



## **FY 2013 GRANTS FOR ORGANIZATIONS TRACK I AND TRACK II GUIDELINES**

**DEADLINE: DECEMBER 8, 2011**

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Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or [msac@msac.org](mailto:msac@msac.org)



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This publication is available as a PDF file on the MSAC Website: [www.msac.org](http://www.msac.org).



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**Terms marked with an asterisk (\*) are defined in the Glossary**

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Office Hours: Monday through Friday, 8:00 AM – 5:00 PM

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## NEW THIS YEAR

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### MSAC HAS MOVED TO AN ENHANCED EGRANT SYSTEM—EGRANT.NET!

- Electronic signature and attachment of required documents are required.
- No paper version — Organizations are not required to deliver a paper version of the application.
- New address — <http://msac.egrant.net>.
- Login and password —Enter your current eGrant login with MD\_ at the beginning. For examples, if your current login is *artspace*, in eGrant.net it is *MD\_artspace*.

Your password remains the same UNLESS it is less than 6 characters in which case we have added MDPW to the beginning of it. For example, if your current password is *music*, in eGrant.net it is *MDPWmusic*.

- Character limits —each narrative question has a character limit. You are not required to use all of the characters but eGrant.net will not allow more characters than specified. Limit is noted under question.
- Individual donors are no longer required to be listed in eGrant.net.
- Corporate, Foundation and Government Support are no longer within eGrant.net must be attached to your eGrant.net application in the template provided.
- All required items noted on the *Attachments* page in eGrant.net must be attached to the eGrant.net application. This is a new enhanced feature. Formerly these were the items that you sent to MSAC with your hardcopy application. Items you were unable to upload, along with a printed copy of the application, must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on December 9, 2011. (Beginning with the FY 2014 application cycle, all items must be attached; paper versions will not be accepted.)

### FINAL INDEPENDENT AUDIT DEADLINE

- The final deadline for audits to be received or postmarked is **May 1, 2012** for ALL organizations required to submit an independent external audit prepared by a CPA firm.

### MARYLAND CULTURAL DATA PROJECT (MDCDP)

- The MDCDP funder report must be submitted as part of the application process and should be attached to the eGrant application. Organizations that DO NOT prepare an external independent audit will be deemed ineligible if their MDCDP is not successfully submitted by **December 15, 2011**.

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## REQUIREMENTS FOR ORGANIZATIONS RECEIVING GRANTS FOR ORGANIZATIONS GRANTS

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- Must have been incorporated in Maryland or must have significant physical presence in Maryland and be registered and qualified to do business in Maryland, must be a nonprofit and have received tax exempt status from the U. S. Internal Revenue Service.

Departments of government, colleges, and universities are also eligible to apply.

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990,\* which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts. Design for Accessibility is a handbook to help organizations comply with Section 504 and the Americans with Disabilities Act and is available for download at [www.msac.org](http://www.msac.org).
- Must maintain complete and accurate records of all activities connected with the grant.
- Must submit a Maryland Cultural Data Project (MDCDP) profile for last completed fiscal year by the specified deadline. Profile must be reviewed and deemed complete by MDCDP staff by the specified deadline.
- Must file interim and final reports, both narrative and financial, by the specified deadlines. Necessary reporting methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC whenever and wherever credit is being given. When credit is being given by an organization that received general operating or arts program support, MSAC must be identified as providing support for operations.
- Must notify the appropriate program director in writing if a significant change is made in any MSAC-funded program or project.

**Notice:** In accordance with Executive Order 01.01.1983.18, the Department of Business and Economic Development advises as follows regarding the collection of personal information:

Certain personal information requested by the Department of Business and Economic Development is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et seq of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is

routinely shared with state, federal, or local government agencies. Applicants have the right to inspect, amend, or correct personal records in accordance with the Maryland Public Information Act.

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## **GFO TRACK DETERMINATION**

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### **Grants for Organizations (GFO)Track I**

- Organizations applying for General Operating Grants (GOG) in **GFO Track I** must have allowable operating expenses of more than \$20,000.
- Organizations applying for Arts Program Grants (PRG) in **GFO Track I** must have allowable Arts Program expenses of more than \$20,000.
- The minimum grant made in **GFO Track I** will be \$1,000.
- Grants made in **GFO Track I** require a three to one cash match.

### **Grants for Organizations (GFO) Track II**

- **GFO Track II** grants support organizations that produce or present arts activities that are open to the public and have allowable expenses of at least \$2,000.
- Grants made in **GFO Track II** will be a minimum of \$1,000 and a maximum of \$2,500.
- Grants made in **GFO Track II** require a one to one cash match.

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## **APPLICATION PROCEDURE**

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All applicants who did not apply to the GFO program for FY 2012 funding are required to complete the **Intent to Apply** form and return it to the MSAC offices by **November 3, 2011**.

New applicants are encouraged to contact MSAC and speak with the appropriate program director before an application is submitted.

**MSAC utilizes the Internet-based eGrant.net system to accept grant applications. Only successfully submitted eGrant.net applications will be accepted.**

- Applicants are required to complete and submit their application by electronic means, including the use of an electronic signature by the authorizing official\* of the organization. Applicants are no longer required to deliver or mail a paper version of the application.
- Completed **eGrant.net** applications must be submitted successfully no later than 5:00 PM on December 8, 2011. **You must click on the Submit My Application button and eGrant.net must accept your application by 5:00 PM on December 8, 2011 to meet the deadline.** You will receive an onscreen confirmation message when you submit, and an email from eGrant.net with a copy of your application within an hour. Please check your spam/junk folder if it does not appear in your mailbox.
- Technical support for eGrant.net is available during regular office hours, 9:00 AM through 5:00 PM, Monday through Friday. **Technical support will not be available after 5:00 PM on December 8, 2011.**

Applicants are required to attach items on the *Attachments* page in eGrant.net. Items you were unable to upload, along with a printed copy of the application, must be delivered to MSAC by 5:00 PM or officially postmarked before midnight **on December 9, 2011**. E-mailed or faxed copies will not be accepted.

- MSAC **does not** accept responsibility for lost, misdirected, or late applications.

- The applicant must meet all revision deadlines as specified in writing or the application will be considered withdrawn.

**Participation in the Maryland Cultural Data Project, MDCDP, is required for all GOG and PRG Grant applicants.**

- The MDCDP must be submitted as part of the application process. Organizations that DO NOT prepare an independent audit will be deemed ineligible if the MDCDP isn't successfully submitted by **December 15, 2011**. Please note that the MDCDP profile for ALL applicants must be in the "Review Complete" status by June 30, 2012 prior to the release of FY 2013 grant awards. See Appendix 3 for more information on the MDCDP.

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## **ARTISTIC CATEGORIES AND PROGRAM DIRECTORS**

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**Arts Service:** Grants in this category support organizations whose primary purpose is to provide services for artists, arts organizations\*, or the arts community\*. New applicants in this category **must** file an "Intent to Apply" form by the stated deadline. Program Director: Christine Stewart, 410-767-6476; [cstewart@msac.org](mailto:cstewart@msac.org)  
*Please note: Arts Service organizations should use the application titled "Arts Service".*

**Children's Events:** Grants in this category support organizations that produce or present artistic experiences for young audiences. Applicants that feature children as performers for general audiences should not apply in this category; they should apply in the appropriate category below. Program Director: Christine Stewart, 410-767-6476; [cstewart@msac.org](mailto:cstewart@msac.org)

**Dance:** Grants in this category support organizations that produce or present dance. Program Director: Sharon Blake, 410-767-6536; [sblake@msac.org](mailto:sblake@msac.org)

**Folk and Traditional Arts:** Grants in this category support organizations that primarily document, produce, and/or present folk and traditional arts. Program Director: Clifford Murphy, 410-767-6450; [cmurphy@msac.org](mailto:cmurphy@msac.org)

**Literary Arts:** Grants in this category support organizations that present, publish, or disseminate all literary forms. Program Director: Christine Stewart, 410-767-6476; [cstewart@msac.org](mailto:cstewart@msac.org)

**Media:** Grants in this category support organizations that produce or present works of art in audio and visual media, including animated, documentary, electronically manipulated, experimental, or narrative forms of audio/visual expression. Program Director: Carla Dunlap, 410-767-6494; [cdunlap@msac.org](mailto:cdunlap@msac.org)

**Multi-Discipline\* A:** Grants in this category support organizations that produce or present arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines. Organizations with a predominant discipline should apply in that discipline. Generally, arts festivals and units of government or government agencies should apply in Multi-Discipline B. Program Director: Carla Dunlap, 410-767-6494; [cdunlap@msac.org](mailto:cdunlap@msac.org)

**Multi-Discipline\* B:** Grants in this category support arts festivals, and units of government or government agencies that produce or present arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines. Organizations with a predominant discipline should apply in that discipline. Program Director: Carla Dunlap, 410-767-6494; [cdunlap@msac.org](mailto:cdunlap@msac.org)

**Music A:** Grants in this category support organizations that self-produce music with allowable expenditures of \$50,000 or more. Program Director: Sharon Blake, 410-767-6536; [sblake@msac.org](mailto:sblake@msac.org)

**Music B:** Grants in this category support organizations that self-produce music with allowable expenditures of less than \$50,000. Program Director: Sharon Blake, 410-767-6536; [sblake@msac.org](mailto:sblake@msac.org)

**Music C:** Grants in this category support organizations that present music programs. Program Director: Sharon Blake, 410-767-6536; [sblake@msac.org](mailto:sblake@msac.org)

**Theater:** Grants in this category support organizations that produce or present theater. Program Director: Sharon Blake, 410-767-6536; [sblake@msac.org](mailto:sblake@msac.org)

**Visual Arts:** Grants in this category support organizations that produce or present the visual arts. Program Director: Carla Dunlap, 410-767-6494; [cdunlap@msac.org](mailto:cdunlap@msac.org)

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## FORMATTING REQUIREMENTS

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If you are unable to attach any required documents to eGrant.net any paper materials sent to MSAC must be formatted appropriately.

- Materials should be on 8 1/2" by 11" white paper; all margins (i.e., top, bottom, and sides of pages) must be at least one inch.
- All attachments must be typed in black type using an 11 point or larger font. Photo-reduction of text is not permitted. Reduced, narrow, or condensed type fonts or line sizes will not be accepted.
- When photocopying documents, copy on one side only. **Do not submit two-sided copies.**
- All documents must be clearly readable and suitable for reproduction. Do not use colored paper.
- **Do not staple** application or any additional materials.

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## SUPPORT MATERIALS

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Support materials that illustrate the organization's recent arts activities (within the last three years) are an important part of the application. These materials may be used to augment site visits and to provide a reference point for the discussion of the application during the panel meeting.

Organizations may submit one copy of a DVD, one copy of a CD, and/or literary arts publications.

**Support materials must be sent to the appropriate program director by February 16, 2012.** Support materials will be returned after July 1, 2012 if a self-addressed, stamped mailing envelope is included with the submission.

