ARTISTS in EDUCATION (AiE)
GRANT APPLICATION GUIDELINES

DUE MAY 1st

DEFINITION AND GOALS
The Queen Anne's County Arts Council is a nonprofit organization funded by the Maryland State Arts Council (MSAC), Queen Anne's County Commissioners, donations, fund raising, special events and memberships. The purpose of the QACAC is to promote, expand and sustain the arts. The QACAC reviews and annually awards grants to support performances, exhibits, and activities of arts and cultural institutions.

The Artists-in-Education (AiE) Grant Program assists schools and other educational institutions in obtaining quality performances and residencies in the performing and visual arts.

QUALIFICATIONS
1. Applicant must be an art institution or a private, public or parochial school, K-12, with accredited status in Queen Anne's County.
2. Applicants who previously received funding must have Final Reports on file with the QACAC before further applications will be considered.
3. All allocations made during the fiscal year to one applicant are cumulative.
4. Any programs funded in any part by AiE grants must be open to the public and must be accessible to all persons. A signed copy of the Assurance of Compliance form with the Americans with Disabilities Act must be on file with the QACAC in order to receive grant funds.
5. The artistic merit, administrative effectiveness, and service to the community of your project are considered in the application review process.
6. Matching Requirements: A one to one match is required for AiE funds. Adequate funds may not be available to fund all projects on a 1 to 1 match.

NON-QUALIFYING PROJECTS
Grant funds will not be awarded for any of the following: food, capital improvements, or fund-raising events. The cost of transportation (bus, train, plane or taxi) on trips and tours by the performers, students, or participants may not be underwritten. AiE funds may not be used to fund parts of the regular school curriculum.

PROCEDURES
Failure to comply with any of the following will disqualify an institution from receiving AiE funds:

1. Select program/performers from the AiE Roster, Young Audiences catalog, institutions that receive funding from the MSAC or QACAC pre-approved performances. AiE residencies supported by MSAC are encouraged.

2. Contact the PRESENTING ORGANIZATION that represents the artist and inquire about productions offered during the year and the booking costs of the presentation.

3. Submit TYPED GRANT APPLICATIONS of the desired program/programs to the Arts Council. Send the original application plus 5 (five) copies.

4. Apply for funding of programs occurring during the fiscal year, July 1 - June 30.

5. 75% of the grant award will be paid in the first quarter of the fiscal year awarded.

6. Submit the Final Report Form (1 original) to the Council no later than June 10. The final 25% of the grant award will be paid within 30 days of receipt of the final report.

7. Submit advance written notification if you must change or cancel any program/event. Approval must be obtained in advance for substitutions.

8. Submit your application before the published deadline. The application must be in the Arts Council office or carry a postmark by the published deadline in order to qualify for consideration. The application must be completed in its entirety or it will be rejected. Late applications cannot be accepted.

9. Mail applications, copies and financial data to: QACAC, 206 South Commerce, Centreville, MD 21617

**DEADLINE: May 1**

**PUBLICITY**

The applicant agrees, upon signing the Grant Application, that any printed programs, oral or written notices, flyers, news media publicity, and the like, will include the following statement: "This event has been partially funded by the Queen Anne's County Arts Council, Inc., and the Maryland State Arts Council." Failure to do so may disqualify the applicant from further funding. Submit copies of any publicity, programs, or brochures with the final report.