



.....  
**GRANTS**

## COMMUNITY GRANTS PROGRAM

### **FY24 Arts in Education Program**

**Sherri Bryant-Moore, Director of Development and Community Grants**

**AGENDA**

**WELCOME**

**GREETINGS - RHONDA DALLAS  
CEO AND CHIEF CURATOR**

**STAFF INTRODUCTIONS**

**KEY DATES**

**OVERVIEW OF PROGRAM**

**Q & A**

**October 26. 2024**

# KEY STAFF:

**SHERRI BRYANT-MOORE**

Director Of Development And Community Grants

[smoore@pgahc.org](mailto:smoore@pgahc.org)

**TAMARA WELLONS**

Director of Programs

[twellons@pgahc.org](mailto:twellons@pgahc.org)

## NOTE:

**Applicants can only apply to ONE Community Grants Category. If you need help deciding which on (AIE, Artist Fellowships or County Arts), please review the other two programs and contact/email the staff for assistance. Please put Community Grants in the Subject Line.**

# **MISSION STATEMENT**

Recognizing the importance of the arts to a vital and healthy community, the Prince George's Arts and Humanities Council, 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.

# DIVERSITY STATEMENT

At Prince George's Arts and Humanities Council our mission is to promote artistic excellence and expand arts opportunities for all citizens of Prince George's County and beyond. 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.

## **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.

## IMPORTANT DATES AIE:

<b>Information Session</b>	October 26, 2023
<b>Application Deadline</b>	November 30, 2023
<b>Panel Review</b>	December 2023
<b>Announcement</b>	End of Dec 2023 / Early January
<b>Grant Period</b>	Jan-June 30, 2024 or August 31, 2024

**PGAHC UPCOMING EVENTS:  
PLEASE FOLLOW US:  
TWITTER @PGAHCARTS / FB AND IG @PGAHC  
[PGAHC.EVENTBRITE.COM](https://www.pgahc.org/eventbrite.com)**

**SATURDAY  
OCT. 28  
2-4 PM**

**WORKSHOP  
ARTIST TO  
AUTHOR**

Artists & artists of all ages tell their stories in this workshop. Learn how to write a story, create a character, and bring your story to life.

**arts'tination**  
162 WATERFRONT ST., NATIONAL HARBOR, MD

**PGAHC**  
PRINCE GEORGES' ARTS & RECREATION

**Parks & Recreation  
M-N-C-P-P-C**  
live more, play more  
pgparks.com

*Workshop*

**SOUL PORTRAITS**

• arts'tination •  
162 WATERFRONT ST.,  
NATIONAL HARBOR, MD

**MON., 10/30 • 6:30 PM**

**PGAHC**  
PRINCE GEORGES' ARTS & RECREATION

**Parks & Recreation  
M-N-C-P-P-C**  
live more, play more  
pgparks.com

**NonProfit Empowerment Symposium**  
The C3 Experience

**C3**  
Connect, Collaborate, Cultivate Relationships

**Wednesday, November 1, 2023**

**Symposium**  
8 a.m. - 4:30 p.m.

**Networking Reception**  
4:30 - 6:30 p.m.

Breakfast, lunch, and heavy hors d'oeuvres will be served

An opportunity for nonprofits to receive information, resources and grant opportunities to educate and empower their organization, board members, leadership, staff and volunteers.

**Prince George's  
Community College  
Center for Performing Arts  
Grand Theater**  
301 Largo Road  
Largo, MD 20774



**Questions? Email us:**  
[pgcnonprofits@co.pg.md.us](mailto:pgcnonprofits@co.pg.md.us)

**To register, please visit:**  
<https://NPC3Symposium.eventbrite.com>

For more information about our Community Partnership Grant, please visit: <https://bit.ly/PrinceGeorgesCountyCPG>



