultural Center

The Columbia Downtown Housing Corporation has taken on a leadership role in the NCC project. They have formed a workgroup with the goal of keeping the project on schedule in FY21. The first meeting was yesterday and have two additional meetings over the next few weeks. These virtual meetings are open to the public and you can find additional information on CDHC's webpage. At this time, HCAC is no longer directly involved in this project though we will follow the progress as it moves forward. Currently they workgroup is asking questions to address the critical planning issues which remain similar to those identified in the capital campaign feasibility study.

C. Downtown Arts & Culture Mediation

CA & IAT have filed suit against IMA & DCACC due to the 2019 Symphony of Lights event. This will likely further pause mediation efforts. In addition, Delegate Feldmark recently followed up on the CAPRA process which is ready to launch and awaiting final endorsement from the Delegation. However, it seems like it may be postponed until spring 2021 for the following fiscal year. Mary Kay Kenney commended the Board for their thoughtful work throughout this process.

VI. New Business/Old Business

A. Annual Recap

The FY20 draft Annual Recap was included in today's packet. Coleen noted the following highlights:

- Grants – While we have always noted the amounts awarded, we have also added details noting all returned funds. This is particularly relevant during COVID-19 and will provide a future record of funds being carried over into the next fiscal year.
- HeadStart in Art - For FY20, we had approximately \$20k available for two sites and we completed 2 residencies. A third was 50% completed at the time of the closures. That funding is being carried over to FY21. We notified the program funders (Gudelsky, Wells Fargo, PNC). While HeadStart is open it may be a challenge to place artists and so our FY21 goals will be to complete the FY20 residency and to plan new residencies at OEC site with funding previously received from the Gudelsky Foundation. We will not apply for funding from Wells Fargo or PNC Foundation for this coming year. Staff has reached out to their program officers to explain the pause and were assured it would not negatively impact future funding.

- This spring, we deployed a new artist relief fund for COVID-19 to help artist who had lost income. Moving forward, we may need to reframe or broaden the scope of this fund to potentially include rental relief funds or some other kind of relief.
- Creative Howard was launched late last year and was closed in May due to COVID-19. The grant program will be opened earlier this year and we will broaden our efforts to promote the opportunity to groups we may not be reaching.
- For FY21, we have two new CAD applicants and the CoG will be meeting in August to review those groups – Maryland Winds and Howard County Indian Commission.
- New this year for the AiE grants, Ellen Flynn Giles and the CoG worked to develop the Access Challenge index to broaden how we define a “challenged school” so that middle and high schools could be eligible for grants with no matching fund requirements. Previously, to be eligible for a grant with no matching funds requirement, schools had to be designated as a Title One. However, in HCPSS, only elementary schools can be considered Title One schools and this designation is primarily driven by F.A.R.M.S. rates. The CoG worked to develop a rubric to help identify schools that faced a more comprehensive set of challenges including higher percentages of special needs and ESOL student learners to afford challenged middle and high schools with more accessible funding.
- In program areas, we were going great with class enrollments and rentals – both on track to be ahead year over year. Until COVID – but this is a lesson learned. We had finally recovered from 2008 and we need to plan for the arts sector being one of the last to recover.

Announcements:

- Celebration of the Arts virtual gala, Thursday, August 27 at 8pm
- Annual Meeting & Grant Awards Ceremony – Friday, September 11th from 6-8pm.

Next Meeting: Friday, September 4 at 12:00PM



From: Stephanie Schuster <development@hocoarts.org>

Sent: Wednesday, July 21, 2021 9:33 AM

To: Sharonlee Vogel ; Brian Rosenberg; Adam Stull ; Julie Hughes-Jenkins ; Thomas Engleman ; Ellen Flynn Giles ; Julia Kovacs; Greg Lowe; Sabina Taj ; Jordana E. Guzman ; Muriel Mitchell ; Debora Stepp; Dami Schiobohm ; Tracey Pullo
Cc: Coleen West <coleen@hocoarts.org>; Mary K. Baxter <deputydirector@hocoarts.org>

Subject: ""VOTE NEEDED"" for Revised CAD/JRT Grant Awards

Dear Board of Directors,

There was a minor error in the CAD/JRT grant award spreadsheet included in last week's packet, and so the Committee on Grants is asking the Board to vote via email on the motions below.

Motion #1:

The Committee on Grants is making a motion to approve the ARP's Community Arts Development funding recommendations per the revised attached spreadsheet.

Motion #2

The Committee on Grants is making a motion to approve the ARP's JRT funding recommendations per the revised attached spreadsheet.

Please vote approved or not approved for each motion by Friday, July 24 at 5pm.

Best,

Stephanie Schuster

Development Manager

Howard County Arts Council

8510 High Ridge Road

Ellicott City, Maryland 21043

development@hocoarts.org

p. 410.313 ARTS (2787)

www.hocoarts.org

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Meeting Minutes
HCAC Board of Directors
Via ZOOM
September 4, 2020

Attending: Ellen Flynn Giles; Julie Hughes Jenkins, Julia Kovacs; Mary Kay Kenney; Greg Lowe; Brian Rosenberg; Tracey Schutty, Adam Stull, Sharonlee Vogel, George Wilson. *Staff: Coleen West, Director, Mary K. Baxter, Deputy Director, Stephanie Schuster, Development Manager.*

I. Minutes: July 17, 2020

- a. Motion to approve: George Wilson
- b. Second: Tracey Pullo Schutty
- c. Vote: Unanimous

II. President's Report: Sharonlee Vogel

- a. **Board Ballot** The 2021 – 2022 Board Ballot was emailed to 327 current members on August 24th and voting was open through September 3rd. All votes have been recorded and all nominees and Board members up for election and re-election have been elected including: Jordana Guzman, Julie Hughes Jenkins, Dami Schlobohm, Tracy Schutty and Adam Stull for re-election and Muriel Mitchell and Debra Stepp for election.

- b. **Office Ballot & Vote** The Board Officer Ballot for FY21 is included in today's meeting packet

The Nominating Committee is making a motion to re-elect Sharonlee Vogel as President, Brian Rosenberg as Vice President, Adam Stull as Treasurer and Jordana Guzman as Secretary with Julie Hughes Jenkins staying on as Immediate Past President.

Second: Ellen Flynn Giles

On behalf of the Board, Sharonlee thanked Mary Kay Kenney and George Wilson for their outstanding service for the past 6 years.

- c. **Board Standing Committees** The FY21 Board Committee list will be distributed via email once it has been finalized.
- d. **Celebration** On August 27th, we hosted the virtual Celebration of the Arts on a new microsite. The event included a pre-recorded video of 9 Rising Star performances, presentation of 4 Howie Awards and a guest performance by poet Gayle Danley along with the virtual art auction and raffle. Got off to a rough start but the technical difficulties were corrected, and we only lost 3 viewers as a result. 374 unique viewers participated in the live stream event on Thursday and an additional 435 viewed the show through on demand access. The art auction raised nearly \$4,000 and we sold just under 500 raffle tickets for a total of \$1,490. Overall, the event raised just over \$105,000 and we anticipate netting approximately \$70,000. We have sent out a survey to all ticket holders and if you participated in the event, we encourage you to complete it. Over the next few weeks, we will be developing our plans for the 2021 event and your feedback is essential. The 2021 plan will be presented at the Celebration Kick-Off meeting on Thursday, September 17th.

III. Treasurer's Report: Adam Stull

- a. **July Financials** Reviewed the draft financial reports included in today's packet which run through July 31, 2020. At this time, we are trending significantly down as expected due to COVID 19. Through July, our total revenue was

\$23,635 (1.7% of budget and down 56% year-over-year). Expenses totaled \$30,148 (1.9% of budget and down 67% year-over-year).

- b. **Revised FY21 Budget** We are waiting on a response to our recent MSAC application for \$47,440 in emergency relief funds. Once we have been notified if we will receive this additional funding and how much, we will present a revised FY21 budget and request a Board vote via email.

IV. **Committee on Grants: Mary Kay Kenney**

- a. **FY21 Artist in Education Grants – 1st Cycle** The Committee on Grants met on August 17th and approved the ARP's ranking for the 10 AiE applications, with awards pending the submittal of plans on how the residencies will be conducted during COVID-19. Awards will be distributed once confirmation is made that the residency will take place, whether in person or virtually.
The Committee on Grants is making a motion to approve FY21 AiE grants as presented in the spreadsheet included in today's packet.

Second: Ellen Flynn Giles

Vote: Unanimous

A second deadline for AiE grants has been set for October.

- b. **FY21 New CAD Grants** The Committee on Grants also approved the ARP's rankings for 3 CAD project applications included in the spreadsheet in today's packet, with the Indian Cultural Association grant pending supplemental artistic information and work samples, which the ARP requested to be required before the ICA's award is finalized.

The Committee on Grants is making a motion to approve the new FY21 CAD project grants as presented in the spreadsheet included in today's packet

Second: George Wilson

Vote: Unanimous

- c. **COVID-19 Emergency Relief Grants Update** The Committee reviewed and approved drafts of the Creative Howard grant program which was launched last year and updated the guidelines to add an opportunity for small non- and for-profit arts organizations to apply for COVID relief funding. The program will be live next week. The Committee reviewed and approved updates for the COVID-19 Artist Relief Fund. Through its HoCo Rising initiative, the County has set aside \$50,000 in CARES funding so that HCAC can increase it's the amounts of its relief grants from \$250 to \$1,000 per grantee. A press event is scheduled to take place at the Art Center on September 9th to announce this new initiative. The Committee also reviewed and approved guidelines for the COVID-19 Emergency Relief Grant for Organizations. This is a new grant program for current CAD 501c3 arts organizations only. This new program will be funded through the HoCo Rising Initiative with \$50,000. We have also asked MSAC to fund this program. Project grantees can apply for as much as \$5,000; a maximum award for operating grantees will be set once the funding for the program is finalized. This program will also be announced at the September 9th press event. Board members were invited to attend the press event.

