



FY 2010

**ARTS & ENTERTAINMENT DISTRICTS
TECHNICAL ASSISTANCE GRANTS
GUIDELINES & APPLICATION FORM**

**DEADLINES
AUGUST 12, 2009
DECEMBER 9, 2009**





Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. Telephone: 410-767-6555



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

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**REQUIREMENTS FOR ORGANIZATIONS RECEIVING ARTS &
ENTERTAINMENT DISTRICTS TECHNICAL ASSISTANCE GRANTS FROM THE
MARYLAND STATE ARTS COUNCIL**

- Must have been designated by the State of Maryland as an Arts and Entertainment District.
- 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 have filed a satisfactory Arts & Entertainment Districts Annual Report for the most recently completed fiscal year.
- Must file a final report, both narrative and financial, within 30 days of the completion of the project. Necessary reporting methods will be provided by MSAC in ample time to meet the deadline. 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 (e.g., flyers, brochures, posters, radio and television commercials, etc.).
- Must notify the appropriate MSAC staff person 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.

ARTS & ENTERTAINMENT DISTRICTS TECHNICAL ASSISTANCE GRANTS INFORMATION

Purpose: This program supports organizational development for Maryland Arts & Entertainment Districts.

Support Period: October 1, 2009 through June 30, 2010

Application Deadlines: Activities must begin or take place prior to July 1, 2010.

August 12, 2009

For activities that will begin or take place between October 1, 2009 and June 30, 2010

December 9, 2009

For activities that will begin or take place between February 1, 2010 and June 30, 2010

Eligibility: The applicant must be designated as a State of Maryland Arts & Entertainment District. Arts & Entertainment Districts may receive only one Technical Assistance grant per fiscal year.

Funding May Be Used For:

- Fees for professional consultant/consulting firms providing technical assistance services in organizational development areas such as fundraising, marketing, public relations, strategic planning, etc.
- Professional development fees such as conference/workshop registration fees for board and/or staff members
- Facilitator fees associated with board and/or staff retreats
- Production of marketing materials

Grant Funds May Not Be Used For: Support of capital improvements or purchases of permanent equipment; international conferences, travel out-of-state; artistic programs or activities; and/or any other ongoing operational expenses.

Review Criteria

Applications will be evaluated based on the following criteria:

- Professional merit of the activity
- Significance of the activity for the organization
- Ability of the applicant to carry out the activity
- Financial feasibility of the proposed activity

Funding Amount: Arts & Entertainment Districts may request up to 50 percent of the cash expenses associated with the proposed technical assistance activity. However, requests can be no less than \$200 and no more than \$2,000.

Matching Requirements: All Arts & Entertainment Districts Technical Assistance Grants must be matched at least dollar for dollar in cash. Funds from the State of Maryland are not allowed as part of the match. In-kind or donated services may not be used as part of the match.

Evaluation: MSAC staff will evaluate each application and make funding recommendations. Recommendations are forwarded to the Council for final approval.

Notification: After final Council approval, all applicants will be notified in writing regarding the outcome of their application. Funds will be disbursed upon demonstration of a required match and completion of other required documents.

Reporting Requirements: Arts & Entertainment Districts receiving Technical Assistance Grants must file a final report, both narrative and financial, by the specified deadline. Necessary report forms 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.

Contact Information: MSAC staff is available to answer questions regarding eligibility of the proposed activity and to assist organizations in completing the application. Please contact Pamela Dunne, Assistant Director for Grants and Programs, at 410-767-6484 or pdunne@msac.org.

eGRANT

➔ eGRANT is required for all Arts & Entertainment Districts Technical Assistance Grant applications.

- Organizations are required to submit their application electronically using MSAC's eGRANT system, available on the Internet at www.msac.org. The completed application must be **submitted successfully** by 5:00 PM on the stated deadline.
- In addition, a complete paper version of the application must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on the stated deadline. Postage meter date stamps are not official postmarks.