# UEI REQUIRED FOR ORGANIZATIONS

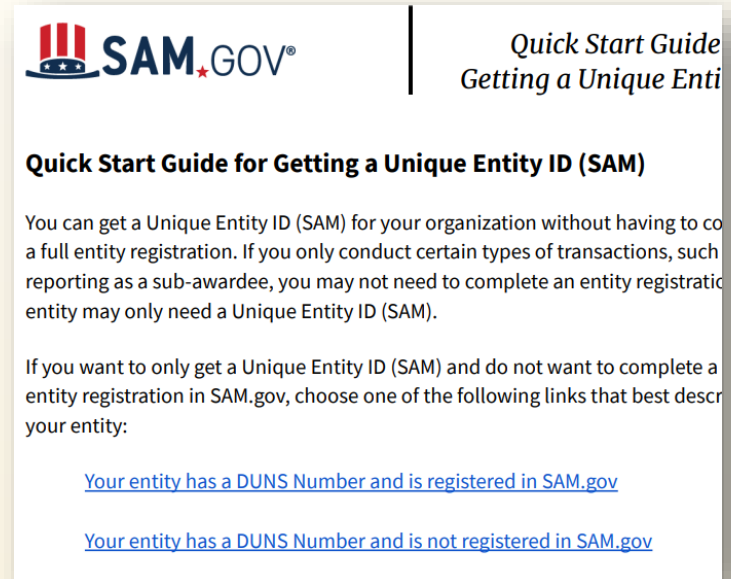
## **A UEI Number Required for Applicant Organizations to Community Grants Program**

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.

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](#).



The screenshot shows the SAM.gov logo on the left and the title "Quick Start Guide for Getting a Unique Entity ID (SAM)" on the right. Below the title, there is a paragraph explaining that a Unique Entity ID (SAM) can be obtained without a full registration for certain transaction types. It also provides two blue hyperlinks for users who are or are not registered in SAM.gov.

**Quick Start Guide for Getting a Unique Entity ID (SAM)**

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. An entity that only needs a Unique Entity ID (SAM).

If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describes your entity:

- [Your entity has a DUNS Number and is registered in SAM.gov](#)
- [Your entity has a DUNS Number and is not registered in SAM.gov](#)

# 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.

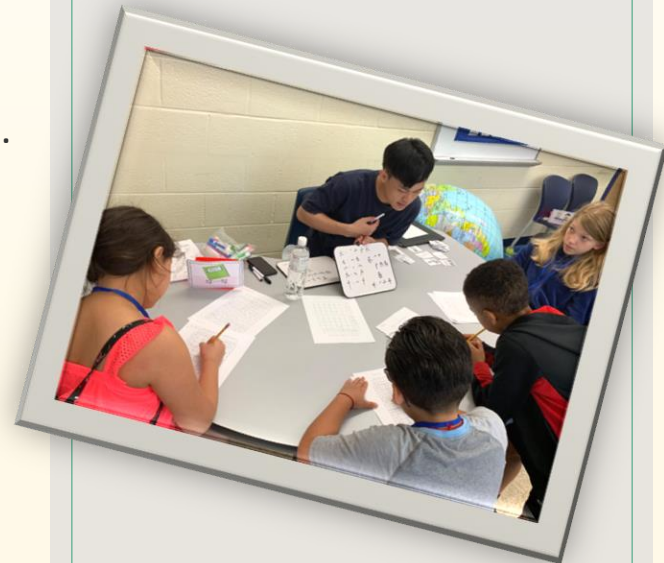
The Arts in Education program is one of the oldest programs provided by the Prince George's Arts and Humanities Council, Inc. and is an integral part of all aspects of PGAHC programs. Funds are awarded to artists, arts educators and nonprofits that demonstrate a significant and positive impact on student achievement through increased arts and cultural access.

**Maximum Award for Organizations and Individuals: \$5000**

**Purpose:** Provide project support for programs serving K-12 grade students as a priority

**Grant Period:** January 1 – June 30, 2024 – or if a summer program August 31, 2024.

## FY24 Arts in Education Program



Project or residency must serve Prince George's County Public School students, and students in approved charter or private school in grades K-12.

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.

