



Arts Experiences Fund Guidelines SY26/27

Purpose

Baltimore City Public Schools are eligible to apply for funding to support school-day arts experiences, including field trips, performances, and teaching artist residencies. Through a streamlined application and review timeline, this grant aims to provide accessible funding for arts experiences and empower school-based staff to facilitate experiences that will best serve their student populations.

New for SY26/27, schools can choose to apply for one of two types of funding:

- **Up to \$2,500 to fund school-day arts experiences such as performances/assemblies, field trips, and workshops.**
 - Performance/Assembly: Program where students watch a performance. There may or may not be some interactive elements.
 - Workshop: Program where a partner provides a hands-on session for students/educators.
 - Arts/Cultural Institution Tour: Program where students/educators explore an arts/cultural institution.
- **Up to \$5,000 to fund school-day arts residencies.**
 - Residency: Program where students/educators experience multiple hands-on sessions that build knowledge over time. May or may not involve a culminating experience.
 - **Note:** Residencies are not contractual service providers intended to replace instruction from certified fine arts teachers. Arts Every Day grant funding may not be used to replace instruction from certified fine arts teachers.

Eligibility

Schools may only receive arts experience funding from AED through one grant during any given school year, therefore [your school is ineligible for this grant if:](#)

- Your school has already been awarded an [Arts Experience Grant](#) this school year. The grant page will be updated regularly throughout the year to reflect awarded grants.
- Your school is one of our 11 [School Partners](#)
- Your school is one of the district's 5 separate public day schools. You have guaranteed access to our [Arts Accessibility Fund](#) instead of this broader grant.

About this Grant

Schools can apply for funding to support school-day arts/arts integrated experiences booked through Arts Every Day's [Arts Directory](#). Applications may be submitted by any school-based staff, including: educators, administrators, and community site specialists. If accepted, grantees will be given login credentials to access and book programs through the Directory. **AED will process payments directly to Arts and Cultural Partners.**

Please note that all Arts and Cultural Partners listed in the [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 to discuss eligibility.

Timeline

SY26/27 Application Window 1: Aug 17- Nov 20 Requests approved by AED on a rolling basis throughout the Application Window. <i>Please submit requests at least 2 weeks prior to requested booking date/date of event</i>	SY26/27 Application Window 2: Jan 4 - Apr 9 Requests approved by AED on a rolling basis throughout the Application Window. <i>Please submit requests at least 2 weeks prior to requested booking date/date of event</i>
May 14th: All grant funded invoices must be submitted by this date. <i>Programs can continue to happen through the end of the school year.</i>	

Applications will be reviewed on Thursdays throughout the above application windows. Applications received after 9am Thursday will be reviewed the following Thursday. Schools will be notified of application status within 7 days. Notification emails will be sent on Fridays. This timeline may be subject to change based on holidays.

NOTE: Due to the high demand for these grants, we encourage schools to apply early within the grant windows. Because applications are reviewed on a rolling basis, all funding for each Application Window may be allocated before the dates listed above, depending on the volume of applications.

Application Review Considerations

Arts Every Day will review grant applications against the following criteria:

- **Projected impact** on student learning and experience
- **Demonstration of need** as evidenced by the concentration of poverty rates reported by MSDE
- **Geographic Location**
 - AED aims to ensure funding is spread equitably across the district instead of concentrating in certain areas
- **School Type**
 - AED aims to ensure funding is equitably accessible to a variety of public schools throughout the district, including traditional schools as well as charter, contract, separate public day, and others.

Notification of Award and Access to Funding

1. Grantees will receive notification of application status via email.
2. If awarded, schools must review, complete, and return the [Grant Agreement](#) to confirm their acceptance of grant funds.
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: Application to this program does not guarantee funding. Do not book with a provider prior to award notification and receipt of login credentials.

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 detailed in their grant application. Requested programs must match programs approved in application.

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% 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.
 - 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.
 - **For example:** If a school applies and is approved for tickets and transportation to a theater show with a total estimated cost of \$1,500, the school will be approved for a \$1,500 grant and given login credentials to request tickets and transportation. The school may not request additional programming even though their total approved amount was under the \$2,500 grant limit.
 - To avoid this scenario, schools are encouraged to collaborate among staff on the application to maximize programming within the total grant availability. For example, the application could include:
 - theater tickets and transportation for one grade level (~\$1,500)
 - An assembly for another grade level (~\$1,000)
- **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.
- **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.
 - If a school needs help reaching a partner, please contact sam@artseveryday.org for support.

- **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.
- **Booking requests must be made in the Arts Directory within 4 weeks of receipt of login credentials.** Failure to do so will result in the forfeiture of grant funds.
 - If no booking requests have been made within 2 weeks, AED will send a reminder email.
 - If no booking requests have been made by 4 weeks, AED will send notification of grant forfeiture.
- Arts Every Day's Schools Program Manager may visit my school and obtain visual documentation of AED-funded experiences, with prior notice.

These requirements are also outlined in the [Arts Experiences Fund Grant Agreement](#), to be reviewed and completed by the school applicant and principal if the request is approved.

Please contact Sam Green at sam@artseveryday.org with any questions about this program.