



Arts in Education Grant Program

Fiscal Year 25 Guidelines

Funding Period: July 1, 2024 – June 30, 2025

Application-acceptance cycles close on the 15th of each month.
Submit applications by dates below.

- 11:59 PM December 15, 2024
- 11:59 PM January 15, 2025
- ***And so on, while funds remain.***

Harford County Cultural Arts Board

1221-A Brass Mill Road | Belcamp, Maryland 21017 | CulturalArtsBoard.org | 410-273-5601 x 6509



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

As the official Arts Council for Harford County, Harford County Cultural Arts Advisory Board is the primary local resource for arts organizations, independent artists, and the audiences of Harford County, Maryland. The government-appointed 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.

Harford County Cultural Arts Board was established in 1973 to
“Preserve, Enhance, and Promote the Culture of Harford County, Maryland”

As stated by 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.

As with many public bodies, Harford County Cultural Arts Board meetings are open to the public. Meeting dates, agendas, and minutes are published on the Cultural Arts Board’s website.

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

Since December 2015, Harford County Cultural Arts Board has operated under the auspices of The Harford County Public Library Board of Trustees. Grants, operations, and programs are administered by one staff person employed by the Library for 20 hours per week, known as the “Coordinator.” All activities are made possible by a County Arts Development grant from Maryland State Arts Council, a Maryland State agency under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.



Arts in Education Grants Available through Harford County Cultural Arts Board



OVERVIEW OF ARTS IN EDUCATION GRANT PROGRAM

The Arts in Education Grant program was developed to enhance arts experiences for youth and other underserved populations in Harford County by utilizing the talents, skills, and creativity of Maryland-based professional teaching artists and institutions.

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, adherence to guidelines, and evidence of IDEA (Inclusion, Diversity, Equity, and Access) principles.*

Organizations submitting successful applications will be notified via email of decision and timeline to provide documentation of direct costs of program. These documents will be used to draft Grant Agreement, which must be signed before grant award is finalized and disbursed. A final report will be required for each grant award, to include detailed information about program and its outcomes.

ELIGIBILITY

- A. Harford County's community-based settings, serving youth or other targeted traditionally-underserved populations, 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 experience intended for a targeted underserved population in Harford County; provided the organization is not already receiving General Operating Support from Harford County Cultural Arts Board during funding period. Schools and government facilities meeting all requirements are also eligible.

Eligible grantees include, but are not limited to, the following:

- Harford County Public Schools
 - Other nonprofit schools
 - Preschools
 - Montessori schools
 - Charter schools
 - Private schools
 - Government or nonprofit institutional settings, such as
 - Before-school and after-school programs
 - Nursing homes
 - Detention centers
 - Long-term care facilities
 - Other nonprofit or government programs serving
 - People with disabilities
 - People with addictions
 - Senior citizens
 - People experiencing homelessness
- B. Nonprofit entities must be in good standing with the following:
- Internal Revenue Service Tax Exempt Organization Search
 - Maryland Department of Assessments and Taxation
 - Maryland Office of the Secretary of State, Charitable Organization Division.
- C. All programming and services of applicant organization 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 by activities, services, or operations of applicant entity nor contracted artist or arts organization.
- D. Grant-funded activities must occur within the Fiscal Year funding period of July 1 through June 30. An activity that is cancelled or rescheduled outside this funding period is no longer eligible. It is not necessary for the Arts in Education Grant-funded arts experience to take place after applications are submitted or approved. Arts experiences funded after execution are required to send press release to recognize grant support.

- E. Applicants may apply for support of direct costs of eligible arts experiences for underserved audiences. Eligible activities include the following:
1. On-site arts experience at applicant organization’s school, government facility, or nonprofit community-based setting, usually the following:
 - **Maryland-based Artist in Residence** *bring a teaching artist on-site to work with community over a defined period of time,* or
 - **Maryland-based Visiting Performers** *arts performance, such as theatre, music, storytelling, literary, dance, puppetry, or other.*
 2. Off-site experiences, often called field trips, specifically - **Visits to in-state**
 - **arts performances, or**
 - **arts exhibit at museums**
 3. Virtual programming produced by teaching artists, performing arts groups, and museums; and presented to audience by applicant organization at their community-based setting.

