

## MONTGOMERY COUNTY ARTS AND CULTURAL DISTRICT COMMUNITY MINI GRANT PROGRAM

Welcome to the Montgomery County Arts & Cultural District (MCACD) Community Mini Grant program. The MCACD is a special purpose unit of Montgomery County government. Montgomery County believes the arts play a valuable role in our quality of life, education, workplace creativity, and more. The arts can also build community and break down barriers by bringing people together for common experiences and to share in each other's culture. MCACD awards funding to encourage the development and preservation of arts and cultural programming in Montgomery County.

The purpose of the Community Mini Grant is to support grass roots, minority, neighborhood, and small organization efforts to utilize arts and culture to strengthen community. Projects should bring people together, build community, and may engage local artists/performers as well as provide an outlet for residents to express their creativity. Projects may also incorporate arts into other issues such as inclusion, economic development, health, safety, family cohesion, etc. Projects should be open to the public.

Grants requests may be in any amount up to \$1,000.

### ELIGIBILITY

All applicants must document the following in order to be eligible:

- Organization is located in Montgomery County.
- One application per organization per cycle
- tax-exempt status (Collectives and other unincorporated organizations may apply in partnership with a non-profit, tax-exempt fiscal agent).
- Compliance with previous MCACD Grant conditions and final reporting.
- Fiscal accountability and management.
- Project must take place between January 1, 2023 and December 30, 2023.

### RESTRICTIONS

Special Projects Grants will not fund:

- Organizations/events located outside Montgomery County, Ohio.
- Awards that exceed \$1,000 per organization.
- Activities not held in 2023.
- Capital expenditures or equipment
- Fundraising events.
- Arts and cultural organizations (and their auxiliary groups) that receive general operating support from MCACD.
- Projects supported by MCACD's Special Projects grants administered by Culture Works.
- Applications with no evidence of a true collaboration between an applicant and fiscal agent, if applicable.

**APPLICATION SUBMISSION** – online applications may be submitted via the link at the bottom of [www.mcoho.org/arts](http://www.mcoho.org/arts). Only online applications will be accepted.

**DEADLINES** - In an effort to support spontaneous or short term projects, and as long as funding is available, applications will be accepted on a rolling basis. Requests should be made at least 45 days prior to the project date and no further in advance than 90 days.

## **REQUIRED DOCUMENTATION**

Applicants are required to upload price quotes/estimates to substantiate the cost for any goods or services to be paid for by this grant.

Applicants must also upload their IRS letter of determination of 501(c)(3) tax exempt status. If the applicant is not tax exempt or is a collective of individuals, the applicant must partner with a non-profit organization to apply on their behalf.

## **REVIEW CRITERIA**

The following categories reflect MCACD priorities for funded projects:

1. Artistic Merit (one or more of these should be part of the project)
  - a. The project has an arts/cultural component
  - b. The project utilizes local artists/performers
  - c. The project encourages the creativity of the residents
2. Community Impact (one or more of these should be part of the project)
  - a. The project brings members of the community together for a common experience
  - b. The project encourages the creativity of the residents
  - c. The project addresses a social concern
  - d. The project incorporates diversity or reflects cultural responsiveness for the intended participants
3. Implementation Management (evidence of all of these should be present in the application)
  - a. The project summary is clear
  - b. The project timeline and implementation plans are clear and realistic
  - c. The budget is realistic
  - d. The proposed use of funds is appropriate

Each of the above categories will be scored on a scale of 1-5. Artistic Merit and Community Impact will be multiplied by 2 for a total of 10 points each, resulting in a total of 25 possible points when all scores are added together. Applications must receive at least 17 points to be funded.

## **APPROVAL PROCESS**

Applications will be reviewed the MCACD Grants Committee, and community volunteers, on a quarterly basis unless otherwise determined. Each application will be scored and the Committee will determine which projects to fund.

## FUNDING AWARDS

Funded projects will receive their full request.

## REQUIREMENTS AFTER BEING SELECTED FOR FUNDING

1. Grantees must sign the grant agreement.
2. If there are significant changes to your project at any point during the grant period, you must submit the proposed changes to MCACD, in writing, for approval prior to implementing the changes.
3. Recipients will be expected to participate in promotional activities (e.g., a press conference announcing the awards, sharing social media announcements, etc.).
4. Where appropriate, Grantees should acknowledge **Montgomery County** as the funding source for the project and include the **Montgomery County logo** on fliers, programs, publications, and media releases associated with the project.
5. All projects should take place in facilities that are ADA compliant.
6. Grant funds will be issued prior to the Project Start Date.
7. Grant activities must be completed by December 30, 2023.
8. A **final report** and support materials are due 30 days after the completion of the funded project. Extensions are reviewed on a case-by-case basis and may be granted if a written request is submitted before the final report due date.
  - If the final report is not submitted on time, 10 points will be automatically deducted from the score of any future application.

## ON-SITE EVALUATIONS

Montgomery County representatives may attend, at random, funded activities both to participate and to monitor compliance with the terms of the grant agreement.

## FOR MORE INFORMATION

Contact Matt Dunn, at 937-225-4573 or [dunnm@mcoho.org](mailto:dunnm@mcoho.org)

## Application

Only online applications will be accepted at [www.mcoho.org/arts](http://www.mcoho.org/arts) (scroll to the bottom of the page)

### Basic Information

- Organization Name
- Organization Contact
- Organization Mailing Address
- Organization Phone
- Contact Phone
- Contact Email
- Tax ID Number
- Nonprofits Fiscal Agent Name (if necessary)
- Nonprofit Fiscal Agent Address and Contact Information (if necessary)
- Upload IRS letter of determination

### Total Amount of Funding Requested

### Total Amount of Project

#### Project Name:

What is your project/event name?

#### Project Summary:

Explain your project idea. Include the who/what/why/when/where about your project.

#### Artistic Merit:

Describe how this effort utilizes arts or culture to accomplish the goal of the project. Identify specific artists or partner organizations by name.

*(Tool tip: Explain how your project uses arts and culture to connect residents to each other and the broader community.)*

#### Community Impact:

How will your project engage the community?

*(Tool tip: Consider describing the following:*

- *How many people (participants, audience, etc.) do you hope to engage or impact?*
- *How will this project benefit the community, and who specifically will benefit?*
- *How will you involve community residents, resident organizations, and organizations doing neighborhood work in your project?)*

What do you hope to accomplish and how will you measure success?

## Implementation:

Project Start Date          Project End Date

If necessary, have you obtained permission from the City or some other authority to implement your project?

*(Tool tip: Examples: reserving a park pavilion, permits to block off a street, etc.)*

How do you plan to spend the funding? Why is this funding important to the success of your project?

*(Tool tip: Say specifically what expenses will be covered by the funding. This response should correspond to the quote(s) that you upload. The importance of funding can be related to filling a gap, never received funding before, this is the first time for the activity and other funding hasn't been secured, funding will allow you to offer the program for free to participants, without funding you wouldn't be able to buy supplies, hire an artist/entertainment, etc.)*

## Required Uploads

Upload quotes or cost estimates to substantiate the cost for any goods or services to be paid for by this grant.

Upload your organization's IRS Letter of Determination of 501 (c)(3) tax exempt status. If you organization is not tax exempt or you represent a collective of individuals, you must identify a non-profit fiscal partner and upload their IRS Letter of Determination.

## Certification

I hereby certify that the information included in this application is true and accurate and that I have not misrepresented or falsified anything contained. I certify that I am authorized to act on behalf of the business/organization/group that I have referenced in this application.

Name of person certifying the application

Date