

## ACCC Grants FAQ

\*AIE=Arts in Education

\*CG=Community Grant

- **Who is eligible to apply for the Arts Council of Calvert County's Arts in Education (AIE) and Community (CG) grants?**

AIE: All K-12 public and private schools within Calvert County's school system are eligible for the Arts in Education Grant, as well as higher education institutions.

CG: Nonprofit organizations that have a 501(c)(3) IRS certificate are eligible to apply for the community grant. The organization does not have to be headquartered in Calvert County, but the program funded by the grant must take place in Calvert County and/or be in service to Calvert County residents.

- **How much funding can I apply for?**

AIE: The funding request limit for the Arts in Education Grant is up to \$1,000.

CG: The funding request limit for the Community Grant awards are up to \$2,000.

- **How competitive is the applicant pool?**

AIE: The Arts in Education grant receives an average of 15-25 applications each cycle.

CG: The Community Grant usually receives between 8 and 15 applications each cycle.

- **My event/program is open to people who are not Calvert County residents. Can I still apply?**

If your program is happening within the geographic boundaries of Calvert County, yes.

- **My event/program is being held outside Calvert County. Can I still apply for grant funding?**

AIE: Grant funds may be used to cover expenses for travel to locations in the State of Maryland and Washington, DC.

CG: To be eligible for grant funds, the program or event *cannot* be held outside of Calvert County.

- **My organization is headquartered outside of Calvert County. Can I still apply for grant funding?**

AIE: No, only public and private not-for-profit schools located in Calvert County are eligible for Arts in Education grants.

CG: Yes, assuming the program, event, or project you are funding is being held within the geographic boundaries of Calvert County or provides a clear and considerable benefit to Calvert County residents.

- **Can I apply more than once for a grant if I have multiple programs that need funding?**

Yes, but keep in mind that if funds are low, grant applicants that have not yet received a grant from the Arts Council will have priority.

- **If my organization/school is partnering with another organization/school on the same project, can we each submit a separate application to get double the funds?**

Yes!

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- **Can I use the ACCC grant to cover general operating expenses?**

No, ACCC grants cannot be used for general operating expenses or expenses that are part of the normal classroom/curriculum.

- **I need to amend my grant application. What should I do?**

If you need to modify your grant application, contact the Arts Council's program specialist: [programs@calvertarts.org](mailto:programs@calvertarts.org)

- **My grant application has been approved! How and when do I get my funds?**

AIE: Congratulations! The Arts Council will notify you when your grant application has been approved. As a condition of funding, recognition of the Maryland State Arts Council (MSAC) and the Arts Council of Calvert County is required in all advertising, promotions and printed materials. Please allow 30 days for payment processing. Once payment has been processed, your check will be hand delivered to your school.

CG: Congratulations! The Arts Council will notify you when your grant application has been approved. As a condition of funding, recognition of the Maryland State Arts Council (MSAC) and the Arts Council of Calvert County is required in all advertising, promotions and printed materials. Please allow 30 days for payment processing. Once payment has been processed, your check will be hand delivered to your organization.

- **My grant application has been denied! Can I file an appeal?**

If you need more information about why your grant request was denied or would like to appeal the rejection of your grant request, contact the office of the Executive Director: [director@calvertarts.org](mailto:director@calvertarts.org)

- **Some details of my grant-funded project have changed. Do I need to notify the Arts Council?**

Yes. If you need to change the details of your grant-funded project, contact the Arts Council's program specialist: [programs@calvertarts.org](mailto:programs@calvertarts.org)

- **What is meant by "grant acknowledgement" and how do I do it?**

Grant acknowledgements serve to inform program participants of who has contributed financially to the program. Acknowledgements are required by both the ACCC and the Maryland State Arts Council (MSAC). To learn more about acknowledging ACCC grants, see the Arts Council's grant recognition guidelines.

- **Oh no! Something came up and my grant-funded project can't be completed by the end of the fiscal year. What should I do?**

If by the end of the fiscal year your project has not been completed, contact the Arts Council. Generally, you will be asked to return the unused grant funds not completed within the FY and reapply in the current fiscal year. The Arts Council understands things happen and plans change; if unused grant funds are returned, it will not detrimentally affect your chances of receiving a grant in the future.

- **What is a Final Report and how do I file it?**

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Your final report is a summary of your grant-funded program and includes details of expenditures, income, and participant demographic information. You can file your final report online at any time after the conclusion of your grant-funded project, but no later than the end of the fiscal year in which your program took place. Failing to submit a final report will impact your ability to apply for future grant funding from ACCC, so don't forget to file your final report! Please include the date (s) of your program/event in your final report.

- **I am new to the organization/school and my predecessor failed to file a final report for the previous fiscal year. What should I do?**

Filing a final report for the previous Fiscal Year's grant award is one of the stipulations required for receiving a grant in the current fiscal year. Contact the Arts Council's program specialist for assistance:  
[programs@calvertarts.org](mailto:programs@calvertarts.org)

- **I need to amend my Final Report. What should I do?**

If you need to modify your final report, contact the Arts Council's program specialist:  
[programs@calvertarts.org](mailto:programs@calvertarts.org)