V. **Center Committee Report: Julie Hughes Jenkins**

- a. **Center** The Center Committee has voted to reduce hours in the fall. Beginning September 1st, public hours will be Tuesday, Thursday, and Saturday. And following multiple incidents with residents not wearing masks, the Committee created and implemented a 3-strike policy: 1- verbal warning, 2- written warning, 3- termination of lease.

- b. **LRVC** To date, we have accepted 14 artists. Two have declined due to personal reasons. Four moved in during the month of July. Three more signed leases for September 1st and the remaining will move in by October 1st. Two artists elected to take a full suite due to the nature of their interdisciplinary art form. Leaving 2 studios remaining. The deadline for this program is September 30th. Three artists have toured those remaining studios.
- c. **Paint It! Ellicott City** Due to COVID, Paint It will be spread out over the week of October 14-22 to allow for greater social distancing. For example: the kick-off and orientation will be held on ZOOM; a full day has been reserved to stamp canvases; the Art Center will remain open for participants to use facilities, stamp and drop off canvases throughout the weekend; the last day of artwork drop off will be scheduled in 10 minute slots; and the award ceremony and juror remarks will be held on ZOOM.
- d. **Showcase** Showcase has been cancelled this year. Staff is considering curating a directory only.
- e. **Marker's Mart** Marker's Mart will be hosted virtually. Staff is hoping to tie it into the Black Friday weekend "Artist Sunday" virtual event.
- f. **Fall Classes/rentals** Classes and rentals will not take place in the Center during the fall. We are currently taking rental requests beginning in January, and now, the State and County are moving forward with Phase 3, the Committee will consider our next phase of opening.

VI. Strategic Discussion: Sharonlee Vogel

- a. **Celebration 2021** The Board reviewed and discussed whether to plan a virtual or live event, plan partial event (Rising Star competition & Howie Awards only), or cancel the event. After a thorough discussion, the Board decided to move forward with planning a live, in-person event in the fall of 2021 with the option to shift to virtual if needed. It was noted that fundraising for a spring event would be especially challenging and that moving the event to the fall would offer the best possibility of being able to be in-person while offering flexibility. In addition, there has been interest in moving the event to the fall to avoid winter weather for some time and this is a good opportunity to make the change. However, the Board acknowledged that securing space in the fall may be challenging, especially at HCC. There was also a discussion regarding the possibility of hosting both a virtual and an in-person event in the fall. Coleen noted that we do not have the budget or the staff resources to host both. It was also noted that the Board would like to offer more than one raffle basket and ticket sales should be extended.
- b. **Honorary Chair** – 40th anniversary is 2021. After a brief discussion regarding their role in starting HCAC, the Board would like to invite Liz Bobo & her husband Lloyd Knowles to serve as next year's Honorary Co-chairs.
- c. **Board Engagement, Recruitment, and Development** The Board will need to begin identifying and cultivating at least 3-4 candidates for consideration for next year as soon as possible. If someone is interested in starting before next fall, they could serve on a committee or be invited audit a board meeting(s). In the fall of 2021, an additional 2 Board members will be rotating off. This will leave a Board of 12, the goal is 15 members. The Board needs to have a final list of at least 3 new members by June next year. Looking for individuals under 40, individuals of color, and individuals with the following expertise: accounting, tech, creative services (video/film, marketing, social media),

insurance. In addition, the Board would like to work on fully engaging all existing members of the Board by assigning mentors.

VII. New Business

VIII. Announcements:

Celebration Committee Kick-Off Meeting – Thursday, September 17th at 8:30am.

Next Meeting: Friday, November 13th at 12:00PM

Meeting adjourned through consensus at 1:20pm.

From: Stephanie Schuster <development@hocoarts.org>
Sent: Thursday, February 25, 2021 11:56 AM
To: Sharonnee Vogel ; Brian Rosenbergs ; Adam Stull ; Julie Hughes-Jenkins; Thomas Engleman; Julia Kovacs ; Greg Lowe ; Tracey Schmitt; Murrel Mitchell ; Debra Stepp; Darrin Sound Info
Cc: Coleen West <coleen@hocoarts.org>; Mary K. Baker <deputydirector@hocoarts.org>; Sabina Taj ; Jordana E. Guzman ; Ellen Flynn Gilles
Subject: HCAC Board - "VOTE" Needed

Dear Board of Directors,

The Committee on Grants is requesting that the Board of Directors vote email via on an FY21 AIE grant for Running Brook Elementary School. Below you will find the specifics. Please respond by Friday, February 26th at 5pm by email indicating whether you approve or disapprove the motion.

The Committee on Grants is making a motion to approve an FY21 AIE grant award in the amount of \$2,250 for Running Brook Elementary.

RSE's total ranking was 127.78. Running Brook Elementary School has requested \$2,250 to fund a 5 day poetry residency by Story Tapestries, featuring Arianna Ross and Regie Cabico. This program will consist of virtual performances which will be followed by virtual poetry workshops.

Please let me know if you have any questions or need any additional information.

Best,

Stephanie Schuster
Development Manager
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V

**FY 2021 ARTIST-IN-EDUCATION GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS FOR
PROGRAMS SUPPORTED WITH COUNTY FUNDS**

FY21 Artists-in-Education

Applicant Organization	Award	Amt. Disbursed
Dayton Oaks PTA	\$1,833	\$1,833
Ellicott Mills Middle School	\$1,657	\$1,657
Glenwood MS PTA	\$3,000	\$3,000
Homewood Center	\$2,500	\$2,500
Longfellow ES PTA	\$2,153	\$2,153
Running Brook ES PTA	\$2,250	\$2,250
HCPSS-Summer Arts Program	\$24,330	\$24,330
	\$37,733	\$37,733

FY21 Amount Available: \$32,000.00

FY21 Amount Awarded: \$37,733.00*

*\$5,733.00 from FY20 AIE Unused/Returned funds

FY21 AIE Attendance

School	# of Artists Served	# of Students Directly Involved	# of Students Indirectly Involved	Presentation to the Public?	Public Attendees	Total Attendance	Volunteer Hours
Dayton Oaks PTA	1	675	0	No	0	676	40
Ellicott Mills MS PTA	4	290	0	No	0	294	0
Glenwood MS PTA	4	180	180	No	0	184	150
Homewood Center	16	11	20	Yes	16	52	0
Longfellow ES PTA	1	76	30	Yes	80	31	0
Running Brook ES PTA	2	402	402	No	0	404	340
Howard County Public School System	12	593	0	No	0	605	0
Totals	40	2,227	632		96	2246	530

FY21 AIE Diversity

Organization	INDIVIDUAL PARTICIPATION										ARTIST PARTICIPATION									
	African American, Black	American Indian	Asian American	Hispanic, Latino	Mexican American, Chicano	Native Hawaiian, Pacific Islander	Puerto Rican	White or Caucasian	Other	Total	African American, Black	American Indian	Asian American	Hispanic, Latino	Mexican American, Chicano	Native Hawaiian, Pacific Islander	Puerto Rican	White or Caucasian	Other	Total
Dayton Oaks PTA, Inc.	10%	5.0%	26.0%	5.0%		4.0%		50.0%		100.0%	50.0%	25.0%						25.0%		100.0%
Ellicott Mills MS PTA	16.00%		32.0%	7.0%				43.0%	5.0%	100.0%	25.0%							75.0%		100.0%
Glenwood MS PTA	3.00%	1.0%	13.0%	7.0%	3.0%			73.0%		100.0%	17.0%							83.0%		100.0%
Homewood Center	75.0%							25.0%		100.0%			100.0%							100.0%
Longfellow ES PTA	45.0%		8.0%	34.0%		1.0%		11.0%	5.0%	100.0%			100.0%					100.0%		100.0%
Running Brook ES PTA	54.0%		8.0%	13.0%		2.0%		17.0%	6.0%	100.0%			30.0%					50.0%		100.0%
Howard County Public School System	40.5%	0.3%	11.0%	25.8%	0.0%	0.0%	0.0%	16.7%	5.5%	100.0%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	17.0%	100.0%

AIE FY21 Revenue Sources

School	HCAC Grant	PTA Support	Corporate S/State Support	Other Support	Total Support	Artist	Residency Description
Dayton Oaks PTA, Inc.	\$1,833	\$2,667.00			\$4,500.00	Cynthia (Imani) Gonzalez	7 day "Exploring World Cultures Through Music" Residency
Ellicott Mills Middle School PTA	\$1,667	\$1,000.00		\$1,333.00	\$4,000.00	Baltimore Shakespeare Factory	5 day Shakespeare Residency
Glenwood MS PTA	\$3,000	\$5,000.00			\$8,000.00	Baltimore Shakespeare Factory	10 day Shakespeare Residency
Homewood Center	\$2,500				\$2,500.00	Reggie Cabico	11 day Poetry Residency with The Legacy Project
Longfellow ES PTA	\$2,153			\$2,050.00	\$4,213.00	Amenda Pellerin	11 day Clay/Mosaic Tile Mural Residency
Running Brook ES PTA	\$2,250				\$2,250.00	Reggie Cabico and Arianna Ross	1 day Spoken Word and Storytelling Residency
Howard County Public School System*	\$24,330				\$24,330.00	Young Audiences of MD Teaching Artists	Summer school workshops in Dance, Music, and Theatre
	\$37,733	\$8,667.00	\$2,060.00	\$1,333.00	\$49,793.00		