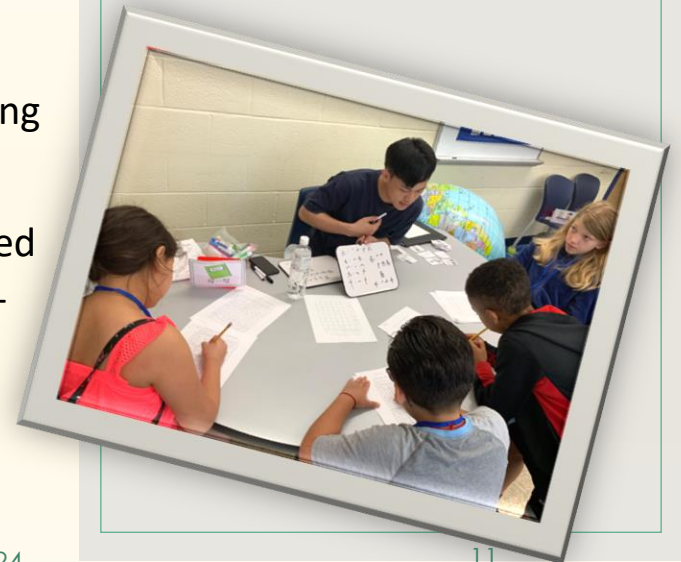
There are 5 program areas of support and projects may include, but are not limited to; arts instruction, arts integration improvements, artist in residency, in-school performances, field trip experiences, arts integration curriculum development, creative placemaking, as well as professional development.

An emphasis should be placed on providing inclusive sequential instruction, where appropriate, to deepen student or staff learning about the subject and experience.

The instruction or activity 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.

## OVERVIEW CON'T

# ARTS IN EDUCATION PROGRAM



# ELIGIBILITY REQUIREMENTS

## ◦ 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.
- **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 meeting eligibility requirements ABOVE.

◦

# CATEGORIES

These programs or 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.

**School-Based Projects:** take place during the traditional school day for students, in classrooms or at an outside venue.

**Artist in Residency Projects:** 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.

**Community-Based Projects** take place outside of the traditional school day, such as at after-school, weekend or summer programs and events.

**Public Art Partnership Projects** support Prince George's County permanent or temporary public art installations, where students participate in a hands-on program designed through collaboration with lead artist or classroom teacher.

**Professional Development Projects** support conference attendance/related fees, and accessing or implementation of high-quality artistic training opportunities for educators working in public education settings.

# Funding Restrictions and Allowable Costs

## 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 accessibility; 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
- Funding may not be attributed to school personnel, faculty and/or general art supplies or equipment unrelated to project.

# Review Criteria

## **Artistic Excellence and Content 30%**

- Work samples and educational materials (outlines, rubric, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s)
- Goals and schedule of planned activities demonstrate high quality and feasibility
- The described artistic activities advance student learning through the arts
- Key staff are diverse and demonstrate arts expertise (Diversity and experience of arts administrators, teaching artists, arts integration specialists, professional artists) to plan and implement artistic content
- Commitment to including/hiring Prince George's County artists and cultural practitioners

## **Artist Merit / Programming Quality 25%**

- The applicant's project and intended outcomes directly support student achievement and development for Prince George's County youth
- Innovation and creativity in programming for intended audience, participants, as well as the applicant
- Clear alignment between project and the applicant's mission;
- Demonstrated commitment to providing similar and/or services to intended audiences; partnerships with similar or complementary individuals to leverage resources for the described activities
- Project and intended realistic outcomes support the goals of the Arts in Education Program
- Clear evaluation plan and detailed description of how progress will be tracked and measured

## **Community Engagement and Impact 30%**

- The described arts activities are enriching experiences that meet the unique needs of Prince George's youth
- Impact of PGCPs youth including, including engaging targeted or under-represented populations
- Commitment to inclusion, collaboration and engagement with artists and students with diverse needs.
- Clear outreach and marketing strategies to achieve engagement goals

## **Administrative and Financial Management 15%**

- Evidence of organizational capacity, financial status, to implement the proposed request
- Clear and detailed budget and cost justification are aligned with request and adhere to guidelines
- Efforts to seek other sources of support; sustainability of proposed project (if applicable)
- Completeness and clarity of the application

