



FY24 Community Grants Program

Arts in Education

DEADLINE: November 30, 2023 11:59PM

Information Session: Thursday, October 26, 2023 - [Register Here:](#)

Mission and Diversity Statement: Recognizing the importance of the arts to a vital and healthy community, the Prince George's Arts and Humanities, Inc. (PGAHC) is dedicated to promoting artistic excellence and expanding arts opportunities for all citizens for Prince George's County and beyond through an energetic program of advocacy, education, and financial support. Through an equity lens in our thinking and actions, we embrace, celebrate, and draw on our differences. We recognize that inclusion empowers us all to belong, connect, and grow.

Vision: The Prince George's Arts and Humanities Council (PGAHC) seeks to create a world-class cultural environment where diverse high-quality arts and humanities programs are available for all Prince George's County residents and visitors.

Inclusion and Accessibility:

PGAHC grant programs aim to promote accessibility in arts and humanities programming that is inclusive, mutually beneficial, and ensures meaningful participation for artists, cultural practitioners and audiences with diverse needs in all cultural and creative spaces by providing full access both physically, intellectually and programmatically.

Our grant programs also aim to advance equity, diversity, inclusion, and innovation in the County's creative community and cultural organizations, and in their programs for County residents and visitors.

Professional Grant Review Panels: To assist the Council in its decision-making, professionals in the arts are selected to serve on a variety of grants review panels. Panelist selection is based on qualifications and experience, chosen from an open call. The function of the panel is to evaluate applications, and to offer award recommendations to the Council.

Staff: Sherri Bryant-Moore, Director of Development and Community Grants grants@pgahc.org.

Application Process: All grant applications are accessible via our website, on our Submittable Platform. Applicants must register, if you have not done so. Please note that applicants may only apply to **ONE grant category** per grant cycle.

Notification All applicants will be made aware of their application status usually within 45 days after the deadline.

Payments The awarded amount will be paid in full usually within 45 days of signing the grant agreement.

Acknowledgement and Reporting: All awardees are required to acknowledge PGAHC on funded project publicized materials/signage. Additionally, if the awarded project results in a programmatic output, the grantee should invite PGAHC staff to experience the exhibition, performance, etc. Upon signing the grant agreement, awardees will be sent a final report to submit via the portal by the stated deadline. There is no required interim reporting. Grantees will be made abreast of all metrics. It is recommended that applicants draft the final report throughout the duration of the funded project. Failure to submit the final report by the established deadline in the Grant Agreement will impact eligibility for future funding.

Arts in Education Program Grant Overview

The Arts In Education grant program provides project support to artists, arts educators, and organizations that provide high-quality arts and cultural activities to youth in educational settings from kindergarten through high school. It will fund a variety of projects for K-12 grade students, with a preference for programs serving children in grades 4 - 12 (middle and high school students). Project or residency must serve Prince George's County Public School students, and students in approved charter, homeschool or private school in grades Kindergarten through 12.

There are five program areas of support and projects may include, but are not limited to; arts instruction, arts integration improvements, artist in residency, in-school performances, field trip experiences, arts integration curriculum development, creative placemaking, as well as professional development. An emphasis should be placed on providing inclusive sequential instruction, where appropriate, to deepen student or staff learning about the subject and experience, which can be curriculum-based, and/or related school wide student/teacher enrichment priorities such as socio-emotional learning, health, students with diverse needs and leadership development. The Arts in Education Program will not offset the responsibilities of each school or educational organization in providing its students an excellent education but will support projects that enhance the learning experience that is already occurring.

Maximum Award for Organizations and Individuals: \$5000

ELIGIBILITY:

Individuals MUST:

- Be artists or arts professionals aged 18 or older;
- Have residency or active studio in Prince George's County (for at least six months prior to application);
- Residency must serve Prince George's County Public Schools students and students in approved charter, homeschool or private school in grades Kindergarten through 12



- Be in good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of the date of the grant application, are ineligible to receive an additional award from PGAHC in FY2024.

Organizations MUST:

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the State of Maryland;
- Have their Federal and Maryland tax exempt status (subject to PGAHC verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in Prince George's County, as documented by the address on the organization's official 990 document. PO Boxes may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Prince George's County. At least fifty-one percent (51%) of scheduled arts activities occur in Prince George's County;
- Be in good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of the date of the grant application, are ineligible to receive an additional award from PGAHC in FY2024.
- **Are NOT colleges, universities**, Prince George's County government agencies, excluding Prince George's County Public Schools (PGCPS), which are prohibited from applying for any PGAHC grants.