FY 2021 BALTIMORE CITY GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS FOR PROGRAMS
SUPPORTED WITH COUNTY FUNDS

FY21 Baltimore City Arts and Culture

Organization	FY21 Award	Total Disbursed
American Visionary Art Museum	\$5,000.00	\$5,000.00
Baltimore Museum of Art	\$21,451.00	\$21,451.00
Baltimore Museum of Industry	\$13,380.00	\$13,380.00
Baltimore Symphony Orchestra	\$24,005.00	\$24,005.00
Center Stage Associates, Inc.	\$20,540.00	\$20,540.00
Maryland Historical Society	\$4,375.00	\$4,375.00
Maryland Science Center	\$15,356.00	\$15,356.00
Maryland Zoological Society, Inc.	\$23,647.00	\$23,647.00
National Aquarium, Inc.	\$17,866.00	\$17,866.00
Port Discovery Children's Museum	\$11,247.00	\$11,247.00
Walters Art Museum	\$14,133.00	\$14,133.00
	\$171,000	\$171,000

FY21 BCAC Grant Funds Available: \$171,000.00

FY21 BCAC Attendance

Organization	Number of Individuals Served In- Person	Number of Individuals Served Virtually	Number of Howard County Individuals Served In- Person	Number of Howard County Individuals Served Virtually	Number of Artists Served
American Visionary Art Museum	28,319		1,649		127
Baltimore Museum of Art	38,610	67,001	2,946	1,446	31
Baltimore Museum of Industry		54,075		7,030	1
Baltimore Symphony Orchestra	6,566	201,967	334	10,502	120
Center Stage Associates, Inc.	302	18,099	14	1,196	85
Chesapeake Shakespeare (Outreach Howard only)	3,667		1,200		29
Maryland Historical Society	90,000		10,000		15
Maryland Science Center	63,786	40,552	4,552	2,300	0
The Maryland Zoo in Baltimore	395,293	24,051	79,155	3,062	89
National Aquarium	700,000		9,977	1,529	0
Port Discovery Children's Museum	35,792	18,457	1,523	703	201
Walters Art Museum	31,449	191,243	17,815		85
	1,393,784	615,445	129,165	27,768	783

VII

**FY 2021 COMMUNITY ARTS DEVELOPMENT GRANTS FINANCIAL AND ATTENDANCE SPREADSHEETS FOR
PROGRAMS SUPPORTED WITH COUNTY FUNDS**

FY21 CAD

Organization		FY21 Award	FY21 Installment	Funds Returned	Total FY21 Distributed
Candlelight Concert Society	Operating	\$40,000.00	\$20,000.00		\$40,000.00
Columbia Bands	Project	\$5,000.00	\$2,500.00		\$5,000.00
Columbia Ctr. For Theatrical Arts	Operating	\$62,500.00	\$31,250.00		\$62,500.00
Columbia Festival	Operating	\$65,164.00	\$32,582.00		\$65,164.00
Columbia Orchestra	Operating	\$39,500.00	\$19,750.00		\$39,500.00
Columbia Pro Cantare	Operating	\$28,000.00	\$14,000.00		\$28,000.00
First Evangelical Lutheran	Project	\$5,000.00	\$2,500.00		\$5,000.00
Glen Mar United Methodist	Project	\$5,000.00	\$2,500.00	\$4,850.00	\$150.00
HopeWorks of Howard County	Project	\$5,000.00	\$2,500.00		\$5,000.00
Howard County Chinese School	Project	\$4,000.00	\$2,000.00		\$4,000.00
Howard County Concert Odyssey	Project	\$5,000.00	\$2,500.00		\$5,000.00
HoCoPolItSo	Operating	\$14,700.00	\$7,350.00		\$14,700.00
Indian Cultural Association	Project	\$5,000.00	\$2,500.00		\$5,000.00
Kinetics Dance Theatre	Operating	\$28,397.00	\$14,198.50		\$28,397.00
Little Patuxent Review	Project	\$5,000.00	\$2,500.00		\$5,000.00
ManneqART	Project	\$5,000.00	\$2,500.00		\$5,000.00
Maryland Winds	Project	\$5,000.00	\$2,500.00		\$5,000.00
Misako Ballet Company	Project	\$5,000.00	\$2,500.00		\$5,000.00
Rep Stage	Project	\$5,000.00	\$2,500.00		\$5,000.00
Showtime Singers	Project	\$5,000.00	\$2,500.00		\$5,000.00
Silhouette Stages	Project	\$5,000.00	\$2,500.00		\$5,000.00
		\$347,261.00	\$173,630.50	\$4,850.00	\$342,411.00

FY21 Amount Available: \$373,000.00

FY21 Total distributed: \$342,411.00

FY21 CAD Revenue

Organization	Admissions	Contracted	Tuition	Membership	Individual	Corporate	Foundation	State	Federal	Ctry/Country	HCAC CAD	HCAC Org.	HCAC
Candlelight Concert Society	\$5,514.00	\$0.00	\$0.00	\$0.00	\$57,889.00	\$33,000.00	\$22,108.00	\$26,220.00		\$24,700.00	\$40,000		\$0.00
Columbia Bands	\$0.00	\$0.00	\$0.00	\$5,998.00	\$8,089.00	\$0.00	\$0.00	\$0.00		\$0.00	\$5,000		\$0.00
Columbia Center for Theatrical Arts	\$0.00	\$166,766.00	\$7,847.00	\$0.00	\$19,453.00	\$13,109.00	\$21,000.00	\$69,905.00	\$25,697.00	\$4,000.00	\$67,500		\$1,150.00
Columbia Festival	\$8,876.00	\$13,000.00	\$0.00	\$0.00	\$22,000.00	\$18,250.00	\$5,000.00	\$68,131.00	\$25,697.00	\$30,000.00	\$67,164		\$0.00
Columbia Orchestra	\$22,235.00	\$5,000.00	\$0.00	\$0.00	\$79,668.00	\$19,574.00	\$14,000.00	\$32,197.00		\$2,000.00	\$38,500		\$0.00
Columbia Pro Chorus	\$9,240.00	\$0.00	\$0.00	\$5,639.00	\$48,408.00	\$1,265.00	\$3,500.00	\$10,247.00	\$4,577.00	\$0.00	\$5,000		\$1,000.00
First Evangelical Lutheran Church	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$6,260.00		\$0.00	\$150		\$0.00
Glen Mar United Methodist Church	\$0.00	\$0.00	\$0.00	\$0.00	\$1,957.00	\$0.00	\$0.00	\$0.00		\$4,000.00	\$5,000		\$0.00
HopeWorks of Howard County	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$0.00		\$0.00	\$4,000		\$0.00
Howard County Chinese School	\$0.00	\$0.00	\$0.00	\$0.00	\$5,235.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Howard County Concert Orchestra	\$3,042.00	\$0.00	\$0.00	\$0.00	\$23,995.00	\$3,100.00	\$0.00	\$3,724.00		\$0.00	\$14,700		\$0.00
Howard County Poetry and Literature Society	\$0.00	\$0.00	\$0.00	\$0.00	\$15,571.00	\$6,000.00	\$5,000.00	\$0.00		\$1,528.00	\$5,000		\$0.00
Irish Cultural Association	\$11,290.00	\$0.00	\$0.00	\$0.00	\$5,489.00	\$0.00	\$7,000.00	\$21,109.00		\$5,000.00	\$28,897		\$1,150.00
Kinetics Dance Theatre	\$0.00	\$0.00	\$0.00	\$0.00	\$1,785.00	\$0.00	\$0.00	\$3,500.00		\$0.00	\$5,000		\$0.00
Little Petaluma Review	\$11,222.00	\$0.00	\$0.00	\$0.00	\$2,097.00	\$0.00	\$0.00	\$7,150.00		\$1,500.00	\$5,000		\$0.00
Maryland Winds	\$0.00	\$0.00	\$0.00	\$0.00	\$1,575.00	\$0.00	\$0.00	\$0.00		\$0.00	\$5,000		\$0.00
K'sako Ballet Company	\$2,998.00	\$0.00	\$2,702.00	\$0.00	\$2,092.00	\$328.00	\$0.00	\$8,157.00		\$4,972.00	\$5,000		\$0.00
Rep Stage	\$3,175.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$266,093.00	\$0.00	\$39,425.00		\$0.00	\$5,000		\$0.00
ShawTime Singers	\$0.00	\$0.00	\$0.00	\$9,100.00	\$4,310.00	\$0.00	\$0.00	\$4,625.00		\$0.00	\$5,000		\$0.00
Silhouette Stages	\$3,915.00	\$0.00	\$0.00	\$0.00	\$4,274.00	\$1,460.00	\$0.00	\$0.00		\$0.00	\$5,000		\$0.00
Subtotal:	\$70,784.00	\$184,766.00	\$10,548.00	\$23,497.00	\$311,545.00	\$406,278.00	\$77,608.00	\$300,550.00	\$32,374.00	\$90,700.00	\$342,411.00	\$4,017.00	\$25,000.00
TOTAL:	\$70,784.00	\$184,766.00	\$10,548.00	\$23,497.00	\$311,545.00	\$406,278.00	\$77,608.00	\$300,550.00	\$32,374.00	\$90,700.00	\$342,411.00	\$4,017.00	\$25,000.00
Percentage:	3.24%	8.45%	0.48%	1.07%	14.24%	28.57%	3.53%	13.74%	1.48%	4.23%	15.65%	0.18%	1.14%

