

**COMMUNITY AND SPECIAL PROJECT GRANTS  
GRANT APPLICATION  
FY 2018  
July 1, 2017 thru June 30, 2018**

Name of Organization \_\_\_\_\_

Physical Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Brief Description of Project/Program**

**Name of Artist(s)/Presenter(s)** *(Please indicate state of residence of the artist):*

\_\_\_\_\_ **Number of Individuals/Performers:** \_\_\_\_\_

**Dates(s) of Program Length of Program** \_\_\_\_\_

**Describe Target Audience**

**Number of individuals benefiting from program**

**Non-Paying Adults** \_\_\_\_\_ **Non-Paying Children <18** \_\_\_\_\_

**Paying Adults** \_\_\_\_\_ **Paying Children < 18** \_\_\_\_\_

**PROJECT COST**

List all anticipated sources of funding and their projected amount.

**Organization Funds:** \$ \_\_\_\_\_

**Other Source(s):** \$ \_\_\_\_\_ **Name:** \_\_\_\_\_

**Grant Requested:** \$ \_\_\_\_\_

**FULL COST OF PROJECT:** \$ \_\_\_\_\_

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Arts Council of Calvert County grants must be used in, or for, Calvert County, Maryland to support cultural arts programs.

Applications are reviewed by the three-member Grants Review Committee. The Committee's recommendations are presented to the Arts Council of Calvert County's Board of Directors for a final decision.

**Organizations are required to provide a one-to-one (1:1) dollar match to the grant amount requested.** Please note: if additional funding is secured it should be reported on the Final Report.

It is the responsibility of the applicant to contact artists. The Maryland State Arts Council maintains a roster of artists approved by an advisory panel. Visit <http://www.msac.org> for more information. Organizations are not required to utilize artists from this list.

A Final Report must be completed and filed with the ACCC by the end of the program/event. Failure to file a Final Report may jeopardize approval of future requests.

Grantees must give credit to the Arts Council of Calvert County and the Maryland State Arts Council in brochures, programs, news releases, publications and other Publicity materials. When no printed information is used, verbal credit must be given. Failure to acknowledge the above organizations as sources of funding may jeopardize the approval of future requests.

Arts Council of Calvert County grant regulations stipulate that no person may be excluded from participation in, or denied the benefits of, any programs that are supported by Arts Council funds based on race, religion, color, national origin, sex, age or personal handicap. Organizations receiving grants must conform to the Americans with Disabilities Act (ADA). This act extends to disabled persons the same kind of anti-discrimination provisions as found in the Civil Rights Act of 1964. Please visit the following links to make certain your programs meet current accessibility guidelines:

**Design for Accessibility: A Cultural Administrators Handbook**  
<https://www.arts.gov/publications/design-accessibility-cultural-administrators-handbook>

**ADA Technical Resource Center**  
[www.adata.org](http://www.adata.org)

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Grant applicants are encouraged to support the Arts Council of Calvert County. However, providing financial support to the Arts Council is not a requirement for grants consideration. A contribution form is included with all mailed grant applications and is available at the Arts Council website – [www.calvertarts.org](http://www.calvertarts.org).

The Maryland State Arts Council (MSAC) provides the money used in the ACCC's grants program. Arts in Education grants are paid in full usually by the end of October of the pertinent year. It is important to understand that funding from the State of Maryland is anticipated but never guaranteed.

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**Preparer's Signature** **Date**

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**Print Name**

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**Title**

**SEND ONE ORIGINAL TO:**      ARTS COUNCIL OF CALVERT COUNTY  
P.O. Box 2569  
Prince Frederick, MD 20678

**QUESTIONS:** Carol Eberly, Executive Director  
[director@calvertarts.org](mailto:director@calvertarts.org) / 410-257-7005

**COMMUNITY AND SPECIAL PROJECT GRANTS  
GRANT VOUCHER  
FY 2018  
July 1, 2017 thru June 30, 2018**

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**Organization**    **\*\*Checks will be made payable to the organization\*\***

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**Project Title**

**Dates**

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**\$** \_\_\_\_\_  
**Grant Award**

**\$** \_\_\_\_\_  
**Total Cost of the Project**

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**Coordinator's Name**

**Coordinator's Phone**

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**Coordinator's Email**

**Mailing Address**

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**For Arts Council Use Only**

Grant Amount \$ \_\_\_\_\_

Payment in Full    \$ \_\_\_\_\_

Check Date    \_\_\_\_\_

Check Number    \_\_\_\_\_

Date Sent \_\_\_\_\_

Approved By \_\_\_\_\_

Final Report Received \_\_\_\_\_