



*Charles County Arts Alliance, Inc.*  
*FY 2025 Community Arts Development Program*

**GENERAL OPERATING GRANT  
 GUIDELINES and APPLICATION**

**For Arts Organizations Only**

**FY 2025 Grant Support Period: July 1, 2024 – June 30, 2025**

**IMPORTANT – PLEASE NOTE**

**Organizations must attach the most recent copy of their  
 IRS 501(c)(3) determination letter to the Grant Application.**

**GRANT APPLICATION - DEADLINE:** The Grant Application (with all required copies) must be received by the CCAA (not postmarked) **no later than 12:00 noon on Thursday, October 10, 2024**. The CCAA does not accept responsibility for incomplete, lost, misdirected, or late applications. Such applications will not be considered.

**FINAL REPORT FORM - DEADLINE:** The Final Report Form must be received by the CCAA (not postmarked) **no later than 12:00 noon on Thursday, July 17, 2025**. Failure to comply will result in: (1) ineligibility for CCAA grant funding in the subsequent fiscal year; and/or (2) a requirement to return the full dollar amount of the grant.

**Purpose:**

The **General Operating Grants** of the Charles County Arts Alliance provide partial financial support to **arts organizations** that produce/present quality arts programs and services in Charles County, Maryland, in such categories as:

<b>Arts Service</b>	Supports nonprofit organizations which have a record of providing quality programs and arts services.
<b>Children's Events</b>	Primarily offers artistic experiences to children.
<b>Dance</b>	Primarily produces or presents dance.
<b>Folk Arts/Heritage</b>	Primarily identifies, documents, and/or presents the traditional arts, including folk music, song, storytelling, dance, crafts, architecture, and costume.
<b>Literature</b>	Primarily presents, publishes, or disseminates all literary forms.
<b>Media</b>	Primarily presents or produces works of art in audio and visual media, including animated, documentary, electronically manipulated, experimental, or narrative forms of audio/visual expression.
<b>Multi-Disciplinary</b>	Presents or produces arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines.
<b>Music</b>	Primarily produces or presents music.
<b>Theatre</b>	Primarily produces or presents theatre.
<b>Visual Arts</b>	Primarily produces or presents the visual arts.

## Definitions:

- **Fiscal Year:** This term refers to the State of Maryland fiscal year (July 1 – June 30).
- **Arts Organizations:** Nonprofit organizations that have as their primary purpose/mission to produce or present the performing, visual or literary arts. Arts organizations may only apply for one type of CCAA grant per fiscal year: the General Operating Grant or the Special Project Grant.

## Eligibility Criteria:

**Arts Organizations only** may apply for CCAA General Operating Grants:

- **Arts Organizations must:**
  - Be incorporated in the State of Maryland, and be based in Charles County, Maryland;
  - Have received nonprofit 501(c)(3) status from the Internal Revenue Service before March 31, 2023;
  - Have operated during the previous fiscal year; and
  - Be governed by a legally liable Board of Directors and Bylaws, and operate under a mission statement and budget specific to the organization.

**Non-Arts Organizations** (i.e., K-12 schools, units of government, foundations, colleges, religious and civic organizations) cannot apply for a General Operating Grant. These entities are eligible for the following other CCAA grants:

- **K-12 schools:** Must apply for CCAA Arts in Education Grants.
- **Units of government, foundations, colleges, religious and civic organizations:** Must apply for CCAA Special Project Grants.

## Grant Application Requirements:

1. All applications must be typed and signed by three (3) of the organization's officers/representatives: the grant-writer, treasurer, and president. Each organization must designate an official single point of contact (one person).
2. The application must be typed in black type, using a font-size no smaller than 11-point.
3. Organizations must attach a copy of their most recent IRS 501(c)(3) determination letter.
4. Only completed applications that contain all required documents will be accepted.
5. Unsigned applications will not be considered. All documents must be readable and suitable for reproduction.
6. Photo-reduction of text is not permitted. Do not reduce or condense font-size or line-spacing.
7. Submit all materials on 8.5 x 11-inch white paper; do not use colored paper.
8. Submit one (1) original application with the three (3) original signatures noted above, and seven (7) additional copies (collated, single-sided) of the application. Electronic submissions will not be accepted.
9. As noted above, when photocopying materials, copy on one-side only. Do not submit two-sided copies.
10. Copies of programs, brochures, or promotional materials related to the organization's mission must be included to help to augment the application. Please send only one set of the appropriate supplementary materials with your original application. These will be shared with the Grant Review Committee.

