



Community Arts
Development
Project Grant Program

Project Grant

Project Grants are for arts organizations as well as non-profit organizations pursuing arts-related projects. These projects are small in scope due to the cap on the grant amount. Funds can be used for either one-off or annually occurring projects. All the funds awarded through this grant must be directly spent on expenses for project. In the past, projects such as concerts, theatrical productions, craft workshops, cultural festivals, and bi-annual publications have been funded.

Applicants are eligible to apply for up to \$6,000. The requested grant amount must not to exceed 50% of the project costs.

Applicants must provide a 1:1 cash match to the requested grant amount.

Non-arts non-profit organizations may only apply to cover direct artistic costs.

HCAC does not fund travel, deficits, capital expenses, tuition assistance, hospitality, or purchases of permanent equipment.

VS

Operating Grant

Operating Grants are only for arts or cultural organizations with exhibition, presentation or production in the arts as their primary function. These grants are a larger and can cover the cost of a variety of day-to-day expenses like salaries, office equipment, utilities and more. Organizations are only eligible for an operating grant after they have completed two (2) project grants over the past two consecutive years. This includes completing the project and submitting interim and final reports on time.

Applicants must determine the required cash match based on the Arts Council's table. No grant may exceed half of the total cash budget of the applicant's actual proposal or 25% of the total available HCAC Community Arts Development grant funds.

Organizations may provide tuition-based educational programs, but the expenses for such programs may not comprise more than 50% of the organization's operating expenses for the last completed fiscal year. If tuition-based educational expenses comprise more than 50% of the organization's operating budget, the organization must apply based on an operating budget that excludes educational expenses.

To learn more about the operating grant, please contact HCAC separately.

CAD Grant Eligibility

Applicant organizations must be incorporated as nonprofit, tax-exempt organizations, 501(C)(3), in good standing with both State and Federal governments. Howard County Government agencies are ineligible to apply for HCAC grants.

Each 501(c)3 organization may apply for no more than one grant through this program.

Applicant organizations must be soundly managed and financially accountable and provide proof thereof. Their arts activities must be open to the general public. Arts facilities (e.g. museums, arts and/or cultural centers with public exhibits) must be regularly open and available to the general public, with or without an admission fee.

Applicant organizations must maintain their primary office and conduct at least 50% of all business operations, programs and activities in Howard County (i.e.: 50% of rehearsals, 50% of Board and committee meetings, 50% of performances, workshops, etc.). Corporate papers, such as the 990 and Personal Property Tax forms, letterhead and program materials submitted must show primary office is located in the County.

Organizations must be governed by an independent, legally liable Board of Directors that represents its community and is acting under a mission statement and operating budget specific to the organization.

Organizations must provide matching funds on a cash basis.

Arts & non-arts organizations that receive ongoing direct funding from the County may be eligible to apply in the Project category but should contact HCAC prior to submitting a request in order to determine eligibility and restrictions.

This is just a brief overview of the CAD Grant Eligibility Guidelines. Please see full requirements on the [GoSmart Grants Portal](#)

Project Grant Eligibility

In addition to meeting the CAD Grant Eligibility Requirements, Project Grant applicants must also meet the following requirements:

New applicants must schedule a brief introductory meeting with HCAC staff to go over grant eligibility and procedures.

All grant applications, interim reports, and final reports must be submitted on time, be complete, accurate and approved by HCAC to qualify as complete.

Projects must involve an artistic process or product.

Eligible non-arts organizations may apply for project funding only, and only direct artistic costs will be considered for funding and organization's match. In order to qualify for a grant in this category, projects must involve an artistic process or product.

Projects must take place in Howard County.

Projects may take place no sooner than September 1. Projects will not be funded retroactively. For organizations who wish to hold activities in the summer (such as a summer concert or similar activity), the grant-giving period will be extended at the end of the fiscal year of the grant period. (For example, FY23 Project grant period would be extended through August 2023.) Final Reports for such projects will then be due August 31 as opposed to July 15.

Budget Size & Matching Requirements

All applicants and non-arts organizations are eligible to apply for up to \$6,000, not to exceed 50% of the project costs.

Project Grants must use only cash expenses budgeted for the project. Non-arts organizations must apply for only direct artistic costs.

Educational initiatives that are primarily tuition supported are not supported by HCAC grants. Capital funds, in-kind contributions, earned revenue from County government or other direct grants or appropriations from the County, and other HCAC grants or appropriations may not be used as matching funds in the budget.