# Priority Ranking Components

- **Artistic Excellence and Merit** – Artistry and quality of project, involved, key staff, body of work presented as samples, potential impact on students and teachers. Inclusive and accessible.
- **Application and Budget** Well written, clear application and required uploads and aligned to category applicant selected. The project budget reflects and is aligned with activities of proposal, not just a line or two, with payments going to one place or person.
- **Prince George's County** focus: Artists, K-12 teachers, or presenters and aligned with the goal
- **PROGRAM BUDGET – ORGANIZATIONS ONLY: Budgets must show a 1:1 Match.** If a grant request is \$5,000, then the budget must be at least \$10,000. Other sources of funding should be indicated (not necessarily confirmed)



# ADDITIONAL AIE RESOURCES

This is the link for Maryland State Dept. of Education (MSDE) curriculum standards, by discipline:

<https://www.msdefinearts.org/maryland-fine-arts-standards>

This is the link for the Social Justice curriculum framework:

[http://www.learningforjustice.org/sites/default/files/2019-06/TT-Social-Justice-Standards-June-2019\\_0.pdf](http://www.learningforjustice.org/sites/default/files/2019-06/TT-Social-Justice-Standards-June-2019_0.pdf)

- **Artists:** To learn more about developing partnerships and residencies in schools in the State of Maryland. The MSDE Fine Arts Office of MSDE professional development training resources for creative classrooms:

- <https://www.msdefinearts.org/about-mc3>

# HOW TO APPLY

## PGAHC- The Prince George's Arts and Humanities Council

**Welcome! Below you will see all of our current opportunities.**

### **Important:**

- You will need to create a *free Submittable* account in order to submit to these forms. Here is a quick guide on how to get started: <https://submittable.help/submitters/making-new-submissions/how-do-i-submit>
- You can save a draft of your work if you would like to finish filling out the form at a later date.
- We will follow-up with you about your submission by email. Please be sure the email address you used to sign up for your Submittable Account is one that you check regularly.
- Please reach out to Submittable's Customer Support team with any technical questions at [support@submittable.com](mailto:support@submittable.com)

# HOW TO APPLY

## FY24 Arts in Education Community Grant Program

Ends on Thu, Nov 30, 2023 11:59 PM

Guidelines ^

Apply

### 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 schools in grades K-12 in school or community settings.

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**

**DEADLINE: November 30, 2023 11:59PM**

**Information Session: Thursday, October 26, 2023 at 4PM - [Register by Click Link HERE:](#)**

**[Download a PDF of Guidelines and Application HERE](#)** You can work from application offline in this document.

**ELIGIBILITY:**

## Essential Information:

All organizations, names, addresses and SSN/EIN – must match IRS Documents. W-9 or 990 etc.

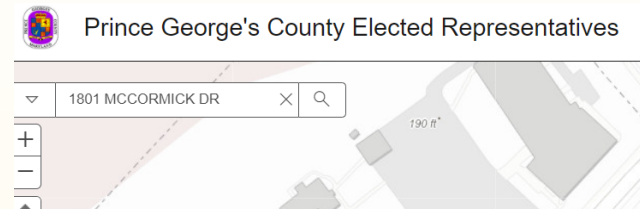
Avoid emails with info@ unless closely monitored.

**District Information:** If you do not know your District information, the look up link is provided. We are looking for **numbers**, not names. This link will provide all numbers. Enter: 1 for District 1.

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/InformationLookup/index.html?appid=4555cb39f8a041058dc52e6570e60d72>

Key in address in top Left corner of the map



Information will be on Left side of the map (scroll down)

### Prince George's County Executive Angela D. Alsobrooks

Party: Democrat  
Address: 1301 McCormick Drive, Suite 4000,  
Largo, MD 20774  
Phone: (301) 952-4131  
E-Mail: countyexecutive@co.pg.md.us  
[Learn More](#)

### County Council Prince George's County 5

Council Member: Jolene Ivey  
Party: Democrat  
Phone:  
E-Mail: Councildistrict5@co.pg.md.us  
[Learn More](#)