## Budget Instructions:

- Budget information should be based on the State of Maryland fiscal year (July 1 to June 30).
- When completing the application budget, please use only expenses and income that are considered allowable by the CCAA and the Maryland State Arts Council. These are the expenses and income listed on the application. Other non-allowable expenses and income may appear on your financial statement, since it shows complete activity. If this is the case, please include a separate sheet detailing your complete budget.
- Do not include in-kind or donated services in the application budget.

- The application budget for the current fiscal year must be balanced, i.e., **Total Expenses** and **Total Income** must be equal.
- Round off all figures to the nearest dollar.

**General Operating Grant funds may not be used for:**

- Support of capital improvements or purchases of equipment
- Activities for the exclusive benefit of an organization's members
- Activities that are chiefly recreational, therapeutic, or rehabilitative
- Fundraising activities of any kind
- Travel outside Maryland
- Activities not open to the public

**Funding amounts** are based upon operating cash expenses for the fiscal year in which they are requested.

**All grant applicants** must confirm that that majority of their arts programs for which grant funding is being requested will be produced and/or presented in Charles County. The programs must be open to the public, and accessible to persons with disabilities.

**NOT allowable as operating expenses:**

- Acquisition of capital assets
- Allocations to cash reserves
- Capital improvements
- Deficits
- Capital debt reduction
- Contributions to endowments

**NOT allowable as operating income:**

- Loans
- Carryover
- Transfer of funds earned in prior years

**Matching Requirements:**

All General Operating Grant requests must be matched with organizational funds, with total program expenses in cash of at least:

- **1:1 Match** – Required for grant requests from \$0 to \$3,000. Example: a \$1,000 grant request must be matched with \$1,000 in organizational funds, for a total program expense of \$2,000.
- **2:1 Match** – Required for grant requests between \$3,001 and \$6,000. Example: a \$4,000 grant request must be matched with \$8,000 in organizational funds, for a total program expense of \$12,000.
- **3:1 Match** – Required for grant requests between \$6,001 and \$9,000. Example: a \$7,000 grant request must be matched with \$21,000 in organizational funds, for a total program expense of \$28,000.
- **Final Report Form** - All General Operating Grant recipients must demonstrate on their Final Report Form that the total program expenses matching requirements stated above have been met. If not, the General Operating Grant recipient will be required to return the difference (i.e., reimburse) the CCAA, via check attached to the Final Report Form, by the stated deadline.

**NOT allowable as part of match:**

- Funds or services from the State of Maryland, including the Maryland State Arts Council
- In-kind or donated services

## Compliance Requirements:

Arts organizations requesting CCAA General Operating Grant funding **must**:

1. Submit one (1) original application with original signatures, and seven (7) additional copies (collated, single-sided copies) of the application. Electronic submissions will not be accepted.
2. Give proper credit to the **Charles County Arts Alliance (CCAA)** and **Maryland State Arts Council (MSAC)** in all printed and promotional material developed with CCAA General Operating Grant support. Such credit should be in the form of a **written statement** (“Sponsored in part by a grant from the Charles County Arts Alliance and Maryland State Arts Council”), and the use of the **CCAA and MSAC official logos**. These logos are available on the CCAA website (www.charlescountyarts.org) and MSAC website (www.msac.org), respectively.
3. Comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibits discrimination based on sex or age.
4. Comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which state that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to the arts.
5. Maintain complete and accurate records of all activities connected with this General Operating Grant.
6. Ensure that the Final Report Form is received by the CCAA by the stated deadline, with complete and accurate narrative and financial information.
  - It is the responsibility of the grantee to initiate preparation of the Final Report Form in ample time to meet the CCAA stated deadline.
  - Failure to submit a Final Report Form by the stated deadline will jeopardize future grants being received by the organization. Specifically, it will result in the organization: (1) being ineligible for CCAA grant funding in the subsequent fiscal year; and/or (2) being required to return the full dollar amount of the grant.
  - The Final Report Form must include the same three (3) signatures as the Grant Application.

## CCAA Review of the Grant Application:

- **Staff Initial Review:** After the grant application is received, it is reviewed by a CCAA staff member for completeness and adherence to CCAA guidelines. Applicants will be notified if additional information or corrections are necessary.
- **Grant Review Panel:** Applications are reviewed by the CCAA Grant Review Panel, a committee comprised of local citizens and chaired by a member of the CCAA Board of Directors. Following its review, the Grant Review Panel presents its grant funding recommendations to the CCAA Board of Directors for final approval.
- **Review Criteria:** The review of grant applications is based in part upon the following criteria:
  - Artistic merit of the proposed activities
  - Organizational effectiveness
  - Service to the community
- **Notification:** Upon final approval by the CCAA Board of Directors of the CCAA Grant Review Panel grant funding recommendations, all grant applicants are notified in writing of the CCAA’s final decisions. Please note that all CCAA grants are subject to the availability of MSAC County Arts Development funding. In the event that CCAA funding from the MSAC is reduced, the grant funding amount may also be reduced on a pro-rata basis for all approved grant applications.