HCAC funds cannot be used to fund budget deficits, capital expenditures, travel, capital improvements, depreciation, loans, debt, retirement, political advocacy, unrealized gains or losses, endowments, re-granting, purchases of permanent equipment, scholarships or tuition assistance, refreshments, promotional merchandise such as T-shirts, non-cash expenses, or projects whose primary function is not artistic, such as fundraising events.

JRT Subsidy

The JRT Subsidy is a separate grant that provides funding specifically to offset the cost of utilizing The Jim Rouse Theatre for Performing Arts on the campus of Wilde Lake High School in Columbia, MD.

The JRT subsidy has its own set of guidelines and requires additional budget information. Though this is a separate grant, it is applied for in tandem with CAD Project and Operating grants. Organizations that wish to apply for a JRT subsidy without applying for a CAD grant should contact HCAC separately.

JRT Subsidy Application Sections

Information

Costs

Budget Revenue

Budget Expenses

The application sections for the JRT subsidy are available within the CAD application. If you are not applying to a JRT subsidy, skip these sections while filing out your application.

Application Sections

Applicant Information

Funding Sources

Narrative

Project Budget — Revenue

Project Budget — Expenses

Funding Sources

Non-Cash Donations

Support Materials/Work Samples

JRT Subsidy: Information

JRT Subsidy: Costs

JRT Subsidy: Budget Revenue

JRT Subsidy: Budget Expenses

Certification & Signature

Example Application

Let's go through the sections with a past project that has received funding as an example to better understand what the Committee on Grants will be looking for in each application section.

This is just an example. You are encouraged to develop your own project in *any format* that you are excited about and think will bring value to the community!

The example application is for a weekend-long performing arts event across multiple local venues. This application also includes a JRT Subsidy application, which we will not go over in specific detail but may be referenced throughout.

Funding Sources

This section asks for information on any additional funding sources. This funding might be from somewhere like the Maryland State Arts Council (MSAC).

Example Application

List other organizations to which you have applied or received funding for this project. Please list both the organization and status of the request in the first column (i.e. Maryland State Arts Council - pending/funded/declined).

	Amount Requested
Maryland State Arts Council (proposed)	\$3,500
SubTotals:	\$3,500
Grand Totals:	\$3,500

Narrative Questions

1. Give the starting and ending date for the project.

2. Where will your proposed project take place?

3. Number of artists participating

4. What is the nature of their participation?

5. Total audience anticipated (in-person)

6. Anticipated Audience (virtual)

7. How did you arrive at these numbers?

8. Is this a recurring project? If yes, how many years has it been in place?

9. What is your organization's Mission Statement? (If you are a non-arts organization applying for a project grant, please describe the purpose/mission of the art project you are proposing)

10. **SUMMARIZE YOUR PROJECT.** Please describe, covering as many of the following points as possible, the project or service, artistic goals/objectives of the project or service, work plan and schedule, anticipated audiences, etc. If this is an ongoing project, please describe any efforts your organization will make to continue this project beyond this grant period. Supporting documentation may also be attached to this proposal including references, publicity, program reviews, and other information, on the "Support Materials" page.

11. What are your criteria for evaluating this project? Describe the evaluation process.

Project Budget Revenue

This section asks for a breakdown of each specific funding source.

Some budget lines with no revenue in either column have been redacted for the purpose of this example. If ANY budget line increases or decreases by 20% or more year over year, please list explanations line by line and upload a separate Budget Notes document. This will be true for the Project Budget Expenses also.

		FY23 Projected	For Recurring Projects: Actual Revenues for Last Completed Project
Admissions/Ticket Sales		\$3,800	\$2,998
Board/Trustee Contributions		\$500	\$100
Tuition (classes, workshops)		\$2,800	\$2,701
Individual Contributions		\$2,700	\$1,992
Corporate Support		\$600	\$328
Foundation Support		0	0
City Grants		0	0
County Grants		0	\$4,972
HCAC Grant Request/Past Award (CAD Grant Only)		\$6,000	\$5,000
State Grants		\$3,500	\$8,157
Federal Grants		0	0
Fundraising/Special Events		\$475	\$880
	SubTotals:	\$20,376	\$27,129
		FY23 Projected	For Recurring Projects: Actual Revenues for Last Completed Project
Fund Transfer/Carry Over** (explain in budget notes)		0	0
Capital Revenues		a	0
Non-CAD HCAC Grants (JRT, Organizational Development)		\$1,600	0
	SubTotals:	\$1,600	0
Expense Totals:		\$21,976	\$27,129

Example Application

Project Budget Expenses

This section asks for the total estimated cost for the proposed project. All funding sources for the project should be detailed in the Project Budget Revenue Section.