CDs must be accompanied by a typed script that identifies the artist(s) whose performance(s) it contains, the title(s) of work(s) performed, the composer(s), the date(s) and place(s) where the performance(s) occurred, and the running time of the piece.

DVDs must be accompanied by a typed script that identifies the artist(s) whose work it contains, the title(s) of work(s) presented, the date(s) and place(s) where the presentation(s) occurred, and the running time of the piece.

Still images should be submitted on CD. If submitting images on a CD, provide the images in PowerPoint or another program that allows a "slide show" to be shown automatically on a PC, Windows platform. Organizations may submit no more than **20 images**. If the CD contains depictions of individual works of visual art, each image should

contain a caption (instead of a typed script) with the following information for each work depicted: title of work, artist name, materials, dimensions in inches (H x W x D), and name and date(s) of exhibition.

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## **SUPPLEMENTARY MATERIALS FOR PANELISTS**

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Supplementary materials include catalogues, reviews, programs, brochures, or promotional materials related to the organization's arts activities. Supplementary materials should be sent directly **ONLY to your assigned In-depth and Artistic evaluators**. In past years, supplementary materials were sent to all panelists but now only those assigned to the organization should receive materials.

Contact information for your In-depth and Artistic evaluators will be furnished after receipt and staff reviews of the application. Supplementary materials must be sent by February 16, 2012.

Please be strategic in choosing items that highlight your organization's activities and include only a representative sampling.

Your program director should receive two copy of all supplementary materials sent to your In-depth and Artistic evaluators. Supplementary materials must be sent by February 16, 2012.

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## **GRANT INSTRUCTIONS**

### **GFO TRACK I - GENERAL OPERATING GRANT FOR ARTS ORGANIZATIONS\***

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**Purpose:** GFO Track I - General Operating Grants support arts organizations\* that have a record of providing quality programs and services for general audiences.

**Funding Categories:** General Operating Grants are awarded in the following categories:

- Arts Service
- Children's Events
- Dance
- Folk and Traditional Arts
- Literary Arts
- Media
- Multi-Discipline A
- Multi-Discipline B
- Music A
- Music B
- Music C
- Theater
- Visual Arts

An arts organization\* may apply for a General Operating Grant in only one category. The category in which an arts organization\* applies must be the category that most closely characterizes the organization's predominant activities. See descriptions of artistic categories. An arts organization may apply for only one GFO grant.

Please note: Arts Service organizations should use the Art Service application.

**Three-Year Application Cycle:** A three-year application cycle is in effect for most GFO Track I - General Operating Grants.

All applicants in the categories listed under "GFO Track I - General Operating Grants Deadline: December 8, 2011" below are applying for and will be reviewed for a three-year application cycle. A recommendation for the three-year cycle is dependent on the evaluation of the application.

Those arts organizations\* approved for the three-year application cycle in the previous year must complete a "Request for Funding" application due in December 2011 for FY 2013 funding. "Request for Funding" forms will be provided in ample time to meet the deadline. See "Funding Level Determination."

Arts organizations\* that receive consistently favorable reviews are more likely to be recommended for the three-year application cycle. Arts organizations\* in a state of programmatic, financial, or administrative transition are more likely to be recommended for one-year funding.

The following will be evaluated on a one-year basis:

- First time arts organization\* applicants to the Grants for Organizations (GFO) program
- Arts organizations\* that did not receive funding in the previous grant cycle

Arts organizations\* approved for one-year funding must submit a full application for the following year to be considered for funding. Applications will be reviewed using MSAC's existing process.

**Support Periods:** One-year funding - July 1, 2012 through June 30, 2013

Three-year application cycle - July 1, 2012 through June 30, 2015

First year funding - July 1, 2012 through June 30, 2013

Second year funding - July 1, 2013 through June 30, 2014

Third year funding - July 1, 2014 through June 30, 2015

**Application Deadlines and Categories:** Regardless of category, new applicant organizations to the GFO Program, organizations that did not receive funding in the previous (FY 2012) grant cycle and organizations which were notified in July 2011 that they were approved for one-year funding must submit a **full eGrant.net application** by the December 8, 2011 deadline.

**Deadlines and Categories for Schedule through October 2013:**

**GFO Track I - General Operating Grants Deadline: December 8, 2011 for FY 2013 activities**

Children's Events  
Dance  
Multi-Discipline A  
Music C

**GFO Track I - General Operating Grants Deadline: October 2012 for FY 2014 activities**

Arts Service  
Folk and Traditional Arts  
Large Organizations  
Multi-Discipline B  
Music B  
Theater

**GFO Track I - General Operating Grants Deadline: October 2013 for FY 2015 activities**

Literary Arts  
Music A  
Visual Arts/Media

**Eligibility:** Eligible applicants for GFO Track I - General Operating Grants are nonprofit organizations whose purpose is producing or presenting the arts through public programs or services. An eligible organization must be governed

by a legally-liable board of directors acting under a mission statement and budget specific to the organization. To be eligible for general operating support, an arts organization\* must establish that most of the arts activities it produces and/or presents take place in Maryland and that most of the organization's annual expenditures are devoted to activities that occur within the state.

In order to apply for general operating support, an arts organization\* must have been incorporated in Maryland or must have significant physical presence in Maryland and be registered and qualified to do business in Maryland, must be a nonprofit and have received tax exempt status from the U. S. Internal Revenue Service by March 31, 2011. Units of government, colleges, and universities are also eligible to apply.

Arts organizations\* that are not incorporated in Maryland but that have significant physical presence in Maryland and are registered and qualified to do business in Maryland **may not** apply for a General Operating Grant but may be eligible to apply for an Arts Program Grant.

All arts organizations\* **must have operated for one full fiscal year at the time of application.** Registration or qualification to do business in Maryland is not a substitute for Maryland incorporation. **Organizations applying for a GFO Track I - General Operating Grant must have allowable operating expenses of more than \$20,000.**

Arts organizations\* eligible for general operating support may provide educational activities\*, but the expenses for such activities may not comprise more than 60 percent of the organization's total allowable expenses for the last completed fiscal year. If educational expenses comprise more than 60 percent of the organization's total allowable expenses, the organization **may not** apply for a General Operating Grant but may apply for an Arts Program Grant. County arts councils receiving Community Arts Development funds from MSAC, radio stations and television stations are not eligible to apply for General Operating Grants.

**Review Criteria:** The review of General Operating Grant applications is based upon the following criteria:

- Artistic merit\* of the proposed activities
- Organizational effectiveness\*
- Service to the community\*

**Funding Amounts:** It is the policy of MSAC to provide up to 10 percent of an arts organization's\* allowable operating cash budget based on the applicant's most recently completed fiscal year through a GFO Track I - General Operating Grant. The minimum General Operating Grant is \$1,000. Not allowable as operating expenses are re-granting\*, acquisition of capital assets\*, allocations to cash reserves\*, capital improvements\*, depreciation\*, deficits, loan principal payments, contributions to endowments\* or scholarships awarded by the applicant organization for its own activities. Not allowable as operating income are loans, carryover, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses.

**NOTE:** The Council shall consider any direct line item appropriations for operating funding from the State Legislature when determining an applicant's funding in the Grants for Organizations (general operating support) Program.

**Funding Level Determination:** For organizations on the one-year funding cycle, the funding level will be determined using MSAC's Review Process. For organizations granted a three-year application cycle, the first-year funding level will be determined using MSAC's Review Process. Funding for the second and third years will take into account the first-year grant amount, number of grantees, changes in the size of the organization's budget and changes in the size of MSAC's budget, provided that the level and scope of the organization's activities remain consistent.

**Grant Funds May Not Be Used For:** Re-granting, capital improvements\* or purchases of permanent equipment, acquisition of capital assets\*, activities for the exclusive benefit of an organization's members, travel outside

Maryland, projects chiefly for classroom use, activities not open to the general public or scholarships awarded by the applicant organization for its own activities.

**Matching Requirements:** All General Operating Grants must be matched at least three to one in cash. Funds or services from the State of Maryland are not allowed as part of the match. In-kind\* contributions or donated services may not be used as part of the match.

**Reporting Requirements:** The following reports and/or documents must be submitted for the organization to be in compliance with MSAC reporting requirements. Necessary reporting methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize current and/or future MSAC grants being received by the organization and may result in the organization being required to repay grant funds.

- Each organization must attach a financial summary statement\* for the organization's most recently completed fiscal year. This statement should reflect the organization's overall income and expenditures. The statement must be signed by a professional accountant or the organization's fiscal officer.
- Arts organizations\* with allowable operating expenses of \$400,000 or more for the organization's last completed fiscal year must submit an independent external audit\* for that year.
- Each organization must submit a MDCDP profile for the organization's most recently completed fiscal year. This profile must be reviewed and deemed complete by the MDCDP staff by the specified deadline. The profile must be consistent with your organization's financial summary statement or audit.
- Each organization must attach one copy of the FY 2013 MDCDP Track I – General Operating Grant Funder Report.
- Organizations on the three-year application cycle are required to submit a "Request for Funding" which includes a FY 2013 MDCDP Funder Report, a financial statement, and a summary of plans for the upcoming fiscal year.
- Organizations must file interim and final reports, both narrative and financial, by the specified deadlines.

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## GRANT INSTRUCTIONS

### GFO TRACK I - ARTS PROGRAM GRANT FOR NON-ARTS ORGANIZATIONS\*

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**Purpose:** GFO Track I - Arts Program Grants support ongoing arts activities produced or presented for general audiences.

**Funding Categories:** Arts Program Grants are awarded in the following categories:

- Children's Events
- Dance
- Folk and Traditional Arts
- Literary Arts
- Media
- Multi-Discipline A
- Multi-Discipline B
- Music A
- Music B
- Music C
- Theater
- Visual Arts

An organization may apply for an Arts Program Grant in only one category. The category in which an organization applies must be the category that most closely characterizes the organization's predominant activities. See descriptions of artistic categories. A non-arts organization may apply for only one GFO grant.

**Three-year Application Cycle:** A three-year application cycle is in effect for most GFO Track - I Arts Program Grants.

All applicants in the categories listed under "GFO Track I - Arts Program Grants Deadline: December 8, 2011" below are applying for and will be reviewed for a three-year application cycle. A recommendation for the three-year cycle is dependent on the evaluation of the application.

Those arts programs approved for the three-year application cycle in the previous year must complete a "Request for Funding" due in December 2011 for FY 2013 funding. "Request for Funding" forms will be provided in ample time to meet the deadline. See "Funding Level Determination."

Arts programs that receive consistently favorable reviews are more likely to be recommended for the three-year application cycle. Arts programs in a state of programmatic, financial, or administrative transition are more likely to be recommended for one-year funding.

The following will be evaluated on a one year basis:

- First time arts program applicants to the Grants for Organizations program
- Arts programs that did not receive funding in the previous grant cycle

Arts programs approved for one-year funding must submit a full application for the following year to be considered for funding. Applications will be reviewed using MSAC's existing process.