APPLICATION

- F. Organizations may request grant support by submitting one Arts in Education Grant application to Harford County Cultural Arts Board per arts experience. Applicants are not limited in the number of applications that may be submitted, nor grants received. However applicant may submit just one application per (monthly) cycle.
- G. Harford County Cultural Arts Board may require applicant submit additional information after the application is reviewed but before a decision is made.
- H. Applicants will be limited to a total of \$5000 in grant awards per fiscal year.
- I. Application must be completed by applicant (hosting organization).
- J. There is an online GrantSpace portal, labeled Arts in Education, where all applications, reports, and other grants-related tasks will be completed. A hyperlink to all “GrantSpace” portals can be found under the Grants menu on the www.CulturalArtsBoard.org website.
- K. When identifying artists involved with programming, application need not include further information if artist is on one or more of the following teaching artist rosters:
 - Maryland State Arts Council Teaching Artist Roster
 - Maryland State Arts Council Touring Roster
 - Arts for Learning Maryland
 - Artivate, Inc.
 - Harford County Cultural Arts Board’s Community Arts Development General Operating Grantees

Applications for support of arts experience involving a Maryland-based teaching artist or performer not on stated rosters will require additional documentation to be submitted as part of original application, as follows:

- Resume
- References

ALLOWABLE EXPENSES

- L. The following costs of Arts in Education Programming are allowable when determining total costs eligible for Arts in Education Grant support
1. Payment to Maryland-based artist, group of artists, or arts organization for mutually-agreed-upon contracted work, which may include
 - a. Artist in residence project- or process-based program
 - b. Performance
 - c. Planning or preparation time
 - d. Mileage for a Maryland-based artist or organization paid at the standard IRS rate for travel over 25 miles per leg of trip
 - e. Supplies for art project completed during Arts in Education Program
 2. Visit to an arts exhibit at a Maryland museum
 - a. Tickets
 - b. Round-trip transportation from applicant's location to museum, provided by a Maryland-based transportation company.
 3. Visit to an arts performance in Maryland
 - a. Tickets
 - b. Round-trip transportation from applicant's location to arts performance, provided by a Maryland-based transportation company.

MATCHING REQUIREMENTS

- M. Arts in Education Grants do not require a match.

Please note, 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 require matching funds, this Grant cannot be used as a match for other Maryland State funds.

REQUIRED DOCUMENTATION

- N. Grant-supported expenses will require supporting documentation be submitted after preliminary approval of application, prior to Grant Agreement being drafted.

Grantees are responsible for entering into legally binding contracts with the artists and organizations to be compensated. A copy of such contract shall be provided to Harford County Cultural Arts Board. Harford County Cultural Arts Board's receipt and acceptance of such contracts for its records shall not be construed as Harford County Cultural Arts Board's endorsement of the legality of the contracts.

All required documentation will be uploaded to GrantSpace.

1. **Transportation costs** will be approved on a preliminary basis.

After first-level approval, applicant will be required to submit three price quotes from Maryland-based transportation companies.

2. **Payment to Maryland-based teaching artists and performers**

After first-level approval, applicant will be required to submit an itemized contract or invoice describing work to be completed, signed by applicant organization's representative.

UNALLOWABLE EXPENSES

- O. The following are not allowable as expenses when determining total costs eligible for Arts in Education Grant support
- Programs presented by applicant's staff. However, contractual artists, including recurrently contracted artists providing supplementary programming, are allowable.
 - Payment to artists-in-residence or visiting performers who live outside of Maryland
 - Tickets to museums or performances located outside of Maryland
 - Transportation to museums or performances located outside of Maryland
 - General art supplies
 - Major equipment
 - Capital projects or improvements
 - Applications submitted by organizations receiving general operating support from Harford County Cultural Arts Board during current fiscal year.
 - 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
 - Prorated staffing
 - Paying down existing debt
 - Re-granting
 - Fundraising activities
 - Lobbying activities
 - Travel outside Maryland

AWARD

- P. Grant funding decisions are communicated with an email that will include instructions to upload required documentation by a specified date, such as a contract between hosting organization and artist, that has been signed by both parties, including all details of arts experience (date, time, planning, payment, terms, etc.), price quotes for transportation, and any other costs that had been approved on a preliminary basis. Failure to upload documentation by specified date will be considered a refusal of grant and award will be forfeited.
- Q. After all necessary contracts and receipts are submitted, a Grant Agreement will be drafted by Harford County Cultural Arts Board Coordinator. 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. Grant award payment is mailed after Grant Agreement is signed.
- R. 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.
- S. 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.

PROMOTIONAL and CREDITING REQUIREMENTS

- T. Programs open to the 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:

1. April – June activities posted no later than January 15
2. July – September activities posted no later than March 15
3. October – December activities posted no later than June 15
4. January – March activities posted no later than September 15

- U. If tickets are required to attend arts programming, a minimum of four tickets for shall be made available to Harford County Cultural Arts Board.