Expenses in the Other column should be explained in the Budget Notes attached to the application under Support Materials/Work Samples. Budget lines with no expenses in either column have been redacted for the purpose of this example.

EXPENSES		FY23 Projected	Last Completed Project - Actual
Salaries – Artistic		\$6,160	\$6,160
Artist/Performance Fees (non-salaried)		\$800	\$550
Contracted/Professional Services		\$8,495	\$4,741
Advertising/Marketing		0	\$201
Insurance		\$205	\$205
Maintenance/Repairs		\$200	0
Postage		\$25	\$22
Printing		\$375	0
Program/Production Materials		\$1,200	\$1,076
Office Supplies		\$275	\$222
Rent		\$3,200	\$9,811
Web/Social Media		\$150	0
Other**		\$491	\$464
	SubTotals:	\$21,576	\$23,452
INELIGIBLE EXPENSES		FY23 Projected	Last Completed Project - Actual
Fundraising		0	0
Receptions/Hospitality		0	0
Travel		0	0
Capital Expenses		0	0
	SubTotals:	0	
Expense Totals:		\$21,576	\$23,452

Example Application

Support Materials / Work Samples

1. IRS 501(c)(3) Determination Letter. We will keep your organization's IRS 501(c)(3) on file, so it is not necessary to submit again unless there is a change in the organization's non-profit status.
2. A copy of the organization's MD Personal Property Return for the current year. Organization must be in good standing.
3. Most recent financial statement for the current fiscal year to date (quarterly or monthly), including income and expenses.
4. Financial statement, professional review, or audited statement for the most recent fiscal year, signed by a professional accountant or your organization's fiscal officer.
5. A copy of the most recent IRS Form 990 or letter from your organization's Treasurer stating when the 990 will be available.
6. Names and addresses of current Board of Directors.
7. A copy of the organization's Board resolution or minutes confirming Board officers, signed by the organization's Secretary.
8. Resumes of principal administrative and artistic staff that include current job descriptions and functions.
9. Outline or summary of your organization's activities and/or projects for the past two years.
10. Budget notes/explanations or any additional narrative.
11. Catalogs, programs, brochures, reviews, or other promotional materials related to the organization's programs during the past fiscal year. Note where Howard County Government and Howard County Arts Council are acknowledged.

Budget Notes

Any budget notes should be included in a document attached in the Support Materials/Work Samples. If ANY budget line in the Project Budget Revenue or Project Budget Expenses increases or decreases by 20% or more year over year, an explanation should be listed line by line in this document. This is also the place to add details about Non-Cash donations, carry over funds, and explain the source(s) of Other Expenses and Other Revenue.

This document can and should be simple and detailed. A word or PDF document that goes section by section with an explanation and then the previous year's budget along with the project budget is sufficient.

Project Budget — Revenue: FY2023 Projected

Example Application

Admissions/Ticket Sales/Proceeds — based on FY21 proceeds, Example Applicant (EXA) projects an increase during FY23. EXA is cautiously optimistic that our patrons will return to JRT for our June Example Event 1. EXA is uncertain whether we will be invited to return to Example Event 2 and, if so, whether an honorarium will be provided. During FY22, EXA charged a small fee for Example Event 3. An increase in patrons is expected in FY23 due to ongoing community outreach, hence the projected increase.

	FY21 Actual	FY22 YTD	FY23 Projected
CAD Project	0	\$400	\$400
Example Event 1	\$2,998	0	\$3,000
Example Event 2	0	\$1,000	
Example Event 3	0	\$152	\$400
Total:	\$2,930	\$1,552	\$3,800

Individual Contributions — Donations as a result of EXA Support Campaign. We expect individual donations to remain about the same next year. In FY22, donations have grown since FY21 due to more aggressive donor/support and Giving Tuesday campaign.

	FY21	FY22 YTD	FY23
	\$1,992	\$2,698	\$2,800

State Grants — In FY21, EXA was awarded an Emergency Grant to help pay for studio rental. EXA does not expect to acquire such a grant in the immediate future.

	FY21	FY22	FY23
MSAC Creativity Grant	\$3,500	\$3,500	\$3,500
Emergency Grant	\$4,657	0	0

Funds Transfer/Carry Over — There are no carry over/transfer grant funds remaining from FY22.

