



## **FY 2017 Guide to Grants**

**Grant Period: May 1, 2017 to December 29, 2017**

### **COUNTY ARTS PROGRAM**

Applicants may submit one application per grant cycle that includes  
County Arts Program Grants and Arts in Education Program Grants

Artist Fellowship Program  
County Arts Projects  
Cultural Facilities Projects  
Emerging Arts Programs  
Public Art Building Communities  
Cultural Bridge Programs

**Deadline: March 17, 2017 at 5:00PM**

Derrick Leon Davis, Chair County Council  
Konrad Herling, Chair PGAHC  
Rhonda Dallas, Executive Director PGAHC

1801 McCormick Drive, Suite 460  
Largo, MD 20774

Phone: (301) 772-8943 Fax: (301) 772-8980

Website: [www.pgahc.org](http://www.pgahc.org)

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## COUNTY ARTS PROGRAM GRANTS

Applicants may only submit one grant application per grant cycle that includes County Arts Program Grants and Arts in Education Program Grants

### FY 2017 Categories:

- Artist Fellowship Programs
- County Arts Projects
- Cultural Anchor Projects
- Emerging Arts Programs
- Public Art Building Communities
- Cultural Bridge Programs

Deadline: Friday, March 17, 2017 at 5:00PM

### Program Overview

<b>Opportunities for Organizations</b>	
<b>Program</b>	<b>Maximum Funding</b>
County Arts Projects	\$ 5,000
Cultural Facilities Projects	\$ 5000
Public Art Building Communities	\$ 5,000
Emerging Arts Programs	\$ 5,000
Cultural Bridge Programs	\$ 5,000

<b>Opportunities for Individuals</b>	
<b>Program</b>	<b>Maximum Funding</b>
Artist Fellowship Programs	\$ 5,000

Public Art Building Communities	\$ 5,000
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**County Arts Program Description**

The County Arts Program is designed to support artists and organizations that provide high-quality arts and cultural activities that enhance the quality of life in Prince George’s County and reflect the collective creativity and entrepreneurial spirit of the County’s arts, humanities and cultural sectors. Established in 1981, PGAHC is an independent non-profit organization designated by the Prince George’s County government to coordinate financial support and advocacy for the arts.

**PGAHC Core Values and Principles**

The arts play an integral and vital role in everyday life and are valued by residents and visitors to the county.

- We support creative and artistic achievement and creative expression in all its forms.
- We promote innovation, collective impact and long-term development of our local creative economy.
- We believe in the value of life-long learning through the arts, particularly in schools.
- We believe that the arts can serve as a catalyst to bridge racial, cultural, social economic and generational gaps and build stronger communities.
- We believe that working in partnership with education, government, business and private funders can enrich our communities and promote sustainable arts initiatives.
- We are committed to maintaining an effective and ethical environment that serves the needs of our communities and provides stewardship of the resources invested in us.

FY17 County Arts Program Grants is distributed in five categories: Artist Fellowship Programs, County Arts Projects, Cultural Anchor Projects, Emerging Arts Programs, Public Art Building Communities, Cultural Bridge Projects.

**Artist Fellowship Program** supports individual artists who significantly contribute to the arts and substantively impact the lives of Prince George’s County residents through artistic excellence.

**County Arts Projects** supports projects that promote arts and humanities activities and events to Prince George’s County residents.

**Cultural Facilities Projects** supports capital projects to defray costs related to the improvement, expansion and rehabilitation of existing buildings owned by non-profit arts and non-profit cultural institutions.

**Emerging Arts Programs** supports capacity building projects for arts and humanities organizations through grants for administrative systems, leadership development and

general support. Applicants operational budget cannot exceed \$25,000 and must demonstrate program sustainability.

**Public Art Building Communities** supports the creation and installation of permanent and temporary artwork that enhances County neighborhoods. Applicants must provide specific location and documented permission for site installation.