**Support Periods:** One-year funding - July 1, 2012 through June 30, 2013

Three-year application cycle - July 1, 2012 through June 30, 2015

First year funding - July 1, 2012 through June 30, 2013

Second year funding - July 1, 2013 through June 30, 2014

Third year funding - July 1, 2014 through June 30, 2015

**Application Deadlines and Categories:** Regardless of category, new applicant organizations to the GFO Program, organizations that did not receive funding in the previous (FY 2012) grant cycle and organizations which were notified in July 2011 that they were approved for one-year funding must submit a **full eGrant.net application** by the December 8, 2011 deadline.

**Deadlines and Categories for Schedule through October 2013:**

**GFO Track I - Arts Program Grants Deadline: December 8, 2011 for FY 2013 activities**

Children's Events  
Dance  
Multi-Discipline A  
Music C

**GFO Track I - Arts Program Grants Deadline: October for FY 2014 activities**

Arts Service  
Folk and Traditional Arts  
Large Organizations  
Multi-Discipline B  
Music B  
Theater

**GFO Track I - Arts Program Grants Deadline: October 2013 for FY 2015 activities**

Literary Arts  
Music A  
Visual Arts/Media

**Eligibility:** Eligible applicants for GFO Track I - Arts Program Grants are nonprofit organizations whose primary purpose is other than producing or presenting the arts, but who provide ongoing public arts activities. To be eligible for arts program support, an organization must establish that most of the arts activities it produces and/or presents take place in Maryland and that most of the organization's annual expenditures are devoted to activities that occur within the state.

In order to apply for arts program support, organizations other than units of government, colleges, and universities must have been both incorporated in Maryland as not-for-profit and received tax exempt status from the U. S. Internal Revenue Service by March 31, 2011. Organizations\* that are not incorporated in Maryland but that have significant physical presence in Maryland and are registered and qualified to do business in Maryland may be eligible to apply for an Arts Program Grant only for those arts activities and arts programs that take place in Maryland and that serve Maryland audiences.

All arts programs **must have operated for one full fiscal year at the date of application**. Registration or qualification to do business in Maryland is not a substitute for Maryland incorporation. **Organizations applying for a GFO Track I - Arts Program Grant must have allowable arts program expenses of more than \$20,000.**

**Review Criteria:** The review of Arts Program Grant applications is based upon the following criteria:

- Artistic merit\* of the proposed activities
- Organizational effectiveness\*
- Service to the community\*

**Funding Amounts:** It is the policy of the MSAC to provide up to 10 percent of an organization's arts program's allowable operating cash budget based on the applicant's most recently completed fiscal year through its GFO Track I – Arts Program Grant. The minimum Arts Program grant is \$1,000.

**Grant Funds May Not be Used For:** re-granting; acquisition of capital assets\*; allocations to cash reserves\*; capital improvements\*; depreciation\*; deficits; loan principal payments; contributions to endowments\*; activities that are principally recreational, therapeutic or rehabilitative; scholarships; pro-rated salaries, rent, or utilities; or other pro-rated expenses. Not allowable as arts program income are loans, carryover, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting\*, unrealized gains/losses.

**NOTE:** The Council shall consider any direct line item appropriations for operating funding from the State Legislature when determining an applicant's funding in the Grants for Organizations (arts program support) Program.

If an organization's expenses for educational activities\* comprise **more than** 60 percent of its total allowable expenses, the organization may apply only for the expenses of its non-educational public arts activities. Colleges and universities may apply for public arts activities including community outreach educational arts activities (non-curricular) but the expenses for those activities may comprise not more than 60 percent of the Arts Program's total allowable expenses.

If an organization's expenses for educational activities\* comprise **less than** 60 percent of its total operating budget, the organization's Arts Program may include educational arts activities but the expenses for those activities may comprise not more than 60 percent of the Arts Program's total allowable expenses.

**Funding Level Determination:** For organizations on the one-year funding cycle, the funding level will be determined using MSAC's Review Process. For organizations on the three-year application cycle, the first-year funding level will be determined using MSAC's Review Process. Funding for the second and third years will take into account the first-year grant amount, number of grantees, changes in the size of the arts program's budget, and changes in the size of MSAC's budget, provided that the level and scope of the arts program's activities remain consistent.

**Grant Funds May Not Be Used For:** Re-granting; capital improvements\* or purchases of permanent equipment; acquisition of capital assets\*; activities for the exclusive benefit of an organization's members; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland; projects chiefly for classroom use; activities not open to the general public; scholarships awarded by the applicant organization for its own activities; pro-rated salaries, rent, or utilities; or other pro-rated expenses.

**Matching Requirements:** All Arts Program Grants must be matched at least three to one in cash. Funds or services from the State of Maryland are not allowed as part of the match. In-kind\* contributions or donated services may not be used as part of the match.

**Reporting Requirements:** The following reports and/or documents must be submitted for the organization to be in compliance with MSAC reporting requirements. Necessary reporting methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize current and/or future MSAC grants being received by the organization and may result in the organization being required to repay grant funds.

- Each organization must attach an 8 ½" x 11" single-sided copy of a financial summary statement\* for the Arts Program's most recently completed fiscal year. This statement should reflect the organization's overall income and expenditures related to the Arts Program's arts activities. The statement must be signed by a professional accountant or the organization's fiscal officer.
- Each organization must attach an 8 ½" x 11" single-sided copy of a financial summary statement or audit\* for the organization's most recently completed fiscal year. A professional accountant or the organization's fiscal officer must sign this statement.
- Each organization must submit a FY 2013 MDCDP profile for the Arts Program's most recently completed fiscal year. This profile must be reviewed and deemed complete by the MDCDP staff by the specified deadline. The profile must be consistent with your Arts Program's financial summary statement.
- Each organization must attach one copy of the FY 2013 MDCDP Track I – Arts Program Grant Funder Report.
- Arts Programs must file interim and final reports, both narrative and financial, by the specified deadlines.
- Arts Programs on the three year application cycle are required to submit a "Request for Funding" which includes a FY 2013 MDCDP Funder Report, a financial statement, and a summary of plans for upcoming fiscal year.

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## GRANT INSTRUCTIONS

### GFO TRACK II GRANT

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**Purpose:** GFO Track II Grants support organizations that produce or present arts programming that is open to the public, with allowable expenses of at least \$2,000.

**Funding Categories:** GFO Track II Grants are awarded in the following categories:

- Arts Service
- Children’s Events
- Dance
- Folk and Traditional Arts
- Literary Arts
- Media
- Multi-Discipline A
- Multi-Discipline B
- Music A
- Music B
- Music C
- Theater
- Visual Arts

An organization may apply for a GFO Track II Grant in only one category. The category in which an organization applies must be the category that most closely characterizes the arts activities described in the application. An organization may apply for only one GFO grant.

**Three-year Application Cycle:** A three-year application cycle is in effect for most GFO Track II Grants.

All applicants applying for ongoing arts programs or activities in the categories listed under “GFO Track II Grants Deadline: December 8, 2011” below are applying for and will be reviewed for a three-year application cycle. A recommendation for the three-year cycle is dependent on the evaluation of the application.

Those organizations approved for the three-year application cycle in the previous year must complete a “Request for Funding” due in December 2011 for FY 2013 funding. “Request for Funding” forms will be provided in ample time to meet the deadline. See “Funding Level Determination.”

Organizations that receive consistently favorable reviews are more likely to be recommended for the three-year application cycle. Organizations in a state of programmatic, financial, or administrative transition are more likely to be recommended for one-year funding.

The following will be evaluated on a one-year basis:

- First time applicants to the Grants for Organizations program
- Organizations applying a one-time or special project that is not part of the organization’s ongoing activities
- Organizations that did not receive funding in the previous grant cycle

Organizations approved for one-year funding must submit a full application for the following year to be considered for funding. Applications will be reviewed using MSAC’s existing process.

**Support Periods:** One-year funding - July 1, 2012 through June 30, 2013

Three-year application cycle - July 1, 2012 through June 30, 2015

First year funding - July 1, 2012 through June 30, 2013

Second year funding - July 1, 2013 through June 30, 2014

Third year funding - July 1, 2014 through June 30, 2015

**Application Deadlines and Categories:** Regardless of category, new applicant organizations to the GFO Program, organizations that did not receive funding in the previous (FY 2012) grant cycle and organizations which were notified in July 2011 that they were approved for one-year funding must submit a **full eGrant.net application** by the October 21, 2011 deadline.

**Deadlines and Categories for Schedule through October 2013:**

**GFO Track II Grant Deadline December 8, 2011 for FY 2013 activities**

Children's Events

Dance

Multi-Discipline A

Music C

**GFO Track II Grant Deadline: October 2012 for FY 2014 activities**

Arts Service

Folk and Traditional Arts

Large Organizations

Multi-Discipline B

Music B

Theater

**GFO Track II Grant Deadline: October 2013 for FY 2015 activities**

Literary Arts

Music A

Visual Arts/Media

**Eligibility:** Eligible applicants for MSAC GFO Track II Grants are nonprofit organizations that produce or present arts programming that is open to the public. To be eligible for support in GFO Track II, an organization must establish that most of the activities it produces and/or presents take place in Maryland and that most of the organization's annual expenditures are devoted to activities that occur within the state.

Organizations other than units of government, colleges, and universities must have been both incorporated in Maryland as not-for-profit and received tax exempt status from the U. S. Internal Revenue Service by March 31, 2011. Organizations\* that are not incorporated in Maryland but that have significant physical presence in Maryland and are registered and qualified to do business in Maryland **may not** apply for a General Operating Grant but may be eligible to apply for an Arts Program Grant.

**Comment [D1]:** Shouldn't this be in track ii also?

All organizations must have operated for one full fiscal year at the date of application. Registration or license to do business in Maryland is not a substitute for Maryland incorporation. **Organizations applying for GFO Track II Grants must have allowable expenses of at least \$2,000.**

**Review Criteria:** The review of GFO Track II Grant applications is based upon the following criteria:

- Artistic merit\* of the proposed project

- Organizational effectiveness
- Service to the community\*

**Funding Amounts:** In GFO Track II, the minimum grant is \$1,000 and the maximum grant is \$2,500. Arts programming may include educational arts activities, but the expenses for educational arts activities may not comprise more than 60 percent of the project's total cash expenses.

**Grant Funds May Not Be Used For:** Re-granting, capital improvements\* or purchases of permanent equipment; depreciation\*; acquisition of capital assets\*; activities for the exclusive benefit of an organization's members; travel or other activities outside Maryland; projects chiefly for classroom use; activities not open to the general public; conferences; activities that are principally recreational, therapeutic or rehabilitative; deficits; loan principal payments; contributions to endowments\*; scholarships awarded by the applicant organization for its own activities; pro-rated salaries, rent, utilities; or other pro-rated expenses.

