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GRANTS

COMMUNITY GRANTS PROGRAM

**FY24 ARTIST FELLOWSHIPS
FY24 COUNTY ARTS**

Information Session – November 9, 2024

11/9/2023

AGENDA

WELCOME

GREETINGS

STAFF INTRODUCTIONS

KEY DATES

OVERVIEW OF PROGRAMS

Q & A

11/9/2023

KEY STAFF:

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RHONDA DALLAS, CEO and Chief Curator

11/9/2023

Mission Statement

Recognizing the importance of the arts to a vital and healthy community, the Prince George's Arts and Humanities, Inc. (PGAHC) is dedicated to promoting artistic excellence and expanding arts opportunities for all citizens for Prince George's County and beyond through an energetic program of advocacy, education and financial support.

Approved September 2020

11/9/2023

DIVERSITY STATEMENT

At Prince George's Arts and Humanities Council our mission is to promote artistic excellence and expand arts opportunities for all citizens of Prince George's County and beyond. In our thinking and actions, we embrace, celebrate, and draw on our differences.

We recognize that inclusion empowers us all to belong, connect, and grow.

INCLUSION AND ACCESSIBILITY

11/9/2023

PGAHC grant programs aim to promote accessibility in arts and humanities programming that is inclusive, mutually beneficial, and ensures meaningful participation for artists, cultural practitioners and audiences with diverse needs in all cultural and creative spaces by providing full access both physically, intellectually and programmatically.

Our grant programs also aim to advance equity, diversity, inclusion, and innovation in the County's creative community and cultural organizations, and in their programs for County residents and visitors.

DATES: Artist Fellowships and County Arts

Information Session	November 9, 2023
Application Deadline	December 8, 2023
Panel Review	December 2023
Announcement	End of Dec 2023 / Early January
Grant Period	Jan-June 30, 2024 or August 31, 2024

Grant Technical Assistance Co-working days:
Tuesday, November 28, 2023, **9am-2pm**
Tuesday, December 5, 2023, **9am-2pm**

UEI REQUIRED FOR ORGANIZATIONS

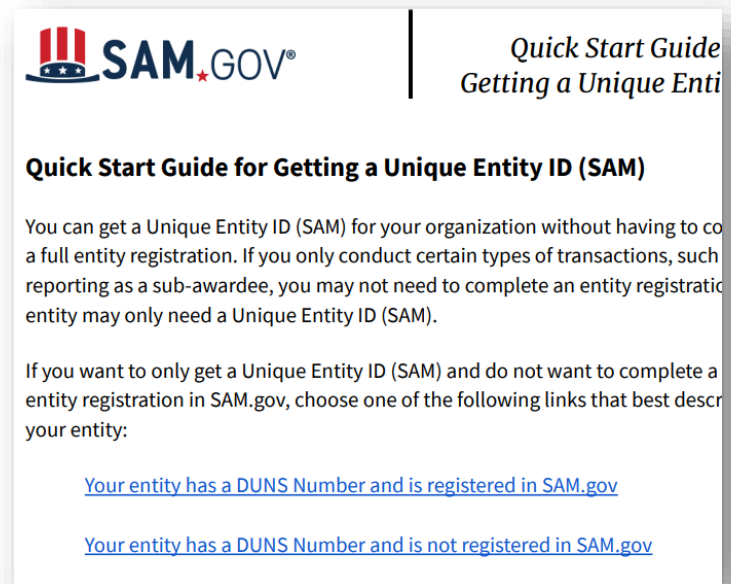
A UEI Number Required for Applicant Organizations to Community Grants Program

The PGAHC FY24 Community Grant Program now requires that all organizations applying for funding from PGAHC will be required to have a Unique Entity ID (UEI) from SAM.gov in alignment with requirements from the National Endowment for the Arts.

PGAHC strongly encourages all applicant organizations without a UEI, who plan to apply for a grant, to apply for your UEI number as soon as possible before the deadline. You may not need to complete a full registration.