- V. Credit must be given to Maryland State Arts Council and Harford County Cultural Arts Board at the beginning of Arts in Education Grant-funded arts experience, verbally; and in any printed materials at the event;

and

whenever and wherever credit is being given—including but not limited to advertisements, radio or print media interviews, press releases, program brochures, flyers, online and social media event descriptions.

Logos and **crediting sentence** must appear

1. On printed materials
2. Online (website, email, online calendars, etc.)

Logos must link to websites if online.

- www.culturalartsboard.org
- www.msac.org

Go to <https://www.culturalartsboard.org/credit.html> for logo downloads.

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

Contact Cultural Arts Board office for technical assistance if necessary.

Arts experiences funded after execution require applicant organization to send press release recognizing Arts in Education Grant support and share news via email and/or social media.

REPORTING REQUIREMENTS

- W. A final report, completed on GrantSpace, must be completed by August 1st after the funding period, to include
1. Name/Title of program
 2. Location
 3. Date
 4. Total people, including
 - Number of artists participating
 - Number of in-person adult audience - paid admission
 - Number of in-person adult audience - unpaid admission
 - Number of in-person juvenile (under 18) audience - paid admission
 - Number of in-person Juvenile (under 18) audience - unpaid admission
 5. Photographs
 6. Feedback from participants
 7. Copies of event programs and advertising materials, if applicable
- X. Harford County Cultural Arts Board reserves the right to request financial reports or other documents relating to operations or activities at any time.
- Y. If a significant change is made in any Harford County Cultural Arts Board-funded, program, or project, Harford County Cultural Arts Board must be notified in writing within 60 days or by August 1, whichever is sooner.
- Z. Failure to report may jeopardize any future grant eligibility and may result in the organization being required to repay current grant funds.

COMPLETING THE APPLICATION

Applications must be completed by applicant (hosting organization).

Applications are accessed through the Arts in Education-labeled portal for GrantSpace, a secure site of Harford County Cultural Arts Board. Applications, agreements, uploads, and reports, including the use of electronic signatures by authorized officials of the organization, are completed entirely online within the GrantSpace portal.

The link to GrantSpace is accessed through www.CulturalArtsBoard.org.

It is strongly recommended that all applicants print and save their completed forms.

Applications must be submitted by the stated deadline. Applications submitted late will be declined and must be recreated for the following cycle (month) before being considered for funding.

Throughout GrantSpace, there are buttons for “save draft” and “submit.” 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.

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 also year-to-year. Access to Profile is controlled by one owner, determined by the user id, the email used to sign in to GrantSpace.

Collaborators

Organization owners, as the primary account holder, have the ability to “invite” others to be members of profile within GrantSpace, to view or edit applications and reports. The invitation function is built into GrantSpace and can be done with the click of a button located at the top of the application.

Communications

Organizational Profiles require contact information for two people, including the following:

- Executive Director or CEO, for nonprofits. For schools, this would be the School Principal or Director.
- The secondary contact would be the person most involved with the program and is able to answer questions about application and program.

All communications are sent via email, to these two email addresses found in the Organizational Profile.

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. Grant review panels also reviews the applications annually. Each panel may comprise different people from year to year. Therefore, do not assume the panel is knowledgeable about the applicant organization or activities.

All submissions should tell a cohesive story and represent the organization at its best. Panelists look for evidence of the applicant's service and commitment to its mission, effective 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 applicant organization's responsibility to ensure the application is complete, comprehensive, and correct.

Harford County Public Schools

Harford County Public Schools (HCPS) applications for support over \$2000 must confirm HCPS Grants Specialist is aware and supportive of request by inviting them to the application as a "collaborator" and allowing them to digitally indicate this within application, before submission. The invitation function is built into GrantSpace and can be done with the click of a button located at the top of the application.

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. 990 forms are not accepted. **See also: Matching Requirements and Allowable and Unallowable Expenses.**

APPENDIX A –GLOSSARY

accommodations: 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 minimum requirements – both scoping and technical – for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

artists: Individuals or groups employed or contracted by an organization to create, curate, design, perform, or produce artistic work presented by the organization to 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, and theater companies. 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: Period of time 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: Year-long accounting period 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 formal record of applicant organization's accounting for the most recently completed fiscal year. The statement is not narrative but a list of actual revenues and expenses. Examples include Profit & Loss Statement, Balance Sheet, Cash Flow Statement

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.

Maryland-based: An artist that resides in the State of Maryland, or an organization whose principal place of business is in the State of Maryland

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. See also **underserved**

underserved: Those 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 to verify criteria are 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 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.