**Matching Requirements:** All GFO Track II Grants must be matched at least one to one in cash. Funds or services from the State of Maryland are not allowed as part of the match. In-kind\* contributions or donated services may be identified on the application form (Section F), but may not be listed in the income and expense sections of the application. In-kind\* contributions or donated services may not be used as part of the match.

**Reporting Requirements:** The following reports and/or documents must be submitted for the organization to be in compliance with MSAC reporting requirements. Necessary reporting methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize current and/or future MSAC grants being received by the organization and may result in the organization being required to repay grant funds.

- Each organization must attach an 8 ½" x 11" single-sided copy of a financial summary statement\* for the organization's most recently completed fiscal year. This statement should reflect the organization's overall income and expenditures. The statement must be signed by a professional accountant or the organization's fiscal officer.
- Each organization must file a FY 2013 MDCDP profile for the organization's most recently completed fiscal year. This profile must be reviewed and deemed complete by the MDCDP staff by the specified deadline. The profile must be consistent with your organization's financial summary statement or audit.
- Each organization must attach one copy of the FY 2013 MDCDP Track II Funder Report for the organization's most recently completed fiscal year.
- Organizations must file interim and final reports, both narrative and financial, by the specified deadlines.
- Organizations on the three-year application cycle are required to submit a "Request for Funding" which includes a FY 2013 MDCDP Funder Report, a financial statement, and a summary of plans for the upcoming fiscal year.

**Budget Instructions for GFO Track II Grant Applications**

1. Round off all figures to the nearest dollar.
2. The budget should include only anticipated cash expenses and revenues for the arts activities for which you are applying.
3. In-Kind\* or donated services contributed to this arts programming may be identified (Section F) but should not be included in the cash expense or cash income figures.
4. If corporate, foundation, or public support is listed, please attach an additional sheet identifying the source and status of these funds, i.e., are they received\* or not yet received\*.
5. The MSAC grant request (item 41) may not exceed 50 percent of total cash expenses. The minimum grant request is \$1,000; the maximum grant request is \$2,500.
6. Total cash expenses (item 23) and total cash income\* (item 42) must be equal.

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## **MARYLAND STATE ARTS COUNCIL OVERVIEW**

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The Maryland State Arts Council (MSAC) is an agency of the State of Maryland, under the authority of the Department of Business and Economic Development, Division of Tourism, Film and the Arts. Since it was established in 1967, the purpose of the Council has been “to create a nurturing climate for the arts in the State” as stated in its founding legislation.

The Council is an appointed body of 17 citizens. Thirteen are named by the Governor to three-year terms, which are renewable once. Two legislators and two private citizens are appointed by the President of the Senate and the Speaker of the House. Councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and arts projects. MSAC awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council also carries out programs of its own to enhance the cultural life of the residents of Maryland. MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. The Council may also receive contributions from private, non-governmental sources.

### **Mission Statement and Goals**

The mission of MSAC is to encourage and invest in the advancement of the arts for the people of our State. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens, and to promote statewide awareness of arts resources and opportunities. MSAC’s programs are aimed at benefiting all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

### **Professional Grants Review Panels**

To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, more than 100 individuals serve as grants review panelists for the Council’s programs, including Grants for Organizations, Arts in Education, Arts in Communities, Folk and Traditional Arts, Individual Artist Awards, and Community Arts Development. Anyone wishing to serve or to nominate someone to serve should contact the MSAC office for detailed information and nomination forms.

### **Staff**

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

### **Meetings**

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Law set forth in Sections 10-501 through 10-512 of the State Government Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained by contacting the Council office.

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## COUNCIL AND STAFF

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### Councilors

William Mandicott, Chair, Allegany County  
Abigail Hoffman, Esq., Vice Chair, Baltimore County  
David T. Terry, Ph.D., Secretary-Treasurer, Prince George's County

Carole Alexander, Anne Arundel County  
Barbara Bershon, St. Mary's County  
Lora Bottinelli, Wicomico County  
Eric Conway, Baltimore County  
Nilimma Devi, Montgomery County  
Margaret Footner, Baltimore County  
Delegate Melony Ghee Griffith, Prince George's County  
David W. Harp, Dorchester County  
Nancy Haragan, Baltimore City  
Jon Jiang Liu, Ph.D., Montgomery County  
Senator Richard S. Madaleno, Jr., Montgomery County  
Susanna Nemes, Montgomery County  
Carol Trawick, Montgomery County  
Terence Winch, Montgomery County

### Staff

Theresa Colvin, *Executive Director*  
Sharon Blake  
Carla Dunlap  
Pamela Dunne  
Joyce Faulkner  
John Harris  
Susie Leong  
Clifford Murphy  
Christine Rose  
Michelle Stefano  
Okeena Stephenson  
Christine Stewart  
Amanda Wilson

**INTENT TO APPLY FORM — DEADLINE: NOVEMBER 3, 2011**

New applicants and organizations that did not receive a FY2012 grant are required to complete this form. This form serves the interests of applicants by alerting MSAC staff to organizations new to the GFO program and enables them to provide appropriate guidance and assistance before the application deadline. **Please attach a copy of your organization’s mission statement to this form.**

Completed forms may be mailed to MSAC, 175 W. Ostend Street, Suite E, Baltimore, MD 21230, faxed to 410-333-1062, or emailed to [msac@msac.org](mailto:msac@msac.org)

Organization			
IRS Exemption Status (please refer to the date on your most recent IRS Letter of Determination)			
Mailing Address			
City	County	State: <b>MD</b>	Zip Code + Four
Contact Person*		Title	
Work Phone – include area code		Home Phone – include area code	
Email		Website	

**Check the box of the artistic category that most accurately characterizes the work of your organization:**

- Arts Service
- Folk and Traditional Arts
- Multi-Discipline A
- Music B
- Visual Arts
- Children’s Events
- Literary Arts
- Multi-Discipline B
- Music C
- Dance
- Media
- Music A
- Theater

**Are the activities of your organization primarily artistic?**  Yes  No

**Check the box next to the grant type that you plan to apply for:**

- General Operating Grant
- Arts Program Grant
- Track II

**Briefly describe the activities for which you plan to seek MSAC support.**

**Please indicate particular questions or concerns you have regarding your MSAC application.**

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## APPENDIX 1: GFO REVIEW PROCESS

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**Staff Review:** After the paper version of the application is received, it is reviewed by staff for completeness and adherence to Council guidelines. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The organization must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

**Grants Review Panel:** When the application is complete, it is assigned to members of the appropriate Grants Review Panel for evaluation. Panelists meet with organizational representatives and attend performances, exhibitions, or other events. Grants Review Panels meet formally to evaluate the applications submitted within their disciplinary areas.

**Grants Committee Review:** Criteria ratings and recommendations made by the Grants Review Panels are reviewed by the Council's Grants Committee, a committee composed of Councilors appointed by the Chairperson. Following this review, the Committee presents the full Council with funding recommendations for each artistic category.

**Council Decision:** The full Council meets in early June to review the recommendations of the Grants Committee and reach funding decisions.

**Department of Business and Economic Development (DBED) Approval:** The Council's decisions are forwarded to DBED for review, analysis, and final approval by the Secretary of the Department or his/her designee.

**Notification:** All applicants are notified in writing of the Council's decision when final approval is obtained. Approval is obtained after July 1.

**Payment:** Grant agreement\* forms are prepared and mailed after July 1. The forms must be executed and the organization must meet all reporting requirements before grant funds are disbursed.

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## APPENDIX 2: GFO APPEALS PROCESS

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MSAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

- A decision based on review criteria other than those stated in these guidelines.
- A decision based on material provided to panelists and/or Councilors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.

- To pursue an appeal, the applicant must write a letter to the MSAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the Council's decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.

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### APPENDIX 3: MARYLAND CULTURAL DATA PROJECT

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The Maryland Cultural Data Project (MDCDP) is a collaborative project of public and private funders throughout the state of Maryland. MSAC, along with other public and private funders in Maryland, requires applicants to complete a Cultural Data Profile through the MDCDP Web site ([www.mdulturaldata.org](http://www.mdulturaldata.org)). Reliable data about the cultural sector will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state.

MDCDP is intended to benefit the field by providing a means by which to analyze and report on the impact, assets, and needs of the state's cultural community. This powerful tool will enable participating organizations to benchmark their progress and better equip advocates to make the case for arts and culture, and will facilitate improved grant making and policy development by the funding partners.

Uses and potential benefits of the MDCDP Web site and data will include:

- Information for participating nonprofit organizations for use in benchmarking and capacity-building.
- Information for the cultural sector for the purposes of policy development, programs and public relations.
- Information for participating grantmakers for use in their application process.

**Participation in the MDCDP is required** for all GFO-General Operating Grant, Arts Program Grant and GFO Track II Grant applicants. The MDCDP Data Profile collects information such as income and expenses, attendance, program activity and staff numbers.

As part of the application process, the MDCDP Profile for the last completed fiscal year (FY 2011 or CY 2010) must be successfully submitted by December 8, 2011. To ensure the accuracy of your data, throughout the year, the MDCDP Help Desk will review your submitted Data Profile and contact you with suggested revisions. It is your responsibility to respond to the Help Desk and make any necessary changes to the submitted Cultural Data Profile. This profile must fully complete the review process by the MDCDP staff (denoted by the status "Review Complete") by June 30, 2012.

- In order to complete the Cultural Data Profile, organizations must first register at the MDCDP Web site by creating an organizational login ID and password. **Information for the Cultural Data Profile is organized by fiscal year-end and data is only entered for completed fiscal years for which an approved financial audit or review exists. Organizations that are not audited or reviewed will enter data based on approved year-end financial statements.**
- Complete instructions for getting started with the MDCDP are available here: <http://www.mdulturaldata.org/orientation.aspx>.
- Applicants are asked to provide two years of financial and organizational data the first time they complete the Cultural Data Profile. (Going forward, groups will only need to provide one year of data.) You will have access

to online training and can get support from the Help Desk during regular business hours. Online training is available here: <http://www.mdulturaldata.org/training.aspx>.

- Upon completion of the Cultural Data Profile, applicants should go to the “Funder Reports” section of the MDCDP Web site and print the pre-defined report for the appropriate FY2013 Grants for Organizations grant, which is to be included with the application materials.
- The completion of the Cultural Data Profile will require an investment of time. A number of resources will be available to help applicants, including a Help Desk and online training.

Applicants should direct questions concerning the Cultural Data Profile to:

**MDCDP Help Desk:**

Toll Free: 866-9MD-DATA or 866-963-3282

Email: [help@mdulturaldata.org](mailto:help@mdulturaldata.org)

The MDCDP Help Desk is available Monday – Friday from 9:00 AM – 5:00 PM.

MDCDP Web site: [www.mdulturaldata.org](http://www.mdulturaldata.org)

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## APPENDIX 4: GLOSSARY

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**accommodations/interpreters:** Services provided to persons with disabilities in order to improve accessibility of arts programming.