Organization	HCAC Relief/FY20 CAD	Relief/FY20 AIE	Relief/FY21 CAD	JRT Subsidy	Other - Earned	Other - Misc.	Sub-Total	Fundraising	Total	Capital	In- Kind/Genos, Services	Volunteer Hours@52.5
Candlelight Concert Society	\$0.00	\$0.00	\$1,250.00	\$0	\$20.00	\$0.00	\$20,698	\$0.00	\$20,698	\$0.00	\$0.00	\$8,562.00
Columbia Bands	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$256.00	\$19,143	\$197.00	\$19,340	\$0.00	\$15,000.00	\$4,840.80
Columbia Center for Theatrical Arts	\$4,610.00	\$5,140.00	\$5,200.00	\$0	\$1,359.00	\$0.00	\$395,818	\$392.00	\$396,210	\$0.00	\$52,350.00	\$2,854.78
Columbia Festival	\$0.00	\$0.00	\$5,000.00	\$0	\$3,158	\$0.564	\$315,140	\$5,700.00	\$320,840	\$0.00	\$1,170,000.00	\$1,625.78
Columbia Orchestra	\$0.00	\$0.00	\$5,000.00	\$2,820	\$5,300.00	\$1,044.00	\$234,349	\$0.00	\$234,349	\$0.00	\$0.00	\$394,267.02
Columbia Pro Chorus	\$1,418.00	\$1,581.00	\$1,250.00	\$0	\$877.00	\$26,395.00	\$139,689	\$357.00	\$140,046	\$0.00	\$12,000.00	\$78,055.90
First Evangelical Lutheran Church	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$12,857	\$0.00	\$12,857	\$0.00	\$0.00	\$57,080.00
Glen Mar United Methodist Church	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$420	\$0.00	\$420	\$0.00	\$0.00	\$1,055.98
HopeWorks of Howard County	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$10,657	\$0.00	\$10,657	\$0.00	\$0.00	\$199.76
Howard County Chinese School	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$8,200	\$0.00	\$8,200	\$0.00	\$0.00	\$5,708.00
Howard County Concert Orchestra	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$14,240	\$0.00	\$14,240	\$0.00	\$0.00	\$342.48
Howard County Poetry and Literature Society	\$0.00	\$1,06.00	\$2,700.00	\$0	\$10,796.00	\$12,750.00	\$34,808	\$0.00	\$34,808	\$0.00	\$0.00	\$4,106.94
Irish Cultural Association	\$5,068.00	\$5,667.00	\$3,857.00	\$0	\$0.00	\$0.00	\$93,901	\$74,000.00	\$167,901	\$0.00	\$0.00	\$2,427,000.00
Kinetics Dance Theatre	\$0.00	\$0.00	\$0.00	\$0	\$12,022.00	\$0.00	\$118,394	\$902.00	\$119,296	\$0.00	\$0.00	\$28,811.68
Little Petaluma Review	\$0.00	\$264.00	\$50.00	\$0	\$5,136.00	\$0.00	\$15,481	\$0.00	\$15,481	\$0.00	\$0.00	\$10,274.40
Maryland Winds	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$30,115	\$1,602.00	\$31,717	\$0.00	\$0.00	\$71,350.00
Mitako Ballet Company	\$0.00	\$0.00	\$0.00	\$0	\$1.00	\$0.00	\$6,575	\$0.00	\$6,575	\$0.00	\$0.00	\$5,849.60
Rep Stage	\$0.00	\$0.00	\$0.00	\$0	\$158.00	\$4,971.00	\$376,782	\$0.00	\$376,782	\$0.00	\$0.00	\$0.00
ShawTime Singers	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$23,085	\$0.00	\$23,085	\$0.00	\$0.00	\$71,350.00
Silhouette Stages	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$12,589	\$4,304.00	\$16,893	\$0.00	\$0.00	\$71,350.00
Subtotal:	\$11,448.00	\$12,759.00	\$24,067.00	\$2,820.00	\$94,857.00	\$133,196.00	\$2,099,220.00	\$88,434.00	\$2,187,654.00	\$0.00	\$22,350.00	\$954,349.06
TOTAL:	\$11,448.00	\$12,759.00	\$24,067.00	\$2,820.00	\$94,857.00	\$133,196.00	\$2,099,220.00	\$88,434.00	\$2,187,654.00	\$0.00	\$22,350.00	\$954,349.06
Percentage:	0.57%	0.58%	1.02%	0.13%	1.59%	6.03%	4.04%	100.00%				

FY21 CAD Attendance

Organization	Individuals Served In-Person	Individuals Served Virtually	Artists Served	Maryland Artists	Howard County Artists	Volunteer Hours
Candlelight Concert Society	200	6,617	45	22	2	300
Columbia Bands		3,524	148	148	132	520
Columbia Center for Theatrical Arts		500	464	464	372	100
Columbia Festival	4,800	1,778	134	72	46	57
Columbia Orchestra	1,928	12,364	149	148	119	12,413
Columbia Pro Cantare		1,183	277	265	190	2,735
First Evangelical Lutheran Church	600	6,854	99	85	35	2,000
Glen Mar United Methodist Church	400	359	169	155	76	7
HopeWorks of Howard County		3,000	13	4	1	200
Howard County Chinese School	25	150	15	11	11	12
Howard County Concert Odyssey		124,704	70	32	7	146
Howard County Poetry and Literature Society	1,000		150	130	100	5,000
Indian Cultural Association	900		25	25	5	992
Kinetics Dance Theatre		600	75	40	10	360
Little Patuxent Review	2,584		100	95	65	2,500
ManneqART		Unknown	29	22	10	240
Maryland Winds*	134	251	16	15	7	820
Misako Ballet Company		229	34	22	0	0
Rep Stage		2,300	46	46	24	2,500
ShowTime Singers		500	50	42	Unknown	1,000
Silhouette Stages						
	12,571	164,913	2,114	1,849	1,212	31,939

*Do not have a way of tracking audience on their web site

[illegible][illegible]

VIII

FY 2021 JIM ROUSE THEATRE SUBSIDIES
SUPPORTED WITH CAD FUNDS FROM HOWARD COUNTY

FY21 JRT Subsidy Disbursement

Organization	FY21 Subsidy	Disbursed
Columbia Orchestra	\$6,270.00	\$2,820
Columbia Pro Cantare	\$1,160.00	
Indian Cultural Association	\$1,558.00	
Kinetics Dance Theatre	\$4,193.00	
Maryland Winds	\$352.00	
Misako Ballet Company	\$1,500.00	
	\$15,033	\$2,820

FY21 Available: \$15,033.00

Total Funds Used: \$2,820.00

IX

FY 2021 ORGANIZATIONAL DEVELOPMENT GRANTS SUPPORTED
WITH CAD FUNDS FROM HOWARD COUNTY

FY21 Organizational Effectiveness
and Creative Howard Grants

Organizational Effectiveness Grant

Recipient	Award	Amt. Disbursed
Columbia Center for Theatrical Arts*	\$4,017.00	\$4,017.00

* Received extension from FY20, distributed in FY21

Creative Howard Grant

Recipient	Award	Disbursed
Opus Concert Theatre	\$1,000.00	\$1,000.00

\$1,000.00 from FY21 CAD

X

FY 2021 OUTREACH HOWARD GRANTS SUPPORTED
WITH RE-GRANT FUNDS FROM HOWARD COUNTY

FY21 Outreach Howard

Organization	FY21 Award	Total Disbursed
American Visionary Art Museum	\$2,750	\$2,750
Baltimore Museum of Industry	\$3,080	\$3,080
Baltimore Symphony Orchestra	\$13,000	\$13,000
Chesapeake Shakespeare Company	\$15,000	\$15,000
Maryland Science Center	\$6,000	\$6,000
Maryland Zoological Society, Inc.	\$5,940	\$5,940
Port Discovery Children's Museum	\$5,000	\$5,000
	\$50,770 *	\$50,770

FY21 Outreach Howard Funds available: \$42,000.00

* Includes \$8,770.00 from FY20 Outreach Howard

**FY2021 HOCO RISE COVID-19 RELIEF GRANTS WITH RE-GRANT FUNDS FROM
HOWARD COUNTY: FALL 2020**

HoCo Rise Fall COVID-19 Emergency Relief Grant for Organizations

HoCo Rise Relief for Organizations	Award	Amt. Disbursed
Kinetics Dance Theatre	\$22,000	\$22,000
ManneqART	\$1,500	\$1,500
Columbia Pro Cantare	\$4,000	\$4,000
Columbia Center for Theatrical Arts	\$21,000	\$21,000
Indian Cultural Association	\$702	\$702
	\$49,202	\$49,202

FY21 Fall HoCo RISE Funds Available: \$49,202.00

Sources for FY21 Fall HoCo RISE:

- MSAC funds-\$25,000.00
- FY20 CAD funds-\$9,000.00
- FY20 JRT funds-\$2,339.00
- FY20 OE funds-\$104.00
- FY20 AIE funds-\$12,759.00

**FY2021 HOCO RISE COVID-19 RELIEF GRANTS WITH RE-GRANT FUNDS FROM
HOWARD COUNTY: SPRING 2021**

FY21 Spring HoCo RISE COVID-19 Emergency Relief Grant for Organizations

HoCo Rise Relief for Organizations	Award	Amt. Disbursed
Kinetics Dance Theatre	\$3,367	\$3,367
ManneqART	\$500	\$500
Candlelight Concert Society	\$1,250	\$1,250
Columbia Festival of the Arts	\$5,000	\$5,000
Columbia Orchestra	\$5,000	\$5,000
Columbia Pro Cantare	\$1,250	\$1,250
Columbia Center for Theatrical Arts	\$5,000	\$5,000
HoCoPolItSo	\$2,700	\$2,700
		\$24,067

FY21 Spring HoCo RISE Funds Available: \$24,067.00

Sources for FY21 Spring HoCo RISE:

