



*City of Annapolis*

**Art in Public Places Commission**

Pip Moyer Recreation Center

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Annapolis, Maryland 21401

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## Yearly Grants Funding Calendar

Per Chapter 6.24 of the City Code, the Art in Public Places Commission (AiPPC), AiPPC agreed to adopt this yearly grants funding calendar that would accept, review, and hear presentations three times a year.

All grant applications must be received at least 90 days prior to the work of art that the applicant is requesting funding for. When AiPPC's funds are all spent, applications will be held until funds are available.

AiPPC is striving to remain transparent and allow the public plenty of time to review applications, spending, and allowing time for commenting, as well as applying for upcoming performing art/works of visual grants that will be submitted for vote, and to ensure that the City has all signed contracts and paperwork on file before the events occur to ensure payment of invoices upon submission.

**January:** Applications for grant funding will be accepted through January 31st. January will be a work session meeting with no spending votes unless for administrative spending purposes. Applications received in January would be for events occurring April - June of the following year.

**February:** The applications received by January 31st will be reviewed in February at AiPPC's February meeting on the last Tuesday of the month, to ensure the applicant and the works of art and/or events are eligible for funding per the City Code. The paperwork to be considered includes a work-of-art application, a vendor application, and a W-9 form. The applicant must be approved as a vendor with the City before any funds are granted. The applications, to the extent legally permissible, will be made public with March's AiPPC agenda for public comment. March's meeting will be a work session with no spending votes unless for administrative spending purposes.

**March:** If all paperwork submitted in January and reviewed in February is compliant with the City Code, the applicant will be invited to the March meeting on the last Tuesday of the month, and the presentation will be up for a vote by AiPPC. Any public comments submitted through the website will be heard before voting. Voting occurs at the end of the meeting after all presentations are complete. After the vote, the "notice of decision" will be filled out by the AiPPC Secretary and returned to AiPPC's City legal liaison and the applicant to notify parties of AiPPC's decision.

**April:** If AiPPC still has funding in its budget, the next round of applications will be accepted in April through April 30th. April will be a work session meeting with no spending votes unless for administrative spending purposes. Applications received in April would be for events occurring in July–June of the following year.

**May:** The applications received by April 30th will be reviewed at AiPPC's May meeting on the last Tuesday of the month to ensure the applicant and the works of art and/or events are eligible for funding per the City Code. The paperwork to be considered includes a work-of-art application, a vendor application, and a W-9 form. The applicant must be approved as a vendor with the City before any funds are granted. The applications, to the

extent legally permissible, will be made public with June's AiPPC agenda for public comment. May's meeting will be a work session with no spending votes unless for administrative spending purposes.

**June:** If all paperwork submitted in April and reviewed in May is compliant with the City Code, the applicant will be invited to the June meeting held on the last Tuesday of the month, and the presentation will be up for a vote by AiPPC. Any public comments submitted through the website will be heard before voting. Voting occurs at the end of the meeting after all presentations are complete. After the vote, the "notice of decision" will be filled out by the AiPPC Secretary and returned to AiPPC's City legal liaison and the applicant to notify parties of AiPPC's decision.

**July:** July will be a work session meeting with no spending votes unless for administrative spending purposes.

**August:** No meeting will be held unless an emergency meeting is called by a majority of AiPPC commissioners.

**September:** The third round of applications will be accepted through September 30th if funding is available. September will be a work session meeting with no spending votes unless for administrative spending purposes.

**October:** The applications received by September 30th will be reviewed at AiPPC's October meeting on the last Tuesday of the month to ensure the applicant and the works of art and/or events are eligible for funding per the City Code. The paperwork to be considered includes a work-of-art application, a vendor application, and a W-9 form. The applicant must be approved as a vendor with the City before any funds are granted. The applications, to the extent legally permissible, will be made public with November's AiPPC agenda for public comment. October's meeting will be a work session with no spending votes unless for administrative spending purposes.

**November:** If all paperwork submitted in September and reviewed in October is compliant with the City Code, the applicant will be invited to the November meeting held on the last Tuesday of the month, and the presentation will be up for a vote by AiPPC. Any public comments submitted through the website will be heard before voting. Voting occurs at the end of the meeting after all presentations are complete. After the vote, the "notice of decision" will be filled out by the AiPPC Secretary and returned to AiPPC's City legal liaison and the applicant to notify parties of AiPPC's decision.

**December:** No meeting will be held unless an emergency meeting is called by a majority of AiPPC commissioners.

**Additional note:** AiPPC will not hear presentations on grants for events that have already occurred prior to any application being submitted (retroactive pay), or voting to spend money from an upcoming fiscal year before AiPPC has its new budget report of funds for that year. Voting can only be done to spend currently available funds.