



**FY 2012
ARTS IN COMMUNITIES
GUIDELINES AND APPLICATION FORM**

**DEADLINES:
APRIL 28, 2011
AUGUST 4, 2011
OCTOBER 6, 2011**

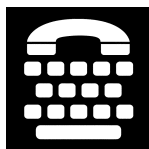


IMPORTANT INFORMATION

- **NEW THIS YEAR!** All applications must be submitted electronically through the MSAC eGRANT system — <http://msac.egrant.org>.
- Organizations that have been denied a grant in the Maryland State Arts Council's (MSAC) Grants for Organizations program are eligible to apply for an Arts in Communities Grant.
- Terms marked with an asterisk (*) are defined in the Glossary.
- Unless otherwise noted, the term fiscal year applies to the State of Maryland's fiscal year (July 1 to June 30).
- Incomplete applications will be returned to the applicant and must be resubmitted prior to the appropriate deadline.



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



For individuals who are deaf or hard-of-hearing.
TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF and Word file on the MSAC Website:
www.msac.org.

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MARYLAND STATE ARTS COUNCIL

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

An agency of the Maryland Department of Business and Economic Development Division of Tourism, Film and the Arts

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MARYLAND STATE ARTS COUNCIL OVERVIEW

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. 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. The 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/or offer policy recommendations to the Council. Each year, more than 100 individuals serve as grant review panelists to 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 MSAC 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 grant 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 grant review panel meetings may be obtained by contacting the Council office.

REQUIREMENTS FOR ORGANIZATIONS RECEIVING ARTS IN COMMUNITIES GRANTS FROM THE MARYLAND STATE ARTS COUNCIL

- Must have been both incorporated in Maryland as not for profit and have received tax exempt status from the U. S. Internal Revenue Service. Units 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.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must file a final report, both narrative and financial, within 30 days of the completion of the project. Necessary report methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize any future grants 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 (e.g., flyers, brochures, posters, radio and television commercials, etc.).
- Must notify the Program Coordinator in writing if a significant change is made in any MSAC-funded grant activity.

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.

ARTS IN COMMUNITIES PROGRAM OVERVIEW

Purpose: The Arts in Communities (AiC) Grants Program helps community-based organizations produce and present arts activities* in their communities. This program was created to extend MSAC funding to a broader range of organizations than were previously served by the Council, and to better reach underserved* audiences. The program serves two kinds of Maryland organizations:

- Organizations for which AiC grants provide an introduction to MSAC grants programs, and/or
- Community organizations planning special arts events, projects and programs.

Noteworthy:

- Organizations that have been denied a grant in MSAC's Grants for Organizations program are eligible to apply for an AiC grant.
- The AiC Program provides support for ongoing projects and programs.
- The AiC Program does not provide start-up funds for organizations.
- The AiC program does not provide funding for formation of school, church or community bands.
- The AiC Program does not provide general operating support.

Eligibility: Community-based, not-for-profit organizations incorporated in Maryland are eligible to apply for funding for arts activities* that will take place in Maryland. The AiC Program provides grant support for single projects as well as ongoing projects and programs. These projects and programs must be open to the public* and accessible to persons with disabilities. General operating support is not available through the AiC Program.

Eligible organizations include arts organizations, after-school programs, civic groups, libraries, museums, religious organizations, schools, social clubs, or other community-based groups that present arts programs and projects.

It is MSAC's intention to provide grant support and technical assistance to organizations in the AiC Program. Most organizations that receive at least two grants in the AiC Program will be encouraged to move into the Grants For Organizations (GFO) Program. Contact the appropriate GFO program director to determine future eligibility (listed on MSAC Website www.msac.org)

Departments of universities and colleges are not eligible to apply for an AiC grant if another department of the same university or college has already received a grant through the AiC Program or the Grants for Organizations Program. County arts councils are ineligible to apply.

Review Criteria: The review of AiC grants is based upon the following criteria:

- Artistic merit* of the proposed activities
- Service to the community*
- Feasibility of the budget
- Ability of the applicant to carry out the proposed activities

Funding Amounts: Applicants may request up to 50 percent of the cost of proposed arts activities*, but requests may not exceed \$1,000. Grant funds must be used for specific arts activities*.