**administrative personnel:** Individuals employed or contracted by an organization to perform duties related primarily to the management of the organization.

**administrative salaries and fees:** Salaries, fees, and the cost of benefits paid to administrative personnel.

**advertising sales:** Income an organization derives from the sale of space in printed programs or other advertisements.

**allocations to cash reserves:** Funds an organization places in an income-bearing account for the purpose of building cash reserves.

**Americans with Disabilities Act, 1990 (A.D.A.):** A law that protects the rights of individuals with disabilities to receive the same accommodations and benefits as individuals without disabilities. *Design for Accessibility: A Cultural Administrator's Handbook* is a resource designed to help organizations comply with Section 504 and the Americans with Disabilities Act and is available for download at [www.msac.org](http://www.msac.org).

**artistic merit:** The aesthetic achievement and quality of activities produced and/or presented by an organization.

**artistic personnel:** Individuals or groups employed by an organization to create, curate, design, perform, or produce artistic work presented by the organization to general audiences.

**artistic salaries and fees:** Salaries, fees, and the cost of benefits paid to artistic personnel.

**arts organization:** MSAC defines an arts organization as an organization whose purpose is producing or presenting the arts through public programs or services.

**authorizing official:** Individual legally empowered to submit this application.

**(CY) calendar year:** Budget year that runs from January 1 through December 31.

**capital assets:** Those assets of an organization, including buildings, equipment, and facilities that are intended for long-term ownership and use.

**capital improvements:** Improvements to capital assets that increase their value, or otherwise benefit the owner of the improved asset.

**community:** The individuals or groups identified by an organization as those for whom the organization's activities are intended.

**contact person:** Individual who is best able to provide information regarding application content and activities described in the grant application.

**contracted services:** Services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

**cost of goods purchased for sale:** Money paid by an organization for artwork or other goods intended for subsequent sale, with proceeds benefiting the organization.

**depreciation:** The systematic charging of the diminished value of fixed assets to annual expenditures.

**direct costs:** Those expenses directly billed to the applicant's arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program's financial summary statement.

**educational activities:** Those activities which have the primary purpose of instruction or training. Educational activities include, but are not limited to, workshops; artist residencies; lessons, classes, or other sequential learning activities; activities intended for classroom use; implementation of arts curriculum or curriculum development.

**educational personnel:** Individuals employed or contracted by an organization to perform duties related primarily to educational programming and/or teaching.

**educational salaries and fees:** Salaries, fees, and the cost of benefits paid to educational personnel.

**endowment:** Investment funds that remain in perpetuity, and generate interest income.

**Federal Taxpayer Identification Number:** A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service.

**(FY) fiscal year:** Budget year that runs on a 12-month period other than January 1 through December 31.

**financial stability:** The ability of an organization to generate the financial resources necessary to support current and planned activities, as measured by the organization's prior record and the soundness of budgetary estimates and projections.

**financial summary statement:** A document required for all MSAC applications which provides information on the applicant organization's operating budget for the most recently completed fiscal year. The financial summary statement may not exceed three pages, and must be signed by the organization's accountant or chief financial officer.

**grant agreement:** A legally-binding contract between MSAC and a successful applicant setting forth the rights and duties of the parties, which must be executed before grant funds may be disbursed.

**income from goods/services sold:** The total amount paid by purchasers to an organization for artwork or other goods sold and/or for services provided by the organization.

**independent external audit:** An audit report certified by an independent CPA firm that must include an unqualified opinion on the financial statements of an organization.

**in-kind:** Any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary donation. In-kind services may not be included in an applicant's cash budget or be used to match a MSAC grant, but may be described in the application as part of an organization's overall operations.

**international activity:** For the purpose of completing the "Information Exchange" form, applicants should indicate "yes" if the activities applied for conform to any of the following criteria: 1.enable applicant to visit other countries,

or 2.enable applicant to facilitate visits by foreign artists to the United States, or 3.support applicant’s participation in a cultural exchange program, or 4.support applicant’s linkages with artists or institutions in other countries.

**merit of arts service activities:** Caliber of the arts service activities an organization provides.

**minority/minority groups:** African Americans, American Indians or Alaskan Natives, Asians, Hispanics or Latinos, Pacific Islanders.

**non-arts organization:** MSAC defines a non-arts organization as an organization whose primary purpose is other than producing or presenting the arts.

**organizational effectiveness:** The ability of an organization to develop and organize the operational means necessary to support current and planned activities, as measured by the organization’s prior record and the soundness of plans of action.

**received/not received:** The status of contributed support at the time a MSAC application is submitted. “Received” funds are those awarded or in-hand; “not received” includes funds applied for, pending, pledged, and/or yet to be raised.

**service to the community:** The degree to which an organization’s operations and activities display an understanding of and responsiveness to the community, as the organization defines that community.

**special constituencies:** Persons with disabilities and senior citizens.

**technical personnel:** Individuals employed or contracted by an organization for technical management and staff services (e.g., technical directors, stage managers, exhibit preparators, installers, wardrobe, lighting, and sound crews, stagehands, video and film technicians).

**technical salaries and fees:** Salaries, fees, and the cost of benefits paid to technical personnel.

**total cash income:** For a completed fiscal year, the sum of all funds an organization received during the year through earnings and contributions; for the current fiscal year, the sum of all funds, received and/or not yet received. Organizations applying to MSAC for general operating support are required to present budgets for a planned year in which the year’s total allowable cash income and total allowable cash expenses are equal.

**venue:** Facility or location where arts activities take place.

**work plan:** A detailed description of Arts Project activities, including the tasks to be completed and the timeline for completing them.

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## APPENDIX 5: COUNTY ARTS COUNCILS

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MSAC's Community Arts Development program funds the local arts councils of the 23 counties and Baltimore City. Please contact your county arts council to obtain information about their programs and services. A list of county artist councils can be found on the MSAC website – [www.msac.org](http://www.msac.org) — click on County Arts Councils.

### County Arts Council Websites:

[Allegany Arts Council](#)

[Anne Arundel County: Arts Council of Anne Arundel County](#)

[Baltimore City, Office of Promotion & The Arts](#)

[Baltimore County Commission On Arts & Sciences](#)

[Calvert County: Arts Council of Calvert County](#)

[Caroline County Council of Arts](#)

[Carroll County Arts Council](#)

[Cecil County Arts Council](#)

[Charles County Arts Alliance](#)

[Dorchester Arts Center](#)

[Frederick Arts Council, Inc.](#)

[Garrett County Arts Council](#)

[Harford County Cultural Arts Board](#)

[Howard County Arts Council](#)

[Kent County Arts Council](#)

[Montgomery County: Arts And Humanities Council Of Montgomery County](#)

[Prince George's Arts and Humanities Council](#)

[Queen Anne's County Arts Council](#)

[Somerset County Arts Council](#)

[St. Mary's County Arts Council](#)

[Talbot County Arts Council](#)

[Washington County Arts Council](#)

[Wicomico County: Salisbury Wicomico Arts Council](#)

[Worcester County Arts Council](#)



MARYLAND STATE  
ARTS COUNCIL

GRANTS FOR ORGANIZATIONS FY2013

APPLICATIONS ARE AVAILABLE HERE AS SAMPLES ONLY!!

**ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA EGRANT.NET BY DECEMBER 8, 2011.**

**THE GRANTEE AGREES TO COMPLETE AND SUBMIT THIS GFO RFF APPLICATION BY ELECTRONIC MEANS,  
INCLUDING THE USE OF AN ELECTRONIC SIGNATURE**

**FY 2013 GFO TRACK I - GENERAL OPERATING GRANT APPLICATION**

**DEADLINE: DECEMBER 8, 2011**

For Staff Use Only #2013/\_\_\_\_\_

**Terms marked with an asterisk (\*) are defined in the Glossary.**

Under which artistic category are you applying? Check only one.

- Children's Events       Literary Arts       Multi-Discipline B       Music C  
 Dance       Media       Music A       Theater  
 Folk and Traditional Arts       Multi-Discipline A       Music B       Visual Arts

**A. GENERAL INFORMATION**

Organization		
Mailing Address		
City	State <b>MD</b>	Zip Code + Four
County		
Federal Taxpayer Identification Number*		
Organization Phone - include area code and extension		
FAX Number - include area code		
Website URL		
Dates of Your Fiscal Year - from month/ day to month/ day		Organization's Founding Year

**B. CONTACT INFORMATION**

Grant Contact Person* - Dr., Mr., Mrs., Ms.
Grant Contact Person's* Title
Grant Contact Person's* Phone – include area code and extension
Grant Contact Person's * E-Mail Address

Authorizing Official* - Dr., Mr., Mrs., Ms.
Authorizing Official's* Title
Authorizing Official's* Phone – include area code and extension
Authorizing Official's* E-Mail Address
Executive Director - Dr., Mr., Mrs., Ms.
Executive Director's Title
Executive Director's Phone – include area code and extension
Executive Director's E-Mail Address

**C. ORGANIZATIONAL INFORMATION**

1. Please identify the key people involved in the administrative, artistic, and technical aspects of your organization.

Name	Role(s)

2. In the second column below, please provide the total number of people who currently work for or with your organization. In the third and fourth columns, please identify how many of these people are members of minority groups\* and/or special constituencies\*.

	Total No.	No. of Minorities*	No. of Special Constituencies*
Full-time paid personnel			
Part-time paid personnel			
Volunteers			
Board Members			
Members (if membership organization)			

3. From which Maryland county or counties is your audience drawn? If not statewide, check all that apply.

- |   |                                   |                                     |  |                                     |
|---|-----------------------------------|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Statewide        | <input type="checkbox"/> Calvert  | <input type="checkbox"/> Dorchester | <input type="checkbox"/> Kent            | <input type="checkbox"/> Somerset   |
| <input type="checkbox"/> Allegany         | <input type="checkbox"/> Caroline | <input type="checkbox"/> Frederick  | <input type="checkbox"/> Montgomery      | <input type="checkbox"/> Talbot     |
| <input type="checkbox"/> Anne Arundel     | <input type="checkbox"/> Carroll  | <input type="checkbox"/> Garrett    | <input type="checkbox"/> Prince George's | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Baltimore City   | <input type="checkbox"/> Cecil    | <input type="checkbox"/> Harford    | <input type="checkbox"/> Queen Anne's    | <input type="checkbox"/> Wicomico   |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Charles  | <input type="checkbox"/> Howard     | <input type="checkbox"/> St. Mary's      | <input type="checkbox"/> Worcester  |

Outside of Maryland (specify) \_\_\_\_\_

#### D. ACTIVITIES AND GOALS

4. What is your organization's mission statement? (*character limit = 800*)
5. What are the goals of your organization? (*character limit = 1,000*)
6. Provide a **brief** organizational overview for the current and past two years. (*character limit = 1,800*)
7. Describe the activities that will occur in the upcoming fiscal year, July 1, 2012 - June 30, 2013. Include a description of your organization's primary venue(s)\*, i.e. size of space, number of seats (include typical percentage of capacity filled), and/or square feet (if applicable). (*character limit = 3,6000*)

