

Leonardtwn Arts & Entertainment

FY25

Mini Grant Guidelines

PURPOSE

The Leonardtown Arts & Entertainment (A&E) Mini Grant is used to highlight and explore the rich artistic culture that exists in Leonardtown and throughout Southern Maryland by spotlighting local artists and entertainers while promoting our local businesses as entertainment venues. Events must take place in the Town of Leonardtown (20650 zip code) and be open to the public.

GRANT REQUESTS

Funding requests may be made for arts & entertainment events or activities. Applicants may request up to \$500.

GRANT PERIOD

The Leonardtown Arts & Entertainment (A&E) Mini Grant will be available on a rolling basis throughout FY25 (July 1, 2024- June 30, 2025). Applicants may only apply once per quarter. Applications for the grants must be submitted in the quarter in which the event is held. (e.g. An event is April 23rd, 2025 - Applicant must apply for the 4th quarter.)

The A&E Mini Grants are paid on a reimbursement basis once the Grant Report and additional attachments have been provided by the awardee.

Grant Application Deadlines

1st Quarter (July 1, 2024 - September 30, 2024) - due by July 12, 2024

2nd Quarter (October 1, 2024 - December 31, 2024) - due by October 11, 2024

3rd Quarter (January 1, 2025 - March 31, 2025) - due by January 10, 2025

4th Quarter (April 1, 2025 - June 30, 2025) - due by April 11, 2025

A&E MINI GRANT COMMITTEE

Applications for the A&E Mini Grant will be reviewed by the A&E Mini Grant Committee after the quarterly submission deadline has passed. Only a certain amount of funding is available each quarter, and several factors are weighed to determine grant awardees. Submitting a grant application does not guarantee funding or the total amount requested.

PARAMETERS FOR SUBMISSION REQUESTS

Submissions for the Leonardtown Arts & Entertainment Grant must be for an arts and/or entertainment activity or event. Examples include the following:

- Hiring of Artists/Entertainers** - The applicant may request funding to hire an artist or entertainer for a performance or performances or to supplement funding to hire an artist or entertainer including visual artists, dancers, musicians, performing artists (fire dancers, aerial acrobats, jugglers, magicians, comedians), etc.
- Community Art Project/Activity** - The applicant may request funding to pay for supplies or to hire an artist for a community art project or activity. For example, purchasing supplies for an activities table at an event, hiring a balloon artist or face painter to provide a specialized creative service at an event, etc.

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Mini Grant Guidelines (CON'T)

- 3. Instruction** - The applicant may request funding for art demonstrations/classes/workshops. For example: flower decorating, pottery making, wreath making, paint a-long events, etc. The funding may help to fully fund the offering or help offset the cost for the attendees.
- 4. Incidentals** - The applicant may request funding for incidentals (art supplies/materials, décor, refreshments and advertising for an event) as long as the majority of the funding for the project meets the criteria above.
- 5. Demonstrate Community Support** - Attendees are encouraged to demonstrate how the projected events/activities will support the community, foster partnerships with other local businesses/establishments and add to the rich arts and entertainment culture in Leonardtown.
- 6. Community Awareness** - Applicants are asked to relay how they will promote community awareness of the event/activity (web presence, social media outlets, email marketing, marketing materials, press releases, ads, etc.). If funding is approved, applicants are asked to provide images of the event (please provide photo credit with any images submitted) and copies/examples of all advertising and promotions in support of the event. Attribution may be mentioned as or similar to “Sponsored in part by a grant from the Leonardtown Arts & Entertainment District Committee.

GRANT SUBMISSION / GRANT REPORTS

Using the above guidelines, please complete the grant application and submit. An acknowledgment of receipt will be sent via email, and the grant applications will be reviewed by A&E Mini Grant Committee. Applicants will be notified by the 30th of the deadline month if they are awarded.

Grant awardees must complete a Grant Report following the event/activity/project and submit no later than one month after the completion of the approved funding purpose.

Via email:

aris.nazarova@leonardtwnmd.gov

Via Mail:

Commissioners of Leonardtown
C/o Aris Nazarova
PO Box 1
Leonardtwn, MD 20650

In Person:

Commissioners of Leonardtown
22670 Washington Street
Leonardtwn, MD 20650

Any questions regarding the Grant Application/Report and/or Guidelines should be directed to Aris Nazarova at aris.nazarova@leonardtwnmd.gov or 301-475-9791.



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Grant Application

Office Use Only			
Date Received _____	Applicant # _____	Approved/Denied _____	Amount, if Approved: _____

ORGANIZATIONAL INFORMATION

Applicant/Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Contact Person: _____ Title/Position: _____

Phone Number: _____ Email: _____

Have you applied to the Town of Leonardtown for any kind of support in the past? Yes No

If yes, list the years and amount granted in the last 3 years. _____

EVENT INFORMATION

Event/Project Title: _____ Grant Request: _____

Date(s): _____ Time(s): _____

Where will the event/activity/project be located? _____

How do you plan to advertise the event/activity/project? _____

Who will benefit from the event/activity/project? _____

EVENT/ACTIVITY DESCRIPTION

Using the Parameters for Submission Requests (Mini Grant Guidelines), please describe the event/project. Please be specific as possible. Attach an additional sheet, if needed.

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Grant Application (CON'T)

FINANCIAL INFORMATION

Please list the projected Income and Expenses for the project, attach an additional sheet, if needed.

Income	
Grant Request	\$
Ticket Sales/ Admission	\$
Food & Drink Sales	\$
Sponsorships	\$
Donations	\$
Other, <i>please list below</i>	\$
Total	\$

Expenses	
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Please list any other income sources: _____

ACKNOWLEDGMENT

By signing below I acknowledge that the information I have provided is correct to the best of my ability.

Printed Name

Signature

Date

SUBMIT APPLICATION

Via email:

aris.nazarova@leonardtwnmd.gov

Via Mail:

Commissioners of Leonardtwn
C/o Aris Nazarova
PO Box 1
Leonardtwn, MD 20650

In Person:

Commissioners of Leonardtwn
22670 Washington Street
Leonardtwn, MD 20650

Leonardtwn Arts & Entertainment

FY25 Grant Report

Office Use Only			
Applicant # _____	Organization Name _____	Date of Approval _____	Grant Amount _____

Complete this report after the event/activity/project and submit with accompanying materials no later than one month after the completion of the approved funding purpose. Attach an additional sheet, if needed.

PROJECT DESCRIPTION

Event/Activity: _____

Date(s): _____ Time(s): _____

Location: _____ Estimated # of Attendees: _____

PROJECT EVALUATION

Briefly describe the event including what went well and any challenges you faced and how they were resolved.

FINAL REPORT FINANCIAL STATEMENT

Describe the total cost for the event/activity and how the mini grant funding was used.

ADDITIONAL ATTACHMENTS

Please provide examples of the following with your report:

- Images from the event
- Articles about the event
- Proof of payment (receipts, paid invoices, canceled checks)
- Copies of marketing/advertising
- W9 (the form can be provided)

ACKNOWLEDGMENT

I hereby certify that the information and financial figures contained in this final report are accurate and represent the actual income and expenses of the project.

Printed Name	Signature	Date
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SUBMIT REPORT & ATTACHMENTS

Via email:
aris.nazarova@leonardtwnmd.gov

Via Mail:
Commissioners of Leonardtwn
C/o Aris Nazarova
PO Box 1
Leonardtwn, MD 20650

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