**Cultural Bridge Programs** supports arts and humanities projects that foster cultural exchange and diplomacy between Prince George's County and our Sister Cities and other established international partners.

The County Arts Program has a no matching requirement for individuals. For organizations there will be a 1:1 cash-matching requirement, designed to assist fundraising by leveraging funding from additional sources. In-kind services may not be used to satisfy the matching requirement. Funds must be spent within May 1, 2017 and December 29, 2017.

### **Eligibility Requirements**

Individuals may apply if they meet all of the following eligibility requirements at the time of application:

- Be artists or arts professionals aged 18 or older;
- Must have residency or active studio in Prince George's County;
- Are in good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of December 31, 2016, are ineligible to receive an additional award from PGAHC in FY2017.

Organizations may apply if they meet all of the following eligibility requirements at the time of application:

- 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;
- Are in good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of December 31, 2016, are ineligible to receive an additional award from PGAHC in FY2017;

- 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; and
- Are not recipients of FY17 M-NCPPC non-departmental funds.

### **Funding Restrictions**

Examples of allowable costs for County Arts Programs:

- 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 County Arts Programs:

- Overhead or administrative costs unrelated to 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;
- Travel not related to implementation of the project; and

All project expenses must be documented by the grantee within the grant application. The grant agreement must be reviewed and signed with required attachments including letter of commitment for matching funds for grant award payment to be processed. The grantee will be responsible for demonstrating cash expenses in final reports.

### **Technical Assistance and Workshops**

PGAHC staff is available to answer questions pertaining to grant applications. PGAHC will conduct a conference call information session Friday, February 17, 2017 from 4:00 PM – 5:00 PM and a free workshop on Saturday, February 18, 2017, from 10:00 AM – 11:00 AM at 1801 McCormick Drive, Largo MD 20774 for applicants to ask questions, learn useful information about the PGAHC's funding opportunities and how to submit a successful grant application. More information about the dates and times of workshop and conference call can be found on our website ([www.pgahc.org](http://www.pgahc.org)) under Grants. Contact information is available at [www.pgahc.org](http://www.pgahc.org). PGAHC urges all applicants to participate in workshop.

## Application Deadlines

*There is only one funding cycle for each program. All applications must be submitted to PGAHC by 5:00 p.m. on the posted deadline date. No exceptions.*

**Deadline: Friday, March 17, 2017 at 5:00 PM**

*Artist Fellowship Programs*

*County Arts Projects*

*Cultural Facilities Projects*

*Emerging Arts Programs*

*Public Art Building Communities*

*Cultural Bridge Programs*

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## FY17 County Arts Program Grant Workshop Dates

PGAHC will host one workshop on Saturday February 18, 2017 10:00 AM – 11:00 AM at 1801 McCormick Drive, Largo MD 20774 and one information session will be conducted via conference call Friday February 17, 2017 4:00 PM – 5:00 PM **Conference dial-in telephone number is (712) 432-0400. Participants' access code is 457736#.**

Reservations are not required for workshops. Please call to confirm workshop information. **Workshop dates and times are subject to change. For more information contact Sabrina Dames Crutchfield [scrutchfield@pgahc.org](mailto:scrutchfield@pgahc.org) or call (301) 772-8943.**

<b>Conference Call Information Session</b>	<b>Workshop</b>
<b>Friday, February 17, 2017</b>	<b>Saturday, February 18, 2017</b>
<b>Time: 4:00 PM – 5:00 PM</b>	<b>Time: 10:00AM – 11:00 AM</b>
<b>Telephone: (712) 432-0400</b>	<b>1801 McCormick Drive, Largo, MD 20774</b>
<b>Code 457736#</b>	<b>Pre-register via email by February 10, 2017</b>
	<b>at <a href="mailto:scrutchfield@pgahc.org">scrutchfield@pgahc.org</a></b>

## Application Process

PGAHC utilizes electronic submissions. All applicants MUST SUBMIT completed applications to PGAHC no later than Friday, March 17, 2017, by 5:00PM.