Individuals applying for PGAHC funding do NOT need to create a UEI.

For further information about obtaining your new UEI, please refer to the SAM.gov webinar recording from November 3, 2021 by clicking link [HERE](#). OR or access the hyperlinked [QUICK START GUIDE](#).



The screenshot shows the SAM.gov logo on the left and the title "Quick Start Guide for Getting a Unique Entity ID (SAM)" on the right. Below the title, the text reads: "You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID (SAM)." Below this, it says: "If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describe your entity:" followed by two blue hyperlinks: "Your entity has a DUNS Number and is registered in SAM.gov" and "Your entity has a DUNS Number and is not registered in SAM.gov".

**PGAHC UPCOMING EVENTS:
PLEASE FOLLOW US:
TWITTER @PGAHCARTS / FB AND IG @PGAHC
[PGAHC.EVENTBRITE.COM](https://www.eventbrite.com/pga-hc)**

**November 20, 2023
DPARK 3311**

**MON,
NOV. 20
6:30 PM**

Flowers

**SMUDGE STICK
LAB WITH **BLK FLOWER
MRKT****

FEE: 25.00

Artists will explore the world of flowers and design, engaging in sensory activities to discover the medicinal and cultural significance of florals.

REGISTER
pga-hc-flowerlab.eventbrite.com

PGAHC Parks & Recreation

PGAHC UPCOMING EVENTS:

PLEASE FOLLOW US:

TWITTER @PGAHCARTS / FB AND IG @PGAHC

PGAHC.EVENTBRITE.COM

November 28th



November 30th



Capital Region Strategic Community Gathering

Thursday, November 30, 7-9PM

Creative Suitland, 4719 Silver Hill Rd, Hillcrest Heights, MD 20746

As a vital part of the arts community in Maryland's Capital Region, please join us for a cocktail-style mingling event for artists and arts organizations. We'll hear live music from the brilliant **Carl Carrington Quartet**, as well as a brief performance from **Da Truth Da Poet**, and share feedback to guide the future of MCA's work in arts advocacy. Food and drink provided.

Please by Nov. 26. To register, please visit mdarts.org or click this image.

For assistance completing or accessing the form, please call 302.841.7257.



The Artist Fellowship Grant supports established individual artists who significantly contribute to the arts and substantively impact the lives of Prince George's County residents through artistic excellence. The Artist Fellowship provides PROJECT support. The fellowship does not fund general support for artistic practice. It is expected the work support a creative endeavor or artwork in progress or supports research and primarily the production of a new artistic project.

Maximum Award: \$5,000.

Grant Period: January 1 – June 30, 2024, if a summer program August 31, 2024.

Artist Fellowship Grant Goals

- Provide county-based artists access to capital to support their works in progress or to begin a new artistic project,
- Provide access to high-quality arts and humanities experiences to Prince George's County residents.

What we Fund

- Rental of a studio, recording, or exhibition space;
- Cost of equipment/materials/supplies;
- Costs for related vending (website, marketing, photography of work, etc.)
- Costs to make program project accessible
- **Up to 30% of the funds may be allocated as nondiscretionary use for labor or other needs as determined by the artist.**

Unallowable costs for Artist Fellowship Grant:

- Organizational use – individual only.
- Funds to support a guest artist in collaboration
- Rental of a studio, recording, or exhibition space outside of the DMV (Prince George's County, Maryland, Washington, D.C., or Northern Virginia)^{11/9/2023}

Artist Fellowship Program

Eligibility Requirements

- Artist or arts professional aged 18 or older;
- Must have residency or active studio in Prince George's County (for at least six months prior to application);
- Must fund a project adequately demonstrated to be produced within grant period;
- Artist's product must serve Prince George's County residents primarily, this may also include digital products, which extend beyond the Prince George's County audience.
- Compliant with PGAHC if previous grantee

Review Criteria

Artistic Excellence (40%)

- The professional capabilities of the applicant, the artistic strength, quality, vision, originality and significance of the body of work and the artist's experience and relevant training.
- The applicant's work sample materials demonstrate high standards of artistic excellence within the chosen discipline(s)
- The applicant's project and intended outcomes directly support the applicant's artistic abilities
- The related goals and schedule of planned activities are feasible

Artistic Merit: Project Impact (30%)

- Feasibility of applicant achieving stated project goals.
- Contribution the applicant's work and career, or innovation in achieving stated outcomes
- Qualities of applicant's project objectives.