Allowable Grant Fund Uses

Include, but are not limited to:

- Paying artists, technicians, and individuals who coordinate arts activities*
- Renting equipment needed for performances or exhibits
- Renting space needed for performances or exhibits
- Purchasing supplies or materials
- Publicizing arts events

Non-Allowable Grant Fund Uses

Include, but are not limited to:

- Presentation of children's (under the age of 18) artwork (including, but not limited to, dance performances, theatrical productions, art exhibitions, musical concerts, literary creation or presentation); artist workshops for children are allowed
- Programs/projects that are primarily for the benefit of students enrolled in a particular school or members of an organization (Exception: special needs school or organization)
- Programs/projects that are part of the regular school curriculum
- Purchase of or improvement to buildings
- Purchase of permanent equipment*
- Activities that are primarily religious in nature
- Activities that are not open to the public* or accessible to persons with disabilities
- Newsletters
- Conferences
- Travel out of state
- Organizations that fundraise with the purpose of turning over profits to a current MSAC grantee
- Support of fundraising, the profits of which will be used for a non-arts project or purpose
- Support of fundraising, the profits of which will be donated to a for-profit entity
- Regranting
- Lectures
- Scholarships
- Website start-up or design
- Formation of a school, church or community band

Matching Requirements: All AiC grants must be matched dollar-for-dollar. Matching funds may include donations, ticket sales, grants or contributions from businesses or non-state government agencies, and/or the applicant organization's cash contribution to the proposed arts activities*. In-kind/donated* goods or services may also be used to match MSAC requests*, but they may not represent more than 25 percent of the total budget. Funds from other Maryland state government sources cannot be used to match a MSAC grant.

Artistic Resumes: Copies of resumes of key artistic personnel relating to the arts activity* must be submitted with the application. Key artistic personnel may include, but are not limited to, executive directors, artistic directors, managing directors, musical directors, curators, guest artists, accompanists, etc.

Deadline Information: An organization may submit only one application per deadline and may receive only one AiC grant per fiscal year (July 1 – June 30). The support period for FY 2012 AiC grants is July 1, 2011 through June 30, 2012. All arts activities must take place during this period. Please see deadlines below to select the appropriate deadline in which your project will occur.

<i>Deadline</i>	<i>For projects that will begin or take place between</i>
April 28, 2011	July 1, 2011 and June 30, 2012
August 4, 2011	October 1, 2011 and June 30, 2012
October 6, 2011	January 1, 2012 and June 30, 2012

Application Submission: MSAC utilizes the Internet-based eGRANT system to accept grant applications. Only successfully submitted eGRANT applications will be accepted.

- Completed **eGRANT** applications must be submitted successfully no later than 5:00 PM on the stated deadlines. **You must click on the Submit My Application button and eGRANT must accept your application by 5:00 PM on the stated deadline.** You will receive an onscreen confirmation message when you submit, and an email from eGRANT 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 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 the stated deadline.**
- In addition to the eGRANT online application submission, a complete paper version of the eGRANT application with original signature and required documents must be delivered to MSAC by 5:00 PM, or officially postmarked before midnight on the stated deadline.

E-mailed or faxed copies of the paper version will not be accepted. Applicants must submit one single-sided original copy of the application form and one set of the required documents specified in the Required Document Checklist section of the application.

- The authorizing official* of the organization must properly sign the paper version with an original signature in blue ink. Applications that are not properly signed will be considered incomplete.
- 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.

Organizations must use eGRANT to submit their application before 5:00 PM on:

APRIL 28, 2011

→ Must submit a paper version of the application and all supplementary materials hand delivered to MSAC by 5:00 P.M. or postmarked before midnight on:

APRIL 28, 2011

Organizations must use eGRANT to submit their application before 5:00 PM on:

AUGUST 4, 2011

→ Must submit a paper version of the application and all supplementary materials hand delivered to MSAC or postmarked before midnight on:

AUGUST 4, 2011

Organizations must use eGRANT to submit their application before 5:00 PM on:

OCTOBER 6, 2011

→ Must submit a paper version of the application and all supplementary materials hand delivered to MSAC by 5:00 P.M. or postmarked before midnight on:

OCTOBER 6, 2011

Submission Materials: Only complete applications that contain all submission materials as described below will be accepted. See the Required Documents Checklist on page 20 before mailing your application.

- **Application:** One single-sided copy of the application form with an original signature must be submitted
- **Resumes:** One copy of resumes of key artistic personnel should be submitted.
- **Letter of Determination** from the IRS indicating that your organization is incorporated in Maryland as nonprofit or a letter from the IRS confirming that your organization is incorporated in Maryland and has filed for nonprofit status.
- **Supplementary Materials:** Copies of catalogues, reviews, programs, brochures, or promotional materials related to the organization's arts activities* **may be submitted** with the application but are not required. Applicant organizations may also submit CDs, DVDs, etc. Supplementary materials will be returned after application review is complete if a self-addressed, stamped mailing envelope is included with the submission.

Application Review and Award Process

Completed eGRANT applications must be submitted successfully no later than 5:00 PM on the stated deadlines. In addition, a complete paper version of the eGRANT application with original signatures and required documents must be delivered to MSAC by 5:00 PM, or officially postmarked before midnight on the stated deadline.