Names and event specifics have been removed by HCAC for the sake of anonymity. Please be specific in your Budget Notes.

Project Budget — Expenses: FY2023 Projected

The following is a breakdown of just the Contract Services budget as laid out in the example application budget notes. You will see the total for FY23 expenses at the end matches the FY23 Projected Contract Services line from the Expenses budget page.

Example Application

Contracted/Professional Services —

Artist Pay — is dependent upon the number of professional artists and performances during the season. In FY22, in an effort to acquire and retain quality performers, EXA raised its rehearsal pay for the artists. Going forward EXA hopes to continue this practice. The rehearsal increase is reflected in the estimated final artist FY22 pay and the FY23 projection. The effect of the artist pay on the overall budget is monitored quarterly and adjusted as necessary.

FY21	FY22 Estimated	FY23
\$3,991	\$6,255	\$6,300

Photography — EXA’s photographer donated an additional promotional session in FY22 and a portion of her fee in FY21. Their customary fee for EXA is \$675.

FY21	FY22	FY23
\$375	\$675	\$675

Graphic Artist — Fee remains stable.

FY21	FY22	FY23
\$375	\$375	\$375

JRT Management, Maintenance, Tech Support — In FY21, the tech fee of \$981 was included in the Chrysalis rental fee. EXA is now including these costs under the Contracted/Professional Services heading. JRT fees are expected to be slightly higher, hence the increase for FY23.

FY21	FY22 YTD	FY23
0	\$1,145	\$1,145

Contract Services Total

FY21	FY22	FY23
\$4,741	\$8,450	\$8,495

Project Budget — Expenses: FY2023 Projected

Example Application

Artist Fees/Honoraria — In FY21, the Guest Artist 1 cost was less than expected. In FY22, EXA engaged Guest Artist 1 and Guest Artist 2 for Example Event 1. In FY23, EXA expects to hire Guest Artist 1 as well as more guest artists. Customarily, EXA pays \$500 for Guest Artist 1 and expected to do so in FY23, hence the increase.

	FY21	FY22	FY23
Guest Artist 1	\$200	\$400	\$500
Guest Artist 2	\$350	\$300	\$300
Total:	\$550	\$700	\$800

Repairs — Unexpected repairs to a video camera were incurred in FY22. As computers and other technology ages, we estimate small annual repair costs.

	FY21	FY22	FY23
	0	\$175	\$200

Insurance — remains about the same from year to year.

