



# Creative Baltimore Fund GRANT

**FY 2025-2026**



**BALTIMORE**  
OFFICE OF PROMOTION  
& THE ARTS



## Office Hours/Application Help

November 2024

---

Twi McCallum  
BOPA's Community Engagement Manager  
[tmccallum@promotionandarts.org](mailto:tmccallum@promotionandarts.org)

# SESSION OVERVIEW



BOPA Background & Icebreaker



Grant Introduction



Eligibility



Application Process



Questions



# BOPA

**Baltimore Office of Promotion & The Arts (BOPA)** is a **501 (c)(3) nonprofit** organization that supports **arts and culture** for the benefit of **all people** in Baltimore. BOPA connects **creatives** to the **resources** they need to **thrive**, promotes the city as a **destination for creativity and culture** nationwide, and **produces cultural events** in partnership with the City of Baltimore and the State of Maryland. BOPA is an independent organization serving as the City's **arts council and film office**.



# WHEN CREATIVES THRIVE, WE ALL RISE

EZE JACKSON: MUSICIAN - PRODUCER - 2022 B-SIDE PERFORMER





**I'm Twi McCallum**  
**Community Engagement Manager at BOPA**  
**2025 goal: start my own mini arts nonprofit project**



# ICEBREAKER:



Name

Organization or Creative Discipline

1 goal you are setting for your artistic career in 2025



# Creative Baltimore Fund

## CREATIVE BALTIMORE FUND 2025

The Creative Baltimore Fund supports qualifying artists and art organizations based in Baltimore City. This opportunity is generously funded annually by the City of Baltimore and administered through BOPA as the Baltimore City's Arts Council.

The Mayor's Individual Artist Project Support will award 10 artists with a \$3,000 grant each. The General Operating Support category provides organizations with up to \$10,000. 100% of funds will be disbursed upon contract processing.

*Apply Today!*

**BALTIMORE**  
OFFICE OF PROMOTION  
& THE ARTS  
The Arts Council of Baltimore City



**MSAC**  
Maryland State Arts Council



# FAST FACTS

## **CBF has 2 grant pools:**

1 for individuals and 1 for nonprofits

## **CBF requires individual artists to propose a specific project idea.**

This grant is NOT for general living or personal expenses, although you are allowed to use some of the money for personal expenses.

**CBF does NOT require organizations to propose a specific project idea;**  
organizations can use the grant for general operating expenses.



# FAST FACTS

**Individual grantees will receive \$3,000.**

**Nonprofits can request between \$3,000 - \$10,000**

HOWEVER the selection committee uses a formula to propose how much funding nonprofits receive. Your grant amount will be determined by staff size, organization's budget, and ability to find other grants outside of BOPA. The average grant amount in previous years is \$4,000.

# WHO CAN APPLY

- Independent artists

AND

- Non-profit organizations (*we typically only fund organizations with an annual operating budget of \$300k or less*)

Applicants **MUST** be based in **Baltimore City**

It is okay to use a fiscal sponsor



# EXAMPLES OF PREVIOUS APPLICANTS

Individual artists have done projects ranging from classes, festivals, parties, and exhibitions in ALL disciplines, including but not limited to:

Dance

Theater

Music

Culinary & Culture

History & Culture

Fashion & Jewelry

Nonprofits have used the funding for items including but not limited to:

Payroll

New equipment (piano, paintbrushes)

Planning a holiday event

Audience research/workshops

Strategic planning

Bus passes for a youth program



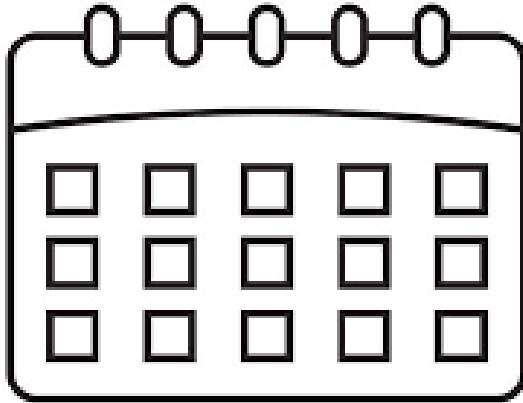
**BALTIMORE**  
OFFICE OF PROMOTION  
& THE ARTS



@promoandarts

[promotionandarts.org](http://promotionandarts.org)

# APPLICATION TIMELINE



**October 23, 2024**

Application opens

**December 2, 2024**

Application deadline

**December 10, 2024**

Applicants notified  
*NOTE: There may be a  
due diligence process*

**Week of December 10, 2024**

Contracts signed

**Week of January 13, 2025**

Funding received

**January 1 – December 1, 2025**

**Programming occurs!**

*As well as mid-year reports, site visits,  
and final reports*



# APPLICATION WALKTHROUGH



# APPLICATION STEPS

1. [Visit www.promotionandarts.org](http://www.promotionandarts.org)
  - a. Hover over “Resources” tab and select “Grants & Prizes”
  - b. Free Fall Baltimore
  - c. Hit “Learn More and Apply”
2. Create an account with Submittable (it’s free)
3. Enter your contact info
4. Complete the application, including attaching a budget
5. Submit!