## Grant Application Procedure

1. Review the FY17 Grant Guidelines thoroughly and determine eligibility of the applicant and allowable project activities.
2. Select the desired grant program and complete the application questions, project budget and budget narrative.
3. Please note work samples must reflect artistic content as it relates to the specifics to the grant request. Work samples and support materials should be included with application. Be sure to check all flash drives and disks for operable viewing functions and compatibility for both PC and Mac systems. Please note only one set of work samples and support materials required to be attached to original application only.
4. Submit the application by 5:00PM on the grant deadline date.

**The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one PGAHC grant program or grant category.**

Applicants are fully responsible for the complete content of their application packages. PGAHC staff cannot make corrections to applications on behalf of applicants. Staff will review application enclosures. Failure to submit mandatory documents will automatically result in disqualification. No exceptions. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

### **Review Process**

All applications are scored according to four categories: Overall, Artistic Content, Community Engagement and Impact, Organizational Capacity and Sustainability.

- An Advisory Review Panel is formed annually for each grant program to make funding recommendations to PGAHC Board of Directors. Comprised of arts and humanities professionals, independent of PGAHC, the invaluable contribution of Advisory Review Panelists ensures that PGAHC continues to provide programs and services that meet the needs of the Prince George's County's residents and community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program. Panelists will conduct a thorough review of all applications on their own and, later, to convene as a group to discuss each application and finalize scores. The panel group review is open to the public. Public participants are allowed to listen only. No comments or questions can be addressed to the panel during this review session. Funding priority will be given to projects reaching target areas.

To nominate a person(s) to serve on PGAHC Advisory Review Panels, please submit information to [scrutchfield@pgahc.org](mailto:scrutchfield@pgahc.org) by February 17, 2017

### **Conflicts of Interest**



All advisory review panelists must declare all conflicts of interest prior to the advisory panel review meeting and complete a Conflict of Interest form during the actual meeting. An appearance of a conflict of interest arises when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is

about to employ, any of the aforementioned, has a financial or personal interest in the applicants selected for grants. The officers, employees, or agents of the Council and Review Panel members making the awards will neither solicit on behalf of themselves, their immediate family members, their partners, or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment, or anything monetary value from grantees, potential grantees or applicants. Any questions regarding this matter should be directed to Executive Director, Rhonda Dallas at (301) 772-8943 or by email at [rdallas@pgahc.org](mailto:rdallas@pgahc.org).

### **Notification and Payment**

Applicants will be notified in writing of their application status by April 24, 2017. This notification may consist of a grant award letter, letter of ineligibility, or letter of grant denial. Grant awardees will also receive a grant agreement letter. The grant agreement must be reviewed and signed with required attachments including letter of commitment for matching funds for grant award payment to be processed.

Please note that the date of payment disbursement is subject to change depending on availability of funds. Receipt of signed grant agreement does not ensure the date of payment; it provides a general timeframe.

PGAHC reserves the rights to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2017 grantees with unfulfilled reporting, in any funding program, as of December 31, 2016, are ineligible to receive any additional awards from PGAHC.

### **Comment Review**

Upon request, any applicant not receiving funding may schedule a comment review with PGAHC Executive Director. All reviews will be done at the PGAHC administrative office. No telephone reviews will be conducted.

### **Contact Information**

For more information regarding the County Arts Program Grants please contact: Sabrina Dames Crutchfield, Program Advancement Director at [scrutchfield@pgahc.org](mailto:scrutchfield@pgahc.org) or (301) 772-8943.

## **FY2017 County Arts Program Grants Review Criteria**

### Overall 10%

- The grant request aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar and/or services to the residents of Prince George's County; and
- The project and intended outcomes support the goals of County Arts Program.

