

**BALTIMORE COUNTY COMMISSION ON ARTS & SCIENCES
FY2018 OPERATING GRANT APPLICATION**

**This form must be completed in its entirety and submitted via email
Grant applications must be received by Thursday, September 15, 2016, 4:00 p.m.**

GENERAL INFORMATION

Organization Name				
Mailing Address				
City	State	MD	Zip Code + Four	
Street Address	City	State	MD	Zip Code + Four
Federal Taxpayer Identification Number				
Organization Phone				
Fax Number				
Website				
Date of Incorporation – MM/DD/YYYY				
Location of your organization's primary performance/exhibit/program space. If programs are held in multiple locations, select the location where 50% or more of activities are held.				
Check here if in Baltimore County <input type="checkbox"/>				
Check here if in Baltimore City <input type="checkbox"/>				
Check here if in another Maryland County <input type="checkbox"/> County name _____				

CONTACT INFORMATION

Authorizing Official (designated to sign legal agreements) - Dr., Mr., Mrs., Ms.	
Authorizing Official's Title	
Authorizing Official's Phone	Mobile Phone
Authorizing Official's Email (required)	
Executive Director - Dr., Mr., Mrs., Ms.	
Executive Director's Title	
Executive Director's Phone	Mobile Phone
Executive Director's Email (required)	
Grant Contact - Dr., Mr., Mrs., Ms.	
Grant Contact Title	
Grant Contact Phone	Mobile Phone
Grant Contact Email (required)	

GRANT REQUEST AMOUNT

What is the total amount requested? _____

What percentage of the organization's total operating budget is represented by the requested amount? _____
The requested amount must not exceed 15% of applicant's total operating budget.

IMPACT OF APPLICANT'S PROGRAMS
DATA REQUIRED BY THE MARYLAND CULTURAL DATA PROJECT

1. Please tell us about the people who benefit from your organization's projects and programs. Do not include web or social media visitors in these figures

Total number of individuals participating in your organization's projects/programs _____

Total number of Baltimore County individuals participating in projects/programs _____

Total number of children/youth (under 18) participating in your organization's projects/programs

Total number of Baltimore County children/youth (under 18) participating in your organization's projects/programs _____

Total number of artists/performers participating in your organization's projects/programs _____

Total number of Baltimore County artists/performers participating in projects/programs _____

2. Total Paid Attendance _____

Total Free Attendance _____

Total Attendance _____
(Total Paid Attendance + Total Free Attendance)

3. Employment at your organization as of July 201

Administrative Full Time _____ Part Time _____

Artistic Full Time _____ Part Time _____

Technical/Production Full Time _____ Part Time _____

Education Full Time _____ Part Time _____

Total Employees Full Time _____ Part Time _____

Total Volunteers _____

Average number of paid, full time equivalent personnel you expect to be employed by your organization between July 1, 2017 and June 30, 2018. _____

6. Describe your organization's scope of services. Should your organization be awarded a grant, this scope of services will be incorporated as part of the grant agreement between your organization and Baltimore County. (350 words)

7. Briefly highlight any new programming and activities planned for 2017/2018. (500 words)

8. From which geographic areas are your audiences chiefly drawn? Please provide the percentage of attendance from each of the top five geographic areas. (150 words)

9. What is the price range for admission to your programs (exclusive of one-time events)?

Type of Admission	Price Range (15 words each)
Ticketed performances (non-member/subscriber)	
General admission (non-member)	
Student admission	
Senior/Military admission	
Other:	

10. If your annual report is on your website, include the specific page link below. Post audio or video samples to your web site, You Tube or other file sharing site and note the link below. Do not send DVDs, CDs or other media. If desired, up to three brochures or other supporting materials may be sent as PDF attachments.

List web links to supporting materials.

Website URLs:

11. Is your organization a Maryland State Department of Education State Aided Institution (SAI)?
 Yes ____ No ____ If yes, how much funding did you receive in FY2016? _____

**SERVICE TO BALTIMORE COUNTY RESIDENTS
OUTREACH AND COMMUNITY ENGAGEMENT**

12. What percentage of your total audience/program participants are residents of Baltimore County? _____
13. How many total Baltimore County residents are engaged as audience members/program participants/visitors? This number should correspond to your response to Question 1. _____
14. How does your organization serve Baltimore County residents? Please give specific examples of programs and outreach to Baltimore County residents and programs taking place in the County. Include a list of partnerships with County-based organizations and/or County government agencies.
(500 words)

15. Do any of your Baltimore County activities take place at schools, senior centers, libraries, recreation centers, PAL Centers, County parks, or performance venues in the County? Yes ____ No ____
If yes:

How many Baltimore County Schools (total public and private schools including pre-K and HeadStart)

How many Baltimore County Recreation, Parks and Community Center locations _____

How many Baltimore County Senior Centers (do not include private assisted living centers) _____

How many Baltimore County Libraries _____

How many other Baltimore County locations _____

16. How does your organization meet the needs of Baltimore County students? (350 words)
17. Describe your organization's outreach and programming designed to meet the needs of underserved and diverse populations. (People who by virtue of their age, income, locale, physical or developmental ability, or any other characteristic, have fewer opportunities to participate in programs available to the general public.) (350 words)

18. Is the facility at which your primary programs and activities take place accessible to persons with disabilities? To be eligible for a Baltimore County grant, primary program locations must be ADA accessible.

