



Mayor Stephanie Rawlings-Blake
& the City of Baltimore

CREATIVE BALTIMORE FUND

General Operating Support FY16

The Baltimore Office of Promotion and The Arts (BOPA) is the Arts Council for the City of Baltimore. A 501(c)3 nonprofit organization, it produces festivals, special events and promotions for Baltimore City, addresses the needs of the arts community through arts and cultural activities, advocacy and support, and develops and administers funds, grant programs and community workshops. Through Creative Baltimore, BOPA grants funds to qualified artists, and arts and cultural organizations based in Baltimore City.

Mission, Vision & Values

BOPA strives to make Baltimore a more vibrant and creative city by:

- Producing high-quality special events, festivals and arts programming that stimulate communities economically, artistically and culturally.
- Inspiring and promoting literary, performing and visual arts, and artists.
- Celebrating Baltimore's rich, diverse heritage while enhancing the quality of life and sense of community for all residents.
- Forging partnerships that make Baltimore a premiere visitor destination.
- Managing cultural and historic attractions.
- Generating positive local, national and international publicity about Baltimore.

Creative Baltimore Fund Overview

Grant Programs

Creative Baltimore has two primary grant programs:

Mayor's individual Artist Award – Community Project Support (PS) provides support for arts or cultural programs that promote public access and encourage the breadth of arts and/or cultural programming in our community.

General Operating Support (GOS) provides core support for established arts or cultural organizations that benefit the public and are artistically or culturally vibrant.

This document consists of the application guidelines and instructions for the General Operating Support program for FY16.

Panels

All BOPA grant programs are adjudicated using independent panels of arts and culture professionals from the region who evaluate and score applications. Panelists are appointed through open nominations and serve for specific grant programs and cycles.

Staff

BOPA grant programs are administered by professional staff responsible for ensuring an objective, equitable and transparent grantmaking process that meets BOPA's mission and core values. BOPA staff members provide pertinent and uniform information to the public regarding the grant application process and ensure that program guidelines and requirements are applied consistently.

Ownership of Intellectual Property

BOPA does not own, collect royalties on or hold copyrights to artistic products resulting from its grants, nor will it take any action on behalf of the grantee (cultural partner) to protect the grantee's intellectual property rights. BOPA does, however, have legal authority to reproduce and use submitted documentation (electronically and in print) of such artistic products for educational, promotional, official or noncommercial purposes.

Questions

For additional information on the General Operating Support FY16 application please contact:
Krista D. Green, Assistant Director of Cultural Affairs, kgreen@promotionandarts.org.

News, updates and technical assistance workshops will be posted on the BOPA website, Facebook page and Twitter feed, and distributed through BOPA's email distribution list. Interested applicants are encouraged to sign up at www.promotionandarts.org to receive notifications.

General Operating Support Basics

Background

General Operating Support (GOS) grants provide unrestricted, core support for Baltimore City-based nonprofit organizations that have:

- a primary mission to create, produce, present or provide arts or cultural services for the public;
- a history of vibrant artistic or cultural programming; and
- a strong organizational capacity.

General Operating Support Timeline

January 01, 2015 - Application Available

March 31, 2015 - Application Deadline at 5:00pm ET

April 13 - 17, 2015 - Panel Review

May 2015 - Grant Awards Announced

July 1, 2015 - June 30, 2016 - Grant Period; All funded activities must occur during the grant period.

Eligibility Criteria - Who May Apply

To be eligible for the GOS grant program, applicant organizations must meet each of the following criteria:

Have a primary mission to provide programs or activities in areas directly concerned with arts or cultural heritage for the general public. BOPA defines arts and culture as including, but not limited to, literature, theater, music, dance, ballet, painting, sculpture, photography, motion pictures, architecture, archaeology, history, natural history, or the natural sciences.

Have a permanent and viable base in Baltimore City for a minimum of three years prior to the submission deadline for the FY 16 General Operating Support application.

Be and have been a 501(c)(3) organization for at least three years or be a successor to an arts or cultural organization that had been a 501(c)(3) tax exempt organization for at least five years prior to the submission deadline.

Employ for a minimum of two years prior to the submission deadline at least one paid, professional artistic and/or administrative staff person working a minimum of 20 hours per week (or 1,040 hours per year) at or above the state-designated minimum wage. This staff person should receive an IRS Form W-2 from the applicant organization reporting wages and withheld taxes and should have approval from the applicant organization's Board of Directors to sign for financial transactions and grant-related documents.

