



Arts in Education Grant Program

Fiscal Year 2024 Guidelines

Funding Period: July 1, 2023 – June 30, 2024

Applications reviewed quarterly – Deadlines:

- July 15
- October 15
- January 15
- April 15

Harford County Cultural Arts Board

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To obtain this publication in an alternate format, contact Harford County Cultural Arts Board
410-273-5601 ext. 6509 or Arts@HCPLonline.org

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OVERVIEW OF HARFORD COUNTY CULTURAL ARTS BOARD

The mission of the Cultural Arts Board is to “Preserve, Enhance, and Promote the Culture of Harford County, Maryland.” As the official county arts agency, Harford County Cultural Arts Board is the primary local resource for arts organizations, independent artists, and the audiences of Harford County, Maryland. The Board provides grant opportunities, advocacy and administrative support; sponsors workshops, events, and promotional opportunities; and encourages and invests in the advancement of the arts for the community.

According to Chapter 9, Part 2, Article XVIB of the Harford County Code, “The Cultural Arts Advisory Board shall consist of 15 citizen representatives and a member of the County Council, who is ex-officio, non-voting member. The members shall be appointed by the County Executive and confirmed by the County Council pursuant to Section 223 of the Harford County Charter. The Board members shall be residents of the County; and insofar as possible, be representative of the County's population with respect to race, gender, political affiliation and geography. The terms of the members are coterminous with that of the County Executive.” The powers and duties of the Cultural Arts Board include but are not limited to the following:

- Promote and support the overall development of arts and culture in Harford County
- Encourage local government and citizen interest in the arts and culture
- Act as the official Arts Council for Harford County in order to accept and disburse funds from Maryland State Arts Council.

Harford County Cultural Arts Advisory Board, its grants, operations, and programs are administered by staff employed by Harford County Public Library.

OVERVIEW OF ARTS IN EDUCATION GRANT PROGRAM

The Arts in Education Grant program was developed to support youth and other targeted groups in Harford County and ensure equitable access to high-quality arts activities for our most underserved populations, including those living with addictions, experiencing homelessness, veterans, and senior citizens.

Each year, a County Arts Development Grant is made from Maryland State Arts Council (MSAC) to each of Maryland's twenty-three counties, plus Baltimore City. A portion of the grant to Harford County Cultural Arts Board is designated towards this Arts in Education Grant program during the annual budgeting process.

Applications are accepted on a rolling basis for support of Maryland-based (1) visiting performers, (2) artists in residence, or (3) field trips to museums or performances.

Harford County Cultural Arts Board members review applications on the basis of *eligibility, service to the community, adherence to guidelines, and evidence of IDEA principles (Inclusion, Diversity, Equity, and Access)*.

Annually, Harford County Cultural Arts Board members complete Conflict of Interest Disclosures, updating as needed, and recuse themselves from discussions on topics of which they may have conflicts.

ELIGIBILITY

- A. Arts organizations whose principal place of business is Harford County, that are incorporated in Maryland as nonprofit, and receive tax-exempt status from the U.S. Internal Revenue Service may request support for an arts program intended for a targeted underserved population in Harford County
- B. Other nonprofits whose principal place of business is Maryland, and are incorporated in Maryland as nonprofit, and designated with tax-exempt status from the U.S. Internal Revenue Service may receive support for direct costs of Arts Programming presented to a targeted underserved population in Harford County, Maryland. Units of government, colleges or universities, and faith-based institutions that meet these criteria are also eligible.
- C. Entities must be in good standing with Internal Revenue Service Tax Exempt Organization Search, Maryland Department of Assessments and Taxation, as well as Maryland Office of the Secretary of State, Charitable Organization Division.
- D. All programming of funded organizations must be accessible to persons with disabilities in compliance with the Americans with Disabilities Act. No persons, on the grounds of race, color, or national origin, sexuality, gender, age, or their handicap shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during or in connection with programming.
- E. Grant-funded activities must occur within the Fiscal Year funding period of July 1 through June 30. An activity rescheduled outside this funding period is no longer eligible.
- F. It is not necessary for the grant-funded program to be in the future to be funded. Organizations may request grant support after program has taken place. Programs funded after execution must send press release to recognize grant support.
- G. Grants may not be used towards any of the following: capital projects, major equipment purchases, paying down existing debt, re-granting, scholarships, pro-rated staffing, travel outside Maryland, any fundraising activity, or compensation for board members who are also employees (defined as those who receive a W2).

APPLICATION

- H. Organizations may request grant support by submitting one Arts in Education Grant application to Harford County Cultural Arts Board per program.
- I. Harford County Cultural Arts Board may require applicant submit additional information after the application is reviewed but before a decision is made.
- J. Organizations are not limited in the number of applications submitted, or grants received.
- K. Applicants will be limited to a total of \$5000 per grant period (fiscal year).
- L. Application must be completed by applicant (hosting organization).
- M. There is an online Grants Workspace portal, labeled Arts in Education, where all applications, reports, and other grants-related tasks will be completed. A hyperlink to all “Grants Workspace” portals can be found under the Grants menu on the www.CulturalArtsBoard.org website.

