



**Allegany
Arts Council**
A COMMUNITY ALIVE WITH THE ARTS!

EXHIBITION APPLICATION PROCESS AND PROCEDURES

Applications are available online as a downloadable, editable .pdf format and may be sent via USPS Mail or via e-mail. Applicants should provide all information requested in the application process.

APPLICATION SUBMISSION

Completed applications must be submitted to:

Allegany Arts Council
9 N. Centre Street
Cumberland, MD 21502

Or e-mail to art@alleganyarts.org

APPLICATION RECEIPT NOTIFICATION

Once received, applicants will receive notice of their submitted application and notification of the next scheduled review meeting via e-mail.

APPLICATION REVIEW

The Exhibition Committee will meet at least on a quarterly basis to review pending applications.

NOTIFICATION

Applicants will receive notification of the Committee's decision as soon as possible. In general, the committee should take no longer than three (3) months to make exhibition decisions. Notifications will be sent to the artist's designated e-mail address.

If the notification is positive, it will include a specific time or choice of timeslots for a show, or provide next steps for confirming exhibition dates.

If the notification is negative, it will include an explanation of the Exhibition Committee decision.

RESPONSE TO NOTIFICATION

Once notified, artists will receive a contract which includes all information related to the exhibition. The artist is not confirmed until the signed copy has been received.

An applicant who wishes to appeal a negative decision may do so by submitting an appeal to the Executive Director, who will present the appeal to the Exhibition Committee at its next meeting. The decision determined at that meeting will be final.