#### Artistic Merit\* of the Proposed Activities:

8. How do your arts activities reflect your mission statement? (*character limit = 1,200*)
9. How are artistic decisions made, and by whom? (*character limit = 1,200*)
10. What are the standards by which you evaluate the artistic quality of your organization's activities? (*character limit = 1,200*)

#### Organizational Effectiveness\*:

11. What is the staff structure of your organization and the responsibilities of key staff members? (*character limit = 1,200*)
12. Do volunteers assist with your organization? If so, what do they do, how they are organized? (*character limit = 1,200*)
13. Describe the duties and responsibilities of your board of directors including the length of membership terms, nomination and election processes. Specify if your board is an advisory one, or a governing one. List your board committees and their responsibilities. (*character limit = 1,200*)

14. How are your board, committees and staff members involved in planning, and how do you implement planning recommendations? If applicable, provide a summary of your latest strategic plan.  
*(character limit = 1,200)*
15. What is your organization's financial management structure? Are board and/or staff members involved in day-to-day financial decision-making? What is the process used in preparing, approving, and monitoring budgets; and how often are financial reports prepared and distributed?  
*(character limit = 1,200)*
16. Describe your organization's financial position for the past year, current year, and planned year. Provide notes on financial information such as significant changes of the amounts in line items, deficits, multi-year grants, etc. *(character limit = 1,200)*

**Service to the Community\*:**

17. Describe the community your organization serves. Community is defined specifically as those individuals or groups for whom the organization's activities are intended. *(character limit = 1,200)*
18. How does your organization include the community you described above in planning and evaluation of programming? Give specific examples. *(character limit = 1,200)*
19. How do you keep your community informed of your activities? Give specific examples: Are you using email lists, flyers, advertisements, direct mailing, newsletters, social media, etc.? \ *(character limit = 1,200)*
20. How do you know that you are successfully engaging your community? Do you have strategies to increase participation? If so, please elaborate. *(character limit = 1,200)*

**NOTE:** For sections E through H, please provide information based on your organization's most recently completed fiscal year. If your organization operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2010. If your organization operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2011.

---

**E. EDUCATIONAL EXPENSES:** Provide the following information based on your organization's most recently completed fiscal year's financial statement – either FY 2011 or CY 2010.

**Personnel – Educational:** Payments for employee salaries, wages and benefits, for teachers, instructors, workshop leaders, or any individuals providing educational activities\*. \$ \_\_\_\_\_

**Outside Fees and Services – Educational:** Payments to firms, contractors or consultants not normally considered as employees of the applicant who serve as teachers, instructors, workshop leaders, models, accompanists, or as providers of other educational activities\*. \$ \_\_\_\_\_

**Travel – Educational:** All costs directly related to the travel of individuals providing educational experiences. \$ \_\_\_\_\_

**Programming Expenses – Educational:** All costs other than those identified above related to the applicant's educational activities. \$ \_\_\_\_\_

**TOTAL EDUCATIONAL EXPENSES** \$ \_\_\_\_\_

**F. EXPENSE DETAILS:** Provide the following information based on your organization’s most recently completed fiscal year’s financial statement – either FY 2011 or CY 2010.

Indicate if these amounts are included in MDCDP and your Audit/Financial Statement by noting the page number under appropriate columns.

Capital Expenses:	Amount	Page # in MDCDP?	Page # in Audit or Financials?
Capital Improvements	\$		
Purchases of Permanent Equipment	\$		
Acquisition of Capital Assets	\$		
Mortgage Principal Payments	\$		
Other Capital Expenditures	\$		
<b>Other Expenses:</b>			
Loan Principal Payments	\$		
Scholarships Awarded by the applicant Organization for Its Own Activities	\$		
Contributions to Endowments	\$		
Allocations to Cash Reserves	\$		
<b>TOTAL</b>	<b>\$</b>		

**G. SOURCES OF MSAC SUPPORT:** Cash support derived from grants or appropriations by the Maryland State Arts Council. Please list the amount of support received during FY 2011 or CY 2010.

**MSAC GFO Grant** \$ \_\_\_\_\_

**Other MSAC Grant Programs**

Arts in Education \$ \_\_\_\_\_  
 Arts in Communities \$ \_\_\_\_\_  
 Arts & Entertainment Technical Assistance \$ \_\_\_\_\_  
 ARTVantage \$ \_\_\_\_\_  
 Maryland Touring Program \$ \_\_\_\_\_  
 Maryland Traditions \$ \_\_\_\_\_  
 Other MSAC \$ \_\_\_\_\_

**H. IN-KIND CONTRIBUTIONS\*:** In-kind\* contributions, volunteer, or donated services are important to the operations of many arts organizations. Although the estimated value of these contributions may not be added to cash budgets or counted as matching funds, you may choose to use the space below to represent their value to your organization. Please list the amount of support received during FY 2011 or CY 2010.

Indicate if these amounts are included in MDCDP and your Audit/Financial Statement by noting the page number under appropriate columns.

			Page # in MDCDP?	Page # in Audit or Financials?
In-kind salaries	\$			
In-kind equipment	\$			
In-kind fees	\$			
In-kind supplies/materials	\$			
In-kind travel	\$			
In-kind rental	\$			
In-kind other – specify:	\$			
In-kind other – specify:	\$			

**I. MARYLAND CULTURAL DATA PROJECT (MDCDP) REPORT**

Complete the MDCDP Data Profile and, from the “Funder Reports” link, print the report for the FY 2013 GFO Track I –General Operating Grant. This report will summarize your financial and operational history for your most recently completed fiscal year for which you have an approved audit or financial statements. Additional information on the MDCDP can be found in Appendix 3.

## J. REQUIRED DOCUMENTS TO ATTACH TO EGRANT

The following items are a required part of your application. Please attach a Word or PDF version of each of the following items to your eGrant.net application.

- MDCDP **Funder Report** for the FY 2013 GFO Track I –General Operating Grant  
*Please note: to complete this funder report the FY 2011 profile for fiscal year organizations is required. The CY 2010 profile for calendar year organizations is required.*
- Financial summary statement\* for your organization’s most recently completed fiscal or calendar year signed by a professional accountant or your organization’s fiscal officer, or independent external audit\* if applicable. **Do not send your Federal IRS 990.**
- Corporate, foundation, public support source information sheet
- Calendar of events for the past, current and proposed fiscal years (July 1, 2010 through June 30, 2013) on 8 ½” x 11” paper, (include city and state in which events occur) This should be a typed, summarized list of activities, not a photo copy of brochures or flyers, etc.
- Bios or Resumes of key artistic and management personnel. (Limit to one page per person; extra pages will be discarded)
- List of your current Board of Directors
- Most recent Letter of Determination from the IRS indicating that your organization is incorporated in Maryland as nonprofit. Do not send Maryland tax exempt certificate

**Applications, INCLUDING ATTACHMENTS, must be successfully submitted via eGrant.net before 5:00 PM on December 8, 2011.** If you are unable to upload items via eGrant.net, you are still required to submit the application via eGrant.net. Items you were unable to upload, along with a printed copy of the application, must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on **December 9, 2011**. Postage meter date stamps are not official postmarks. E-mailed or faxed copies of the paper version will not be accepted. MSAC does not accept responsibility for applications arriving late. **DO NOT STAPLE ANY DOCUMENTS. NOTE: For the FY 2014 application cycle, uploading items into eGrant.net will be required.**

## K. CERTIFICATION

The grantee agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Signature \_\_\_\_\_  
Printed \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Checking this box verifies that the name typed above is authorized to sign this Maryland State Arts Council Grants for Organizations application on behalf of the applicant organization. I certify that all information contained in this report is true and accurate.

**FY 2013 GFO TRACK I – ARTS PROGRAM GRANT APPLICATION**

**DEADLINE: DECEMBER 8, 2011**

For Staff Use Only - #2013/\_\_\_\_\_

**Terms marked with an asterisk (\*) are defined in the Glossary.**

Under which artistic category are you applying? Check only one.

- Children’s Events       Literary Arts       Multi-Discipline B       Music C  
 Dance       Media       Music A       Theater  
 Folk and Traditional Arts       Multi-Discipline A       Music B       Visual Arts

**A. GENERAL INFORMATION**

Organization		
Mailing Address		
City	State <b>MD</b>	Zip Code + Four
County		
Federal Taxpayer Identification Number*		
Organization Phone - include area code and extension		
FAX Number - include area code		
Website URL		
Dates of Your Fiscal Year - from month/ day to month/ day		Organization’s Founding Year

**B. CONTACT INFORMATION**

Grant Contact Person* - Dr., Mr., Mrs., Ms.
Grant Contact Person’s* Title
Grant Contact Person’s* Phone – include area code and extension
Grant Contact Person’s * E-Mail Address

Authorizing Official* - Dr., Mr., Mrs., Ms.
Authorizing Official's* Title
Authorizing Official's* Phone – include area code and extension
Authorizing Official's* E-Mail Address
Executive Director - Dr., Mr., Mrs., Ms.
Executive Director's Title
Executive Director's Phone – include area code and extension
Executive Director's E-Mail Address

**C. ORGANIZATIONAL INFORMATION**

1. Please identify the key people involved in the administrative, artistic, and technical aspects of your organization's arts program.

Name	Role(s)

2. In the second column below, please provide the total number of people who currently work for or with your organization. In the third and fourth columns, please identify how many of these people are members of minority groups\* and/or special constituencies\*.

