

**BALTIMORE COUNTY COMMISSION ON ARTS & SCIENCES
FY2017 PROJECT GRANT APPLICATION**

For arts activities taking place between July 1, 2016 and June 30, 2017

Application must be received by 4:00 p.m. on Thursday, March 24, 2016.

Organization Name

Very briefly describe the activities for which your organization is applying. (e.g. classical music concert series; children's theatre classes and performances; contemporary art exhibit and lectures) You will have an opportunity to tell us more about these activities later in the grant application. *All performances, exhibits, and activities for which project grant funding is requested must take place in Baltimore County.* (100 words)

**What is the total amount requested from the Baltimore County Commission on Arts & Sciences?
*The requested amount must not exceed \$7,500. The requested amount also must not be more than 15% of the total cost of the proposed project.***

What percentage of the total project budget is represented by the requested amount?

Projected total number of individuals benefiting from the proposed project (anticipated audience attendance plus program participants)

Projected number of Baltimore County individuals benefiting from the proposed project (anticipated audience attendance plus program participants)

A. GENERAL INFORMATION

Organization		
Mailing Address		Office Address (if different from Mailing Address)
City	State MD	Zip Code + Four
County - if your organization is located in Baltimore City, write "City"		
Federal Taxpayer Identification Number		
Organization Phone		
Email		
Organization Website		
Date of Incorporation – MM/DD/YYYY		

B. CONTACT INFORMATION

Authorizing Official - Dr., Mr., Mrs., Ms.	
Authorizing Official's Title	
Authorizing Official's Phone	Mobile Phone
Authorizing Official's Email Address (required)	
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Executive Director - Dr., Mr., Mrs., Ms.	
Executive Director's Title	
Executive Director's Phone	Mobile Phone
Executive Director's Email Address (required)	
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Contact Person - Dr., Mr., Mrs., Ms.	
Contact Person's Title	
Contact Person's Phone	Mobile Phone
Contact Person's Email Address (required)	

C. NARRATIVE QUESTIONS

Please keep responses clear, concise and legible. Limit your responses to the space allowed in the application form. No additional narrative submissions will be accepted.

1. Very briefly describe your organization, its overall mission, ongoing activities, and the people it serves. (250 words)
2. Describe in more detail the specific performances, exhibits and arts activities for which funding is requested. (350 words)
3. When and where will these activities take place? Specific dates, times, locations and name of performers/activity are required for each date (e.g. John Doe, Classical Piano Recital, Logan Art Museum, September 14, 2016, 6:30 pm). For a series, please note all dates, locations and performers/exhibits/activities. All performances, exhibits, and activities for which funding is requested must take place in Baltimore County. (350 words)

4. Who is the primary audience for these activities? (e.g. Pre-K children, seniors, families, general audience) (300 words)

5. How do the activities for which your organization is applying serve the residents of Baltimore County? Please be specific. (300 words)

6. Briefly tell us how you will inform people about the upcoming activities? (300 words)

7. How does the project meet the needs of students, seniors and/or underserved populations? (People who by virtue of their age, income, locale, physical ability, or any other characteristic, have fewer opportunities to participate in programs available to the general public.) Please be specific.
(300 words)

8. What is the range of your ticket prices for this project? (if applicable)
What is the cost of tuition/participation for program participants? (if applicable)
Are scholarships available for program participants? Yes No
(300 words)

9. Is the facility at which these activities will take place accessible to persons with disabilities?
 Yes No If no, please briefly explain accommodations for persons with disabilities.
(300 words)

14. Please tell us about the people who attend and participate in all of your organization's projects and programs.

Total number of individuals benefiting from all of your organization's projects/programs
Total number of Baltimore County individuals benefiting from projects/programs

Total number of children/youth (under 18 years) benefiting from all of your organization's projects/programs
Total number of Baltimore County children/youth (under 18 years) benefiting from all of your organization's projects/programs

Total number of artists/performers benefiting from all of your organization's projects/programs

Total number of Baltimore County artists/performers benefiting from all of your organization's projects/programs

Total Paid Attendance (all programs)

Total Free Attendance (all programs)

Total Attendance (all programs)
(Total Paid Attendance + Total Free Attendance)

How do you calculate attendance (e.g. ticket sales, program enrollment, audience survey, count at the door, staff estimate)? If "other," please explain. (100 words)

15. The average number of full time equivalent people paid/employed by your organization during 2015. e.g. Two 20 hour-per-week employees equal one full time employee.