### Artistic Content 30%

- The applicant's concept or artistic impulse behind artistic work demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described artistic activities effectiveness and impact it has on those experiencing it and context in which the work is being presented;
- The related goals and schedule of planned activities are feasible;
- The contribution the artistic work makes to the development of the artist(s) involved, the art form, and the arts generally;
- The applicant demonstrates a commitment to hiring Prince George's County artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and

### Community Engagement and Impact 30%

- Applicant demonstrates efforts to reach a broad and diverse audience;
- The described arts activities are enriching experiences that help build audience appreciation and understanding of the applicant and their work;
- Applicant brings value to it's community through partnerships with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

### Financial Management 30%

- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;

- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

### **Review Criteria- Artist Fellowship Program Only**

#### **Artistic Excellence 50%**

The professional capabilities of the applicant; the artistic strength, quality, vision, originality and significance of the body of work and the artist's experience and relevant training.

#### **Potential Impact 20%**

Evidence that the proposal is feasible and advances the applicant's work/career at this time.

#### **Public Benefit 30%**

Creative process demonstrates the applicant has played an active role in perpetuating the vitality of the art form, is recognized by peers and the community through public performances, exhibitions, workshops, lectures or other events. Letters of support are an important factor in scoring this criterion.

**Grants Review**  
**Tips on Preparing Grant Application**  
**Requirements For General Format**

<b>DO</b>	<b>DO NOT</b>
Submit application materials in the exact order as presented in the application.	Include cover letters
Use a reader friendly font in <b>12 point</b> . Use bullets and bold face for emphasis.	Photo-reduce text.
Be concise and specific in your proposal.	Lose clarity with a vague, rambling, or wordy proposal.
Highlight specific areas of interest in your support materials (reviews, articles, etc.)	Omit material.
Use statistics and research that are relevant to your proposal.	Overload the grant application with too much information on the application.
Proof your proposal for spelling, grammatical, mathematical errors, especially on Budget Form and in the Budget Narrative.	
Upload W-9, IRS Letter of Determination and Tax Exempt Certificate	
Make sure you have submitted the required materials.	Forget to indicate your professional name if different from your legal name.

**FY2017**  
**County Arts Program**  
**Application Checklist**

The following is in addition to the required narrative questions. This checklist includes all mandatory and supplementary documents required to submit the County Arts Program Grant application. Documents must be submitted by application deadline.

**MANDATORY DOCUMENTS**

- Work Sample(s) – see Guide to Grants for information on Work Sample Requirements. Flyers and brochures DO NOT count as work samples.
- Support Material – up to six additional items, e.g., letter of agreement from project site(s), publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such artistic staff and educators.
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Educational Materials – Outline of educational activities that includes the sequence of events and sample lesson plan related to the rubric.
- IRS 501(c)(3) Letter of Determination
- Maryland State Letter of Good Standing
- List of current board of directors, including officers.
- Current FY Organizational Budget vs. Actual with Year-To-Date Income and Expenses.
- Document authenticating in-kind match. (Organizations only, schools excluded).
- Written permission authorizing site installation. (Public Art projects only).

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO EXCEPTIONS.**

## **ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS**

PGAHC values artistic content heavily in all grant programs. Artistic content is scored primarily based on artistic sample that is required for each application. However, support materials and resumes of the key personnel also impact the artistic content score. All applicants are required to submit artistic work samples for the evaluation of artistic content. These samples must represent the applicant's best work.

[Work samples and support materials must be submitted to PGAHC by March 17, 2017 at 5:00 PM. Be sure to check all flash drives and disks for operable viewing functions and compatibility for both PC and Mac systems.](#)

### **Work Samples**

Work samples are a critical part of your application and are considered carefully during application review. PGAHC recommends sending recent (not more than two years old), high quality samples that relates as directly to your project as possible. Panelist must be able to assess the skill level of the artist(s) involved in the project that will be created, exhibited or taught. If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of those projects as long as they are no more than two years old. For projects involving teaching, PGAHC requires work samples that illustrate the teaching artist or art's educator as well as the work created by participants in the project.

