



## Arts Accessibility Fund SY25/26

### Purpose

Baltimore City Public Schools' 5 separate public day schools are eligible to receive up to \$2,500 in funding to support school-day arts experiences, including field trips, performances, and teaching artist residencies. Through a streamlined grant process, this grant aims to provide accessible funding for arts experiences and empower school-based staff at these schools to facilitate experiences that will best serve their student populations.

### Eligibility

This grant is open to the five separate public day schools in Baltimore City Public Schools:

1. William S. Baer School
2. Claremont School
3. Lois T. Murray Elementary/Middle School
4. Sharp Leadenhall Elementary/Middle School
5. Joseph C. Briscoe Academy

### About this Grant

Schools can access up to \$2,500 in school-day arts/arts integrated experiences booked through Arts Every Day's [Arts Directory](#). The Arts Directory includes a variety of programs and experiences from a breadth of Arts and Cultural Partners, including:

- Off-site performances, such as theater, dance, and music performances at theaters throughout Maryland
- Off-site programs, such as museum and cultural institution visits.
- Transportation to and from any off-site experience in the Arts Directory.
- School-based programs and performances, including assemblies, residencies, workshops, and more.

Please note that all Arts and Cultural Partners listed in the Arts Every Day [Arts Directory](#) have agreed to work in compliance with Baltimore City Public Schools' fingerprinting and background check processes as well as in alignment with Arts Every Day's [mission and vision](#). If you are interested in booking with a Provider who is not listed in the Directory but you think meets the criteria, please contact Sam Green at [sam@artseveryday.org](mailto:sam@artseveryday.org) to discuss eligibility.

## How to Access

**Eligible schools can email Sam Green, Schools Program Manager, at [sam@artseveryday.org](mailto:sam@artseveryday.org) to schedule a meeting to set up their school's account. Following this initial meeting:**

1. Schools must identify a school-based staff member to be the main point of contact for the grant. This individual will be responsible for managing grant funds through the Arts Directory and communicating with Arts and Cultural Partners about program bookings.
2. Schools must complete and return the [Arts Accessibility Fund Grant Agreement](#).
3. Upon AED's receipt of a completed Grant Agreement, the school's grant account will be created in our Arts Directory. Arts Every Day will email the grantee login credentials to use the Arts Directory to request to book programs using grant funding.
4. Grantees can reference the [Booking Guide](#) for help with the booking process.
5. Grantees must submit documentation of arts experiences through a post-experience survey submitted within 2 weeks of completion of the funded program(s).

**NOTE:** Do not book with a provider prior to receipt of login credentials for the current school year.

## Use of Grant Funding

Each separate public day school within Baltimore City Public Schools is eligible to receive funding of up to \$2,500 to book programs from Arts Every Day's [Arts Directory](#).

**Please review the following guidelines for use of AED grant funding:**

- Student programs must occur during the **regular school day** during the **current school year**, with the following exception:
  - Up to 30% (\$750) of funding can be used towards programming at family and community engagement events occurring outside of the regular school day (ie, booking a teaching artist to lead a workshop at Family Literacy Night).

- **This grant cannot fund arts materials, food, or other supplies.** For financial support in purchasing arts equipment, please see our [Arts Equipment Fund](#).
- **Transportation Guidelines:**
  - This grant can be used to fund transportation to and from any experience in the Arts Directory.
  - This grant cannot be used to fund trips outside of the state of Maryland.
  - Arts Every Day-funded transportation must be booked through Woodlawn Motorcoach using the process outlined in our [Booking Guide](#). In the event that Woodlawn does not have buses available for a given trip, AED will support the school in connecting with an alternative vendor.
- **Grantees are expected to request only those programs that were specified in their grant application and approved by Arts Every Day.** If a substitution or change is necessary, please contact Arts Every Day prior to submitting a booking request for any program not originally included in your approved application.
- **Invoices for all programs must be received by Arts Every Day by May 15th** of the current school year, though programs may continue to take place through the end of the school year.
- **Applicants are responsible for communicating effectively with Arts and Cultural Partners about all bookings.** In general, this means responding to email communications about bookings within 72 hours.
- **Applicants are strongly encouraged to request programs at least two weeks in advance.** This allows adequate time for AED to receive and process documentation for payment to the artist partner.
- Arts Every Day's Arts Integration Schools Manager may visit my school and obtain visual documentation of AED-funded experiences, with prior notice.

These requirements are also outlined in the [Arts Accessibility Fund Grant Agreement](#), to be completed by the school.

Please contact Sam Green at [sam@artseveryday.org](mailto:sam@artseveryday.org) with any questions about this program.