- **CCAA Grant Agreement and Grant Disbursement:** At the time of CCAA written notifications, all approved grant recipient organizations will also receive a copy of the CCAA Grant Agreement, to be completed, signed and returned as soon as possible. **No grant funds will be disbursed until the signed CCAA Grant Agreement is received by the CCAA.**
- **CCAA Annual Grantee Reception:** All approved grant recipient organizations are required to have a designated representative attend the CCAA Annual Grantee Reception, during which the organization will be presented with their grant funding:
  - The CCAA Annual Grantee Reception is tentatively scheduled for **Saturday, November 16, 2024, from 6:00 - 9:00 pm, at the Old Waldorf School, Crain Highway, Waldorf, MD.** Please "save the date" and mark your calendars now.
  - The CCAA will reconfirm the date/time, and other details of the Annual Grantee Reception in the grant award notifications to be sent out.
  - In addition to the CCAA presentation ceremony for approved grant recipients, the Annual Grantee Reception is an excellent opportunity for networking, community-building and fellowship for the entire Charles County arts community. Attendance is not restricted. Please feel free to bring other members of your organization and additional guests to this reception.
- **Grantee Support of CCAA:** In a spirit of reciprocity and mutual benefit, all approved grant recipient organizations are strongly encouraged to join the CCAA as Nonprofit Organization members, become active in the CCAA, and support CCAA programs, projects, events and activities throughout the year.
- **Appeal:** To pursue an appeal, the applicant must write a letter to the CCAA Board of Directors within five (5) days of the date of the grant award or denial letter, requesting a reconsideration of the CCAA Grant Review Committee's decision, and stating the grounds for the request. The applicant will receive written notification from the CCAA Board of Directors on the final determination of the appeal within fourteen (14) days of the receipt of the written request.



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***FY 2025 Community Arts Development Program***

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**A. GENERAL INFORMATION *(must be typed)***

General Information	
Arts Organization Name	
Mailing Address	
Federal Identification Number	
Phone Number	
Organization E-Mail Address	
Organization Website URL (if applicable)	
Organization Social Media link(s) (Facebook, Twitter, Instagram, YouTube)	
Contact Information	
Contact Person Name	
Contact Person Title	
Contact Person Home Number	
Contact Person Cell Number	
Contact Person E-Mail	

**B. ORGANIZATIONAL INFORMATION**

<b>1. Dates of your organization's fiscal year</b> (from month/day to month/day)	
<b>2. Date of your organization's founding</b> (month, day, year)	
<b>3. Date of State of Maryland incorporation</b> (month, day, year)	

**4. Please provide the number of people employed by your arts organization, either full or part-time. Of the total numbers, please indicate how many are members of minority groups and/or special constituencies (senior citizens, people with disabilities, etc.).**

*If additional rows are needed, provide a separate sheet of paper and label accordingly.*

<b>EMPLOYEES</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Minorities</b>	<b>Special Constituencies</b>
Administrative Personnel				
Artistic Personnel				
Technical Personnel				
Educational Personnel				

**5. Please provide the anticipated number of people that will be involved in your arts organization activities, from the appropriate categories. (A single person may be counted in multiple categories.) Of the total numbers in each category, please indicate how many of these are members of minority groups and/or special constituencies (senior citizens, people with disabilities, etc.).**

*If additional rows are needed, provide a separate sheet of paper and label accordingly.*

<b>Category</b>	<b>Total</b>	<b>Minorities</b>	<b>Special Constituencies</b>
Board Members			
Members (if a membership organization)			
Volunteers			

**6. Please identify the key people involved in the administrative, artistic, technical, and educational aspects of your arts organization activities, and their roles.**

*If additional rows are needed, provide a separate sheet of paper and label accordingly.*

<b>Key people (First Name, Last Name)</b>	<b>Role</b>

**7. Please identify all members of the Board of Directors of your arts organization, and their roles.**

*If additional rows are needed, provide a separate sheet of paper and label accordingly.*

<b>Board Member Name (First Name, Last Name)</b>	<b>Role</b>

**8. Estimated Number of Audience and Artists/Performers:**

<b>Estimated Number of Audience - Adults over 18</b>	
<b>Estimated Number of Audience - Children under 18</b>	
<b>Estimated Number of Artists/Performers</b>	

9. Have you applied, or do you intend to apply to the Maryland State Arts Council for grant support for your arts organization?

10. (a) Please list and describe your arts organization activities that will occur during the grant period (fiscal year) for which you are applying to the CCAA.

10. (b) **LIST PROPOSED DATES** for your arts organization's specific activities, events and/or performances to take place as described in #10 (a). **YOU MUST PROVIDE SPECIFIC DATES** (i.e., days). Listing months will not be accepted.