Community Benefit (30%)

- Creative process demonstrates the applicant has played an active role in perpetuating the vitality of the art form, is recognized by peers and the community through public performances, exhibitions, workshops, lectures or other events, and letters of support.
- Explanation of communication strategy/community outreach, how it will serve County residents and/or broader audience, and work will be inclusive and accessible with audiences with diverse needs.
- Collective meaning and/or potential to impact to greater county audiences.

County Arts Grant Program Overview

The County Arts Grant Program provides PROJECT funding for 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, diversity and collaborative spirit of the County's arts, humanities, and cultural sectors.

Maximum Award: \$10,000. **Match:** There is a 1:1 cash-matching requirement

Grant Period: January 1 – June 30, 2024, if a summer program August 31, 2024

County Arts Grant Goals: Provide county-based arts and humanities non-profit organizations access to funding to support arts and cultural programs and experiences;

- Provide access to high-quality arts and humanities experiences to Prince George's County residents;
- To support county arts and humanities non-profit organizations in their pursuit of innovative programmatic offerings, these grants may support research, professional development or implementation related to expanded programs, new artistic creation or cultural programs;
- To promote accessibility in arts and humanities programming that is inclusive, mutually beneficial, and ensures meaningful participation for artists, cultural practitioners and audiences with diverse needs in all cultural and creative spaces by providing full access both physically, intellectually and programmatically.
- To advance equity, diversity, inclusion, and innovation in the County's creative community and cultural organizations, and in their programs for County residents and visitors.

11/9/2023

County Arts Program

Organizational Eligibility:

- A nonprofit organization with 501 c(3) status located in Prince George's County for the last 12 months prior to the application deadline and whose programs most directly benefit county residents;
- **An organization with an annual budget that does not exceed \$750,000**
- Must fund a project adequately demonstrated to be produced within grant period;
- Compliant with PGAHC if a previous grantee. All final

Funding Restrictions

Allowable costs for County Arts Grant::

- Cost of materials/supplies;
- Costs for marketing, facility rental
- Cost for guest labor (i.e., Artist honorarium, etc.)
- Costs for sign interpretation, visual aids, close captioning, or other accessibility tools.

Unallowable costs for County Arts Grant:

- Salaries for regular employees;
- Capital improvements on facilities;
- Rental of a performing arts, recording, or exhibition space outside of Prince George's County, Maryland, Washington, D.C., or Northern Virginia
- Programs occurring outside of Prince George's County.

Review Criteria

Artistic Excellence and Content 30%

- Work samples and materials (outlines, rubric, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s)
- Goals and schedule of planned activities demonstrate high quality and feasible
- Key staff are diverse and demonstrate arts expertise (Diversity and experience of arts administrators, teaching artists, arts integration specialists, professional artists) to plan and implement artistic content
- Commitment to including/hiring Prince George's County artists and cultural practitioners

Artist Merit / Programming Quality 25%

- Innovation and creativity in programming for intended audience, participants, as well as the applicant
- Clear alignment between project and the applicant's mission;
- Demonstrated commitment to providing similar and/or services to intended audiences; partnerships with similar or complementary individuals to leverage resources for the described activities
- Project and intended realistic outcomes support the goals of the County Arts Program
- Clear evaluation plan and detailed description of how progress will be tracked and measured

Community Engagement and Impact 30%

- Priority to Prince George's County residents and targeted areas or under-represented populations
- Commitment collaborating with and engaging under-resourced and marginalized communities;
- Understanding of the community to be served and how they are engaged in planning and implementation.
- Clear outreach and marketing strategies to achieve engagement goals, and how programs are inclusive and accessible to audiences and artists with diverse needs.

