



FY24 COMMUNITY GRANTS PROGRAM COUNTY ARTS

DEADLINE: DECEMBER 8, 2023 11:59PM via Submittable Grant Portal

Information Session: November 9, 2023 at 4PM [REGISTER AT THIS HYPERLINK:](#)

Mission: 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.

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 policy 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 no later than 60 days after the deadline.

Payments: The awarded amount will be paid in full within 30 -60 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 have access to the final report. 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 forgo eligibility for future funding.

NEW: UEI Number Required for Applicant Organizations to 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. The new UEI is also 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 SAM.gov webinar recording from November 3, 2021 by clicking link [HERE](#). OR or access the hyperlinked [Quick Start Guide](#).

County Arts Grant Program Overview

The County Arts Grant Program provides PROJECT funding for 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, diversity and collaborative spirit of the County's arts, humanities, and cultural sectors.

Match: There is a 1:1 cash-matching requirement, designed to assist fundraising by leveraging funding from additional sources. Organizations can receive a grant up to \$10,000. Grant period is from May 1, 2021 -March 30, 2022.

County Arts Grant Goals: Provide county-based arts and humanities non-profit organizations access to funding to support arts and cultural programs and experiences;

- Provide access to high-quality arts and humanities experiences to Prince George's County residents;
- To support county arts and humanities non-profit organizations in their pursuit of innovative programmatic offerings, these grants may support research, professional development or implementation related to expanded programs, new artistic creation or cultural programs;
- 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.
- 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.

Eligibility Requirements

Organizational Eligibility:

- Nonprofit organization with 501 c (3) status located in Prince George's County for at least one year prior to application date, and whose programs most directly benefit county residents.



- Organizations must provide evidence of 1- 2 years of artistic or cultural programming in one or more of the creative or humanities disciplines of the visual or performing arts, art education, film, literary arts, public art etc.. Contact the community grants program for questions.
- Organization with an annual budget that does not exceed \$750,000.
- Organization must adequately demonstrate a project to be produced within grant period.
- Organizations must 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.

Maximum Grant Award: \$10,000

Funding Restrictions

Examples of allowable costs for County Arts Grant:

- Cost of materials/supplies;
- Costs for marketing, facility rental
- Cost for guest labor (i.e., Artist honorarium, etc.)
- Costs for sign interpretation, visual aids, close captioning, or other accessibility tools.

Examples of unallowable costs for County Arts Grant:

- Salaries for regular employees;
- Capital improvements on facilities;
- Rental of a performing arts, recording, or exhibition space outside of Prince George’s County, Maryland, Washington, D.C., or Northern Virginia
- Programs occurring outside of Prince George’s County.

APPLICATION -

Project Title * Enter a title for your submission

Applicant/Organizational Contact Full Legal Name * As listed on your IRS documents

Organizational Website: <http://>

Primary Contact First Name * The person responsible for this project and who can answer questions and administer paperwork.

Primary Contact Last Name *

Contact Title or Position in Organization *

Preferred Phone Number * Best number for primary contact and the organization. A number that is closely monitored

Contact Email * Please don’t use an info@ unless it directly goes to responsible person.

Primary Phone Number * Enter best phone number to reach the office or primary contact

Organizational Address * Must match w-9



Organizational EIN *

Organizations UEI*

Councilmanic District in Prince George's County *

Select the District of your Elected Official/County Councilmember for your primary location. To look up your district, please click here: <https://princegeorges.maps.arcgis.com/apps/opsdashboard/index.html>

Maryland Legislative District (List) * use the same link as previous question.

US Congressional District *

Amount Requested: * The maximum Award is \$10,000

Project Description in one sentence – (150 characters)

Organizational Mission Statement * Please briefly state the mission of your organization.

Project Description *

Provide a clear and brief description of the proposed project. Please include primary components and proposed impact, if this is a new or existing project. Include highlights, themes/content, innovation, and/or a need being met or solution (Note: there are other sections for goals, outcomes, community impact, and key activities) (500 words max)

Artistic Discipline(s) * - Select up to two PRIMARY disciplines – If more then describe in the project narrative.

Dance

Theatre

Literary

Music

Visual Art

Public Art

Scholarship/Travel/Professional Development

Film

Cultural or Curatorial Projects

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. (400)

Please describe the desired outcomes for each goal listed above. * (400)

Outcomes are planned/anticipated end results or the effect of the goal/program. What do you want to accomplish and what does success look like for your program. You can also include outputs (numbers of participants etc.)

Evaluation Plan * (300)



Please communicate the evaluation metrics and steps to evaluate the progress or success of the funded project or program.

Organizational Budget * - Please list your total organizational budget for the current fiscal year. (i.e., \$342,500)

Project Budget:* Please upload Project budget, which should reflect a 1:1 match. Please be sure to review allowable costs and make sure costs are aligned with program.

1:1 Match

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 briefly detail the need for each cost. Budget costs must match the narrative and the allowable and stated use of funds.

Primary Audience/Community Impact * 400 words

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, and County neighborhoods. Please also include how you plan your programs to be inclusive and accessible.

Have you been awarded grant dollars from PGAHC in the past? * Yes / No

If a previous grantee, please list the grant amount and year. *

Implementation / Timeline *

Please upload a timeline of implementation. Grant's dollars must be used between January 1 – June 30, 2024 or if a summer program August 31, 2024. Word and PDF is accepted.

Work Samples *

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.

Board List *

Please upload your Board List with name and affiliation. We accept PDF and Word documents.

Required Financial Documents *



Please Upload a copy of your most recently completed audit/990 Form, and a copy of your CURRENT Fiscal year budget (PDF or Word)

Required Organization Documents *

Attach a copy of your IRS Letter of Determination and W9 as separate documents. PDF or JPEG- Form W-9 signed in the last 6 months. Form address must match address in the application. If you do not have recent one, click here to download, complete and sign. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

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 Annual Revenue - 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+