



City of Bowie  
Arts Committee  
15901 Fred Robinson Way  
Bowie, MD 20716

Lori Cunningham  
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## **2022-2023 ARTS GRANT APPLICATION OVERVIEW**

The City of Bowie 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 \$15,000 in varying amounts to individuals or groups to develop projects that involve Bowie residents in the arts. Projects must take place in Bowie to the benefit of Bowie residents, but applicants need not be Bowie residents.

The Arts Committee requires grant applicants and awardees follow all procedures established by the committee. Members of the Arts Committee will review applications and may request additional information or an interview with applicants. Applicants are required to submit two letters of reference and a letter from the venue confirming space and date(s) have been secured for your event. 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 submitted by May 31, 2023.

**COMPLETED APPLICATIONS, INCLUDING ALL SUPPORTING DOCUMENTATION,  
MUST BE SUBMITTED TO LORI CUNNINGHAM AT LCUNNINGHAM@CITYOFBOWIE.ORG  
BY 5:00 PM ON OCTOBER 21, 2022.**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

If an applicant is awarded a grant, the grantee must agree to 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.

### **Application Timeline**

August 16	Application will be posted on the City website Arts Committee page
September 15	Virtual Question and Answer meeting for interested applicants
<b>October 21</b>	<b>Application and supporting documentation due by COB (5:00 PM)</b>
October 22-23	Applications reviewed by the committee
October 24	Virtual interviews with applicants (If needed, applicants will be notified.)
November 8-23	Grant awardees are notified
November TBD	Meeting with grant awardees to discuss grant requirements
May 31, 2023	All projects must be completed and receipts submitted

The following must be included in your **Arts Grant Proposal**, which should not exceed two pages. Use bolded words as section headers in your proposal:

1. Describe your group, its **mission and goals, and qualifications** to undertake the project.
2. Describe the **purpose** of project in detail.
3. Describe the **expected outcomes** of your project.
4. Describe the **target audience**/participants in terms of size, age, Bowie residency, and how they will be selected. Include information on planned accommodations for persons with disabilities.
5. Describe **marketing plan** to encourage the public to attend and/or participate in your project and how you will follow any social-distancing guidelines or other Prince George's County mandates. This should include specific plans for advertising, i.e. social media, local media, etc.
6. In addition, please provide a detailed **contingency plan** outlining how your project will continue in the event it needs to be held virtually or if there are capacity restrictions on the number of people able to gather at an indoor or outdoor facility.
7. Proposed **calendar / schedule**
8. A detailed **budget** using the enclosed form. (Budget forms are not included in your two-page limit.) 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.
9. Please include **admission price/registration fee**, if applicable and proposed usage of proceeds.

Applicants must also provide:

1. Signed City of Bowie 2022-2023 Arts Grant Application and "Hold Harmless" statement
2. Signed City of Bowie 2022-2023 Arts Grant Check Sheet and Certification
3. Contract/letter from the venue stating your event has been approved for the dates submitted
4. Two reference letters

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, the majority of the participants and/or target audience must be 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 attendance?
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.



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**2022-2023 ARTS GRANTS APPLICATION**

**ORDER**

**Application must be submitted in the following ORDER and  
emailed as ONE PDF attachment:**

1. Application + Hold Harmless Statement
2. Checklist and Certification Form
3. Arts Grants Proposal (no more than two pages)
4. Budget Forms
5. Venue Letter/Contract (Confirming date(s) and use of facility)
6. Two reference letters

***Reminder: Application must be emailed to Lori Cunningham at [lcunningham@cityofbowie.org](mailto:lcunningham@cityofbowie.org) and received no later than 5:00 PM on October 21, 2022.***