For activities that will begin or take place between October 1, 2009 and June 30, 2010

Organizations that submit their application in eGRANT before 5:00 PM on:

AUGUST 12, 2009

→ Must submit a paper version of the application and all supplementary materials postmarked before midnight on:

AUGUST 12, 2009

For activities that will begin or take place between February 1, 2010 and June 30, 2010

Organizations that submit their application in eGRANT before 5:00 PM on:

DECEMBER 9, 2009

→ Must submit a paper version of the application and all supplementary materials postmarked before midnight on:

DECEMBER 9, 2009

**MARYLAND STATE ARTS COUNCIL
FY 2010 Arts & Entertainment Districts
Technical Assistance Grant Application Form**

**ARTS & ENTERTAINMENT DISTRICTS TECHNICAL ASSISTANCE GRANTS MUST BE
SUBMITTED IN eGRANT. SEE PAGE 9 FOR eGRANT INSTRUCTIONS.**

Please check the deadline for which you are applying:

- August 12, 2009 December 9, 2009

A. GENERAL INFORMATION

Organization		
Mailing Address		
City	State MD	Zip Code + Four
County		
Federal Taxpayer Identification Number		
Organization Phone - include area code		
Fax Number - include area code		
Contact Person - include Dr., Mr., Mrs., or Ms.		
Contact Person's Title		
Contact Person's Phone - include area code		
Contact Person's E-mail Address		
Website URL		

B. ACTIVITY INFORMATION

Describe your proposed technical assistance activity. Please address each of the questions listed below, if applicable. Your answer may not exceed two 8 ½" x 11" sheets of paper.

- Why is technical assistance required in this specific area?
- Where and when will the proposed technical assistance activity take place?
- How will the technical assistance activity address the needs of your organization?
- Who will participate in the technical assistance activity? Please specify individual staff and/or board members and how the activity is relevant to them.
- Who will be responsible for managing the technical assistance activity?
- Who will serve as the consultant/facilitator for the technical assistance activity? Please include one copy of all pertinent bios or resumes.
- What is the name of the conference or workshop presenting organization? Please include pertinent information.

C. BUDGET

- The budget should include only anticipated cash expenses and income for the technical assistance activities for which you are applying.
- In-kind or donated services contributed to this activity may be identified, but should not be included in the budget.
- Total cash expenses and total cash income must be equal.
- MSAC grant request must be no less than \$200 and no more than \$2,000.
- MSAC grant request may not exceed 50 percent of total cash expenses.
- Round all figures to the nearest dollar.

CASH EXPENSES		CASH INCOME	
1. Registration fees		7.	
2. Consultant/facilitator fees		8	
3. Travel/lodging/transportation		9.	
4. Other-specify		10.	
5. Other-specify		11. MSAC Grant Request	
6. Total Cash Expenses		12. Total Cash Income	

Identify below any in-kind or donated services contributed to the technical assistance activity.

D. REQUIRED DOCUMENT CHECKLIST

The following documents are a required part of your application. One single-sided 8 ½” x 11” copy of each of the following documents is required.

- Completed, signed original application with budget forms and any other explanatory statements.
- Resumes of professional consultants and/or facilitators, if applicable.
- Relevant supplementary materials, e.g. conference/seminar brochures, registration information, etc.

Applications must be successfully submitted via eGRANT before 5:00 PM on the stated deadline (please refer to deadlines on page 9).

A complete paper version of the application must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on the stated deadline (please refer to deadlines on page 9). Postage meter date stamps are not official postmarks. Only paper versions that contain all required documents will be accepted. E-mailed or faxed copies of the paper version will not be accepted.

E. CERTIFICATION

I, the undersigned, certify that all of the information contained in this application is true, complete and accurate to the best of my knowledge. I have been authorized by my Board of Directors to submit this application to the Maryland State Arts Council on its behalf. [Please sign in BLUE ink.](#)

Signature: _____

Typed/Printed Name of Signer: _____

Title: _____

Date: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

This information is being gathered for the National Endowment for the Arts. Each organization must complete one form for each application submitted.