Unused FY21 CAD Funds-\$9,706.00

Unused FY21 JRT funds-\$11,861.00

Returned FY21 CAD funds-\$2,500.00

XIII

FY 2021 ARTsites SUPPORTED WITH RE-GRANT FUNDS
FROM HOWARD COUNTY

FY21 ARTsites Breakdown of Expenses
Individual Artist Awards

Artist	Site	Program Expenses		
		1st Installment July, 2020	2nd Installment June, 2021	Total
Carl Billingsley	HCPSS	\$1,500.00	\$1,500.00	\$3,000.00
Charles Brouwer	COPT	\$1,500.00	\$1,500.00	\$3,000.00
Jeff Chyatte	George Howard Building	\$1,500.00	\$1,500.00	\$3,000.00
Elliot Hamilton	Robinson Nature Center	\$1,500.00	\$1,500.00	\$3,000.00
Cathrin Hoskinson	HCGH	\$1,500.00	\$1,500.00	\$3,000.00
J&H Studio, Inc	GJACC	\$1,500.00	\$1,500.00	\$3,000.00
Anthony May	HCC	\$1,500.00	\$1,500.00	\$3,000.00
Charles Pilkey	Clarksville Commons	\$1,500.00	\$1,500.00	\$3,000.00
Richard Pitts	HCCA	\$1,500.00	\$1,500.00	\$3,000.00
Karl Saar	HCLS/Central Branch	\$1,500.00	\$1,500.00	\$3,000.00
Kirk Seese	ARC	\$1,500.00	\$1,500.00	\$3,000.00
Kirk Seese	Slayton House	\$1,500.00	\$1,500.00	\$3,000.00
		\$18,000.00	\$18,000.00	\$36,000.00

Program Expenses	
Liability Insurance	\$500.00
Signage	\$3,337.57
Otocast	\$300.00
Postage	\$126.45
Brochure Design and Printing	\$685.26
Travel	\$318.93
Expense Total	\$5,268.21

XIV

FY20 ARTSITES PROGRAM SUPPORTED WITH COUNTY RE-GRANT FUNDS FINAL PAYMENT

ARTsites Final payments from FY20

Artist Site

Mary Angers	HCPSS	\$500.00
Charles Brouwer	HCLS, Central Branch	\$500.00
Jeff Chyatte	HCC	\$500.00
Craig Gray	NLCC	\$500.00
Stephen Kiema	Robinson Nature Center	\$500.00
Charles Pilkey	ARC	\$500.00
Richard Pitts	Slayton House & HCGH	\$1,000.00
Chris Plaisted	Clarksville Commons	\$500.00
Paul Steinkoenig	GIACC	\$500.00
William Wood	COPT/Aida Bistro	\$500.00
Glenn Zweygardt	Geoge Howard Building	\$500.00

\$6,000.00

XV

**STATUS: FY20 PAYGO FUNDS DESIGNATED TO
DOWNTOWN COLUMBIA ARTS JOINT MERGER EXPLORATION**

In FY20, HCAHC received \$52,500 to facilitate merger discussions with DCCAC, CPA, & JAT, CA was also involved in the discussion due to their ownership of Symphony Woods and the associated easements and agreements. Draft report submitted to stakeholders in February 2020. Next steps: meetings to discuss recommended changes to the report; on hold due to COVID-19.

Draft report submitted to stakeholders in February 2020. Next steps: meetings to discuss recommended changes to the report; on hold due to COVID-19.

STATUS AS OF 6/30/20

STATUS: Remaining Funds Available

\$37,300

\$34,100 HoCo PAYGO Temporarily Restricted: DTC

\$0 PRIVATE Temporarily Restricted: DTC

XVI

STATUS: FY15 PAYGO FUNDS DESIGNATED TO
LONG REACH ARTS PROGRAMMING

In FY15, HCAC received \$202,450 to support community outreach activities in the Long Reach community.

Activity	Date	Check #	Expenses	Item
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ARTreach 2015	FY15	7/1/14-6/30/15	See QB, Audit	\$112,048	Artreach Festival, Community Mosaic Mural, Community Announcement, and related activities.
ARTreach 2015	FY16	7/1/15-6/30/16	See QB, Audit	\$79,551	Artreach Festival, Courtyard Concert Series, Kidera Sculpture for one year
ARTreach 2016 incurred in FY17	FY17	7/7/2016	Paychex	\$663	Artreach Director, Amy Poff
ARTreach 2016 incurred in FY17	FY17	7/7/2016	Paychex	\$328	Artreach Assistant, Sierra Francis
ARTreach 2016 incurred in FY17	FY17	7/7/2016		\$485	Imprint, supplies
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$129	Staples, supplies
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$226	Crystal Springs, water
ARTreach 2016 incurred in FY17	FY17	8/16/2016		\$170	S&R Laundry, table clothes
ARTreach 2016 incurred in FY17	FY17	8/16/2016		\$125	Crystal Spring, water
ARTreach 2016 incurred in FY17	FY17	7/19/2016		\$258	HMC Display, signage
Long Reach High School	FY17	2/14/2017		\$2,350	20th Anniversary Mural Artist Fees
Long Reach Artist Studio Program	FY20	2/15/20-06/30/20	Paychex	\$1,399	Long Reach Artist Studio Program Administrator, Gena O'Brien
Total				\$197,731	

STATUS:	Remaining Funds Available	\$4,719	Temporarily Restricted:	Long Reach
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\$4,719 Temporarily Restricted: Long Reach

XVII

STATUS: FY15 PAYGO FUNDS DESIGNATED TO WEBSITE DEVELOPMENT

FY15 PAYGO Funds Designated for HCAC Website Breakdown of Expenses

In FY15 HCAC received PAYGO Funds of which \$80,000 was designated to develop a new website to include a county-wide on-line arts calendar of events. HCAC contracted with local web developer NextLOGIC to design, build and launch the site.

STATUS AS OF 6/30/20

Vendor	Check No.	Payment	Date	Item
NEXTlogik	17728	\$18,133	9/16/2015	Website Development Payment 1 of 3
Gray Pictures	22381	\$485	1/19/2016	Copywriter Deposit
SearchWP	17785	\$129	2/13/2016	SearchWPPlugin
Modern Tribe	17785	\$596	2/13/2016	Plugin
CLKBANK	17785	\$40	2/13/2016	Plugin
NEXTlogik	22505	\$18,133	3/1/2016	Website Development Payment 2 of 3
Gray Pictures	22855	\$4,365	8/16/2016	Copywriter Final Payment
Comm&Web Coordinator	Paychex	\$701	8/16/2016	Hourly staff to administer and coordinate project Actual
Comm&Web Director	Paychex	\$1,939	@ \$17/hr 7/01/16-12/17/16	
NEXTlogik	23199	\$18,133	12/20/2016	Website Development Payment 3 of 3
Sendgrid	23081	\$12	11/21/2016	SendgridNewsletterservice
Woo Commerce	23192	\$29	12/20/2016	WooCommerce - Extension
Woo Commerce	23192	\$79	12/20/2016	WooCommerce - Themes
Sendgrid	23192	\$10	12/20/2016	SendgridNewsletterservice
Sendgrid	23211	\$10	1/17/2017	SendgridNewsletterservice
SearchWP	23211	\$77	1/17/2017	SearchWPPlugin Renewal
Sendgrid	23343	\$10	2/28/2017	SendgridNewsletterservice
Sendgrid	23354	\$10	3/16/2017	SendgridNewsletterservice
Sendgrid	23326	\$10	2/14/2017	SendgridNewsletterservice
Sendgrid	23500	\$10	4/25/2017	SendgridNewsletterservice
ModernTribe	23192	\$312	12/20/2016	ModernTribe Events Calendar License reimb to Pperma
NewsletterPro	23500	\$45	4/25/2017	Newsletterpro Plugin
Pam Perna	23588	\$71	6/20/2017	Travel Reimbursement
Go Daddy	25088	\$1,707	5/17/2019	Upgrade to Semi-Designated Host Service to Accommodate Usage
Total		\$65,047		

STATUS OF FY15 PAYGO FUNDS FOR WEBSITE:

\$14,953.14 Temporarily Restricted for Website Enhancement, Services, Update or Redesign

XVIII

FY 2021 HOWARD COUNTY ARTS COUNCIL
AUDITED STATEMENT - DRAFT

THE HOWARD COUNTY ARTS COUNCIL, INC.

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT
JUNE 30, 2021 AND 2020**

DRAFT

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Independent Auditor's Report

To the Board of Directors of
The Howard County Arts Council, Inc.
Columbia, MD

We have audited the accompanying financial statements of The Howard County Arts Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independent Auditor's Report
The Howard County Arts Council, Inc.
Page Two

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Howard County Arts Council, Inc. as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Columbia, MD
November xx, 2021

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2021 AND 2020

	2021	2020
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 627,577	\$ 504,932
Cash and cash equivalents - board designated	36,026	36,062
Total cash and cash equivalents	663,603	540,994
Pledges receivable	7,500	7,500
Certificates of deposit	22,720	22,711
Prepaid expenses	15,914	12,514
Total Current Assets	709,737	583,719
OTHER ASSETS		
Property and equipment, net	23,923	26,493
Investments - board designated reserve fund	455,711	454,486
Interest in assets held by the Community Foundation of Howard County	178,325	138,237
Total Other Assets	657,959	619,216
TOTAL ASSETS	\$ 1,367,696	\$ 1,202,935
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 132	\$ -
Accrued expenses	32,980	26,290
PPP loan, current portion	66,500	22,119
Deferred revenue	57,222	-
Total Current Liabilities	156,834	48,409
OTHER LIABILITIES		
PPP loan, net of current portion	-	44,381
Security deposits	5,754	4,342
Total Other Liabilities	5,754	48,723
Total Liabilities	162,588	97,132
NET ASSETS		
Without donor restrictions:		
Undesignated	456,241	358,954
Board designated	491,737	490,548
Total Without Donor Restrictions	947,978	849,502
With donor restrictions	257,130	256,301
Total Net Assets	1,205,108	1,105,803
TOTAL LIABILITIES AND NET ASSETS	\$ 1,367,696	\$ 1,202,935

The accompanying notes are an integral part of these financial statements.