Full-Time Paid

Part-Time Paid

Administrative

Artistic

Technical/Production

Educational

16. Number of volunteers

PROJECT BUDGET

Must be submitted as part of grant application

1. The Project Budget should only include anticipated cash revenue, cash expenses, and in-kind/donations related to the project for which funding is being requested.
2. Items listed as In-Kind/Donated Revenue must be itemized, regardless of value. Value should be listed based on the IRS value of donated products and/or services. Value of volunteer time should be calculated based on Independent Sector’s 2014 valuation of \$23.00 per hour.
3. The Revenue and Expenses columns must each be totaled.
4. Round off all figures to the nearest dollar.

FEASIBILITY OF THE PROJECT BUDGET

The budget listed below should include anticipated income and expenses only directly related to the project activities for which funding is being requested. This grant will only fund up to 15% of the total project cost.

REVENUE	
Ticket Sales	\$
Membership/Participant Fees	\$
Fund-Raiser(s)	\$
Donated Funds **	\$
Request for Baltimore County Funds	\$
Request for Maryland State Funds	\$
Request for Federal Funds	\$
Request for Other Government Funds	\$
Other (if over \$1,000 total, itemize**)	\$
	\$
	\$
	\$
Revenue Sub-Total	\$
Value of Volunteer Time****	\$
In-Kind Revenue (itemize)***	\$
	\$
	\$
	\$
Total Revenue	\$

EXPENSES AND PROJECT COST	
Administrative Salaries (e.g. box office, fundraising, office, maintenance personnel)	\$
Creative Services Salaries and Fees (e.g. artists, performers, teachers, curator, playwrights, performance director, music conductor, lecturer, etc.)	\$
Equipment Rental	\$
Sets, Props, Costumes	\$
Other Production Costs	\$
Other Supplies	\$
Travel	\$
Promotion and Advertising	\$
Facilities Rental and Fees	\$
Other (if over \$1,000, itemize)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses and Project Cost	\$

- ** List any donations of \$1,000 or more for this specific project from individuals, businesses, and/or foundations in a separate pdf.
- *** Include donated products and services.
- **** Value of volunteer time should be based on Independent Sector valuation of \$23.00 per hour.

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.

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

Name of Authorized Representative	Title	Date
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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.

Name: _____
Title: _____
Date: _____

PROJECT GRANT REQUIRED DOCUMENTS

The following documents are a required part of your application. Incomplete applications may not be considered for grant funding. Please check off each item to assure you have a complete submission.

The following specific information is required for grant consideration. These should be submitted as one single PDF document, with "Project Dates" as part of the subject line.

- Full list of FY2017 project dates, locations, and performers, if not included in body of application.
- List of 2015/16 activity dates, with specific locations and performers noted, if applicable.

Request for Baltimore County Financial Assistance form. This should be sent as one single PDF document, with "Financial Assist" as part of the subject line:

- Request for Baltimore County Financial Assistance form, completed and signed electronically. Download from www.baltimorecountymd.gov/arts.

The following organizational documents are required and should be sent as one single PDF document, with "Board/IRS" as part of the subject line:

- Board of Directors/Advisory Board list (see question 10 in the Application for Baltimore County Financial Assistance form, above).
- IRS 501 (c)3 tax exempt status letter

Financial Report should be sent as one single PDF document with "Financials" as part of the subject line.

- The most recent financial report submitted to your Board of Directors or your most recent independent audit, review or financial statement. IRS 990 forms are not acceptable.
- Other government grants for this project (if applicable, see Request for Baltimore County Financial Assistance form).

Are all documents signed electronically? A typed signature constitutes a legal electronic signature.

- Non-discrimination certification signed electronically.
- Grant application signed electronically.
- Request for Baltimore County Financial Assistance form signed electronically.

APPLICATION SUBMISSION

Please review your entire application and attachments carefully prior to submission.

We receive many applications. Be certain all subject lines clearly include your organization's name and message contents.

Email subject lines must read **[Name of your Organization] FY17 Project**, plus a word that indicates file contents, such as **Application, Board/IRS, Financials, In Kind**. For example: Acme Choir FY17 Project Financials; Acme Choir FY17 Project In Kind.

All applications and attachments will be acknowledged via email.

Application for Baltimore County FY2017 Project Grants must be received by
4:00 p.m. on Thursday, March 24, 2016
Submit completed application and attachments to
artsgrants@baltimorecountymd.gov

Questions? Call Baltimore County Arts & Sciences Commission at 410-887-8032