



Mayor Stephanie Rawlings-Blake
& the City of Baltimore

CREATIVE BALTIMORE FUND

Mayor's Individual Artist Award – Project 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.

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 provides project 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 Mayor's Individual Artist Project Award 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 application. 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 Mayor's Individual Artist Award - Project Support FY16 grant application please contact:

Krista D. Green, Cultural Affairs Assistant Director, kgreen@promotionandarts.org, 410-752-8632.

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.

Individual Artist Award - Project Support Basics

Background

The purpose of BOPA's Creative Baltimore Fund Individual Artist Project Award grant program is to promote public access and encourage the breadth of arts and/or cultural programming in our community by supporting Baltimore City-based projects. Projects are intended to promote interest and provide accessibility to arts and culture throughout Baltimore's diverse neighborhoods. We encourage artists and partner organizations to be inventive, and propose arts and cultural experiences that have lasting community impact. Projects should promote active community participation and a process of discovery in art and culture. The Mayor's Individual Artist Project Award will give up to \$5,000 to individual artists for project support. Winners of the Mayor's Award recipients will showcase the results of their work at a public presentation.

Grant applications are adjudicated through a public panel review process. In FY16, the grant period will be July 1, 2015 – June 30, 2016.

- Grant requests up to and including \$5,000 for Individual Artist(s) and partner 501c3 organizations based in Baltimore City
- Application consists of 8 narrative questions, budget and support materials
- Acceptance of simpler financial information, including IRS Form 990N or Maryland CDP funder report

Project Support Timeline

January 01, 2015 - Application Available in PDF format for review and online for submission.

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 FY16 Project Support grant program, applicant individuals and organizations must meet each of the following criteria:

- Individual and/or groups of practicing professional artists 18 years of age or older organizing projects in Baltimore City with experience or background that demonstrates their ability to administer a community arts project. Employees of BOPA are not eligible.
- Partner Organizations must be a nonprofit, tax exempt organization with a 501c3 determination letter from the Internal Revenue Service.
- Have a Certificate of Good Standing certifying that the applicant is a registered nonprofit corporation, in good standing, in the State of Maryland.
- Have a permanent and viable base of operations in Baltimore City for at least one year prior to the grant application deadline.
- Have produced or presented arts and cultural program(s) open to the public within the previous two years prior to the grant application deadline.
- Provide the required financial documentation.

Who May NOT Apply

The following types of organizations are not eligible to apply to the FY16 Project Support grant program (this list is not meant to be exhaustive): organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; units of government; individuals; religious institutions without a separate 501c3 organization that specifically administers non-sectarian public programming; organizations that are not in good standing with BOPA and/or in compliance with previous grants. Additionally, organizations receiving a General Operating Support grant from BOPA are NOT eligible to receive Project Support 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

Partner Organizations are encouraged 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](#).

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 proposed Project in Detail - (Provide a complete picture of the project from start to finish. Describe methodology, expected outcomes and outcome measurement tools.)

Briefly describe the community your Project will serve. Is the proposed project ADA accessible?

Describe the mission and provide a brief history of the Partner Organization.

How does your Project reflect the Partner Organization's mission statement?

If your Project partners with an additional organization, public or private, or individual that is not part of your Partner Organization, what assets does each additional partner bring to the project? List the roles and responsibilities of each partner in the project.

Please provide a description of previous projects in Baltimore City. (Be prepared to provide work samples if requested.)

Describe your Project's staff structure and their responsibilities.

How do you publicize your projects or performances?

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.

- Individual Artist Resume
- Individual Artist List of Work
- Project Budget
- Organization Budget or Maryland Cultural Data Project Funder Report
- Most current audited financial statement for the organization, or IRS 990N
- 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)

[Apply](#) to Creative Baltimore – Mayor's Individual Artist Award – Project Support.