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT			
Grants	\$ 442,078	\$ 741,612	\$ 1,183,690
Contributions	40,272	-	40,272
Special events	38,522	-	38,522
Camp registrations, rental income, and other	113,750	-	113,750
In-kind contributions	193,874	-	193,874
Interest income	7,493	-	7,493
PPP loan forgiveness	66,500	-	66,500
Other income	291	-	291
Net assets released from restrictions	780,871	(780,871)	-
Total Revenue and Support	<u>1,683,651</u>	<u>(39,259)</u>	<u>1,644,392</u>
EXPENSES			
Program Services:			
Grant awards	729,983	-	729,983
Art center	420,186	-	420,186
Community services	139,410	-	139,410
Long Reach	33,695	-	33,695
Special projects	86,859	-	86,859
Total Program Services	<u>1,410,133</u>	<u>-</u>	<u>1,410,133</u>
Support Services:			
Fundraising	111,160	-	111,160
Management and general	57,719	-	57,719
Total Support Services	<u>168,879</u>	<u>-</u>	<u>168,879</u>
Total Expenses	<u>1,579,012</u>	<u>-</u>	<u>1,579,012</u>
CHANGE IN NET ASSETS FROM OPERATIONS	104,639	(39,259)	65,380
OTHER CHANGES			
Net depreciation in fair value of investments	(6,163)	-	(6,163)
Gain on assets held by the Community Foundation of Howard County, net	<u>-</u>	<u>40,088</u>	<u>40,088</u>
Total Other Changes	<u>(6,163)</u>	<u>40,088</u>	<u>33,925</u>
CHANGE IN NET ASSETS	98,476	829	99,305
NET ASSETS, beginning of year	<u>849,502</u>	<u>256,301</u>	<u>1,105,803</u>
NET ASSETS, end of year	<u>\$ 947,978</u>	<u>\$ 257,130</u>	<u>\$ 1,205,108</u>

The accompanying notes are an integral part of these financial statements.

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT			
Grants	\$ 370,206	\$ 752,864	\$ 1,123,070
Contributions	74,824	-	74,824
Special events	89,060	-	89,060
Camp registrations, rental income, and other	229,818	-	229,818
In-kind contributions	170,958	-	170,958
Interest income	6,335	-	6,335
Other income	319	-	319
Net assets released from restrictions	677,248	(677,248)	-
Total Revenue and Support	1,618,768	75,616	1,694,384
EXPENSES			
Program Services:			
Grant awards	681,750	-	681,750
Art center	424,191	-	424,191
Community services	190,834	-	190,834
Special projects	91,730	-	91,730
Total Program Services	1,388,505	-	1,388,505
Support Services:			
Fundraising	115,186	-	115,186
Management and general	57,616	-	57,616
Total Support Services	172,802	-	172,802
Total Expenses	1,561,307	-	1,561,307
CHANGE IN NET ASSETS FROM OPERATIONS	57,461	75,616	133,077
OTHER CHANGES			
Net appreciation in fair value of investments	9,932	-	9,932
Gain on assets held by the Community Foundation of Howard County, net	-	6,589	6,589
Total Other Changes	9,932	6,589	16,521
CHANGE IN NET ASSETS	67,393	82,205	149,598
NET ASSETS, beginning of year	782,109	174,096	956,205
NET ASSETS, end of year	\$ 849,502	\$ 256,301	\$ 1,105,803

The accompanying notes are an integral part of these financial statements.

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2021

	PROGRAM SERVICES					SUPPORT SERVICES			
	Grant Awards	Art Center	Community Services	Long Reach	Special Projects	Total Program Services	Fundraising	Management and General	Total Support Services
Personnel expenses									
Salaries	\$ 20,723	\$ 179,853	\$ 62,224	\$ 13,703	\$ 17,270	\$ 293,773	\$ 44,900	\$ 17,269	\$ 62,169
Payroll taxes	1,556	13,618	4,787	2,105	1,297	23,363	3,372	1,296	4,668
Employee benefits	2,798	24,251	8,395	466	2,332	38,242	6,063	2,332	8,395
Employee retirement plan	401	3,475	1,203	67	334	5,480	869	334	1,203
Subtotal Personnel Expenses	25,478	221,197	76,609	16,341	21,233	360,858	55,204	21,231	76,435
Accounting	-	-	-	-	-	-	-	23,601	23,601
Artist and juror fees	-	24,986	-	-	7,474	32,460	-	-	-
Bank and credit card fees	453	3,923	1,358	75	377	6,186	981	378	1,359
Contract services	7,601	10,988	4,396	11,486	584	35,055	15,785	584	16,369
Depreciation and amortization	719	6,232	2,157	120	599	9,827	1,558	599	2,157
Dues, meetings and travel	223	1,934	669	37	516	3,379	903	186	1,089
Equipment	356	20,780	1,068	1,539	297	24,040	771	297	1,068
Grants disbursed	682,142	-	10,750	-	42,000	734,892	5,000	-	5,000
Insurance	301	2,867	1,142	135	251	4,696	150	251	401
Miscellaneous	-	189	-	-	-	189	-	-	-
Occupancy, utilities and maintenance	11,632	100,814	34,897	1,939	9,694	158,976	25,204	9,694	34,898
Office supplies and expense	750	10,498	2,250	1,967	625	16,090	1,636	627	2,263
Postage and delivery	177	3,001	839	30	242	4,289	1,397	146	1,543
Printing and copying	16	7,828	2,869	3	2,854	13,570	2,278	12	2,290
Repairs and maintenance	-	3,776	-	-	-	3,776	-	-	-
Telephone	135	1,173	406	23	113	1,850	293	113	406
TOTAL EXPENSES	\$ 729,983	\$ 420,186	\$ 139,410	\$ 33,695	\$ 86,859	\$ 1,410,133	\$ 111,160	\$ 57,719	\$ 168,879
									\$ 1,579,012

The accompanying notes are an integral part of these financial statements.

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2020

	PROGRAM SERVICES				SUPPORT SERVICES			
	Grant Awards	Art Center	Community Services	Long Reach	Total Program Services	Fundraising	Management and General	Total Support Services
Personnel expenses								
Salaries	\$ 21,641	\$ 186,155	\$ 64,923	\$ 23,040	\$ 295,759	\$ 46,889	\$ 18,034	\$ 64,923
Payroll taxes	1,618	14,019	4,853	1,855	22,345	3,505	1,109	4,614
Employee benefits	2,511	21,758	7,532	2,274	34,075	5,440	2,328	7,768
Employee retirement plan	244	2,116	733	244	3,337	529	204	733
Subtotal Personnel Expenses	26,014	224,048	78,041	27,413	355,516	56,363	21,675	78,038
Accounting	-	-	-	-	-	-	24,195	24,195
Advertising	32	221	453	682	1,388	65	23	88
Artist and juror fees	3,900	15,961	-	14,963	34,824	5,175	-	5,175
Bank and credit card fees	179	1,551	537	179	2,446	388	149	537
Contract services	12,500	9,591	38,760	520	61,371	13,667	-	13,667
Depreciation and amortization	834	7,226	2,501	834	11,395	1,807	695	2,502
Dues, meetings and travel	234	2,027	702	234	3,197	507	195	702
Equipment	438	3,798	1,315	438	5,989	949	365	1,314
Grants disbursed	625,178	-	26,500	30,215	681,893	-	-	-
Insurance	466	4,040	1,398	466	6,370	1,010	389	1,399
Miscellaneous	5	45	15	5	70	11	5	16
Occupancy, utilities and maintenance	10,257	88,898	30,772	10,257	140,184	22,225	8,549	30,774
Office supplies and expense	885	12,675	2,656	1,031	17,247	2,896	738	3,634
Postage and delivery	345	3,857	1,241	350	5,793	2,969	246	3,215
Printing and copying	112	8,196	4,829	3,772	16,909	6,350	81	6,431
Professional fees	-	38,839	-	-	38,839	-	-	-
Repairs and maintenance	226	1,960	679	226	3,091	490	189	679
Telephone	145	1,258	435	145	1,983	314	122	436
TOTAL EXPENSES	\$ 681,750	\$ 424,191	\$ 190,834	\$ 91,730	\$ 1,388,505	\$ 115,186	\$ 57,616	\$ 172,802
								\$ 1,561,307

The accompanying notes are an integral part of these financial statements.

THE HOWARD COUNTY ARTS COUNCIL, INC.
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 99,305	\$ 149,598
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation and amortization	11,984	13,897
Gain on assets restricted for long-term use	(40,088)	(6,589)
PPP loan forgiveness	(66,500)	-
Net depreciation (appreciation) in fair value of investments	6,163	(9,932)
Changes in operating assets and liabilities:		
Decrease (increase) in assets		
Pledges receivable	-	3,580
Certificates of deposit	(9)	(21)
Prepaid expenses	(3,400)	10,684
Assets held by the Community Foundation of Howard County	(40,088)	(7,139)
Increase (decrease) in liabilities		
Accounts payable	132	(507)
Accrued expenses	6,690	14,933
Deferred revenue	57,222	(83,140)
Security deposits	1,412	63
Net Cash Provided by Operating Activities	<u>32,823</u>	<u>85,427</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisitions of property and equipment	(9,414)	(5,942)
Proceeds from PPP loan	66,500	66,500
Sales of investments	-	100,000
Purchases of investments	(7,388)	(145,944)
Net Cash Provided by Investing Activities	<u>49,698</u>	<u>14,614</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Gain on assets restricted for long-term use	40,088	6,589
Net Cash Provided by Financing Activities	<u>40,088</u>	<u>6,589</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	122,609	106,630
CASH AND CASH EQUIVALENTS, beginning of year	<u>540,994</u>	<u>434,364</u>
CASH AND CASH EQUIVALENTS, end of year	<u><u>\$ 663,603</u></u>	<u><u>\$ 540,994</u></u>

The accompanying notes are an integral part of these financial statements.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE A – NATURE OF ORGANIZATION AND PROGRAM DESCRIPTION

Established in 1981 as a not-for-profit corporation, The Howard County Arts Council, Inc. (the "Council") was formed by a resolution of the County Council of Howard County, Maryland, to foster the arts and cultural development in the Howard County community. As the county's designated arts council, it is authorized to administer state and county public funds by awarding grants to qualifying organizations that promote the arts, art education, and culture.

