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## 

## ARTS IN EDUCATION GRANT (AIE)

## GUIDELINES

**Grant Support Period: Ongoing (rolling deadline)**

**Purpose:**

Arts in Education (AIE) Grants are designed to promote, strengthen, and enhance the arts and arts education in St. Mary’s County’s elementary and secondary schools, community centers and library programs. AIE Grant Applications are considered on a rolling basis and will be awarded up to $3000 per event/project. Applications will be voted on at monthly board meetings after review by the Grants Committee. The schedule is available on the SMCAC website.

* These grants can be applied towards obtaining quality performances and/or hands-on intensive workshops by visiting performers, artists, authors, poets, master teachers and professionals in the areas of music, visual art, drama, dance, and literature for educational enhancement.
* They can also be used to cover the cost of **transportation and admission** to quality, educationally relevant performances or experiences inside or outside of St. Mary’s County.
* Schools and organizations can apply for more than one AIE Grant per fiscal year (July 1 – June 30), but the total amount awarded per fiscal year shall not exceed $3000 to any school or organization. Only one application per event will be considered. Other AIE grant funding is available directly from the [Maryland State Arts Council](about:blank) (www.msac.org).

To apply:

* + Complete all information requested on the SMCAC AIE Grant Application and save it to your computer as file name: “AIE Application – organization name”.
  + E-mail the completed application (1 page only) as an attachment to the SMCAC at the following address: director@smcart.org.

**COMPLIANCE Criteria:**

Organizations receiving Artists in Education Grant funds from the St. Mary’s County Arts Council must:

* **Agree to the policies**
  + Agree to policies and regulations governing this grant process as determined by the St. Mary’s County Arts Council (SMCAC) and the Maryland State Arts Council (MSAC).
* **Use the SMCAC and MSAC logos in all verbal, printed and internet publicity.**
  + Acknowledge the financial support of the SMCAC and the MSAC, using the logo of the SMCAC and MSAC in all printed and internet publicity (school newsletter, letters to parents, etc.) and verbally, in all announcements about the event(s). Two such examples are to be sent with your final report.
  + Logos are available at the SMCAC website, [www.stmaryscartscouncil.com](http://www.stmaryscartscouncil.com) and the MSAC website [www.msac.org](about:blank), respectively.
* **Submit a Final Report Form**
  + **FINAL REPORT FORM DEADLINE**: Your AIE Final Report Form must be emailed to the SMCAC **no later than 30 days following completion of your Arts in Education project/series or by June 15 if your event takes place before June 15.**
  + Failure to submit your AIE Final Report by this deadline will result in: (1) a requirement to return the full dollar amount of the AIE grant monies to the SMCAC; and (2) ineligibility for SMCAC AIE grant funding in the subsequent calendar year.
  + SMCAC must be notified if there is a change in artist(s) to be used or a change of date for your activity.
* **Payment Schedule**
* 75% upon receipt of signed contract (issued after board approval)
* 25% upon receipt of satisfactory final report

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***Arts in Education Program***

**ARTS IN EDUCATION GRANT (AIE)**

**APPLICATION**

**DEADLINE: rolling**

**Submit only this page** to the SMCAC as your AIE Grant Application.

1. **General Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **School/Organization Name** |  |
| **Mailing Address** |  |
| **Principal’s Name (if school)** |  |
| **School/Organization Phone #** |  |
| **School/Organization email** |  |
| **Liaison’s Name** |  |
| **Liaison’s Phone #** |  |
| **Liaison’s Email** |  |
| **Population of School/organization** |  |

1. **Artistic Programming Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **Name of Artist(s)** |  |
| **Project Type/Art Form** |  |
| **Proposed DATE(S) of project(s)** |  |
| **Goals of Project**  *(be specific)* |  |

1. **Financial Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Projected** Income and Expenses for the Project: | | | | | |
|  |  | |  |  |  |
| *Income* | | |  | *Expenses* | |
| SMCACAIE Grant Requested | |  |  | Artist’s Fee |  |
|  | |  |  | Artist’s Expenses |  |
| **Total:** | | **$** |  | Materials |  |
|  |  | |  | Promotion/Documentation |  |
|  |  | |  | **Total:** | **$** |

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***St. Mary’s County Arts Council, Inc.***

***Arts in Education Program***

**ARTS IN EDUCATION GRANT (AIE)**

**FINAL REPORT**

Instructions

# Complete the entire form.

# Use the actual dollar amounts spent in relation to your project.

# The Maryland State Arts Council will also receive a copy of this completed page as part of the SMCAC’s AIE Final Report.

# Email this AIE Final Report Form to: [director@smcart.org](mailto:director@smcart.org).

# DEADLINE: no later than 30 days following completion of your Arts-in-Education project.

# Failure to meet this deadline will result in:

# Ineligibility for SMCAC grant funding in the next calendar year.

# A requirement to return the full dollar amount of the grant.

1. **General Information**

*Please type as much information as required in each block.*

|  |  |
| --- | --- |
| **School/Organization Name** |  |
| **Mailing Address** |  |
| **Principal’s Name (if school)** |  |
| **School/ Organization Phone #** |  |
| **School/ Organization email** |  |
| **Liaison’s Name** |  |
| **Liaison’s Phone** |  |
| **Liaison’s Email** |  |
| **Population of School/ Organization** |  |

1. **Artistic Programming Information**

*Please type as much information as required in each block.*

|  |  |  |
| --- | --- | --- |
| **Name of Artist(s)** |  | |
| **Project Type/Art Form** |  | |
| **Actual date(s) of project(s)** |  | |
| **Goals of Project** *(be specific)* |  | |
| **Number of Days** |  | |
| **Number of Artist(s)** |  | |
| **Number** of attendees **Participating Directly** with the Artist(s), hands-on workshop, or core group | |  |
| **Number** of attendees **Indirectly** Involved (Audience) | |  |
|  | |  |

1. **Financial Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actual** Income and Expenses of Project: | | | | |
|  |  |  |  |  |
| *Income* | |  | *Expenses* | |
| AIE Grant Received | **$** |  | Artist’s Fee | **$** |
|  |  |  | Artist’s Expenses | **$** |
| **Total:** | **$** |  | Materials | **$** |
|  | |  |  | Promotion/Documentation | **$** |
|  |  |  | **Total:** | **$** |

1. **Event Feedback**

Please provide a short narrative in the space below of no more than one paragraph (4-6 sentences) including a brief summary of how the event went, suggestions are as follows:

* What went well and what didn’t (successes and areas identified as needing improvement).
* Would you do this event (or a similar one) again? Why or why not?
* What adjustments, if any, would you make if you did it again?