Advisory Review Panelists are required to review all work samples. Be sure to label each work sample clearly and provide detailed description of each sample including where the Advisory Review Panel should begin viewing and listening. Supplying the Advisory Review panel with numerous "work samples" does not strengthen application. Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

### **Support Materials**

Support materials are documents that strengthen the application by providing the Advisory Review Panel with additional information that directly relates to the grant request. Support materials do not take the place of work samples. They reinforce the quality of the applicant's artistic discipline(s). Some examples of support materials are: theater/exhibition reviews, letters of recommendation, certificates, sample lesson plans, assessments, evaluations and awards.

### **Resumes of Key Personnel**

Including the resumes of the key artists, administrators, and facilitators are another way for the Advisory Review Panel to determine the artistic content of each application. The professionals involved in the project determine the capacity of the projects and ability for

the applicant to effectively create a superior artistic product. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional resumes.

### **WORK SAMPLE CONTENTS:**

PGAHC recommends converting any Microsoft Office documents into PDF's to ensure that the Advisory Review Panelists will be able to view attachments or open hand delivered thumb drives and discs.

#### **Educational Projects**

Work sample should include artistic sample that demonstrates artists/teachers working with students or others and an artistic sample that demonstrates the students' work.

#### **Visual Arts**

Applicants must submit digital images of ten different works. Organizations must submit 20 digital images of different works.

#### **Media (Film/Video)**

Submit up to two audio/video recordings of completed work or work-in-progress

#### **Music**

Submit up to two audio/video recordings. Each selection should not exceed five minutes. Each selection should be in a separate file.

#### **Dance**

Submit up to two video recordings of performances. Submit an ensemble selection unless your project involves a solo. Do not send promotional work samples (e.g., highly edited booking tapes). Do not send dark work samples or samples with poor visibility.

#### **Literature**

Includes poetry, fiction, non-fiction, historic writing, creative writing, screenwriting, etc. Fiction and creative non fiction writing must submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages. Works must be labeled fiction or nonfiction. If your work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient reviewers.

Poetry must submit 10-15 pages of poetry from no fewer than five and no more than 10 poems. Shorter poems should be printed one to a page

#### **Interdisciplinary**

Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

#### **Theater**

Organizations must submit up to two video recordings of performances or 10 digital images of productions. Playbills and programs can be used in support but not considered work samples. Actors must submit video recordings of two contrasting monologues or 10 still

images of productions in digital format. Directors must submit a copy of a 1-3 page concept statement of a recently directed play. Playwrights should see LITERATURE, above.

### **Multidisciplinary**

Provide the required work samples (as described above) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

### **Websites**

Do not submit a general website. Only submit a website that is an essential part of the project.

### **ORGANIZING WORK SAMPLES**

All grant applications require work samples that best demonstrate the artistic merit of the application. The guidelines will assist in preparing work samples.

### **Image Identification List**

Provide a numbered list of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

### **Digital File Format**

All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)

Template: Applicant’s Last Name.FirstName.Image#.ArtworkTitle.jpg

Example – John Doe.1.SummerOuting.jpg

### **TIPS FOR A SUCCESSFUL WORK SAMPLE SUBMISSION**

#### **Website Links to Work Samples**

Be sure that the links to websites or online materials are fully functioning and maintained. Panelists will review work samples throughout the panel season. An inoperative link or website containing work samples very negatively affect your application score. PGAHC is not responsible for fixing work sample viewing or listening capacity.

#### **Visual Arts**

If you are a visual artist, artisan or visual arts organization, your digital images are one of your most important methods of communication. Make sure that the images are in-focus and correctly exposed. Photograph your work against a black backdrop and eliminate unnecessary visual information or distractions.



**Audio/Video Recordings**

The recording should represent you or your organization accurately and effectively. Be sure to indicate in the Image Identification List of your application which track(s) or time markers you would like the panel to review.

**Multidisciplinary**

If you are submitting multidisciplinary work samples, submit a separate work sample for each piece.