	FY21	FY22	FY23
	\$205	\$205	\$205

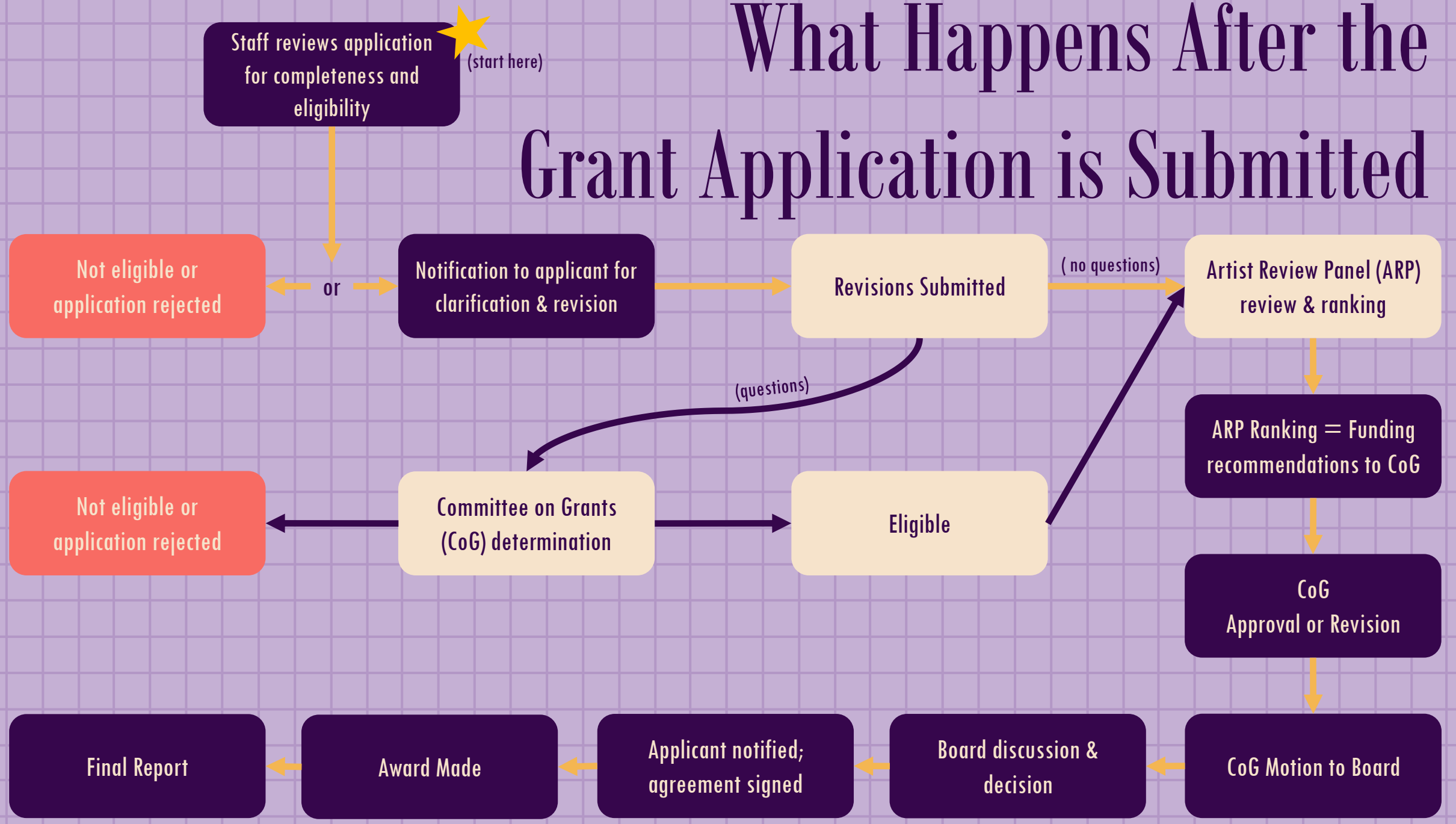
Space (Rent and Utilities) — In FY21, EXA performed Example Event 1 at the Chrysalis. The rent was high for Chrysalis than it usually is for JRT and also includes the maintenance and tech fees of \$981 (shown separately for JRT under Contracted/Professional Services)

	FY21	FY22	FY23
Venue	\$5,154	\$3,050	\$3,200
Studio Rental	\$4,657	0	0
Total:	\$9,811	\$3,050	\$3,200

Other — Includes Music Licensing which has shown small increases from year to year.

	FY21	FY22	FY23
	\$464	\$491	\$491

What Happens After the Grant Application is Submitted



Review Criteria

The grant review panel is a peer group made up of artists and academics who will review your application based on these criteria.

Artistic
Merit

Service to
Community

Ability of
Applicant
to Carry
Out the
Project

Artistic Merit

A successful project application will meet the following artistic merit standards:

Artistic product and activities has a level of quality appropriate to the objectives and mission of the organization.

Clearly stated, long term artistic objectives are well explained and attainable.

Credentials of artistic staff and/or board demonstrate appropriate level of artistic input.

Indicates funding will further the artistic or cultural objectives and mission of the organization.

Artistic product and activities are appropriate to the purpose of the Howard County Arts Council grant program.

Service to Community

A successful project application will meet the following service to community standards:

Expand Opportunities in the Arts

The applicant organization's programs and activities broaden opportunities in the arts.

Audience Development

The application organizations' programs and activities broaden opportunities in the arts.

The number of individuals benefiting from activity(s) is realistic and appropriate with the goals of the organization.

At least 50% of the programming takes place in Howard County.

Organization actively works to increase audiences. Application material shows efforts are made to inform and attract HoCo Audiences.

Diversity

The application organization has made an effort to encourage diversity in all areas including audience development, board participation, artists, programs, and administrative management (by diversity we mean the inclusion of people of different ages, gender, race, culture, economic status, disciplines ,abilities etc.)

Ability of Applicant to Carry Out the Project

A successful project application will demonstrate the applicant's ability to complete project to the following standards:

Organizational Strength/Implementation

Application submitted on time with little or no revisions required

Writing is clear, concise, and grammatically correct

Narrative clarifies goals and projects, and mission statement is clear.

Regular programs and services meet the organization's mission.

The organization has an effective, efficient, and resourceful strategy for implementing upcoming arts programs.

