



FY 2019 Request For Proposal County Arts Program

Deadline: January 18, 2019 at 5:00PM

Grant Period: March 25, 2019 to May 29, 2020

Types of Programs/Projects Categories

- County Arts Projects
- Cultural Facilities Projects
- Emerging Arts Programs
- Public Art Building Communities
- Cultural Bridge Programs

Maximum Funding Amount for Each Categories

- County Arts Projects \$ 5,000
- Cultural Facilities Projects \$ 5,000
- Public Art Building Communities \$ 5,000
- Emerging Arts Programs \$ 5,000
- Cultural Bridge Programs \$ 5,000

Applicants may submit one grant application per grant cycle that includes the County Arts grants, Artist Fellowship grant and Arts in Education grant.

Dannielle Glaros, County Council Chair

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Program Overview

County Arts Program Description

The County Arts Program is designed to support 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.

FY 19 County Arts Program Grants are distributed in five categories: County Arts Projects, Cultural Anchor Projects, Emerging Arts Programs, Public Art Building Communities, Cultural Bridge Projects.

County Arts Projects support projects that promote arts and humanities activities and events to Prince George's County residents.

Cultural Facilities Projects support 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 support capacity building projects for arts and humanities organizations through grants for administrative systems, leadership development and general support. For this category, the organization's operational budget cannot exceed \$25,000 and must demonstrate program sustainability.

Public Art Building Communities support 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 support arts and humanities projects that foster cultural exchange and diplomacy between Prince George's County and our Sister Cities and other established international partners.

NOTE:

- For organizations there is 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 between March 25, 2019 and May 29, 2020.

Eligibility Requirements

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

- Incorporated as a nonprofit organization, 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;
- Federal and Maryland tax exempt status (subject to PGAHC verification)
- In good standing for one year prior to the application deadline; - Principal offices 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; - A demonstrated commitment to provide arts and humanities programs to the residents of Prince George's County.
- At least fifty-one percent (80%) of scheduled arts activities occur in Prince George's County;
- 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 Fiscal Year 2019 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.

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.

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.**

Technical Assistance

Technical information about the software is available at www.pgahc.org under the grant tab. PGAHC urges all applicants to read the software manual.

Application Process

PGAHC utilizes an electronic submission. All applicants **MUST SUBMIT** completed online applications to PGAHC no later than Friday, January 18, 2019, by 5:00 PM.

Grant Application Procedure

1. Review the Fiscal Year 2019 Request for Proposal thoroughly and determine eligibility of the applicant and allowable project activities.
2. Select the desired grant program and complete the online application and the budget information.
3. Please note work samples must reflect artistic content as it relates to the specific grant request.
4. Work samples and support materials should be **UPLOADED** with the application.
5. Submit the electronic application by 5:00 PM 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 online applications.
- Failure to submit mandatory documents will automatically result in ineligibility for consideration.
- **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.
- The Panel is comprised of arts and humanities professionals independent of PGAHC; the invaluable contributions of Advisory Review Panelists ensure that PGAHC continues to provide programs and services that meet the needs of Prince George's County's residents and the 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, will 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.**
- To nominate a person(s) to serve on PGAHC Advisory Review Panels, please submit information to klyles@pgahc.org by February 8, 2019

Conflicts of Interest

- a. 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.

- b. 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 of monetary value from grantees, potential grantees or applicants.
- c. Any questions regarding this matter should be directed to Executive Director, Rhonda Dallas at (301) 772-8943 or by email at rdallas@pgahc.org.

Notification and Payment

- a. Applicants will be notified in writing of their application status by March 18, 2019. This notification may consist of a grant award letter or letter of grant denial.
- b. Grant awardees will also receive a grant agreement letter. The grant agreement **must** be reviewed and signed with required attachments, including a letter of commitment, for matching funds for grant award payment to be processed.
- c. 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. Grantees with unfulfilled reporting, in any funding program, from FY 2017 and previous grant cycles, are ineligible to receive any additional awards from PGAHC.