11. Please supply a brief history of your arts organization activities over the past three years.

12. By what means does your arts organization consider/measure the artistic quality of the programs, projects and service activities you undertake?

13. Describe your arts organization's management and financial structure.

14. Describe how this CCAA General Operating Grant will assist your arts organization in serving the community.



### C. ELIGIBILITY CONFIRMATION

**Artistic category:** Please check or highlight all boxes that may apply.

**Which below best describes the arts projects/programs for which your arts organization is requesting funding?**

- Arts Service
- Children's Events
- Dance
- Folk Arts/Heritage
- Literature
- Media
- Multi-Disciplinary
- Music
- Theatre
- Visual Arts

**Your applicant arts organization:**

- Is an arts organization based in Charles County, Maryland.
- Is incorporated in the State of Maryland.
- Has received 501(c)(3) nonprofit status from the Internal Revenue Service before March 31, 2023.
- Has operated during the previous fiscal year.
- Is governed by a legally liable Board of Directors and Bylaws, and operates under a mission statement and budget specific to the organization.
- Confirms that the majority of the arts activities it produces and/or presents take place in Charles County.
- Confirms that the majority of the arts organization's annual expenditures are devoted to activities that occur within Charles County.

**D. BUDGET INFORMATION FOR GRANT PERIOD - FY 2025 - EXPENSES**(Please refer to “Budget Instructions” in the previous Guidelines section for help.)

<b><u>CASH EXPENSES</u></b>	<b><u>July 1, 2023 to June 30, 2024</u></b> <i>(Previous Fiscal Year)</i> <b>FY 2024</b>	<b><u>July 1, 2024 to June 30, 2025</u></b> <i>(Current Fiscal Year)</i> <b>FY 2025</b>
<b><i>Personnel Salaries &amp; Fees</i></b>		
Personnel - Administrative		
Personnel - Artistic		
Personnel - Educational		
Personnel - Technical		
<b><i>Administration &amp; Operations</i></b>		
Rent		
Utilities		
Office supplies		
Office equipment rental		
Office printing/copying		
Postal expenses		
Security		
Travel		
Insurance		
Legal/Accounting		
Dues/association memberships		
<b><i>Programming</i></b>		
Production expenses		
Educational expenses		
Facility/equipment rental		
Printing		
Scholarships/awards		
Copyright/licensing fees		
Travel		
<b><i>Fundraising/Marketing/Retail</i></b>		
Paid advertising		
Direct mailing		
Fundraising events		
Cost of goods purchased for sale		
<b>TOTAL EXPENSES</b>		

**E. BUDGET INFORMATION FOR GRANT PERIOD - FY 2025 - INCOME**(Please refer to “Budget Instructions” in the previous Guidelines section for help.)

<b><u>CASH INCOME</u></b>	<b><u>July 1, 2023 to June 30, 2024</u></b> <i>(Previous Fiscal Year)</i> <b>FY 2024</b>	<b><u>July 1, 2024 to June 30, 2025</u></b> <i>(Current Fiscal Year)</i> <b>FY 2025</b>
<b><i>Earned Income</i></b>		
Individual admissions/tickets		
Memberships/subscriptions		
Tuition		
Proceeds from fundraising		
Interest income		
Contracted services		
Facility rental		
Advertising sales		
Proceeds from goods sold		
<b><i>Contributed Support</i></b>		
Individual donations		
Corporate		
Foundation		
Other (list)		
<b><i>Public</i></b>		
National Endowment for the Arts		
Other Federal Agencies		
Maryland State Arts Council		
County or City		
Charles County Arts Alliance		
<b>TOTAL INCOME</b>		

**F. CERTIFICATION - Three (3) Signatures Required**

We, the undersigned, certify that all the information contained in this Grant Application is true, complete and accurate. We have been authorized to sign and submit this Grant Application to the Charles County Arts Alliance on behalf of our arts organization:

\_\_\_\_\_

*Arts Organization Name*

<b>Grant-Writer Signature</b>		
<b>Printed Name</b>		
<b>Title</b>		
<b>Date</b>		
<b>Email</b>		
<b>Phone</b>	(H)	(C)
<b>Treasurer Signature</b>		
<b>Printed Name</b>		
<b>Title</b>		
<b>Date</b>		
<b>Email</b>		
<b>Phone</b>	(H)	(C)
<b>President Signature</b>		
<b>Printed Name</b>		
<b>Title</b>		
<b>Date</b>		
<b>Email</b>		
<b>Phone</b>	(H)	(C)

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Mailing Address:  
P.O. Box 697  
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10250 La Plata Drive  
La Plata, MD 20646

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