### US House of Representatives 4th Congressional District

Representative:  
Party:  
Phone Number:  
[Learn More](#)

## Follow the writing prompts along with the review criteria

Project Description \*

Please include primary components and proposed impact, purpose, if this is a new or existing project, highlights, themes/content or learning, innovation etc. (Note: there are sections for key activities, goals and evaluation elsewhere in the application)

Artistic Discipline(s) \*

- Dance
- Theatre
- Literary
- Music
- Visual Art
- Public Art
- Scholarship/Travel/Professional Development
- Film

**CHOOSE ONE NO  
more than TWO  
disciplines**

Project Type \*

- School Based
- Artist in Residency
- Community Based
- Public Art
- Professional Development

# Follow the writing prompts along with the review criteria

**Please list the three primary goals of the program. How will they be achieved? \***

Limit: 400 words

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.

**Please describe the desired outcomes for each goal listed above. \***

Limit: 400 words

Outcomes are planned/anticipated end results or the effect of the goal/program. What does success look like? You can also include an output as well.

**Evaluation Plan \***

## WORK SAMPLES:

- 3 to 5 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).
- FOR Audio/video files 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.

### Work Samples \*

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .gif, .tif, .tiff, .png, .mp3, .m4a, .wav, .mp4, .mov, .mpg, .wmv, .m4v, .xls, .ppt, .pptx

Please upload 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 of each selection are requested, so for works longer than 2 minutes, please also indicate which sections you wish the panelists to listen to.

### Required Financial Documents \*

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf

Please upload your most recently completed audit or 990. Organizations  
Proof of Residency (W-2, 1099, IRS Tax Form, Bank Statement (Date at least one year, if not on other IRS Documentation)

## Demographic information is optional and not at all factored into the review process

### 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**

Please Complete all the questions below. This data will help in our continued advocacy and understanding of our constituency for resources, programs and services.



# GRANT TIPS

- **Clear proposal.** Using the review criteria and the prompts in each section, make sure your proposal in each is clear and detailed. Clearly outline project components, your process, potential impact etc. Avoid acronyms, without spelling them out first. Have someone else read your proposal before you submit.
- **BE DETAILED:** We need more than two sentences if you are describing a project, but keep it concise
- **Set clear goals.** You must be able to clearly articulate a feasible goal and has a compelling, achievable outcome. (You don't need more than 3—Keep it simple)
- **Follow directions.** Being unique is ideal during the creative process, but when preparing a grant proposal, it's absolutely necessary to do as you are instructed. Include all the requested material, especially the required uploads.
- **Find the right match.** When it comes to getting grants, shared goals are essential. Be careful when recycling ideas from another grant- rethink the *current* application to ensure complete and compelling answers with fresh data. (Check the PGAHC program goals in the guidelines )
- **Share your passion.** Your artwork or performance will speak to your talent, but your proposal has to illuminate what motivates you to create or do your project. It's important to let the granter know that you have the drive to meet your goal.



  
**Barbara  
Floersch**

[Barbarafloersch.com](http://Barbarafloersch.com)

author, consultant,  
grant professional,  
trainer for non-profit  
organizations



## Hammer Quotes

*“When it comes to making a convincing case for funding, the activities you plan to implement only count to the extent that they are capable of producing outcomes. Methods are like workhorses. They must be strong and well-suited for the job, and no matter how beautiful they are, the question is whether they can pull the weight.”*

## **BUILD YOUR PGAHC RELATIONSHIP**

Do not assume that a successful, competitive grant award one year is a guarantee for an award in future grant cycles. The marketplace is constantly evolving!