In-School Auxiliary Organizations, Teachers and Parent-Teacher Associations are eligible to apply for a specific school program, including home schools. ***Funding may not be attributed to school personnel, faculty and/or general art supplies or equipment unrelated to project.***

NEW: UEI Number Required for Applicant ORGANIZATIONS to the Community Grants Program

The PGAHC FY24 Community Grant Program now requires that all organizations applying for funding from PGAHC will be required to have a Unique Entity ID (UEI) from SAM.gov in alignment with requirements from the National Endowment for the Arts. In April 2022 the federal government transitioned from the DUNS number to a new Unique Entity Identifier (UEI) through the SAM.gov system as the primary identifier. It is a requirement for all state, regional, and local agencies, along with nonprofit organizations who receive federal funding and required of subgrantees of state, regional, and local agencies.

PGAHC ***strongly encourages*** all applicant organizations without a UEI, who plan to apply for a grant, to apply for your UEI number as soon as possible before the deadline. You may not need to complete a full registration. **Individuals applying for PGAHC funding do NOT need to create a UEI.**

For further information about obtaining your new UEI, please refer to the webinar recording from November 3, 2021 [HERE](#). OR or access the [Quick Start Guide](#).

CATEGORIES:

Funding is distributed in five categories: School-Based Projects including Virtual Projects, Artist in Residency Projects, Community-Based Projects, Public Art Partnership Projects and Professional Development. Funds are awarded to artists, arts educators and nonprofits that demonstrate a significant and positive impact on student academic achievement through increased arts and cultural access.

School-Based Projects take place during the traditional school day for students, in classrooms or at an outside venue. Activities must directly benefit Prince George's County Public School students, or other approved charter, homeschool and private school students, and directly connect to curricula standards, instructional programs, and or school student enrichment/achievement priorities such as socio-emotional learning, leadership development, and diversity/inclusion initiatives occurring at those schools. Evaluation criteria for School-Based Programs emphasize strong curriculum-based design.

Artist in Residency Projects are participatory, standards-based learning experiences led by a teaching artist during the regular school day with the support and active engagement of the classroom teacher. The teaching artist(s) work with the same group of students for a minimum of five (5) classroom sessions and collaborate with the classroom teacher before and throughout the residency to ensure the lessons are aligned with classroom curriculum or school priorities.

Community-Based Projects take place outside of the traditional school day, such as at after-school, weekend or summer programs and events. Programs may be associated with schools, communitybased settings, creative placemaking initiatives, arts or cultural institutions, or cultural exchange programs.

Public Art Partnership Projects directly engage Prince George's County permanent or temporary public art installations. Students will participate in a hands on program designed through collaboration with lead artist or classroom teacher.

Professional Development Projects include conference attendance/related fees, and accessing or implementation of high quality artistic training opportunities for educators working in public education settings. Trainings must build skills capacity for the development, or enhancement of arts disciplines and/or integration of standards-based arts instruction with non-arts academic content. Applicants must reside and teach in Prince George's County.

The Arts In Education Program has a no matching requirement for individuals. For organizations excluding public schools, there will be a 1:1 cash-matching requirement, designed to assist fundraising by leveraging funding from additional sources. 50% of the match may be in-kind support. Funds must be spent between January 1 – June 30, 2024 or if a summer project, August 31, 2024.

Funding Restrictions:

Examples of allowable costs for Arts in Education Programs:

- Teaching artists and art consultants;
- Salaries for arts educators for nonprofit organizations



- Materials, supplies and small equipment purchases that are directly related to project implementation; and
- Travel and transportation directly related to project implementation.

Examples of unallowable costs for Arts In Education Programs:

- Overhead or administrative costs unrelated to the proposed project;
- Entertainment
- costs such as food and beverages, receptions and fundraisers;
- Scholarships/fellowships, student stipends, or contests;
- Purchase of equipment that exceeds 25% of the total grant award

Please contact Sherri Bryant-Moore at smoore@pgahc.org or additional questions or information. Please include "Arts in Education Grant" in the subject line.