	Total No.	No. of Minorities*	No. of Special Constituencies*
Full-time paid personnel			
Part-time paid personnel			
Volunteers			
Board Members			
Members (if membership organization)			

3. From which Maryland county or counties is your audience drawn? If not statewide, check all that apply.

- |   |                                   |                                     |  |                                     |
|---|-----------------------------------|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Statewide        | <input type="checkbox"/> Calvert  | <input type="checkbox"/> Dorchester | <input type="checkbox"/> Kent            | <input type="checkbox"/> Somerset   |
| <input type="checkbox"/> Allegany         | <input type="checkbox"/> Caroline | <input type="checkbox"/> Frederick  | <input type="checkbox"/> Montgomery      | <input type="checkbox"/> Talbot     |
| <input type="checkbox"/> Anne Arundel     | <input type="checkbox"/> Carroll  | <input type="checkbox"/> Garrett    | <input type="checkbox"/> Prince George's | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Baltimore City   | <input type="checkbox"/> Cecil    | <input type="checkbox"/> Harford    | <input type="checkbox"/> Queen Anne's    | <input type="checkbox"/> Wicomico   |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Charles  | <input type="checkbox"/> Howard     | <input type="checkbox"/> St. Mary's      | <input type="checkbox"/> Worcester  |

Outside of Maryland (specify): \_\_\_\_\_

**D. ACTIVITIES AND GOALS**

- 4. What is your organization's mission statement? *(character limit = 800)*
- 5. What are the goals of your organization's arts program? *(character limit = 1,000)*
- 6. Provide a **brief** overview of your arts program for the current and past two years. *(character limit = 1,800)*
- 7. Describe the arts program activities that will occur in the upcoming fiscal year, July 1, 2012 - June 30, 2013. Include a description of your arts program's primary venue(s)\*, i.e. size of space, number of seats (include typical percentage of capacity filled), and/or square feet (if applicable). *(character limit = 3,600)*

**Artistic Merit\* of the Proposed Activities:**

- 8. How do your arts activities reflect your arts program goals? *(character limit = 1,200)*
- 9. How are artistic decisions made, and by whom? *(character limit = 1,200)*
- 10. What are the standards by which you evaluate the artistic quality of your arts program activities? *(character limit = 1,200)*

**Organizational Effectiveness\*:**

- 11. What is the structure of your arts program staff and the responsibilities of key staff members? *(character limit = 1,200)*
- 12. Do volunteers assist with your arts program? If so, what do they do, how are they organized? *(character limit = 1,200)*
- 13. Do you have a board of directors or committee that oversees your arts program? Specify if your board or committee is an advisory one, or a governing one. Describe the duties and responsibilities of your board or committee including the length of membership terms, nomination and election processes. List your board committees and their responsibilities. *(character limit = 1,200)*

14. How are your arts program board, committees and staff members involved in planning, and how do you implement planning recommendations? If applicable, provide a summary of your latest strategic plan. *(character limit = 1,200)*
15. What is your arts program's financial management structure? Are board and/or staff members involved in day-to-day financial decision-making? What is the process used in preparing, approving, and monitoring budgets; and how often are financial reports prepared and distributed?  
*(character limit = 1,200)*
16. Describe your arts program's financial position for the past year, current year, and planned year. Provide notes on financial information such as significant changes of the amounts in line items, deficits, multi-year grants, etc. *(character limit = 1,200)*

**Service to the Community\*:**

17. Describe the community your arts program serves. Community is defined specifically as those individuals or groups for whom the organization's activities are intended. *(character limit = 1,200)*
18. How does your arts program include the community you described above in planning and evaluation of programming? Give specific examples. *(character limit = 1,200)*
19. How do you keep your community informed of your arts program activities? Give specific examples: Are you using email lists, flyers, advertisements, direct mailing, newsletters, social media, etc.?  
*(character limit = 1,200)*
20. How do you know that you are successfully engaging your community? Do you have strategies to increase participation? If so, please elaborate. *(character limit = 1,200)*

**PLEASE NOTE:** For sections E through I, please provide information based on your organization's most recently completed fiscal year. If your organization operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2010. If your organization operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2011.

---

**E. EDUCATIONAL EXPENSES:** Provide the following information based on your organization's most recently completed fiscal year's financial statement – either FY 2011 or CY 2010.

**Personnel – Educational:** Payments for employee salaries, wages and benefits, for teachers, instructors, workshop leaders, or any individuals providing educational activities\*. \$ \_\_\_\_\_

**Outside Fees and Services – Educational:** Payments to firms, contractors or consultants not normally considered as employees of the applicant who serve as teachers, instructors, workshop leaders, models, accompanists, or as providers of other educational activities\*. \$ \_\_\_\_\_

**Travel – Educational:** All costs directly related to the travel of individuals providing educational experiences. \$ \_\_\_\_\_

**Programming Expenses – Educational:** All costs other than those identified above related to the applicant's educational activities. \$ \_\_\_\_\_

**TOTAL EDUCATIONAL EXPENSES** \$ \_\_\_\_\_

**F. EXPENSE DETAILS:** Provide the following information based on your organization’s most recently completed fiscal year’s financial statement – either FY 2011 or CY 2010.

Indicate if these amounts are included in MDCDP and your Audit/Financial Statement by noting the page number under appropriate columns.

Capital Expenses:	Amount	Page # in MDCDP?	Page # in Audit or Financials?
Capital Improvements	\$		
Purchases of Permanent Equipment	\$		
Acquisition of Capital Assets	\$		
Mortgage Principal Payments	\$		
Other Capital Expenditures	\$		
<b>Other Expenses:</b>			
Loan Principal Payments	\$		
Scholarships Awarded by the applicant Organization for Its Own Activities	\$		
Contributions to Endowments	\$		
Allocations to Cash Reserves	\$		
<b>TOTAL</b>	<b>\$</b>		

**G. PRO-RATED EXPENSES:** Pro-rated expenses are those that are allocated or assigned based on the portion of resources dedicated to support this arts program. Example #1: one staff person works on this program only half time therefore 50% of the salary is pro-rated towards this program. Example #2: this program uses two rooms out of 10 in the building in which it operates therefore 20% of the total costs of the building rental are pro-rated to this program. **Do not list direct costs in this section.** Direct costs are those expenses billed directly to the arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program's financial summary statement. Provide the following information based on your arts program's most recently completed fiscal year's financial statement – either FY 2011 or CY 2010.

**PLEASE NOTE: Information on this form must be consistent with your arts program's financial summary statement.**

Personnel/Staff Title	Annual Salary & Fringe	Percentage of Time Spent in Support of this Arts Program	Pro-rated Salary in Support of this Arts Program
1. _____	\$ _____	_____	\$ _____
2. _____	\$ _____	_____	\$ _____
3. _____	\$ _____	_____	\$ _____
4. _____	\$ _____	_____	\$ _____
5. _____	\$ _____	_____	\$ _____
6. _____	\$ _____	_____	\$ _____
7. _____	\$ _____	_____	\$ _____
8. _____	\$ _____	_____	\$ _____
9. _____	\$ _____	_____	\$ _____
10. _____	\$ _____	_____	\$ _____
		Total Pro-rate Salaries	\$ _____
		Pro-rated Rent	\$ _____
		Pro-rated Utilities	\$ _____
		Pro-rated Other^	\$ _____
		<b>TOTAL PRO-RATED EXPENSES</b>	<b>\$ _____</b>

^Please describe "Other":

How did you determine your pro-rated amounts?

**H. IN-KIND CONTRIBUTIONS\*:** In-kind\* contributions, volunteer, or donated services are important to the operations of many arts organizations. Although the estimated value of these contributions may not be added to cash budgets or counted as matching funds, you may choose to use the space below to represent their value to your organization. Please list the amount of support received during FY 2011 or CY 2010.

Indicate if these amounts are included in MDCDP and your Audit/Financial Statement by noting line and page number under appropriate columns.

		Page # in MDCDP?	Page # in Audit or Financials?
In-kind salaries	\$		
In-kind equipment	\$		
In-kind fees	\$		
In-kind supplies/materials	\$		
In-kind travel	\$		
In-kind rental	\$		
In-kind other – specify:	\$		
In-kind other – specify:	\$		

**I. SOURCES OF MSAC SUPPORT:** Cash support derived from grants or appropriations by the Maryland State Arts Council. Please list the amount of support received during FY 2011 or CY 2010.

**MSAC GFO Grant** \$ \_\_\_\_\_

**Other MSAC Grant Programs**

Arts in Education \$ \_\_\_\_\_  
 Arts in Communities \$ \_\_\_\_\_  
 Arts & Entertainment Technical Assistance \$ \_\_\_\_\_  
 ARTVantage \$ \_\_\_\_\_  
 Maryland Touring Program \$ \_\_\_\_\_  
 Maryland Traditions \$ \_\_\_\_\_  
 Other MSAC \$ \_\_\_\_\_

**J. MARYLAND CULTURAL DATA PROJECT (MDCDP) REPORT**

Complete the MDCDP Data Profile and, from the “Funder Reports” link, print the report for the FY 2013 GFO Track I – Arts Program Grant. This report will summarize your financial and operational history for your most recently completed fiscal year for which you have an approved audit or financial statements. Additional information on the MDCDP can be found in Appendix 3.

## K. REQUIRED DOCUMENTS TO ATTCH

The following documents are a required part of your application. Please attach a Word or PDF version of each of the following items to your eGrant.net application.

- MDCDP **Funder Report** for the FY 2013 GFO Track I – Arts Program Grant  
*Please note: to complete this funder report the FY 2011 profile for fiscal year organizations is required. The CY 2010 profile for calendar year organizations is required.*
- Financial summary statement\* for your organization’s most recently completed fiscal or calendar year signed by a professional accountant or your organization’s fiscal officer, or independent external audit\* if applicable. **Do not send your Federal IRS 990.**
- A **separate** financial summary statement for your arts program that reflect your most recently completed fiscal or calendar year signed by a professional accountant or your organization’s fiscal officer.
- Corporate, foundation, public support source information sheet (attached)
- Calendar of events for the past, current and proposed fiscal years (July 1, 2010 through June 30, 2013) on 8 ½” x 11” paper, (include city and state in which events occur) This should be a typed, summarized list of activities, not a photo copy of brochures or flyers, etc.
- Bios or Resumes of key artistic and management personnel. (Limit to one page per person; extra pages will be discarded)
- List of your current Board of Directors and Arts Program Advisory Committee
- Most recent Letter of Determination from the IRS indicating that your organization is incorporated in Maryland as nonprofit. Do not send Maryland tax exempt certificate

**Applications, INCLUDING ATTACHMENTS, must be successfully submitted via eGrant.net before 5:00 PM on December 8, 2011.** If you are unable to upload items via eGrant.net, you are still required to submit the application via eGrant.net. Items you were unable to upload, along with a printed copy of the application, must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on **December 9, 2011.** Postage meter date stamps are not official postmarks. E-mailed or faxed copies of the paper version will not be accepted. MSAC does not accept responsibility for applications arriving late. **DO NOT STAPLE ANY DOCUMENTS. NOTE: For the FY 2014 application cycle, uploading items into eGrant.net will be required.**

**K. CERTIFICATION**

The grantee agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Signature \_\_\_\_\_  
Printed \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Checking this box verifies that the name typed above is authorized to sign this Maryland State Arts Council Grants for Organizations application on behalf of the applicant organization. I certify that all information contained in this report is true and accurate.

**MARYLAND STATE ARTS COUNCIL  
GFO TRACK I-GENERAL OPERATING GRANT AND ARTS PROGRAM GRANT**

**INCOME SOURCE SUPPORT TEMPLATE TO ATTACH**

**SOURCES OF CORPORATE SUPPORT:** Cash support derived from grants or contributions by businesses, corporations and corporate foundations. Please list the name of each donor that contributed more than \$5000 and the amount of support received for each during FY 2011 or CY 2010. Add lines if necessary. Lump those below \$5000 into one sum and enter that on the Others line.

Corporation	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
Others _____	\$ _____
<b>TOTAL CORPORATE SUPPORT</b>	\$ _____

**SOURCES OF FOUNDATION SUPPORT:** Cash support derived from grants or contributions by private foundations, including multi-state consortia foundations, such as the Mid Atlantic Arts Foundation. Please list the name of each donor and the amount of support received during FY 2011 or CY 2010. Add lines if necessary. Lump those below \$5000 into one sum and enter that on the Others line.