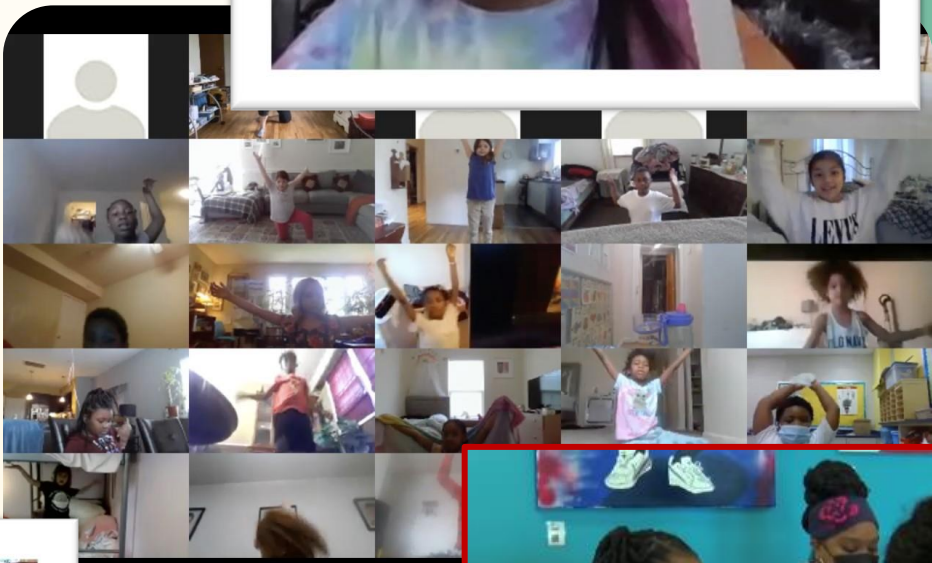
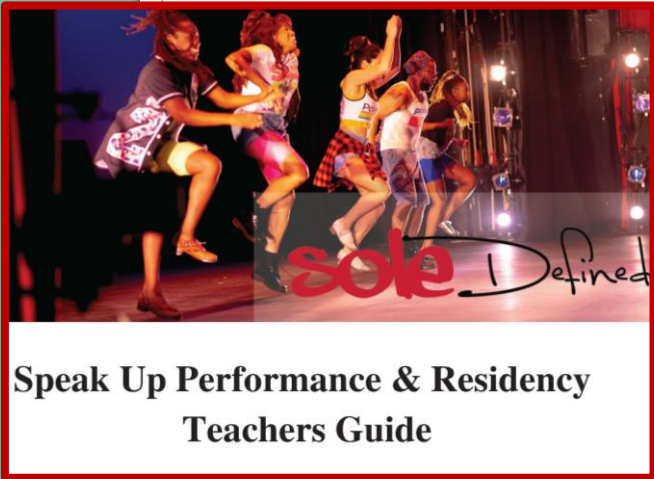
## **WE WANT TO HEAR FROM YOU!**

Invite PGAHC staff and board members to your performances, exhibits, etc. to build awareness of your artistic endeavors.

Seek out partners, like **Non-Profit Prince George's** that can help with grant writing and have experience with successful arts education program outcomes!

# SAMPLE PROGRAMS

We are happy to provide lists of grantees



on 10-26-24



MARYLAND

**Art group spreads autism awareness by painting**

# RESOURCES AND UPCOMING PROGRAMS

- Lists of Artists and Organizations
- Workshops for Teaching Artists
- Grant Workshops with Funders





HOW CAN A PGAHC GRANT FURTHER  
SUPPORT YOUR SCHOOL'S  
ARTS INTEGRATION LEARNING?

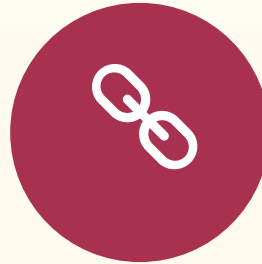
**WE WANT TO HEAR FROM YOU!**

# Thank You!

Resources:  
Grants Page  
[Pgahc.org/grants](https://pgahc.org/grants)



**QUESTIONS?**



**CONNECT WITH US**

[WWW.PGAHC.ORG](https://www.pgahc.org)

FACEBOOK AND IG:  
[@PGAHC](#)

TWITTER: [@PGAHCARTS](#)

[PGAHC.EVENTBRITE.COM](https://pgahc.org/eventbrite)



[SMOORE@PGAHC.ORG](mailto:SMOORE@PGAHC.ORG)

[twellons@pgahc.org](mailto:twellons@pgahc.org)