AWARD

- N. Grant application decisions are communicated with an email that will include instructions to upload a contract between hosting organization and artist, that has been signed by both parties, that will include all details of program (date, time, planning, payment, terms, etc).
- O. After contract is submitted, a Grant Agreement will be drafted by Harford County Cultural Arts Board. Applicant will receive an email with directions to access and accept the terms of the contract (known as the "Grant Agreement"). The Grant Agreement is not finalized until signed and witnessed, which must be completed by the specified date or all funds will be forfeited.
- P. At all times, grant awards, or any part thereof, are contingent upon the availability of funds from Maryland State Arts Council, a Maryland State agency under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.
- Q. Failure to comply with any terms of the Grant Agreement may result in the organization being required to repay grant funds and may jeopardize any future grant eligibility.

REPORTING REQUIREMENTS

- R. A final report must be filed with Harford County Cultural Arts Board by August 1st after the funding period, to include photographs, copies of event programs and advertising materials, if applicable; dates, financial information, and counts of artists and audiences. Failure to report may jeopardize any future grant eligibility and may result in the organization being required to repay current grant funds.
- S. Accurate financial reports, including a signed financial statement, may be a required part of interim, final, or other grant-related reports.
- T. Harford County Cultural Arts Board reserves the right to request financial reports or other documents relating to operations or activities at any time.
- U. Organizations receiving grants must maintain complete and accurate records of all activities and operations connected with the grant. This includes the following data for each activity:
 - a. Name/title of program
 - b. Location
 - c. Date
 - d. Number of artists participating
 - e. Total in-person adult audience paid admission
 - f. Total in-person adult audience unpaid admission
 - g. Total in-person juvenile (under 18) audience paid admission
 - h. Total in-person Juvenile (under 18) audience unpaid admission
 - i. Total number of artists actively participating during entire funding period
- V. If a significant change is made in any Harford County Cultural Arts Board-funded organization, program, or project, Harford County Cultural Arts Board must be notified in writing within 60 days or by August 1, whichever is sooner.

PROMOTIONAL and CREDITING REQUIREMENTS

- W. Programs open to the general public must be submitted to Harford County Cultural Arts Board website's *Cultural Arts Calendar* ninety (90) days prior to the event or as soon as dates are scheduled. Contact Arts@HCPLonline.org with technical questions. The *Cultural Arts Calendar* is online at the following address: <https://www.culturalartsboard.org/cultural-arts-calendar.html>

Suggested posting schedule for optimum exposure:

- a. April – June activities posted no later than January 15
 - b. July – September activities posted no later than March 15
 - c. October – December activities posted no later than June 15
 - d. January – March activities posted no later than September 15
- X. If tickets are required to attend arts programming, a minimum of four tickets for shall be made available to Harford County Cultural Arts Board.
- Y. Credit must be given to Maryland State Arts Council and Harford County Cultural Arts Board at the beginning of program, verbally; and in any printed materials at the event;

and

whenever and wherever credit is being given – verbally, in print, and/or electronically – including but not limited to verbal introductions, advertisements, radio or print media interviews, press releases, program brochures, flyers, online and social media event descriptions.

Go to <https://www.culturalartsboard.org/credit.html> for updated logos for printing and crediting sentence

Logos and **crediting sentence** must appear.

- a. On printed materials
- b. Online (website, email, online calendars, etc.)
- c. Contact Cultural Arts Board office for technical assistance if necessary.

Crediting sentence examples: (Arts Program) is supported by Harford County Cultural Arts Board with funds from Maryland State Arts Council

Logos must link to websites if online.

- d. www.culturalartsboard.org
- e. www.msac.org
- f. Contact Cultural Arts Board office for technical assistance if necessary.

COMPLETING THE APPLICATION

Applications are completed entirely online including the use of electronic signatures by authorized officials of the organization.

Applications must be completed by applicant (hosting organization).

Applications are accessed through the Arts in Education-labeled portal for Grants Workspace, a secure site of Harford County Cultural Arts Board. All forms, contracts, and uploads are to be completed within the Grants Workspace portal.

The link to Grants Workspace is accessed through www.CulturalArtsBoard.org. Though all submitted documents are available to applicants via Grants Workspace after submission, it is strongly recommended that all applicants print and save their completed forms.

Throughout Grants Workspace, on each form, there are buttons for “save” and “save draft.” Once the form is completed and “saved,” there is an additional button to press to “submit.” Once submitted, an on-screen confirmation will appear, and an email will be sent to confirm submission has occurred. Until submission is confirmed, the form is not an officially submitted application and will not be considered.