- Step 1. Your organization's application is received by MSAC staff.
- Step 2. The Program Director reviews your organization's application for eligibility and completeness. If the Program Director identifies errors or problems with the application, or if the application is ineligible, your organization will be contacted by the Program Director.
- Step 3. After your organization's application is deemed complete and correct, the Program Director will evaluate each application and make funding recommendations based on the stated criteria.
- Step 4. Funding recommendations are forwarded to members of the MSAC for review.
- Step 5. If the MSAC approves the funding recommendations, the applicant organization is notified in writing. If a grant is awarded, applicant will receive two copies of grant agreement forms along with award notification.
- Step 6. Grantees receive payment within six to eight weeks after having returned both copies of signed, completed grant agreement forms.
- Step 7. A final report, both narrative and financial, is due 30 days after the completion of the arts activity*. Final reports must be submitted in e-grant.

Contact Information: The Program Staff for the AiC Program is Pamela Dunne. If you have any questions or need assistance in preparing your application, please contact Ms. Dunne at 410-767-6484 or pdunne@msac.org.

Other MSAC Grant Programs: Each year, MSAC provides ongoing support for more than 250 Maryland organizations that produce or present the arts through its Grants for Organizations Program. Schools, PTAs, and other educational organizations are encouraged to participate in the MSAC Arts-in-Education Program. The Maryland Traditions Program offers apprenticeship awards and project grants. Additional information on these and other MSAC grant programs is available on the MSAC website at www.msac.org.

Community Arts Development/County Arts Councils: Each county in Maryland, as well as Baltimore City, has a local county arts council. These county arts councils receive funds from MSAC through the Community Arts Development Program. Each county arts council has its own grant programs. If you would like to contact your local county arts council, contact information for each Maryland county arts council is available on the MSAC website – www.msac.org.

**ARTS IN COMMUNITIES
INTENT TO APPLY FORM – FY 2012**

Although it is not a requirement for an organization to submit the Intent to Apply Form, potential applicants are strongly encouraged to do so. The information provided on the Intent to Apply Form enables the AiC Program Director to provide appropriate guidance and assistance to your organization before the application is due.

In order to allow the AiC Program Director adequate time to assist your organization, please submit the Intent to Apply Forms at least two weeks before the deadline (please refer to the section titled “Deadline Information” on page 9).

Mail the completed Intent to Apply Form to:

**Arts in Communities Program
Maryland State Arts Council
175 W. Ostend Street, Suite E
Baltimore, MD 21230**

Fax the completed Intent to Apply Form to:

OR

410-333-1062

Applicant Organization			
Mailing Address			
City	County	State MD	Zip
Contact Person		Title	
Phone (day)			
Email		Website	

Is your organization non-profit? Yes No

Is your organization incorporated in Maryland? Yes No

Has your organization previously applied for an AiC Grant? Yes No

Please describe the arts activity/activities for which you plan to seek support from the AiC Program.

Please indicate particular questions or concerns you have concerning your AiC application.

**MARYLAND STATE ARTS COUNCIL
FY 2012 ARTS IN COMMUNITIES GRANT APPLICATION FORM**

Please check the deadline for which you are applying:

- April 28, 2011 August 4, 2011 October 6, 2011

A. GENERAL INFORMATION

Organization		
Mailing Address		
City	State MD	Zip Code + Four
County - if your organization is located in Baltimore City, write "City"		
Federal Taxpayer Identification Number*		
Organization Phone - include area code and extension		
Fax Number - include area code		
Website URL		
Date of Incorporation – MM/DD/YYYY		
Federal Congressional District Number+	State Legislative District Number+	

+This information may be found at www.mdelect.net. DO NOT LEAVE BLANK.

B. CONTACT INFORMATION

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

C. NARRATIVE QUESTIONS

GENERAL INFORMATION

1. Briefly describe your organization, its mission*, ongoing activities, and the people it serves.
2. Briefly describe your organization's current arts activities*, if any.

ARTISTIC MERIT OF THE PROPOSED ACTIVITIES

3. Describe the arts activities* for which your organization is applying.
4. How are artistic decisions made and by whom?

SERVICE TO THE COMMUNITY

5. How do the arts activities* for which your organization is applying serve the people in your community?
6. How will you inform the people in your community about the upcoming arts activities*?
7. When will these arts activities* take place? You must list specific dates and times (e.g., June 16, 2011 at 6:30 pm).
8. Where will these arts activities* take place? You must list specific locations (e.g., Logan's Art Museum, 123 Main Street, Baltimore, MD 21201).
9. Who is the audience* for these arts activities*? Include anticipated audience numbers and how you determine those numbers.
10. Is the facility at which these arts activities* will take place accessible to persons with disabilities?
 Yes No If yes, please explain how this facility is accessible to persons with disabilities.

