



City of Bowie  
Arts Committee  
15901 Excalibur Road  
Bowie, MD 20716

Matt Corley  
Arts Committee Liaison  
301-809-3078  
[mcorley@cityofbowie.org](mailto:mcorley@cityofbowie.org)

### **2017-2018 Arts Grants Application Materials**

The City of Bowie has established annual grants for the Arts to support public awareness of artistic enterprises, creative excellence, artistic diversity and overall involvement of the arts in our community. The Grant program, administered and facilitated by the Bowie Arts Committee, may award a total of \$10,000 in varying amounts to individuals or groups to develop projects that involve Bowie residents in the arts. Projects need to take place in Bowie to the benefit of Bowie residents. Applicants need not be Bowie residents.

The Arts Committee requires that grant awardees follow all procedures that the committee has established in order to be awarded a grant. A Grant Review Subcommittee will review applications, and may request additional information or an interview with applicants. Two Letters of Reference and a letter from the venue confirming space has been secured for your event are required. Applicants are encouraged to contact the Bowie Arts Committee for suggestions on available venues within the City. Unless special arrangements have been made with the Arts Committee, all projects must be completed and receipts turned in **by May 18, 2018**.

COMPLETED APPLICATIONS, INCLUDING ALL SUPPORTING DOCUMENTATION,  
MUST BE RECEIVED BY 5:00 PM ON **SEPTEMBER 29, 2017**.  
LATE OR INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED.

Applicants must include a statement to the effect that, "Support for the project was provided by a grant from the City of Bowie" in all presentations, programs, exhibitions, displays, and publicity. Phrases such as "partial support", "funding", or "partial funding" may be used as appropriate. Additionally, all awardees agree to work with the committee to assess the project after completion.

The following must be included in your grant proposal, which should not exceed two pages:

1. Describe your group, its mission and goals, and qualifications to undertake the project.
2. Describe your project in detail.
3. Describe the expected outcomes of your project.

4. Describe the target audience or participants in terms of size, age range, Bowie residency, and how they will be determined or selected. Include information on planned accommodations for persons with disabilities.
5. Describe all plans to encourage the public to attend and / or participate in your project. This should include specific plans for advertising your project, i.e. social media, local media, etc.
6. Proposed calendar / schedule
7. A detailed budget using the enclosed form. Your budget must account for the entire project and include any additional funding sources as well as in-kind donations. Reimbursement of expenses cannot exceed the dollar amount requested per line item on the budget form.

Applicants must also provide:

1. Documentation that the venue has been approved.
2. Two Letters of Reference.
3. The signed City of Bowie "Hold Harmless" statement.
4. A signed 2017-2018 Arts Grant Application Check Sheet and Certification.

The following judging criteria will be used and should be addressed in your grant proposal:

1. Will the proposed project engage city residents in the arts? Does the applicant clearly explain why their project will provide a unique, creative and/or valuable arts experience for City residents? If a specific population is targeted, is it appropriate for the proposed project? Please note: a majority of the participants and/or target audience should be City of Bowie residents.
2. For non-performance based projects, is the method of selection or invitation for participation clear and appropriate? For performances, is there an effective plan to encourage the public to attend?
3. Is the budget presented in sufficient detail? Has the use of the funds been clearly defined and is it appropriate for the activity? Has adequate information about other grants or sources of funding been provided?
4. Does it appear that the project can be successfully completed? Does the applicant have the necessary experience and qualifications to successfully complete the proposed project?

Project proposals that address one or more of these criteria will receive a preference:

- Projects that will provide ongoing benefits to the City. (Value added)
- Projects that will be able to continue unassisted in the future.
- Projects that will positively address larger numbers of City residents.
- Projects targeted at under-served audiences within the City population.



City of Bowie  
Arts Committee  
15901 Excalibur Road  
Bowie, MD 20716

Matt Corley  
Arts Committee Liaison  
301-809-3078  
[mcorley@cityofbowie.org](mailto:mcorley@cityofbowie.org)

**2017-2018 Bowie Arts Grants Application**

Project Name \_\_\_\_\_

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Grant amount requested \$ \_\_\_\_\_

Will the applicant accept partial funding? Yes(\_\_\_\_\_) No(\_\_\_\_\_)

**2017-2018 Bowie Arts Grants “Hold Harmless” Statement**

Please sign, and fill in the information below.

I understand and agree that the City assumes no responsibility or liability for injuries to persons or property that result from or relate to use of the funds received by me from the City pursuant to this grant. I agree to indemnify and hold harmless the City and its officers and employees from any claims, damages, judgments or losses arising from any injuries to persons or property arising in connection with or related in any way to use of the funds received by me from the City pursuant to this grant. I further agree that funds will be spent only as specified in the Grant notification letter. Any changes must be approved in advance of expenditure.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (please print) \_\_\_\_\_

City of Bowie



Arts Committee  
15901 Excalibur Road  
Bowie, MD 20716

Matt Corley  
Arts Committee Liaison  
301-809-3078  
[mcorley@cityofbowie.org](mailto:mcorley@cityofbowie.org)

**2017-2018 Arts Grants Checklist and  
Certification**

This form must be completed, signed, and included with your application.

Y/N

I have read and understand the requirements and the process for this grant.

I am proposing a project that benefits residents of the City of Bowie.

I have included explanations of target population, benefits or project, etc.

I am submitting the completed application package prior to the deadline.

I have filled or provided all required information.

I have completed the detailed budget form, with required explanations.

I have included confirmation of a secured venue for my project.

I have included a plan for advertising my project.

I have included two Letters of Reference.

All information included in this 2017-2018 Grants for the Arts application is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



City of Bowie  
 Arts Committee  
 15901 Excalibur Road  
 Bowie, MD 20716

Matt Corley  
 Arts Committee Liaison  
 301-809-3078  
[mcorley@cityofbowie.org](mailto:mcorley@cityofbowie.org)

**2017-2018 Bowie Arts Grant Budget Form**

Income / Expense Item	Description	\$ Amount	In Kind*	\$ BAC Grant Request Amount
Totals				

Page \_\_\_\_ of \_\_\_\_

\* In-Kind Donation - A non-monetary gift of goods or services that would otherwise have been a project expense. Examples of in-kind donations include free use of a performance space, an artist who performs free of charge, or the donation of art materials from a local supply store.