Provide Independently Certified Audited Financial Statements for FY12, FY13 and FY14 if its annual budget is \$500,000 or more; or provide either Independently Certified Audited or Reviewed Financial Statements for FY12, FY13 and FY14 if its annual budget is less than \$500,000.

Have a Certificate of Good Standing certifying that the applicant is a registered nonprofit corporation, in good standing, in the State of Maryland.

Who May NOT Apply

The following types of organizations are not eligible to apply to the GOS Program (this list is not meant to be exhaustive): units of government, including K-12 school districts; public colleges and universities; libraries; organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; individuals; organizations that are the primary responsibility of a government agency; private K-12 schools; private libraries; organizations that are not in good standing with BOPA and/or not in compliance with previous grants. Additionally, organizations receiving Project Support are not eligible for GOS funding in the same grant cycle.

Funding Restrictions

BOPA funds cannot be used for: religious ceremonies or events advancing or inhibiting a particular religious ideology; fundraising or advocacy of specific political causes or candidates; capital improvements (facilities and equipment); agent's fees for programs contracted through commercial agencies; and travel outside of

the United States.

Financial Information

All applicants will be required to participate in the Maryland Cultural Data Project (Maryland CDP). The Maryland CDP is a standardized online system for collecting historical financial and organizational data for grant applications to participating funders. It was designed to provide an easier application process for potential grantees through the development of a standardized form for financial and organizational data that will accompany grant requests to the partnering funders. Applicants will only need to complete this form once each year. New applicants must provide two years of data.

Please visit [MD Cultural Data](#), email help@MDCulturalData.org or call 1-866-9-MD-DATA for more information.

After completing the application's contact information form, you will be asked to answer a series of questions and asked to provide supporting documents. The details for each of these sections are listed below.

APPLICATION NARRATIVE QUESTIONS:

Describe the mission and provide a brief history of your organization.

How do your activities reflect your mission statement?

Briefly describe the community your organization serves.

How do you evaluate the quality or success of the activities your organization provides?

Describe the activities that will occur in the upcoming fiscal year (July 1, 2015 – June 30, 2016).

What activities/programs does your organization provide for children/teens, and for young adults?

Describe your organization's staff structure and the responsibilities of all paid staff.

Are the activities offered by your organization ADA accessible?

What programs will you offer in the next fiscal year that will provide access for underserved audiences?

How do you publicize your projects or performances?

All applicants are required to participate in the Maryland Cultural Data Project (Maryland CDP). The Maryland CDP is a standardized online system for collecting historical financial and organizational data for grant applications to participating funders. All applicants are required to complete a Cultural Data Profile through the Maryland CDP, which can be found at [MD Cultural Data](#).

In order to complete the Cultural Data Profile, organizations must first register at the Maryland CDP Web site

by creating an organizational login ID and password. Information for the Cultural Data Profile is organized by fiscal year-end and data is only entered for completed fiscal years for which an approved financial audit or review exists. Organizations that are not audited or reviewed will enter data based on approved year-end financial statements.

Applicants are asked to provide two years of financial and organizational data the first time they complete the Cultural Data Profile. (Going forward, groups will only need to provide one year of data.) You will have access to online training and can get support from the Help Desk during regular business hours.

The Cultural Data Profile will collect the financial and programmatic information for your organization or arts program; project budgets and narratives will NOT be captured by the Maryland CDP.

Upon completion of the Cultural Data Profile, applicants should go to the “Funder Reports” section of the Maryland CDP Web site and print the pre-defined report for the BOPA Creative Baltimore Fund application. Relevant information from the applicant’s Cultural Data Profile will automatically be imported into the Funder Report.

The completion of the Cultural Data Profile will require an investment of time. A number of resources will be available to help applicants, including a Help Desk and online training. Please go to [MD Cultural Data](#) , email: help@MDCulturalData.org or call: 1-866-9-MD-DATA for more information.

REQUIRED DOCUMENT CHECKLIST

The following materials are required and should be submitted with the completed application. Fields to upload each document are provided. Please submit your documents in PDF.

- Maryland Cultural Data Project Funder Report
- Current audited financial statement for the organization
- Copy of 501 (C) (3) tax exemption determination letter
- Copy of Maryland Certificate of Good Standing
- List of current Board of Directors
- List of paid staff (FT and PT)
- Resumes of key artistic and management personnel with salaries (one page each)
- List of activities scheduled and completed in the past two years

[Apply](#) to the Creative Baltimore Fund – General Operating Support.