Applicant Organization _____

Federal Congressional District Number _____

The State of Maryland has eight federal congressional districts. Please fill in the district number of your organization's business address.

Applicant Status: Which category best describes the applicant's legal status? Check only one.

- | | | |
|--|--|--|
| <input type="checkbox"/> 02 - Organization-Nonprofit | <input type="checkbox"/> 04 - Government-Federal | <input type="checkbox"/> 05 - Government-State |
| <input type="checkbox"/> 06 - Government-Regional | <input type="checkbox"/> 07 - Government-County | <input type="checkbox"/> 08 - Government-Municipal |
| <input type="checkbox"/> 09 - Government-Tribal | <input type="checkbox"/> 99 - None of the Above | |

Applicant Institution: Which category best describes the applicant? Check only one.

- | | | |
|--|--|---|
| <input type="checkbox"/> 03 Performing Group | <input type="checkbox"/> 19 School District | <input type="checkbox"/> 35 Religious Organization |
| <input type="checkbox"/> 04 Performing Group-Coll/Univ | <input type="checkbox"/> 20 Parent-Teacher Org | <input type="checkbox"/> 36 Seniors' Center |
| <input type="checkbox"/> 05 Performing Group-Comm | <input type="checkbox"/> 21 Elementary School | <input type="checkbox"/> 37 Parks and Recreation |
| <input type="checkbox"/> 06 Performing Group-Youth | <input type="checkbox"/> 22 Middle School | <input type="checkbox"/> 38 Government-Executive |
| <input type="checkbox"/> 07 Performing Facility | <input type="checkbox"/> 23 Secondary School | <input type="checkbox"/> 39 Government-Judicial |
| <input type="checkbox"/> 08 Art Museum | <input type="checkbox"/> 24 Vocational/Tech School | <input type="checkbox"/> 40 Government-Legis House |
| <input type="checkbox"/> 09 Other Museum | <input type="checkbox"/> 25 Other School | <input type="checkbox"/> 41 Government-Legis Senate |
| <input type="checkbox"/> 10 Gallery/Exhibit Space | <input type="checkbox"/> 26 College/University | <input type="checkbox"/> 42 Media-Periodical |
| <input type="checkbox"/> 11 Cinema | <input type="checkbox"/> 27 Library | <input type="checkbox"/> 45 Media-Radio |
| <input type="checkbox"/> 12 Independent Press | <input type="checkbox"/> 28 Historical Society | <input type="checkbox"/> 46 Media-Television |
| <input type="checkbox"/> 13 Literary Magazine | <input type="checkbox"/> 29 Humanities Council | <input type="checkbox"/> 47 Cultural Series Org |
| <input type="checkbox"/> 14 Fair/Festival | <input type="checkbox"/> 30 Foundation | <input type="checkbox"/> 48 School of the Arts |
| <input type="checkbox"/> 15 Arts Center | <input type="checkbox"/> 31 Corporation | <input type="checkbox"/> 49 Arts Camp/Institute |
| <input type="checkbox"/> 16 Arts Council/Agency | <input type="checkbox"/> 32 Community Service Org | <input type="checkbox"/> 50 Social Service Org |
| <input type="checkbox"/> 17 Arts Service Organization | <input type="checkbox"/> 33 Correctional Institution | <input type="checkbox"/> 51 Child Care Provider |
| <input type="checkbox"/> 18 Union/Professional Assoc | <input type="checkbox"/> 34 Health Care Facility | <input type="checkbox"/> 99 None of the Above |

Applicant Discipline: Which category best describes the applicant's main art form? Check only one.