You will need an Internet connection and device that can access the Internet to apply this way

# BUDGET EXAMPLE

A simple but effective budget should include:

## EXPENSES

- Line Items
- Quantity
- Price

## INCOME

- Source
- Amount
- Date

*Proposed Event Date: October 15, 2024*

### Free Fall 2024: BFAI Art Soiree Expenses

ITEM/NEEDS	QUANTITY	UNIT COST	TOTAL COST	SOURCE	IDEAL PURCHASE/CONTRACT DATE	NOTES
Performer 1	1	\$ 500.00	\$ 500.00	Artist	1-Sep-24	Will perform 11am-12pm
Performer 2	1	\$ 500.00	\$ 500.00	Artist	1-Sep-24	Will perform 1pm-2pm
DJ	1	\$ 1,000.00	\$ 1,000.00	Artist	1-Sep-24	
Venue Rental	1	\$ -	\$ -	In-kind	N/A	
Catering	1	\$ 2,000.00	\$ 2,000.00	Jay's Catering	1-Sep-24	
Easels	10	\$ 8.75	\$ 87.50	Blick store	15-Sep-24	
Posters for Marketing	5	\$ 25.99	\$ 129.95	EZ Printing	15-Sep-24	

### Free Fall 2024: BFAI Art Soiree Projected Income

ORGANIZATION OR SOURCE	TYPE	AMOUNT	CONFIRM BY	NOTES
BOPA	Grant	\$ 1,000.00	1-Aug-24	
Happy Time ABC Foundation	Sponsorship	\$ 5,000.00	1-Sep-24	
Board of directors contribution	Donations	\$ 500.00	1-Jul-24	May not be confirmed in time

#### FINAL COST ANALYSIS

Total Income	\$ 6,500.00
Total Expenses	\$ 4,217.45
Surplus or Deficit	\$ 2,282.55

# APPLICATION ASSESSMENT

Each application is reviewed by a team of Panel Reviewers and given a numerical score (0–5) based on a consistent scoring rubric. Programs scoring below a 2 will not be granted funding. Panel Reviewers do not determine the value of the grant awarded to a project, they only recommend whether or not it should receive funding. For this CBF grant, BOPA will use 15-20 Panel Reviewers.

## **Panel Reviewers will consider the following:**

- Quality of program valued over number of participant quantity
- Artistic and/or Cultural and Programmatic Merit
- Participant Benefit & Accessibility
- Managerial & Fiscal Competence
- Learning Outcomes & Evaluations

Scoring Rubric and  
application feedback  
available upon request



# FAQs

## **Can I apply for both the Individual Artist Award and the GOS?**

Yes, but you are not guaranteed to receive both grants.

## **What does a site visit mean?**

A site visit means a BOPA team member will come to your space to see you at a time that you prefer and feel happy about. This can include one of your events, or a more intimate setting like one of your staff meetings. The site visit is not meant to be punitive, it's solely for BOPA to meet & spend time with the wonderful artists/arts orgs that we fund. Site visits also help us learn how we can improve our grantmaking process and how we can advocate for artists.

## **Can someone at BOPA review my application before I submit?**

Yes, Twi McCallum is available to give feedback on applications before the deadline. The applications are judged by a review panel that Twi does not serve on, in order to prevent bias.

## **Can I get feedback on my application if I'm rejected?**

Yes, you can email Twi to ask for feedback.

# FAQs

## **I want to change something in my application, but I already submitted. Can I make changes?**

Yes, you can email Twi and she can re-open your application for editing.

## **My nonprofit has only been established for under 2 years. Can I still apply?**

Yes! BOPA has a general set of criteria for eligibility but also considers circumstances on a case-by-case basis.

## **I'm an organization but my fiscal sponsor is outside of Baltimore City. Can I still apply?**

Yes, if you can prove that your work takes place in Baltimore City, it is acceptable to have a fiscal sponsor outside of the city. We have awarded grantees that have a fiscal sponsor as nearby as Columbia, MD, and as far as New York City. When in doubt, the best proof of eligibility is that the lead applicant is a Baltimore City resident.

## **I'm an organization but I don't have all the financial/legal documents required in the application. Can I still apply?**

Yes, please apply and submit as many documents as possible. There may be a "due diligence" process before BOPA awards grantees, where we may follow-up about your documents.



**THANK YOU**

**Twi McCallum**  
**[tmccallum@promotionandarts.org](mailto:tmccallum@promotionandarts.org)**