



**The Mini-Grant Program** is for grant requests between \$100 and \$500 for organizations, schools, and artists that sponsor qualifying arts activities. The Mini-Grant Program can also supply funds to individual artists. This grant is intended to provide funds:

- To new organizations emerging between grant cycles in need of arts council support.
- To established organizations facing emergencies or special opportunities.
- To established organizations who did not request funds in the last regular grant cycle.
- To schools for certain arts-related programs for which funds provided by the Maryland State Arts Council may not be used.
- To artists for special projects.

**Details:** Mini-grant applications received by the end of a given month will be considered and decided in the following month. An artist, organization or school may receive one mini-grant per year. In deciding on applications, the Grants Committee is guided by:

- The artistic merit of the proposed activities.
- Organizational effectiveness--the ability of the agency to carry out the proposed activity.
- Service to the community--how well the proposed activity will serve county residents.

**Requirements for Organizations Receiving Funds:**

1. To receive mini-grant funds, an organization must either be designated as not-for-profit and tax exempt by the IRS and incorporated in Maryland, be a government-related organization such as a school, library, or parks and recreation department, or be an independent professional artist.
2. Mini-grants are funded by QAC Arts Council and MSAC and limited to Queen Anne's County.
3. The proposed arts activity must primarily benefit Queen Anne's County residents and guests.
4. Matching funds ARE required.
5. Final report forms must be filed with the Arts Council by June 10<sup>th</sup> or sooner.

**Applications:** Mini-grant applications and final report forms can be found online at <http://queenannescountyarts.com/grants>. If you need assistance with your application, please call Margaret Tessier at 410-758-2520 or 410-271-3730 or email [qacartsdevelopment@gmail.com](mailto:qacartsdevelopment@gmail.com).

**Applicants may submit applications** through email attachments to [qacartsdevelopment@gmail.com](mailto:qacartsdevelopment@gmail.com) or mail to: Margaret Tessier, Queen Anne's Centre for the Arts, 206 S Commerce St. Centreville, MD 21617

**QUEEN ANNE'S COUNTY ARTS COUNCIL, INC.**  
**CENTRE FOR THE ARTS**  
**206 South Commerce Street Centreville, Maryland 21617**  
[qacartsdevelopment@gmail.com](mailto:qacartsdevelopment@gmail.com)

**APPLICATION FOR MINI-GRANT**

Full name of organization, school, or artist

Name and title of requesting official or artist

Mailing address

Phone

Fax

Email

**CHECK HOW YOU QUALIFY FOR A MINI-GRANT**

- A new organization that emerges between Arts Council grant cycles.
- An established organization or professional artist facing an emergency need or special opportunity.
- An established organization which did not request Arts Council funds in the last grant regular cycle.
- A school for certain arts-related programs for which Maryland State Arts Council funds may not be used.

**INFORMATION ON PROGRAM FOR WHICH FUNDING IS REQUESTED**

Name of the program: \_\_\_\_\_

When will project occur? Dates \_\_\_\_\_ Times \_\_\_\_\_

Where will it be held? \_\_\_\_\_

Number who will directly benefit from the project? Artists \_\_\_\_ Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_

**Applicants must circle and comply with the following conditions (expected answers are YES):**

The event or program site is accessible to persons with disabilities in accordance with ADA. YES or NO  
 Applicant is incorporated in MD and has IRS tax-exempt status (except govt-related applicants). YES or NO  
 A final report will be submitted within 30 days after completion of project. YES or NO

**AUTHENTICATION BY REQUESTING OFFICIAL**

Signature of requesting official:

\_\_\_\_\_

Title: \_\_\_\_\_

Date:

**In the spaces provided below (a) describe the project, including names of participating artists and those managing the program, and (b) complete the project budget estimate.**

**PROJECT NAME AND DESCRIPTION:**

**BUDGET ESTIMATE (columns must match; do not include in-kind contributions):**

|                        |                               |       |
|------------------------|-------------------------------|-------|
| <b>Income</b>          | <b>Expenditures</b>           |       |
| Amount requested _____ | Fees for artists or educators | _____ |
|                        | Rental of space               | _____ |
| Matching Funds _____   | Supplies                      | _____ |
|                        | Scholarships                  | _____ |
| <b>Total Income</b>    | <b>Total Expenditures</b>     |       |