Harford County Cultural Arts Board does not accept responsibility for lost, misdirected, late, incomplete, or unsubmitted applications.

Once an application has been submitted, it can no longer be edited.

Once deadlines have passed, forms will no longer be submittable.

Completed forms will be accessible for viewing or printing.

In the event that a revision or addition is needed and/or requested, applicants must meet all revision deadlines as specified in email communication from Harford County Cultural Arts Board or the application will be considered withdrawn.



To obtain application in an alternate format, contact Harford County Cultural Arts Board 410-273-5601 ext. 6509 or Arts@HCPLonline.org

Organizational Profile

Organization must use their same Organizational Profile for each application, report, etc., throughout a grant cycle, and year-to-year. Access to Profile is controlled by the user id, the email used to sign in to Grants Workspace. If organization needs to change the user who can access their account, contact Harford County Cultural Arts Board office for assistance.

Communications

Organizational Profile requires contact information for the authoring official.

- For nonprofits, this person should be the Executive Director or CEO.
- For Harford County Public School applications **for amounts over \$2000**, applications should be completed by the HCPS Grants Specialist, under a Harford County Public Schools Profile.
- For all other schools, and **HCPS applications under \$2000**, this would be the principal or director.

All communications are sent via email, to the email address found in the Organizational Profile. Emails are also sent to application-specific contacts.

There is only one email address that may access an Organization Profile. It need not belong to the authorizing official. If this email, which is used to log in to the portal, must be changed,

It is mandatory that users to keep their Organizational Profile accurate at all times and retrieve email regularly and frequently.

Content of Application

Harford County Cultural Arts Board reviews and updates the grant application and reporting process annually. The grant review panel also reviews the applications annually. Each application panel may comprise different people from year to year. Therefore, do not assume the review panel is knowledgeable about the applicant organization or activities.

Please refer to the Review Criteria (see K. above) when completing the application. All submissions should tell a cohesive story and represent the organization at its best. Panelists look for evidence of the applicant's commitment to its mission and artistic excellence, sound governance, effective organizational management, an understanding of and responsiveness to its community, all through the lens of inclusion, equity, diversity, and access. During grant panel review meetings, panelists will discuss, and rate applications based on evidence presented within the application.

Some forms will have conditional questions; this means that subsequent questions may change or be added or removed based on answers to prior questions. Be aware of these changes, as it is the organization's responsibility to ensure the application is complete, comprehensive, and correct.

Financial Information

Applicant should contact artist or organization to obtain price estimates before completing application.

Documentation will not be required until after application is approved.

A signed financial statement for the most recently completed fiscal year (actual income and expenses) may be requested during application or later in the funding period. 990 forms are not accepted.

See also: Matching Requirements and Allowable Income and Expense.

MATCHING REQUIREMENTS

Arts in Education Grants do not require a match.

However, when an Arts in Education Grant from Harford County Cultural Arts Board is used in conjunction with other funds originating from the State of Maryland that DO require a match, this Grant cannot be used as a match for other Maryland State funds.

ALLOWABLE INCOME AND EXPENSE

The following direct costs of Arts in Education Programming are allowable when determining total costs eligible for Arts in Education Grant support

- Payment to a Maryland-based artist or group of artists for
 - Artist in residence project- or process-based program
 - Performance
 - Planning time
- Mileage for a Maryland-based artist paid at the standard IRS rate for travel over 25 miles per leg of trip
- Supplies for art project completed during Arts in Education Program
- Art exhibit at a Maryland museum
 - Tickets
 - Transportation provide by a Maryland-based company
- Arts performance in Maryland
 - Tickets
 - Transportation provide by a Maryland-based company

The following are not allowable as expenses when determining total costs eligible for support”

- Programs presented by grantee's staff (contractual artists, including recurrently contracted artists providing supplementary programming, are eligible).
- Programs presented by organizations receiving general operating support from Harford County Cultural Arts Board
- Artists-in-residence or visiting performer programs presented by artists who live outside of Maryland
- Ticket costs to museums or performances located outside of Maryland
- Transportation to museums or performances located outside of Maryland
- General art supplies or equipment
- Capital projects or improvements
- Compensation for board members who are also employees (defined as those who receive a W2)
- Contributions to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum
- Paying down debts
- Fundraising activities
- Lobbying activities
- Travel outside Marylan

APPENDIX A –GLOSSARY

accommodations/interpreters: Services provided to persons with disabilities in order to improve accessibility of arts programming.

access: Providing inclusive, mutually beneficial and meaningful participation of people with disabilities.

agreement: A legally-binding contract between Harford County Cultural Arts Board and a successful applicant setting forth the rights and duties of the parties, which must be executed before grant funds may be disbursed.

allowable/non-allowable (as income or expenses): Income or expenses deemed by Harford County Cultural Arts Board to be permissible in figuring total funding amounts.