APPLICATION

Applicant/Organization Contact Full Legal Name *

If an organization, or other entity please use Legal Name as determined on the IRS form

Project Title *

Organizational Website *

Primary Contact First Name *

Primary Contact Last Name *

Contact Email *

Primary Phone Number *

Individual/Organization Primary Address *

Use Street address of applicant and it must match uploaded W-9

City *

State

Zip Code

Applicant EIN / SSN *

Councilmanic District * Select the District of your Elected Official/County Councilmember for your primary location. Put in the NUMBER of your district. To look up your district please click here:

<https://princegeorges.maps.arcgis.com/apps/opdashboard/index.html> **Maryland**

Legislative District *

US Congressional District *

Amount Requested: Up to \$5000

Project Description * Please describe primary program components and proposed impact, purpose, if this is a new or existing project. Include highlights, themes/content or learning, innovation, etc. (Note: there are sections for timelines and key activities) (500 words max)

Artistic Discipline(s) * Select up to TWO which best applies.



Project Type * Select one.

School Based

Artist in Residency

Community Based

Public Art

Professional Development

Please list the three primary goals of the program. How will they be achieved? * Please list the goals and what activities and processes you put in place to achieve them. Be clear if goals are tied to any other curriculum or goals or best practices in education learning etc. Should be clear and measurable. (400 word limit)

Please describe the desired outcomes for each goal listed above. * Outcomes are planned/anticipated end results or the effect of the goal/program. (400 word limit) What does a successful program look like? You can also include outputs, such as numbers served.

Evaluation Plan * Please communicate the evaluation metrics and steps to evaluate the success of the funded project or program. (400 word limit)

Organizational Budget *

Without segmenting how funds are allocated. Please list your organizational budget for the current fiscal year. (i.e., \$301,200)

Project Budget: Upload Project Budget: Please upload your project budget and make sure it is aligned with your narrative and allowable use of funds. For organizations ONLY, project budget must show a 1:1 match, so if you are requesting \$5,000, the project budget must be at least \$10,000. Individuals and public schools do not need to show the matching requirement. Word, Excel or PDF is acceptable.

1:1 Match Only for Organizations: Please list the source(s) of matching funds. Please be sure to identify the funds are programmatic, service, product revenue grant, or philanthropic dollars

Cost Justification * Please detail the need for each cost.

Primary Audience/Community Impact * Please share the primary beneficiaries of the grant-funded project or program. Please be specific about any targeted communities, age groups, school's special populations, neighborhoods, previous audience served, new audiences. Describe your outreach efforts, as well as how your program will be inclusive and accessible to artists, audiences, and/or students with diverse physical, developmental or other needs.

Have you been awarded grant dollars from PGAHC in the past? *

If yes, please include the amount, category, and year for the past 3 years. * For statistical purposes.



Implementation / Timeline Please upload a brief timeline of implementation. Grant's dollars must be used between January 1, 2024 – June 30, 2024 or if a summer project August 31, 2024.

Key Staff * Upload : List Key Staff and Bio's where applicable

Work Samples * Upload: Please share three to five work samples to display similar, relevant projects. Work samples may be shared in the following audio, photo, and video files (JPG TIFF GIF PNG MP3 WAV M4A MP4 MOV MPG). A PDF with links with NO passwords, can be uploaded for audio / video files. Only 2 minutes are requested, so for works longer than 2 minutes, please also indicate which sections you wish the panelists to listen to.

Form W-9 * Please upload a Form W-9 signed in the last 6 months. The address must match the address in the application. If you do not have one, click here to download complete and sign <https://www.irs.gov/pub/irs-pdf/fw9%20pdf>

Required Financial Documents (Applicants and Organizations) * Please upload your most recently completed audit or 990.

DEMOGRAPHICS: OPTIONAL: Please complete all the questions below. This data will help in our continued advocacy and understanding of our constituency for resources programs and services

Individual Applicant Demographics (optional) – Select all that apply

White /Caucasian

Black / African American

Latinx / Hispanic

Asian / South Asian

Indigenous / Native American

Veteran

Arts Non-Profit and Arts Small Business Applicant Demographics – Select all that apply (optional...)

Minority Owned / Led

Immigrant Owned / Led

Woman Owned / Led

Veteran Owned / Led

Applicant Budget Size

Under \$25,000

\$25,000 - \$50,000



\$50,000 - \$100,000

\$100,000 - \$250,000

\$250,000 – \$500,000

\$500,000 - \$750,000

Over \$750,000

Number of Full-Time Employees – select one

1-5

5-10

11-20

20+