The Council provides the following program services:

Grant Awards - To advance and support the arts, the Council administers the following six grant programs: Community Arts Development, Artists-in-Education, Baltimore City Arts and Cultural Organizations, Organizational Development, Outreach Howard, and the Jim Rouse Theatre Subsidy Program. Additional grant programs are piloted and activated from time to time as needed. A volunteer Artistic Review Panel is charged with evaluating all grant applications received from eligible organizations. The Board of Directors votes on the panel's recommendations and has final approval of the grant awards.

Art Center - To encourage an active and supportive relationship between artists and the public, the Council manages a 32,000 square foot multi-purpose arts center, which provides affordable studio and meeting space to artists, a black box theatre, and dance studio for performances and rehearsals, classrooms for arts education, and two exhibit spaces for the display of various forms of visual art work.

Community Services - To foster and promote the arts, the Council maintains a website that promotes upcoming programs and performances, develops partnerships to advance the arts, publishes a quarterly newsletter, offers awards and scholarships, and provides various resources, technical assistance, advice and guidance on artistic development and art education.

Special Projects - To ensure that the arts are accessible to all citizens, the Council develops programs that reach out to underserved or new audiences. These programs may be ongoing or one-time pilot projects.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Council have been prepared using the accrual basis of accounting. Therefore, revenue and related assets are recognized when earned, and expenses and related liabilities are recognized as the obligations are incurred.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Financial Statement Presentation

Financial statement presentation follows Financial Accounting Standard Board (“FASB”) Accounting Standards Codification (“ASC”) Topic 958, *Not-for-Profit Entities*. In accordance with the Topic 958, net assets, revenue, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Council and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions – Net assets not subject to donor-imposed restrictions or stipulations.

Net Assets with Donor Restrictions – Net assets subject to donor-imposed stipulations that may or will be met by either actions of the Council and/or the passage of time, or that must be maintained in perpetuity by the Council. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and are reported in the statements of activities as net assets released from restrictions. Contributions received with donor restrictions that are met in the same reporting period are reported as support without donor restrictions as an increase net assets without donor restrictions.

Cash and Cash Equivalents

The Council considers all highly liquid investments with original maturities of three months or less to be cash equivalents. Money market accounts held in accounts that are professionally managed by investment advisors are reported in investments.

The Council maintains its cash and cash equivalents balances in bank deposit accounts, which are insured by the Federal Deposit Insurance Corporation up to \$250,000 per financial institution. At times, the accounts may exceed these limits. The Council believes it is not exposed to any significant credit risk on cash or cash equivalents.

Pledges Receivable

Pledges receivable are stated at the amount management expects to collect from balances outstanding at year end. Throughout the year, management determines if an allowance for doubtful accounts is necessary based upon a review of outstanding receivables, historical collection of information, and existing economic conditions. Accounts deemed uncollectible are charged off based on specific circumstances of the parties involved. Based on management’s evaluation of uncollectible accounts at the end of the year, bad debts are provided for on the allowance method.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Pledges Receivable - continued

Management expects to collect all outstanding receivables. Therefore, no allowance for doubtful accounts was established as of June 30, 2021 and 2020.

Property and Equipment

Property and equipment are stated at cost or, if donated, at fair value as of the date of donation. The Council capitalizes all property and equipment with a cost basis greater than \$500 and a useful life greater than one year. Expenditures, which extend the useful life of an asset are capitalized while repairs and maintenance are expensed. Depreciation and amortization is provided using the straight-line method over the estimated useful lives of the assets as follows:

Furniture, fixtures and equipment	5 – 7 years
Leaschold improvements	10 – 20 years
Website	2 – 5 years

Investments

Investments are accounted for at fair value and consist of money market funds and certificates of deposit, which are maintained in an investment brokerage account. The fair value of certificates of deposit held in brokerage accounts is based on their quoted market price, and is provided by the Council's investment fund manager. Interest and dividends are recognized as earned. Unrealized and realized gains and losses on the fair value of investments are recognized in the statements of activities in the period in which such changes occur.

Deferred Revenue

Deferred revenue consists of unearned registration fees received in advance for participation in the summer camp programs held by the Council.

Revenue Recognition

The Council recognizes grants and contributions when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Contributions received with donor stipulations are recorded as contributions with donor restrictions based on the donor's intent. Unless otherwise stated by the donor, individual donations are recorded as contributions without donor restrictions.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Revenue Recognition - continued

In addition, the Council receives funding from the state and local government agencies, which is considered a conditional contribution. State and other government grants are subject to audit by the grantor agencies, which could result in a request for reimbursement by the agency for expenditures disallowed under the terms and conditions of the appropriate grantor. Any amounts received prior to incurring qualifying expenditures would be reported as deferred revenue in the statements of financial position. Furthermore, any unexpended funds received from government agencies are subject to be returned to the funding authority, unless the funding authority allows the Council to retain such excess. For the years ended June 30, 2021 and 2020, there were no unexpended funds due back to granting authorities.

Camp registrations is recognized at the time the related camp programs are held. Rental income is recognized in the period earned. Rents collected in advance are deferred as a liability until earned.

Agency Transactions

The Council receives grants and contributions from government and private sources for purposes of furthering the Council's stated mission: to enrich and serve the Howard County community, by fostering the arts, artists and arts organizations. Funds received and distributed by the Council for purposes for which it acts as an agent, trustee or intermediary for resource providers are not included in the statements of activities in cases where the Council does not have discretion or variance power over the distributions.

Donated Facilities

The Council receives donated facilities from the Howard County government, which is reported as in-kind contributions and occupancy expense in the statements of activities and functional expenses in the period in which such facilities are used. The estimated fair rental value of donated facilities is based on an estimated market rental rate and the allocated utilities, facilities, and maintenance costs from the County.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

Method Used for Allocation of Expenses

The financial statements report certain categories of expenses that are attributable to one or more program or support function as management and general activities. Expenses of this nature are allocated on a reasonable basis that is consistently applied. Allocated expenses include depreciation and amortization, occupancy, utilities and maintenance, and equipment, salaries and related costs, which are based on the amount of time and effort expensed.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE C – INCOME TAXES

The Council is a 501(c)(3) organization that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code. The Council is, however, subject to tax on business income unrelated to the Council's exempt purpose. No provision for income taxes is reflected in the accompanying financial statements for the years ended June 30, 2021 and 2020, since the Council had no taxable income from unrelated business activities.

The Council recognizes the effect of income tax positions only if those positions are more likely than not of being sustained. The Council does not believe its financial statements include any uncertain tax positions.

The Council's information returns are subject to examination by the Internal Revenue Service for a period of three years from the date they were filed, except under certain circumstances. The Council's information returns for the years ended June 30, 2018 through 2020 are open for a tax examination by the Internal Revenue Service, although no request has been made as of the date of these financial statements.

NOTE D – AVAILABLE RESOURCES AND LIQUIDITY

The Council strives to maintain liquid financial assets to cover 12 months of general expenditures. As part of the liquidity management plan, the Council invests cash and cash equivalents in excess of daily requirements in short-term money market and short-term bonds. The Council has various sources of liquidity at its disposal including cash and cash equivalents, pledges receivable, certificates of deposit and investments.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE D – AVAILABLE RESOURCES AND LIQUIDITY – continued

In addition, the Council anticipates receiving additional grants and contributions that will sufficiently cover its operating expenses over 12-month period. Although the Council had net assets with donor restrictions totaling \$257,130 and \$256,301 as of June 30, 2021 and 2020, respectively, \$192,162 and \$191,333 of these funds are expected to be available for spending over the next 12 months. Additionally, although the Council does not intend to spend board designated funds other than amounts appropriated for general expenditures as part of its annual budget approval and appropriation, these amounts could be made available through a board resolution, if necessary.

In determining the adequacy of liquidity sources to cover general operating expenditures over a 12-month period, the Council considers all expenditures related to its program services, management and general, and fundraising activities, to be general operating expenditures.

As of June 30, 2021 and 2020, total financial assets held by the Council and the amounts of those financial assets that could readily be made available within one year of the statements of financial position date to meet general expenditures were as follows:

	2021	2020
Cash and cash equivalents	\$ 663,603	\$ 540,994
Pledges receivable	7,500	7,500
Certificates of deposit	22,720	22,711
Investments - board designated reserve fund	455,711	454,486
Interest in assets held by the Community Foundation	178,325	138,237
Total Financial Assets	1,327,859	1,163,928
Less: board designated reserves	(491,737)	(490,548)
Less: net assets encumbered by donor restrictions - perpetual in nature	(64,968)	(64,968)
Total Financial Assets Available to Meet Cash Needs for General Expenditures within One Year	<u>\$ 771,154</u>	<u>\$ 608,412</u>

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE E – PROPERTY AND EQUIPMENT

Property and equipment consisted of the following as of June 30:

	2021	2020
Leasehold improvements	\$ 510,026	\$ 510,026
Furniture, fixtures and equipment	117,819	108,405
Website	37,517	37,517
	<u>665,362</u>	<u>655,948</u>
Less: accumulated depreciation and amortization	(641,439)	(629,455)
Property and Equipment, Net	<u>\$ 23,923</u>	<u>\$ 26,493</u>

Depreciation and amortization expense was \$11,984 and \$13,897 for the years ended June 30, 2021 and 2020, respectively.

NOTE F – INVESTMENTS AND FAIR VALUE MEASUREMENTS

FASB ASC Topic 820, *Fair Value Measurements and Disclosures*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). Level 1 of the fair value hierarchy under FASB ASC Topic 820 is described as inputs to the valuation methodology that are unadjusted quoted prices for identical assets or liabilities in active markets that the Council has the ability to access.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The three levels of the fair value hierarchy are described as follows:

- Level 1* Inputs are based on unadjusted quoted prices for identical assets traded in active markets that the Council has the ability to access.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE F – INVESTMENTS AND FAIR VALUE MEASUREMENTS – continued

Level 2 Inputs are based upon quoted prices for similar assets in active markets, quoted prices for identical or similar assets in inactive markets, or model based valuation techniques for which all significant assumptions are observable in the market or can be corroborated by observable market data.