Americans with Disabilities Act, 1990 (A.D.A.): A law that protects the rights of individuals with disabilities to receive the same accommodations and benefits as individuals without disabilities. ADA.gov, an official website of the United State government, provides [The ADA Standards for Accessible Design](#), covering: Newly constructed buildings and facilities; Alterations—such as, renovations and other changes that affect usability—made to buildings and facilities; Making architectural changes in existing state and local government buildings to provide “program access”; and Removing architectural barriers that are easily accomplishable without much difficulty or expense in existing buildings of businesses.

artists: Individuals or groups employed or contracted by an organization to create, curate, design, perform, or produce artistic work presented by the organization to general audiences.

arts organization: Harford County Cultural Arts Board defines an arts organization as an organization which produces or presents the arts through public programs or services. This definition is determined as any organizations whose mission and financial statements reflect that the majority of resources are dedicated to producing and presenting the arts. Examples of these include galleries, orchestras, theaters, or art museums. See also: non-arts organization.

authorizing official: Individual legally empowered to submit this application.

budget: Estimate of income and expenditure for a set period of time

(CY) calendar year: Budget year that runs from January 1 through December 31.

community: The individuals or groups identified by an organization as those for whom the organization’s activities are intended.

contracted services: Services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

cost of goods purchased for sale: Money paid by an organization for artwork or other goods intended for subsequent sale, with proceeds benefiting the organization.

depreciation: The systematic charging of the diminished value of fixed assets to annual expenditures.

direct costs: Those expenses directly billed to the applicant's arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program's financial statement.

diversity: reflecting or having many different ideas, forms, types, and qualities. Including but not limited to physical or cognitive ability, age, belief, culture, ethnicity, gender, gender identity, gender expression, language, race, sexual orientation, socio-economic background.

endowment: Investment funds that remain in perpetuity and generate interest income.

equity: Embodying values and practices that ensure all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are included fairly and provided with the supports that they need to participate and fully engage.

Federal Employer Identification Number (EIN): A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service. May also be called Taxpayer Identification Number (TIN)

(FY) fiscal year: Budget year that runs on a 12-month period other than January 1 through December 31.

financial stability: The ability of an organization to generate the financial resources necessary to support current and planned activities, as measured by the organization's prior record and the soundness of budgetary estimates and projections.

financial statement or audit: A document ~~required for all Harford County Cultural Arts Board applications~~ which provides information on the applicant organization's operating budget for the most recently completed fiscal year. The statement is not narrative but a list of actual revenues and expenses.

fundraising event: Dinners and dances, door-to-door sales of merchandise, concerts, carnivals, sports events, auctions, casino nights..., and similar events not regularly carried on that are conducted for the primary purpose of raising funds. An event where the primary purpose is programmatic in nature is generally not considered a fundraising event.

grant contact: Individual who is best able to provide information regarding application content and activities described therein.

inclusion: organizational effort or practice of creating environments, and/or providing equal access, to opportunities and resources for individuals or groups who might otherwise be excluded or marginalized, such as those who have disabilities, are of a different background, or are members of a minority group

in-kind: Any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary (cash) donation.

merit of arts services activities: Caliber of the arts services activities an organization provides.

organizational effectiveness: The ability of an organization to develop and organize the operational means necessary to support current and planned activities, as measured by the organization's prior record and the soundness of plans of action.

received/not received: The status of contributed support at the time a Harford County Cultural Arts Board application is submitted. "Received" funds are those awarded or in-hand; "not received" includes funds applied for, pending, pledged, and/or yet to be raised.

service to the community: The degree to which an organization's operations and activities display an understanding of and responsiveness to the community

special constituencies: People who, by virtue of their age, income, locale, physical or developmental ability, or any other characteristic, have fewer opportunities, less visibility, or limited access to programs available to the general public.

venue: Facility or location where arts activities take place.

APPENDIX C – POST AWARD REVIEW PROCESS

Harford County Cultural Arts Board takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on a clearly defined set of criteria. Using these criteria, each grant is assessed by a panel resulting in a numerical rating based on how well each criterion is met.

If a grantee would like to learn from the grant application outcome, a post award review may be permitted upon request. All grant awards are final. The purpose of the review is not to change the outcome, but to provide the grantee a better understanding of the review process and to aid in the preparation of future grant applications.

To schedule a post award review, please contact the Harford County Cultural Arts Board Coordinator by midnight of the fifteenth day following receipt of the grant decision email. The coordinator will schedule a time for either an over-the-phone or a face-to-face review. During the post award review the coordinator will provide the grantee with a summary of the numerical ratings for each criterion along with comments made by the review panel. The names of panel members will remain anonymous. The coordinator will answer questions regarding the grant award process and the scoring algorithm.