ABILITY OF THE APPLICANT TO CARRY OUT THE PROPOSED ACTIVITIES

11. Has your organization applied to your county arts council for funding of these arts activities*?
 Yes No
12. Has your organization ever received funding from your county arts council?
 Yes No If yes, please list years and amounts.
13. Are the arts activities* described in question 3 part of your organization's ongoing arts activities*?
 Yes No If yes, how do you plan to fund the activities in the future?

13. What is your organization's total budget for the current year? \$ _____

14. What was your organization's total budget last year? \$ _____

**BUDGET INSTRUCTIONS FOR ARTS IN COMMUNITIES
GRANT APPLICANTS**

1. Items marked with an asterisk (*) are defined in the Glossary, page 21.
2. The budget should include only anticipated cash expenses*, cash income*, and in-kind/donated* funds for the proposed arts activities* for which your organization is applying.
3. In-Kind/Donated* income may not be more than 25 percent of the total income for the proposed arts activities*.
4. Any items listed as In-Kind/Donated* under the Cash Income* side must also be listed under the Cash Expenses* side.
5. The MSAC Request* line may not exceed \$1,000.
6. Please total the Cash Expenses* and the Cash Income* columns. Total Expenses and Total Income must be equal.
7. Round off all figures to the nearest dollar.

GRANTEE RESPONSIBILITIES

- Fill out, sign and return the Grant Agreement Forms.
- Inform the Program Director of any changes to the awarded project/program (i.e., date changes, site changes, etc.).
- Use grant funds only for the purpose(s) awarded.
- Execute arts activity/activities as described in application.
- File a final report, both narrative and financial, in e-grant 30 days after completion of the arts activity.

REQUIRED DOCUMENTS CHECKLIST

The following documents are a required part of your application. Incomplete applications will be returned to the applicant and must be resubmitted prior to the appropriate deadline.

- One single-sided 8 ½” x 11” copy of the completed, signed original application (pages 14-20) with an original signature.
- One copy of resumes of key artistic personnel (see page 9).
- One copy of supplementary materials (see pages 9-10).
- Letter of Determination from the IRS indicating that your organization is incorporated in Maryland as nonprofit or a letter from the IRS confirming that your organization is incorporated in Maryland and has filed for nonprofit status.

CERTIFICATION

I, the undersigned, certify that all the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the Maryland State Arts Council. (Please sign in **BLUE** ink.)

Signature: _____

Typed Name of Signer: _____

Title: _____

Date: _____

GLOSSARY

Americans with Disabilities Act, 1990 (ADA): A law that protects the rights of individuals with disabilities to receive the same accommodations and benefits as individuals without disabilities. A statement of MSAC policies and procedures regarding accessibility and the ADA is part of the grant agreement and is available upon request.

Artistic Merit: The aesthetic achievement and quality of activities produced and/or presented.

Arts Activity: A specific event or series of events, such as a musical concert, dance performance, visual arts exhibition, theatrical production, or arts festival.

Audience: The people you expect to attend, participate in, or benefit from the proposed arts activities.

Authorizing Official: Individual legally empowered to submit this application.

Cash Expenses: The items required for your proposed arts activities that must be paid for and the amount you anticipate each will cost. For example, fees paid to artists and other people involved in the arts activities, the cost of printing, renting equipment, purchasing supplies, and advertising the activities.

Cash Income: The money you expect to raise to pay for the activities, including donations, ticket sales, and your organization's cash contribution to the activities.

Contact Person: Individual who is best able to provide information regarding application content and activities described in the grant application.

Federal Taxpayer Identification Number: A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service. Also may be known as an Employer Identification Number.

In-Kind/Donated: The estimated cash value for any contribution of equipment, supplies, printing, space, or other property or service made by an individual, organization, or business. Estimated cash value is the price you would expect to pay if you were required to pay for donated goods or services.

Mission: The reason your organization was created and the purpose to which it is dedicated.

MSAC Request: The amount you are requesting the MSAC to contribute to your proposed arts activities. The MSAC request may be for up to 50% of the total cash expenses of the project, but not more than \$1,000.

Open to the Public: Available to any individual who wishes to participate. Programs or conferences for the benefit of students or members of an organization are not eligible for MSAC Arts in Communities grant funding.

Permanent Equipment: Assets, including buildings, equipment, and facilities, that are intended for long-term ownership and use.

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.

Underserved: People who by virtue of their age, income, locale, physical ability, or any other characteristic, have fewer opportunities to participate in programs available to the general public.