Administrative and Financial Management 15%

- Evidence of organizational capacity, financial status, to implement the proposed request
- Clear and detailed budget and cost justification are aligned with request and adhere to guidelines
- Efforts to seek other sources of support; sustainability of proposed project
- Completeness and clarity of the application

HOW TO APPLY

PGAHC- The Prince George's Arts and Humanities Council

Welcome! Below you will see all of our current opportunities.

Important:

- You will need to create a *free Submittable account* in order to submit to these forms. Here is a quick guide on how to get started: <https://submittable.help/submitters/making-new-submissions/how-do-i-submit>
- You can save a draft of your work if you would like to finish filling out the form at a later date.
- We will follow-up with you about your submission by email. Please be sure the email address you used to sign up for your Submittable Account is one that you check regularly.
- Please reach out to Submittable's Customer Support team with any technical questions at support@submittable.com

HOW TO APPLY (SAMPLE)

FY24 Artist Fellowships Community Grant Program

Ends on Fri, Dec 8, 2023 11:59 PM

Guidelines ^

Apply

Artist Fellowship Grant Overview

The Artist Fellowship Grant supports established individual artists who significantly contribute to the arts and substantively impact the lives of Prince George's County residents through artistic excellence, innovative cultural practice and/or community impact.

The Artist Fellowship provides PROJECT support. The fellowship does not fund general support for artistic practice. It is expected the work support a creative endeavor or artwork in progress and/or supports research and primarily the production of a new artistic/cultural project.

Artist Fellowship Grant Goals

- Provide county-based artists access to capital to support their works in progress or to begin a new artistic project or initiative
- Provide access to high-quality arts and humanities experiences to Prince George's County residents.

Maximum Award: \$5,000

Deadline: December 8, 2023 11:59PM

Information Session: Thursday, November 9, 2023 – 4PM [Register Here:](#)

Download a PDF of Applications and Guidelines to work from HERE:

[FY24 Artist Fellowships and County Arts Information Session Eligibility Requirements](#)

File Explorer

11/9/2023

Essential Information:

All organizations, names, addresses and SSN/EIN – must match IRS Documents. W-9 or 990 etc.

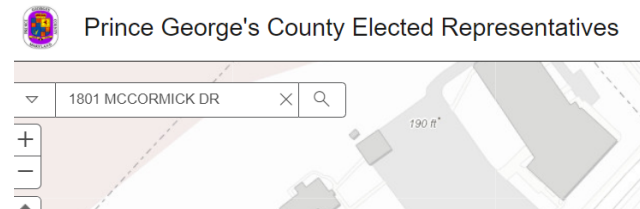
Avoid emails with info@ unless closely monitored.

District Information: If you do not know your District information, the look up link is provided. We are looking for **numbers**, not names. This link will provide all numbers. Enter: 1 for District 1.

Select the District of your Elected Official/County Councilmember for your primary location. To look up your district, please click here:

<https://princegeorges.maps.arcgis.com/apps/InformationLookup/index.html?appid=4555cb39f8a041058dc52e6570e60d72>

Key in address in top Left corner of the map



Information will be on Left side of the map (scroll down)

Prince George's County Executive Angela D. Alsobrooks

Party: Democrat
Address: 1301 McCormick Drive, Suite 4000,
Largo, MD 20774
Phone: (301) 952-4131
E-Mail: countyexecutive@co.pg.md.us
[Learn More](#)

County Council Prince George's County 5

Council Member: Jolene Ivey
Party: Democrat
Phone:
E-Mail: Councildistrict5@co.pg.md.us
[Learn More](#)