Comment Review

Upon request, any applicant not receiving funding may schedule a comment review with the PGAHC Executive Director, Rhonda Dallas. 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: Kristina Lyles, Program Manager at klyles@pgahc.org or (301) 772-8943

FY 2019 County Arts Program Grants Review Criteria

| Reviewer Criteria Ratings | Content |
|--|---|
| Overall 10% | <ul style="list-style-type: none"> - The grant content 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 the County Arts Program. |
| Artistic Content 30% | <ul style="list-style-type: none"> - Presents work samples that demonstrates high standards of artistic excellence within the chosen discipline(s); - The related goals and schedule of planned activities are feasible; - Uses personnel with demonstrated arts expertise (such as arts administrators or professional artists) to plan and implement artistic content; - Demonstrates a commitment to hiring Prince George's County artists, where applicable, to deliver artistic content (such as arts administrators or professional artists); and - Presents effective evaluation methods specific to the project, which are used to improve future activities and services. |
| Community Engagement and Impact 30% | <ul style="list-style-type: none"> - The described arts activities are enriching experiences that meet the unique needs of Prince George's residents; - Applicant partners with similar or complementary organizations to leverage resources for the described activities; - The proposed activities and services are available to people with disabilities; and |
| Financial Management 30% | <ul style="list-style-type: none"> - The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, and 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 |

| | |
|--|--|
| | <p>request. All items funded with grant dollars are eligible expenses under the grant; and</p> <ul style="list-style-type: none">- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds. |
|--|--|

Grants Review Tips on Preparing Grant Application Requirements For General Format

DO

- Be concise and specific in your proposal.
- Highlight specific areas of interest in your support materials (reviews, articles, etc.)
- Proof your proposal for spelling, grammatical, mathematical errors, especially on Budget Form and in the Budget Narrative.
- Make sure you have submitted the required materials.

DO NOT

- Include cover letters
- Forget to indicate your professional name if different from your legal name.

FY 2019 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 application. Documents **must** be submitted by application deadline and at the same time the application is submitted. **MANDATORY DOCUMENTS**

| Check | Required Mandatory Documents |
|-------|--|
| ✓ | Work Sample(s) – see Addendum A for information on Work Sample requirements. Fliers and brochures specifically about your organization 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 as artistic staff and educators. |
| ✓ | Signed W-9 (Request for Taxpayer Identification and Certificate). |
| ✓ | Two Letters of Support. |
| ✓ | IRS 501(c)(3) Letter of Determination. |
| ✓ | Maryland State Letter of Good Standing. |
| ✓ | List of names 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. |

NOTE: 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 an 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 January 18, 2019 at 5:00 PM.

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 relate to your project as directly as possible. Panelists 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.

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 the 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, assessments, evaluations and awards.

Resumes of Key Personnel. Including the resumes of the key artists, administrators, and facilitators is 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 of

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

WORK SAMPLE CONTENTS:

Electronic materials should be converted into PDF or JPEG documents to ensure that the Advisory Review Panelists will be able to view attachments.

Visual Arts. Organizations must submit digital images of six to ten different works.

Media (Film/Video). Submit up to three audio/video recordings of completed work or work-in-progress.

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

Dance. Submit up to three video recordings of performances. Submit an ensemble selection. 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 pages from no more than three short works, or a portion from no more than two larger works up to 10 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 four to six poems.

Interdisciplinary. Organizations must submit three to five digital images or up to three audio/video recordings demonstrating the integration of disciplines in the work.

Theater. Organizations must submit up to three video recordings of performances or three to five digital images of productions. Playbills and programs can be used in support but are not considered work samples. Actors must submit video recordings of two contrasting monologues or three to five still digital images of productions. 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 for two to four of the artistic disciplines that are relevant to the grant request.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application.

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

An inoperative file containing work samples may negatively affect your application score. PGAHC is not responsible for fixing work sample viewing or listening capacity.

Visual Arts

If you are a 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 your organization accurately and effectively. Be sure to indicate 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.