

**QUEEN ANNE'S COUNTY ARTS COUNCIL
COMMUNITY ARTS DEVELOPMENT GRANT (CAD)**

GRANT APPLICATION GUIDELINES

The Queen Anne's County Arts Council (QACAC) is a non-profit organization founded to promote, expand, and sustain the arts. The QACAC provides annual awards to support performances, exhibits, and activities by cultural institutions that promote this mission.

Qualifications:

1. Applicant must be a non-profit community organization in Queen Anne's County.
2. All performances, exhibits, and/or classes must be held in Queen Anne's County.
3. Applicants who previously received funding must have Final Reports on file with the QACAC before further applications will be considered. Final Reports are due by June 10 or no later than 2 weeks from the last day of your funded activity. FINAL PAYMENT to the grantee is contingent upon receipt and approval of this report.
**** Agencies that do not submit a final report before the deadline of June 10, will not be eligible for CAD funds and will be ineligible for final payment.**
5. The QACAC funded activity must be open to the public with proper and timely notice made available to the public. All written notices, flyers, news media publicity and similar materials shall include acknowledgement of Queen Anne's County Arts Council underwriting in the following manner:

"This event has been funded in part by the Queen Anne's County Arts Council and the Maryland State Arts Council"
9. Arts organizations may apply for operational assistance for on-going projects or special events – fundraising events are ineligible for funding.
10. Non-arts organizations may apply for project grants that are devoted to the arts. Only direct artistic costs will be considered for funding.
11. Outreach to under-served audiences will be a factor in determining grant requests.
12. Each grant application will be evaluated according to artistic merit, community relevance, fiscal responsibility, and program feasibility.

Procedures:

- Submit the original copy plus five (5) copies of the application packet.
- Submit a Profit and Loss Statement for the current year.
- **Grant applications must be received by May 1.** Late applications will not be considered.
- Applicants may apply for funding of programs/events taking place during QACAC's fiscal year of July 1 through June 30.
- In the event of program/event cancellation, the QACAC must be notified in advance of any changes in writing. Approval must be obtained in advance of substitutions or postponements.
- Application, copies, and financial data may be mailed to:

QACAC, 206 South Commerce Street, Centreville, MD 21617

Matching Requirements:

A two-to-one or greater "cash match" will be required of all program/events funded, i.e., if your grant award was \$500 you must raise at least \$1,000 in income from other sources. Earned income (box office, subscription sales, other sold services) may be used as part of matching funds. "In Kind" or donated goods and services (volunteer work, free use of stage or building or any other donation that is not cash) **may not** be considered part of the match, but may be identified in an attachment.

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. QACAC and MSAC logos can be requested for use at qacarts@gmail.com.

Copies of any publicity, programs, or brochures relevant to your event are to be submitted with the Final Report.