US House of Representatives 4th Congressional District

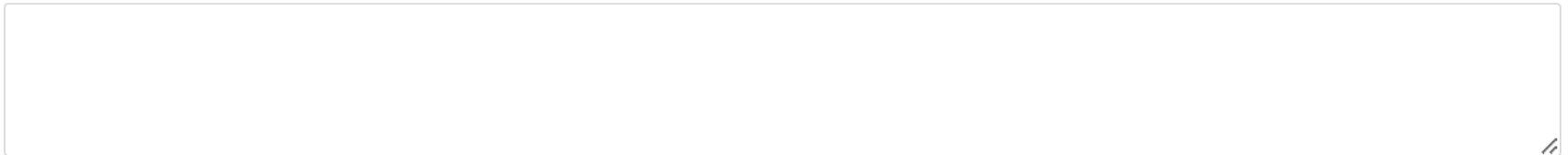
Representative:
Party:
Phone Number:
[Learn More](#)

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Artist Fellowships Sample Questions

Follow the writing prompts along with the review criteria

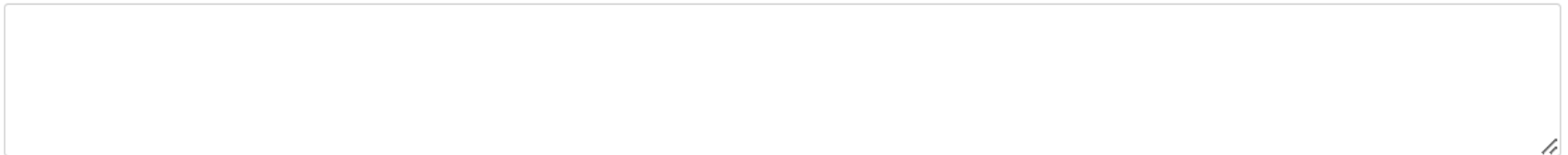
Describe your artistic or creative practice. *



Limit: 400 words

Describe your discipline, type of work produced and your creative process. Include number of years and any unique aspects of your practice that informs your work

Project Description *



Limit: 500 words

Provide a brief description including key components, activities, and impact of the proposed project. Describe if this is a new project, completion or a 2nd or final phase of a project, any other innovative or compelling themes/related highlights or expansion of artistic practice or genre etc. (Note: there are other sections for goals, outcomes, community impact, and key activities)

WORK SAMPLES:

- 3 to 5 work samples to display similar, relevant projects.
- Work samples may be shared in the following audio, photo, and video files (JPG TIFF GIF PNG MP3 WAV M4A MP4 MOV MPG).
- FOR Audio/video files a PDF with links with NO passwords, can be uploaded for audio / video files. Only 2 minutes are requested, so for works longer than 2 minutes, please also indicate which sections you wish the panelists to listen to.

Work Samples *

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .gif, .tif, .tiff, .png, .mp3, .m4a, .wav, .mp4, .mov, .mpg, .wmv, .m4v, .xls, .ppt, .pptx

Please upload three to five work samples to display similar, relevant projects. Work samples may be shared in the following audio, photo, and video files (JPG TIFF GIF PNG MP3 WAV M4A MP4 MOV MPG.A PDF with links with NO passwords, can be uploaded for audio / video files. Only 2 minutes of each selection are requested, so for works longer than 2 minutes, please also indicate which sections you wish the panelists to listen to.

Required Financial Documents *

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf

Please upload your most recently completed audit or 990. Organizations
Proof of Residency (W-2, 1099, IRS Tax Form, Bank Statement (Date at least one year, if not on other IRS Documentation)

Sample Project Budget for Artists

SAMPLE Artist Fellowship Fees - Budget - IT MUST ALIGN WITH YOUR PROJECT		
ITEM(All are examples from a variety of disciplines)	Unit Cost(not necessary)	TOTAL
Studio or Performance Venue Rental		
Materials/Production Materials		
Paint, Ink, Professional Canvases		
Film, Glaze		
Costume /Set Materials		
Equipment or Equipment Rental (must list and cost): Examples below		
Printer, Camera, Computer		
Video Editor		
Printing Press, Labnotation		
Marketing (Design, Printing, Web Service or Maintenance)		
Professional Fees and or Services (examples below)		
Exhibit, Festival, Permit Fees		
Course or Certification need for project		
Framing, Installation or Fabrication etc.		
Translation, Video Editing or Sound Mixing		
Services from other artists necessary for project - NOT a guest artists		
Libility Insurance:		
TOTAL		

Maximum 30% of budget can be for non-discretionary expenses. These are mandatory costs of overhead, which may include a portion of a studio space in your home, or a separate space (not listed as separate line item), utilities, insurance and transportation.