Yes _____ No _____ If no, please explain. (50 words)

ABILITY OF THE APPLICANT TO CARRY OUT THE SCOPE OF SERVICES

BUDGET SUMMARY

	ACTUAL FY2016	PROJECTED FY2017	PROJECTED FY2018
Total Operating Budget	_____	_____	_____
Total Revenue	_____	_____	_____
Total Expense	_____	_____	_____

Organization's Budget Year Fiscal Year Budget (July 1 to June 30) Calendar Year Budget

BUDGET DETAIL

Fields in gray do not have to be completed.

REVENUE	ACTUAL FY2015	ACTUAL FY2016	PROJECTED FY2017	PROJECTED FY2018
Membership Dues		\$	\$	\$
Ticket Sales		\$	\$	\$
Contracted Services		\$	\$	\$
Other Earned Income		\$	\$	\$
Corporate Donations		\$	\$	\$
Individual Donations		\$	\$	\$
Foundation Donations		\$	\$	\$
Anne Arundel County Grants	\$	\$	\$	\$
Baltimore City Grants	\$	\$	\$	\$
Baltimore County Grants	\$	\$	\$	\$
Carroll County Grants	\$	\$	\$	\$
Harford County Grants	\$	\$	\$	\$
Howard County Grants	\$	\$	\$	\$
MD State Dept. of Education Grants	\$	\$	\$	\$
Maryland State Arts Council	\$	\$	\$	\$
Other Maryland State Grants (list source and amount below)	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Other government funds (bonds, capital grants, etc. List source and amount below.)	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Nat'l Endowment for Arts	\$	\$	\$	\$
Other Federal Grants	\$	\$	\$	\$
Endowment/Investment Income		\$	\$	\$
Other miscellaneous revenue		\$	\$	\$
Revenue Sub-Total		\$	\$	\$
In-Kind Revenue Total		\$	\$	\$
Total Revenue		\$	\$	\$

FINANCIAL INFORMATION ATTACHMENTS

- If you are requesting under \$10,000 in operating grant funding, you must submit a financial statement from the most recently completed budget year. Please submit as a PDF file and send as an email attachment.
- If you are requesting between \$10,001 and \$35,000 in grant funding, you must submit a Financial Statement Review or an Audited Financial Statement by an independent CPA from the most recently completed calendar or fiscal year. Please submit as a PDF file and send as an email attachment.
- If you are requesting more than \$35,001, you must submit an Audited Financial Statement. Please submit as a PDF file and send as an email attachment.
- Donations of \$1,000 or more from individuals, businesses, government and/or foundations must be itemized. Please submit as a separate PDF file and submit as an email attachment.
- In-Kind Revenue items over \$1,000 must be itemized. Please submit as a PDF and submit as an email attachment.

GOVERNANCE

- Attach a PDF file of your current Board of Directors/Advisory Board list.
- Attach a PDF file of your IRS tax exempt status letter.

CERTIFICATE OF NON-DISCRIMINATION

I (We) agree to the following as a condition of receiving a grant from Baltimore County:

1. Participation in the program related to this grant is open to the public.
2. The organization will not deny any person participation in the program based on race, creed, sex, age, political affiliation, marital status, religion, national origin, or disability.
3. The organization will comply with the Americans with Disabilities Act and other antidiscrimination laws and indemnify the County against responsibility for actions taken by the Grantee that fail to honor these laws.
4. There will be no religious or political theme or content in the program, except when strictly a matter of artistic or historical expression.

SIGNATURE AND CERTIFICATION

By entering your name and title in the fields below, you are indicating that you are the authorized person to certify this document on behalf of the applicant organization. This constitutes an electronic signature.

I certify that all information contained in this document is true and accurate.

**This constitutes an
electronic signature.**

Name _____

Title _____

Date _____

OPERATING GRANT DOCUMENTS CHECKLIST AND SUBMISSION

Please review the following checklist. Incomplete applications may not be considered for grant funding, so it is important that you carefully review every document in your application.

- FY2018 Operating Grant application
- Request for Financial Assistance form. Download form:
<http://www.baltimorecountymd.gov/Agencies/commartsscience/opgrantguidelines.html>
Be sure that your responses are consistent with the grant application.
- PDF file of your Current Board of Directors list
- PDF file of IRS tax exempt status letter
- PDF file of no more than three brochures or supporting materials, if desired. Web links noted in the grant application are preferred to PDF files.
- PDF file of a Financial Statement, Financial Statement Review or Audited Financial Statement from the most recently completed budget year. **These requirements have recently changed.** See details in the application to be sure you are submitting the correct financial information, based on your requested grant amount.
- PDF file with an itemized list of donations of \$1,000 or more from individuals, businesses, government and/or foundations. (if applicable)
- PDF file with an itemized list of In-Kind Revenue donations over \$1,000. (if applicable)

SUBMISSION

Grant applications and supporting documents must be submitted electronically. Applications and required attachments must be submitted in PDF format. No applications or attachments will be accepted in print format.

To ensure your grant application is received, acknowledged and processed, you must format your subject lines carefully. We receive many grant applications, so it is important that the name of your organization, grant year, and reference to the contents of the message be included in every email subject line. Please limit the number of separate emails and organize each PDF attachment by similar content. Below are some examples:

Subject line: (Name of organization) FY18 Operating Application

Subject line: (Name of organization) FY18 Operating Financials

Subject line: (Name of organization) FY18 Board IRS, Request for Financial Assistance

Grant applications will be acknowledged via email.

**Applications for Baltimore County FY2018 Operating Grants must be received by
September 15, 2016 at 4:00 p.m.**

**Applications and supporting documents must be submitted to
artsgrants@baltimorecountymd.gov**

FY2018 Operating Grant Awards will be announced by July 15, 2017.

Questions?

Frona Cohen, Director

Baltimore County Commission on Arts & Sciences

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Email: arts@baltimorecountymd.gov