**QUEEN ANNE’S COUNTY ARTS COUNCIL, INC.**

**206 St. Commerce St. Centreville, MD 21617**

**(410) 758-2520, (410) 271-3730**

MEMO FOR SCHOOL PRINCIPALS AND ARTS-IN-EDUCATION COORDINATORS

SUBJECT: Arts-in-Education Grants Program during School Year

The Arts Council invites Arts-in-Education (AiE) Grant applications for the coming academic year from public and private schools in Queen Anne’s County. This packet includes grant criteria, eligibility requirements, and the application form. To apply for AiE funds, complete and submit the application by May 1st.

There are two categories of AiE applications: (1) visiting artist/artist-in-residence and (2) visiting performer. A school or organization may submit just one application in each category, but an application in either category may and often does include multiple events. Also, it is desirable that participating artists are listed in the *Arts-in-Education* V*isiting Performers Roster* ofthe Maryland State Arts Council (MSAC) (www.msac.org).

Schools are eligible for grants to reduce the cost of visiting performer programs involving Maryland-based artists, including travel. Usually a school may qualify for no more than one such grant in a given school year.

Your application can be downloaded from our website or sent to you as an e-mail attachment. It should then be submitted in final form as an email attachment in PDF or Word format, or mailed in hard copy.

Copies of this information packet, including the application form, are available for downloading from our website. You are welcome to contact me for further information or assistance with your application: (410) 271-3730 or qacartsdevelopment@gmailcom

**Grant Criteria**

The Arts Council frequently receives more grant requests than can be accommodated by the resources available. Therefore, we retain the right to accept or reject applications, to suggest changes, and to support requests in full, in part, or not at all. In deciding on applications, the Grants Committee is guided by:

1. The artistic merit of the proposed activities.

2. Organizational effectiveness--the ability of the agency to carry out the proposed activity.

3. Service to the community--how well the proposed activity or program will serve county residents.

**Requirements for Organizations Receiving Funds**

1. To receive AiE funds from the Arts Council, an organization must either be designated as

not-for-profit and tax-exempt by the IRS and incorporated in Maryland, or be a government-related organization such as a school, library, or parks and recreation department.

2. The proposed arts activity must primarily benefit Queen Anne’s County residents and guests*.*

3. Grants by the Arts Councilare matched on at least a one-for-one basis in cash. Funds from the State of Maryland, or in-kind services, are not allowed as part of this match.

4. Funds must be used as indicated in the application. Any proposed changes--including those of artist, date, time, or site--must be approved by the Arts Council in advance.

5. Arts Council funds may not be used for “party art” (such as magicians, face painting, hair braiding, balloon sculpture), or for food, capital improvement purchases, or fund-raising.

6. Arts-in-Education funds may not be used to fund parts of the regular school curriculum—which MSAC interprets to include student afterschool musical theater and dramatic productions.

7. Arts-in-Education funds may be used for arts-related programs only.

8. Organizations and schools must include "sponsored in part by the Queen Anne’s County Arts Council, with funds from the Maryland State Arts Council” in all publicity materials and programs relating to AiE Grant supported events and activities.

9. NO final report is required.

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| **QUEEN ANNE’S COUNTY ARTS COUNCIL, INC.**  **206 St. Commerce St. Centreville, MD 21617**  **(410) 758-2520, (410) 271-3730** | | |
| **APPLICATION FOR ART-IN-EDUCATION GRANT** | | |
|  | | |
| **IDENTIFICATION OF SCHOOL** | | |
| Name of school: | | |
| Mailing address: | | |
| Phone: | Fax: | E-mail: |
|  | | |
| **TYPE OF PROGRAM FOR WHICH GRANT IS REQUESTED** | | |
| [ ] Visiting Performer [ ] Visiting Artist/Artist-in-Residence [ ] HS Art Student Trips  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | | |
| **INFORMATION ON PROGRAM FOR WHICH FUNDING REQUESTED** | | |
| Name of the program or series: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Description of Program:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  When project will occur? Dates/ Times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Where will it be held? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is site accessible to persons with disabilities? [YES] [ NO ]  Number who will directly benefit? Artists \_\_\_\_ Adults \_\_\_\_ Children \_\_\_\_ Total  **\_\_\_\_** | | |
| Name and signature of contact person for this AiE application: | |  |
| Signature of school principal or official:  Please print name and title.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | Date**:** |

**Program cost**:

Artist fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Out-of-county travel: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Programs if needed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_