Level 3 Inputs are unobservable and significant to the fair value measurement.

The following valuation methods may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Council's investments in money markets funds are valued by carrying amount, which approximates fair value. The fair value of certificates of deposit and the interest in assets held by the Community Foundation of Howard County (the "Foundation") have been provided by the Council's investment managers and the Foundation, respectively, and use a variety of pricing sources to determine market valuations, including indexes for each sector of the market.

The following tables set forth by level, within the fair value hierarchy, the Council's investments at fair value on a recurring basis as of June 30, 2021 and 2020, respectively:

Assets at Fair Value as of June 30, 2021				
	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 365,055	\$ -	\$ 365,055
Money market funds	113,376	-	-	113,376
Interest in assets held by the Foundation	-	178,325	-	178,325
Total assets at fair value	<u>\$ 113,376</u>	<u>\$ 543,380</u>	<u>\$ -</u>	<u>\$ 656,756</u>

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE F – INVESTMENTS AND FAIR VALUE MEASUREMENTS – continued

	Asset at Fair Value as of June 30, 2020			
	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 366,209	\$ -	\$ 366,209
Money market funds	110,988	-	-	110,988
Interest in assets held by the Foundation	-	138,237	-	138,237
Total assets at fair value	<u>\$ 110,988</u>	<u>\$ 504,446</u>	<u>\$ -</u>	<u>\$ 615,434</u>

NOTE G – NET ASSETS

Board Designated Reserves

The Board of Directors set aside four separate bank accounts for the purpose of segregating designated funds for the re-grants program, Jim Rouse Theatre (JRT) Subsidies, JRT equipment fund, and the studio escrow.

To ensure the long-term viability of the Council, an investment account was also established by the Board of Directors for rainy day working capital reserves to be utilized by the Council in the case of an emergency. As of June 30, 2021 and 2020, the aggregate total balance amounts of the board designated cash and cash equivalent and investment accounts were as follows:

	2021	2020
Cash and cash equivalents	\$ 36,026	\$ 36,062
Investments	455,711	454,486
Total	<u>\$ 491,737</u>	<u>\$ 490,548</u>

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE G – NET ASSETS – continued

Net Assets with Donor Restrictions

As of June 30, 2021 and 2020, net assets with donor restrictions were designated as follows:

	<u>2021</u>	<u>2020</u>
Various programs and projects	\$ 69,872	\$ 45,261
Headstart program	7,500	62,828
Re-grants to other non-profit organizations and special projects	1,433	9,975
Donor designated endowment	64,968	64,968
Accumulated earnings in endowment fund	113,357	73,269
Total	<u>\$ 257,130</u>	<u>\$ 256,301</u>

NOTE H – AGENCY TRANSACTIONS

The Council re-grants designated funds from the Howard County government and the Maryland State Arts Council in accordance with the grant award contract with those organizations. Any funds received and distributed by the Council for which the Council has no variance power were not included in the Council's statements of activities.

For the years ended June 30, 2021 and 2020, there were no grants awarded for which the Council did not have variance power.

NOTE I – DONATED FACILITIES

The Council leases office, exhibit, studio, performance hall, and meeting space in the Howard County Center for the Arts for an annual rent of one dollar under an operating lease with Howard County, Maryland. The lease provides for annual extensions, thereafter, based on an agreement of the parties involved.

The lease may be terminated at the discretion of either party with 60 days written notice. For the years ended June 30, 2021 and 2020, the value of donated rent and utilities was estimated at \$193,874 and \$170,958, respectively.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE J – INVESTMENT ENDOWMENT FUNDS

The Council has assets held by the Community Foundation of Howard County (the "Foundation") to be designated for the Howard County Arts Council Future for the Arts Fund endowment and is classified as net assets with donor restrictions in the accompanying statements of financial position.

The Community Foundation of Howard County (formerly, the Columbia Foundation) holds the Howard County Arts Council's Future for the Arts Fund (the "Fund"), an endowment established in 1999 under an agreement between the Howard County Arts Council and the Community Foundation of Howard County (the "Foundation").

Since the Council has a beneficial interest in those funds, the transaction is considered reciprocal. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence of donor-imposed restrictions. Funds held by the Foundation consist of both donor designated endowment funds and board designated endowment funds.

Return objectives and spending policy

The Foundation will hold the net assets with donor restriction endowment principal in perpetuity and invest the assets to provide income to the Council. The Foundation has the authority to redirect the monies accumulated in the Fund should the Council discontinue its business operations. Net assets with donor restriction contributions are recorded by both the Foundation and the Council since contributions are received by the Council and remitted to the Foundation. Per the agreement, the annual distributions available to the Council will be 5% of the market value of the Fund's assets as of December 31 of the preceding year, subject to specified conditions and limitations. The Council has the option to reinvest these funds or place them in the operating account and are classified as net assets without donor restrictions due to time restrictions. Currently, these funds are being reinvested. The endowment assets are managed in accordance with the investment policy established by the Foundation.

The accumulated earnings on both the board designated endowment assets and the donor designated net assets with restrictions are reported as net assets without donor restrictions. These accumulated earnings are available only in accordance with the spending policy established with the Foundation.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE J – INVESTMENT ENDOWMENT FUNDS – continued

The Council's investment endowment net assets consist of the following as of June 30, 2021:

	Without Donor Restrictions	With Donor Restrictions	Total
Original donor-restricted gift amount and amounts required to be retained by donor	\$ -	\$ 64,968	\$ 64,968
Portion subject to appropriation for expenditures	-	113,357	113,357
Balance at June 30, 2021	<u>\$ -</u>	<u>\$ 178,325</u>	<u>\$ 178,325</u>

The Council's investment endowment net assets consist of the following as of June 30, 2020:

	Without Donor Restrictions	With Donor Restrictions	Total
Original donor-restricted gift amount and amounts required to be retained by donor	\$ -	\$ 64,968	\$ 64,968
Portion subject to appropriation for expenditures	-	73,269	73,269
Balance at June 30, 2020	<u>\$ -</u>	<u>\$ 138,237</u>	<u>\$ 138,237</u>

Changes in the investment endowment net assets for the year ended June 30, 2021, are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total
Beginning of year, June 30, 2020	\$ 25,000	\$ 113,237	\$ 138,237
Interest and dividends	-	2,074	2,074
Net appreciation in fair value of investments	-	38,014	38,014
End of year, June 30, 2021	<u>\$ 25,000</u>	<u>\$ 153,325</u>	<u>\$ 178,325</u>

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THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE J – INVESTMENT ENDOWMENT FUNDS – continued

Changes in the investment endowment net assets for the year ended June 30, 2020, are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total
Beginning of year, June 30, 2019	\$ 25,000	\$ 106,098	\$ 131,098
Contributions	-	550	550
Interest and dividends	-	834	834
Net appreciation in fair value of investments	-	5,755	5,755
End of year, June 30, 2020	<u>\$ 25,000</u>	<u>\$ 113,237</u>	<u>\$ 138,237</u>

Net assets without donor restrictions are reflected as board endowment and net assets with donor restrictions are reflected as accumulated earnings and appreciation in fair value on the above tables pertaining to the assets held by the Foundation.

NOTE K – CARES PPP LOAN

On February 8, 2021, the Council secured a second loan in the amount of \$66,500 with PNC Bank (the "Lender") under the Small Business Administration's Paycheck Protection Program ("PPP") that authorized forgivable loans to small businesses. This loan can be used to cover certain expenses during the COVID-19 crisis. The loan amounts will be forgiven as long as the loan proceeds are used to cover payroll costs, benefits, rent, and utility costs over a period specified in the loan document after the loan is made. The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. Loans and accrued interest are forgivable after twenty four weeks as long as the borrower uses the loan proceeds for eligible purposes and the business entity maintains its payroll levels. The loan bears an interest of one percent and matures on February 8, 2026. As of June 30, 2021 and 2020, the outstanding PPP loan balance totaled \$66,500. The initial PPP loan secured on May 5, 2020 was fully forgiven on March 15, 2021 and therefore is recognized as revenue on the statements of activities.

NOTE L – SUBLEASES

As per the lease agreement established with the Howard County government, the Council may sublease building space to artists and related organizations. Such space consists of studios, classrooms, a theatre, and meeting rooms, which are subleased to tenants under operating lease agreements with varying terms up to June 30, 2021.

THE HOWARD COUNTY ARTS COUNCIL, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020
(continued)

NOTE L – SUBLEASES – continued

For the years ended June 30, 2021 and 2020, rent received by the Council under the subleases totaled \$94,728 and \$92,104, respectively.

NOTE M – RETIREMENT PLAN

The Council established a retirement savings plan which covers all eligible employees. Employees are permitted to contribute up to the maximum amount prescribed by law. The Council is required to make dollar-for-dollar matching contributions of up to 3% of compensation for each employee making salary-reduction contributions under the SIMPLE Plan (Savings Incentive Match Plan for Employees). The Council may, however, elect out of this requirement or reduce the contribution amount provided, within a reasonable time before the annual election period. Eligible employees are notified of the decision to make one of the other permissible employer contributions in which the minimum matching contribution may not go below one percent. For the years ended June 30, 2021 and 2020, the Council's contributions to the SIMPLE Plan totaled \$6,683 and \$4,070, respectively.

NOTE N – SUBSEQUENT EVENTS

In preparing these financial statements, the Council has evaluated events and transactions for potential recognition or disclosure through November xx, 2021, the date the financial statements were available to be issued. There were no additional events or transactions that were discovered during the evaluation that required further recognition or disclosure.