The actual performance of the organization over the past year, as described by the grant application, reflects well-thought out and well executed programs and strong operational management.

Organizational structure indicated organization can continue the grant activities should it lose an administrative principal.

The organization is in good standing with the State of Maryland.

Programs and activities are held in accessible spaces.

Ability of Applicant to Carry Out the Project

Budget

Budget reflects a stable organization

Application indicates sound and financial planning and management

Budget is realistic in terms of activities proposed

Budget reflects a stable organization and clearly allocates resources efficiently and effectively to accomplish the proposed project and activities and demonstrates how HCAC monies will contribute to the project/activity

Record demonstrates proposed activities will be completed during the grant period and with fund requested

Financial records of the organization are complete and understandable for the last 2 years

Application has adequately documented the estimated costs of the project

Applicant maintains diverse funding sources

Interim Report

All grant recipients are required to submit an interim report due on January 31, 2025. This report is a summary of project-related activities that have taken place between July 1 and December 31, 2024. It consists of a short Narrative section and a Budget section.

Budget

1. **FY24 original budget:** The numbers in this column should reflect your organizations original budgeted expenditures and income submitted on your grant application for the current fiscal year.
2. **Actual July 1-Dec 31:** The numbers in this column should reflect your organization's financial activity from July 1 2024 though December 31 2024. If no financial activity has occurred, please insert a zero

Narrative Questions

1. Since the award of your FY24 Community Arts Development grant, has your organization's administrative operations and/or arts activities changed substantially? If Yes, please explain changes.
2. Please provide a brief progress report on your organization's arts activities and finances since the grant was awarded.
3. Does your organization plan to use the full amount of the remaining portion of your grant award as intended in the original grant? If No, please describe the remaining portions of your project or programing you plan on completing

Future applications will not be considered unless a complete interim report is submitted and approved by HCAC.

Final Report

All grant recipients are also required to submit a final report, due July 15, 2025. The final report is submitted through GoSmart and has sections similar to the initial grant application.

Future applications will not be considered unless a complete final report is submitted and approved by HCAC.

Applicant Information

Participation

Narrative

Financial Statement — Revenue

Financial Statement — Expenses

Employees

Support Materials/Work Samples

Certification & Signature

Applicant

Information

This section asks not only for basic organization information, but for specifics on the audience reached by the project. Please note all these categories ahead of your project so you can plan effective data collection.

The Participation section that follows also asks for demographic information about both the audience and the artists.

1. Please list the goals stated in your proposal.

2. Please list to what extent these goals were achieved and describe how success was evaluated.

3. Total In-Person Audience (Actual).

4. Please explain your methodology in determining the total in-person audience figures.

5. Total Virtual Audience (Actual).

6. Please explain your methodology in determining the total virtual audience figures.

7. Total In-Person Audience (Anticipated).

8. Total Virtual Audience (Anticipated).

9. Number of Artists Participating (Actual).

10. Number of Artists Participating (Anticipated).

11. Number of Artists Participating from Maryland.

12. Number of Artists Participating from Howard County.

13. Number of Board Members.

14. Number of Non-Board Volunteers.

15. Total Number of Volunteer Hours.

Narrative Questions

1. Please describe the aspects of the grant activities that were successful.
2. In outline form, describe the aspects of the grant activities that were challenging.
3. In outline form, describe how the organization solved or will solve these challenges.
4. In outline form, describe the long-term goals for your organization. How did grant activities advance your long-term organizational objectives?
5. Will the project continue in the future?
6. If yes, describe the future goals in outline form.
7. How will the project be funded?

Support Materials Work Samples

1. An up-to-date financial statement from the most recent fiscal year, signed by the Organization's fiscal officer or professional accountant must accompany the report.
2. Please attach publicity materials and indicate where the Howard County Arts Council and Howard County Government are acknowledged in those materials.

Please provide, in outline form not to exceed one page, a list of programs and activities performed during the grant year. Include the title of the program, featured artists, location and date(s).
- 3.

If your organization receives a grant of \$10,000 or more, you must provide the name and credentials of your bookkeeping or accounting service. If your organization receives a grant of \$15,000 or more, a professional financial review must also be filed. If your organization receives a grant of \$15,000 or more and has an annual operating budget over \$500,000, a professional audit must be filed.

If you have any questions about the grant or the application process, please reach out to:

Dana Whipkey

Grants & Special Projects Coordinator

grantsandprojects@hocoarts.org

(410) 313-2787