Sample Project Budget for Orgs



Costs	PGAHC Funding	1:1 Match	Match Source
TOTAL	0	0	

Artist Fellowship: Up to 30% of the project can be discretionary expenses

1:1 Match: Please list your matching sources/Other sources

Cost Justification Section: Detail purpose and rationale for each expense

Please submit all required uploads (Could include the following:)

W-9 –Must match legal and address provided

IRS Letter and Financial Document (orgs)

- Word, PDF

Proof of Residency: Tax Statement, Bank or Utility Bill, Drivers License showing length of time required.

Timeline and Implementation Plan (Jan.- June 30, 2024 or August 31, 2024 if summer program)

- Feasible listing key activities for the Grant Period

Demographic information is optional and not at all factored into the review process

Individual Applicant Demographics (optional) – Select all that apply

- White /Caucasian**
- Black / African American**
- Latinx / Hispanic**
- Asian / South Asian**
- Indigenous / Native American**
- Veteran**

Arts Non-Profit and Arts Small Business Applicant Demographics – Select all that apply Optional

- Minority Owned / Led**
- Immigrant Owned / Led**
- Woman Owned / Led**
- Veteran Owned / Led**

Please Complete all the questions below. This data will help in our continued advocacy and understanding of our constituency for resources, programs and services.

GRANT TIPS

- **Clear proposal.** Using the review criteria and the prompts in each section, make sure your proposal in each is clear and detailed. Clearly outline project components, your process, potential impact etc. Avoid acronyms, without spelling them out first. Have someone else read your proposal before you submit.
- **BE DETAILED:** We need more than two sentences if you are describing a project, but keep it concise
- **Set clear goals.** You must be able to clearly articulate a feasible goal and has a compelling, achievable outcome. (You don't need more than 3—Keep it simple)
- **Follow directions.** Being unique is ideal during the creative process, but when preparing a grant proposal, it's absolutely necessary to do as you are instructed. Include all the requested material, especially the required uploads.
- **Find the right match.** When it comes to getting grants, shared goals are essential. Be careful when recycling ideas from another grant- rethink the *current* application to ensure complete and compelling answers with fresh data. (Check the PGAHC program goals in the guidelines)
- **Share your passion.** Your artwork or performance will speak to your talent, but your proposal has to illuminate what motivates you to create or do your project. It's important to let the granter know that you have the drive to meet your goal.

BUILD YOUR PGAHC RELATIONSHIP

Do not assume that a successful, competitive grant award one year is a guarantee for an award in future grant cycles. The marketplace is constantly evolving!

WE WANT TO HEAR FROM YOU!

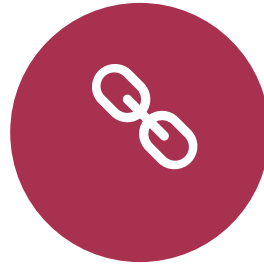
Invite PGAHC staff and board members to your performances, exhibits, etc. to build awareness of your artistic endeavors.

Seek out partners, like Non-Profit Prince George's that can help with grant writing and have experience with successful arts education program outcomes!

Thank You!
Resources:
Grants Page
[Pgahc.org/grants](https://pgahc.org/grants)



QUESTIONS?



CONNECT WITH US

[WWW.PGAHC.ORG](https://www.pgahc.org)

FACEBOOK AND IG:
[**@PGAHC**](#)

TWITTER: [**@PGAHCARTS**](#)

[PGAHC.EVENTBRITE.COM](https://pgahc.eventbrite.com)



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[**twellons@pgahc.org**](mailto:twellons@pgahc.org)