Foundation	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
Others _____	\$ _____
<b>TOTAL FOUNDATION SUPPORT</b>	\$ _____

**SOURCES OF GOVERNMENT SUPPORT – NON MSAC:** Cash support derived from grants or appropriations by any government agency, including but not limited to, federal, state, regional, city, county, etc. **DO NOT INCLUDE GRANT FUNDS FROM MSAC.** Please list the name of each donor and the amount of support received during FY 2011 or CY 2010. Add lines if necessary.

Government	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
<b>TOTAL GOVERNMENT SUPPORT – NON-MSAC</b>	\$ _____

**FY 2013 GFO TRACK II GRANT APPLICATION**

**DEADLINE: DECEMBER 8, 2011**

For Staff Use Only -#2013/\_\_\_\_\_

**Terms marked with an asterisk (\*) are defined in the Glossary.**

Under which artistic category are you applying? Check only one.

- Arts Service
- Children’s Events
- Dance
- Folk and Traditional Arts
- Literary Arts
- Media
- Multi-Discipline A
- Multi-Discipline B
- Music A
- Music B
- Music C
- Theater
- Visual Arts

**A. GENERAL INFORMATION**

Organization		
Mailing Address		
City	State <b>MD</b>	Zip Code + Four
County		
Federal Taxpayer Identification Number*		
Organization Phone - include area code and extension		
FAX Number - include area code		
Website URL		
Dates of Your Fiscal Year - from month/ day to month/ day		Organization’s Founding Year

**B. CONTACT INFORMATION**

Grant Contact Person* - Dr., Mr., Mrs., Ms.
Grant Contact Person’s* Title
Grant Contact Person’s* Phone – include area code and extension
Grant Contact Person’s * E-Mail Address

Authorizing Official* - Dr., Mr., Mrs., Ms.
Authorizing Official's* Title
Authorizing Official's* Phone – include area code and extension
Authorizing Official's* E-Mail Address
Executive Director - Dr., Mr., Mrs., Ms.
Executive Director's Title
Executive Director's Phone – include area code and extension
Executive Director's E-Mail Address

**C. ARTS PROGRAMMING ACTIVITIES INFORMATION**

1. Please identify the key people involved in the administrative, artistic, and technical aspects of the proposed arts programming.

Name	Role(s)

2. In the second column below, please provide the total number of people who currently work for or with the applicant organization. In the third and fourth columns, please identify how many of these people are members of minority groups\* and/or special constituencies\*.

	Total No.	No. of Minorities*	No. of Special Constituencies*
Full-time paid personnel			
Part-time paid personnel			
Volunteers			
Board Members			
Members (if membership organization)			

3. From which Maryland county or counties is your audience drawn? If not statewide, check all that apply.

- |   |                                   |                                     |  |                                     |
|---|-----------------------------------|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Statewide        | <input type="checkbox"/> Calvert  | <input type="checkbox"/> Dorchester | <input type="checkbox"/> Kent            | <input type="checkbox"/> Somerset   |
| <input type="checkbox"/> Allegany         | <input type="checkbox"/> Caroline | <input type="checkbox"/> Frederick  | <input type="checkbox"/> Montgomery      | <input type="checkbox"/> Talbot     |
| <input type="checkbox"/> Anne Arundel     | <input type="checkbox"/> Carroll  | <input type="checkbox"/> Garrett    | <input type="checkbox"/> Prince George's | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Baltimore City   | <input type="checkbox"/> Cecil    | <input type="checkbox"/> Harford    | <input type="checkbox"/> Queen Anne's    | <input type="checkbox"/> Wicomico   |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Charles  | <input type="checkbox"/> Howard     | <input type="checkbox"/> St. Mary's      | <input type="checkbox"/> Worcester  |

Outside of Maryland (specify): \_\_\_\_\_

**D. ACTIVITIES AND GOALS**

- 4. Describe your organization and its arts programs. *(character limit = 800)*
- 5. What is your organization's mission statement? *(character limit = 1,00)*
- 6. What are your organization's arts programming goals? *(character limit = 1,200)*

**Artistic Merit\* of the Proposed Arts Activities:**

- 7. How does your arts programming reflect your artistic goals? *(character limit = 1,200)*
- 8. How are artistic decisions made and by whom? *(character limit = 1,200)*
- 9. What are the standards by which you evaluate the artistic quality of your organization's activities? *(character limit = 1,200)*
- 10. Provide a detailed description of your arts activities for FY 2013 (July 1, 2012 – June 30, 2013). Include a calendar with dates. *(character limit = 1,200)*

**Organizational Effectiveness\*:**

- 11. Describe your organization's arts programming staff structure and the responsibilities of all paid arts staff. If volunteers assist with your arts activities, please describe the work they perform. *(character limit = 1,200)*
- 12. Describe the duties and responsibilities of your board of directors including the length of membership terms, nomination and election processes. Specify if your board is an advisory one, or a governing one. List your board committees and their responsibilities. *(character limit = 1,200)*
- 13. Indicate how you determined the proposed budget for your arts programming. *(character limit = 1,200)*
- 14. Describe your financial management structure. *(character limit = 1,200)*

**Service to the Community\*:**

15. Describe the community\* that will be served by your organization's proposed arts activities. Community is defined specifically as those individuals or groups for whom the organization's arts activities are intended. *(character limit = 1,200)*
16. How does your organization include the community you described above in the planning and evaluation of its arts activities? Give specific examples. *(character limit = 1,200)*
17. How do you keep your community informed of your arts programming activities? Give specific examples: Are you using email lists, flyers, advertisements, direct mailing, newsletters, etc.? *(character limit = 1,200)*
18. How do you know that you are successfully engaging your community? Do you have strategies to increase participation? If so, please describe. *(character limit = 1,200)*

**E. GFO TRACK II GRANT FY 2013 PROPOSED BUDGET**

**CASH EXPENSES**

**Salaries and Fees (including benefits)**

- 1. Administrative salaries and fees\* \_\_\_\_\_
- 2. Artistic salaries and fees\* \_\_\_\_\_
- 3. Educational salaries and fees\* \_\_\_\_\_
- 4. Technical salaries and fees\* \_\_\_\_\_

**Other Expenses**

- 5. Advertising/direct mail \_\_\_\_\_
- 6. Copyright/licensing fees \_\_\_\_\_
- 7. Facility/equipment rental \_\_\_\_\_
- 8. Food \_\_\_\_\_
- 9. Goods purchased for sale \_\_\_\_\_
- 10. Housing/per diem \_\_\_\_\_
- 11. Insurance \_\_\_\_\_
- 12. \_\_\_\_\_
- Accommodations/interpreters\* \_\_\_\_\_
- 13. Legal/accounting \_\_\_\_\_
- 14. Office supplies \_\_\_\_\_
- 15. Postage \_\_\_\_\_
- 16. Printing \_\_\_\_\_
- 17. Security \_\_\_\_\_
- 18. Telephone \_\_\_\_\_
- 19. Travel \_\_\_\_\_
- 20. Utilities \_\_\_\_\_

**Other Expenses (specify)**

- 21. \_\_\_\_\_
- 22. \_\_\_\_\_

23. **TOTAL CASH EXPENSES** \_\_\_\_\_

**CASH INCOME**

**Earned Income**

- 24. Admissions/tickets \_\_\_\_\_
- 25. Advertising sales\* \_\_\_\_\_
- 26. Income from goods/services sold\* \_\_\_\_\_
- 27. Tuition \_\_\_\_\_

**Contributed Income**

**Private**

- 28. Applicant's cash contribution \_\_\_\_\_
- 29. Corporate support \_\_\_\_\_
- 30. Foundation support \_\_\_\_\_
- 31. Individual donations \_\_\_\_\_

**Public**

- 32. National Endowment for the Arts \_\_\_\_\_
- 33. Other federal \_\_\_\_\_
- 34. County arts council \_\_\_\_\_
- 35. Other county \_\_\_\_\_
- 36. City arts council \_\_\_\_\_
- 37. Other city \_\_\_\_\_
- 38. MD state (non MSAC) \_\_\_\_\_

**Other Income (specify)**

- 39. \_\_\_\_\_
- 40. \_\_\_\_\_
- 41. MSAC Grant Request \_\_\_\_\_  
*Minimum \$1,000*  
*Maximum \$2,500*

42. **TOTAL CASH INCOME\*** \_\_\_\_\_

## F. IN-KIND\* CONTRIBUTIONS

In-kind\* contributions, volunteer, or donated services are important to the arts programming of many organizations. Although the estimated value of these contributions may not be added to cash budgets (Section E) or counted as matching funds, you may choose to use the space below to represent their value to your arts programming.

In-kind salaries	
In-kind equipment	
In-kind fees	
In-kind supplies/materials	
In-kind travel	
In-kind rental	
In-kind other (specify):	

## G. MARYLAND CULTURAL DATA PROJECT (MDCDP) REPORT

Complete the MDCDP Data Profile and, from the "Funder Reports" link, print the report for the FY 2013 GFO Track II. This report will summarize your financial and operational history for your most recently completed fiscal year for which you have an approved audit or financial statements. Additional information on the MDCDP can be found in Appendix 3.

## H. REQUIRED DOCUMENTS TO ATTACH

**The following documents are a required part of your application. Please attach a Word or PDF version of each of the following items to your eGrant.net application.**

- MDCDP **Funder Report** for the FY 2013 GFO Track II  
*Please note: to complete this funder report the FY 2011 profile for fiscal year organizations is required. The CY 2010 profile for calendar year organizations is required.*
- Corporate, foundation, or public support information sheet, if applicable
- Financial summary statement\* for your organization's most recently completed fiscal or calendar year signed by a professional accountant or your organization's fiscal officer. **Do not send your Federal 990.**
- Bios or Resumes of key project and artistic personnel. (Limit to one page per person; extra pages will be discarded)
- List of your current Board of Directors
- Most recent Letter of Determination from the IRS indicating that your organization is incorporated in Maryland as nonprofit. Do not send Maryland tax exempt certificate

Applications must be successfully submitted via eGrant.net before 5:00 PM on December 8, 2011. If you are unable to upload items via eGrant.net, you are still required to submit the application via eGrant.net. Items you were unable to upload, along with a printed copy of the application, must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on December 9, 2011. Postage meter date stamps are not official postmarks. E-mailed or faxed copies of the paper version will not be accepted. MSAC does not accept responsibility for applications arriving late. **DO NOT STAPLE ANY DOCUMENTS.** NOTE: For the FY 2014 application cycle, uploading items into eGrant.net will be required.

**K. CERTIFICATION**

The grantee agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Signature \_\_\_\_\_  
Printed \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Checking this box verifies that the name typed above is authorized to sign this Maryland State Arts Council Grants for Organizations application on behalf of the applicant organization. I certify that all information contained in this report is true and accurate.