



Arts Experiences Fund Grant Agreement

By receiving funding for arts experiences under this grant, grantees (indicated below as “Applicant” and “School Principal”) hereby agree to comply with the following terms and conditions:

Booking Process

Grantee agrees to follow the booking process as outlined in the [Booking Guide](#) including:

- **Booking programs outlined in their approved application through Arts Every Day’s [Arts Directory](#).** Arts Every Day cannot process payments for bookings made outside of our Directory system.
- **Notifying Arts Every Day promptly of any shifts or changes to the program or scheduling. *Note—significant changes to the programs from those approved in the original application may require a new grant application.***
- **Reviewing Arts Every Day’s [Program Tips](#) document.** This document aims to support schools and partners in having positive experiences and communicating effectively.
- **Communicating effectively with Arts and Cultural Partners about all bookings.** In general, this means responding to email communications about bookings within 72 hours.
- **Making booking requests in the Arts Directory within 4 weeks of receipt of login credentials.** Failure to do so may result in the forfeiture of grant funds.
- **Completion of grant post-survey within 2 weeks of completion of the funded program(s).** This survey will be emailed to the Applicant after the completion of the last grant funded program.

Use of Grant Funding

Accepted grantees receive funding of:

- up to \$2,500 for performances/assemblies, field trips, and workshops, or
- up to \$5,000 for residencies

to book the programs from Arts Every Day’s Arts Directory as named and approved in their grant application. Grantees agree to use funding in accordance with Arts Every Day’s [Arts Experience Funding Guidelines](#):

- **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.
 - Requests made outside of what has been approved in a school's grant application without prior approval from Arts Every Day are subject to potential responsibility of payment by the school.
- **Student programs must occur during the regular school day during the current school year, with the following exception:**
 - Up to 30% 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.
- **Invoices for all programs must be received by Arts Every Day by May 14th of the current school year, though programs may continue to take place through the end of the school year.** Invoices received by Arts Every Day later than May 14th may be the responsibility of the individual school to pay.
- **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.

Documentation of Programs

Arts Every Day reserves the right to document grant-funded programs with prior notice by visiting the school. Documentation may include, but is not limited to, photography, videography, and collection of teacher and student testimonials. These materials may be used by Arts Every Day for marketing and promotional purposes, including publications, our website, social media, and third-party media outlets.

Grantees are also asked to submit photographs as part of the post-program survey. Please ensure that any submitted images comply with your school’s policies regarding the sharing of student photographs.

Grantees are required to comply with all reporting obligations, including submission of a post-program survey within two weeks of completing all grant-funded activities. Failure to submit complete, accurate, and timely reports may result in ineligibility for future opportunities through Arts Every Day programs.

Quote Permission & Photo Release

Grantee grants AED permission to use and attribute direct quotes pulled from surveys and interviews, as well as photographs or videos taken during the program, in publicly shared print and digital materials.

☐ Grantee does NOT permit Arts Every Day to photograph or record me. (If left unchecked, permission is considered granted.)

Failure to adhere to agreements outlined in this document may result in forfeiture of funding and/or withholding of future grant funding.

School Name

Date

Applicant Name (please print)

Applicant Signature

School Principal Name (please print)

School Principal Signature

Sam Green, AED Schools Program Manager

Date