- | | |
|--|---|
| <input type="checkbox"/> 01 Dance (do not include mime) | <input type="checkbox"/> 09 Media Art |
| <input type="checkbox"/> 02 Music | <input type="checkbox"/> 10 Literature |
| <input type="checkbox"/> 03 Opera/Music Theater | <input type="checkbox"/> 11 Interdisciplinary |
| <input type="checkbox"/> 04 Theater | <input type="checkbox"/> 12 Folklife/Traditional Arts |
| <input type="checkbox"/> 05 Visual Arts | <input type="checkbox"/> 13 Humanities |
| <input type="checkbox"/> 06 Design Arts | <input type="checkbox"/> 14 Multi-Disciplinary |
| <input type="checkbox"/> 07 Crafts | <input type="checkbox"/> 15 Non-Arts/Non-Humanities (none of the above) |
| <input type="checkbox"/> 08 Photography (include holography) | |

Project Discipline: Which category best describes the art form of the funded project? Check only one.

- 01 Dance (do not include mime)
- 02 Music
- 03 Opera/Music Theater
- 04 Theater
- 05 Visual Arts
- 06 Design Arts
- 07 Crafts
- 08 Photography (include holography)
- 09 Media Art
- 10 Literature
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
- 13 Humanities
- 14 Multi-Disciplinary
- 15 Non-Arts/Non-Humanities (none of the above)

Activity Type: Which category best describes the activities of the project? Check only one.

- 01 Acquisition: Expenses for additions to a collection
- 02 Audience Services (e.g., ticket subsidies, busing senior citizens to an arts event)
- 03 Award/Fellowship (e.g., to individuals)
- 04 Creation of a Work of Art: Include commissions
- 05 Concert/Performance/Reading: Include production development
- 06 Exhibition: Include visual arts, film, and video, and exhibition development
- 07 Facility Construction, Maintenance, Renovation: note "design" is 04 "creation of a work of art"
- 08 Fair/Festival
- 09 Identification/Documentation: For archival, educational, and other purposes
- 10 Institution/Organization Establishment: For creation or development of a new institution/organization
- 11 Institution/Organization Support: General operational support
- 12 Art Instruction: Include lessons, classes, and other means used to teach knowledge of and/or skills in the arts
- 13 Marketing
- 14 Professional Support – Administrative
- 15 Professional Support – Artistic
- 16 Recording/Filming/Taping: Do not include creating art works or identification/documentation for archival or educational purposes; see 04 and 09
- 17 Publication (e.g., manuals, books)
- 18 Repair/Restoration/Conservation
- 19 Research/Planning: Include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies
- 20 School Residency: Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time
- 21 Other Residency: Artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art (e.g., films, books, prints)
- 25 Apprenticeship/Internship
- 26 Re-granting
- 27 Translation

- 28 Writing about Art: Include criticism
- 29 Professional Development/Training: Activities enhancing career advancement
- 30 Student Assessment: The measurement of student progress toward learning objectives—not to be used for program evaluation
- 31 Curriculum Development/Implementation: Include the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives
- 32 Stabilization/Endowment/Challenge: Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization
- 33 Building Public Awareness: Activities designed to increase public understanding of the arts or to build public support for the arts
- 34 Technical Assistance: With technical/administrative functions
- 35 Include the creation or expansion of existing web sites (or sections of web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the internet
- 36 Broadcasting: Include broadcasts via television, cable, radio, the web, or other digital networks
- 99 None of the above

Project Descriptors: Mark which, if any, of the descriptors below comprise a significant portion (50% or more) of the grant’s resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

- A - Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I - International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P - Presenting/Touring: Grants or services resulting in the movement of artists or artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presenting of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T - Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y - Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug-alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Grantee Race: For organizations, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- A - Asian
- B - Black/African American
- H - Hispanic/Latino
- N - American Indian/Alaska Native
- P - Native Hawaiian/Pacific Islander
- W - White
- 99 - No single group (organizations only)

Project Race/Ethnicity: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, chose the terminal code "99."

- A - Asian
- B - Black/African American
- H - Hispanic/Latino
- N - American Indian/Alaska Native
- P - Native Hawaiian/Pacific Islander
- W - White
- 99 - No single group (organizations only)