



MARYLAND
STATE ARTS
COUNCIL

FY 2013 GRANTS FOR ORGANIZATIONS

REQUEST FOR FUNDING (RFF) TRACK I AND TRACK II GUIDELINES

DEADLINE: DECEMBER 8, 2011



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 file on the MSAC Website: www.msac.org.



TABLE OF CONTENTS

| | |
|---|----|
| New This Year | 3 |
| Requirements for Organizations Receiving Grants for Organizations Grants | 3 |
| GFO Track Information..... | 4 |
| Application Procedure: eGRANT and Maryland Cultural Data Project..... | 4 |
| Artistic Categories and Program Directors | 5 |
| Formatting Instructions | 6 |
| Grant Instructions: | |
| General Operating Grant for Arts Organizations | 7 |
| Arts Program Grant for Non-Arts Organizations for Ongoing Arts Programming..... | 9 |
| Track II Grant for Arts and Non-Arts Organizations..... | 11 |
| Maryland State Arts Council Overview | 13 |
| Maryland State Arts Council and Staff..... | 14 |

Appendices

| | |
|---|----|
| Appendix 1: Request for Funding Review Process | 15 |
| Appendix 2: Request for Funding Appeals Process | 15 |
| Appendix 3: Maryland Cultural Data Project | 16 |
| Appendix 4: Glossary..... | 18 |
| Appendix 5: County Arts Councils..... | 21 |

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

Maryland State Arts Council
175 W. Ostend Street, Suite E
Baltimore, MD 21230
Voice: 410-767-6555
Fax: 410-333-1062

TTY: Maryland Relay 1-800-735-2258 or 711
Email: msac@msac.org
Website: www.msac.org
Office Hours: Monday through Friday, 8:00 AM – 5:00 PM

NEW THIS YEAR

FINAL INDEPENDENT AUDIT DEADLINE

- The final deadline for ALL organizations to submit an independent audit prepared by a CPA is **May 1, 2012**.

MARYLAND CULTURAL DATA PROJECT (MDCDP) REQUIREMENT

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

eGRANT CHARACTER LIMIT

- eGRANT narrative now has character limits per field.

eGRANT ELECTRONIC SIGNATURE

- Applicants are required to complete and submit this application by electronic means, including the use of an electronic signature. Please note the new language at the beginning of the application page and on the signature page.

eGRANT POSTMARK DATE—REQUIRED ITEMS

- Although applicants are not required to send a paper version of the eGRANT application, all other paper materials must be delivered to MSAC by 5:00 PM, or officially postmarked before midnight on December 15, 2011 if you are unable to upload items into eGRANT.

REQUIREMENTS FOR ORGANIZATIONS RECEIVING GRANTS FOR ORGANIZATIONS GRANTS

- 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.
- 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.

GFO TRACK INFORMATION

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 Basic

- **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.

APPLICATION PROCEDURE

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 December 8, 2011. **You must click on the Submit My Application button and eGRANT 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 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 December 8, 2011.**
- Successful submission of the online application in eGRANT requires completing the electronic signature page in eGrant. Applicants are required to check two boxes on the signature page to verify the signature of the authorizing official.
- The applicant must meet all revision deadlines as specified in writing or the application will be considered withdrawn.

Participation in the 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" by June 30, 2012 status prior to the release of FY 2013 grant awards. See Appendix 3 for more information on the MDCDP.

ARTISTIC CATEGORIES AND PROGRAM DIRECTORS

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
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

Dance: Grants in this category support organizations that produce or present dance. Program Director: Sharon Blake, 410-767-6536; 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

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

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

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

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

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

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

Music C: Grants in this category support organizations that present music programs. Program Director: Sharon Blake, 410-767-6536; 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

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

FORMATTING REQUIREMENTS

- Submit all paper version materials 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** paper version materials.

GRANT INSTRUCTIONS

GFO TRACK I - GENERAL OPERATING GRANT FOR ARTS ORGANIZATIONS* REQUEST FOR FUNDING

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

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

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 submit 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.

- 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 submit one copy of the FY 2013 MDCDP Track I – General Operating Grant Funder Report.
- Organizations must file interim and final reports, both narrative and financial, by the specified deadlines.

GRANT INSTRUCTIONS

GFO TRACK I - ARTS PROGRAM GRANT FOR NON-ARTS ORGANIZATIONS* REQUEST FOR FUNDING

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

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

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 submit 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 submit 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 submit 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.

GRANT INSTRUCTIONS

GFO TRACK II GRANT

REQUEST FOR FUNDING

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.

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

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 submit 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 MDCCDP profile for the organization's most recently completed fiscal year. This profile must be reviewed and deemed complete by the MDCCDP staff by the specified deadline. The profile must be consistent with your organization's financial summary statement or audit.
- Each organization must submit one copy of the FY 2013 MDCCDP 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.

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 E) 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.

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, 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.

COUNCIL AND STAFF

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
Carol Trawick, Montgomery County
Susanna Nemes, 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

APPENDIX 1: GFO REQUEST FOR FUNDING REVIEW PROCESS

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 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.

APPENDIX 2: GFO REQUEST FOR FUNDING APPEALS PROCESS

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 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.

APPENDIX 3: MARYLAND CULTURAL DATA PROJECT

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). 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 15, 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>.
- 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@mdculturaldata.org

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

MDCDP Web site: www.mdculturaldata.org

APPENDIX 4: GLOSSARY

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.

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.

APPENDIX 5: COUNTY ARTS COUNCILS

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 — click on County Arts Councils.

County Arts Council Websites:

[Allegany Arts Council](#)

[Harford County Cultural Arts Board](#)

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

[Howard County Arts Council](#)

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

[Kent County Arts Council](#)

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

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

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

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

[Caroline County Council of Arts](#)

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

[Carroll County Arts Council](#)

[Somerset County Arts Council](#)

[Cecil County Arts Council](#)

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

[Charles County Arts Alliance](#)

[Talbot County Arts Council](#)

[Dorchester Arts Center](#)

[Washington County Arts Council](#)

[Frederick Arts Council, Inc.](#)

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

[Garrett County Arts Council](#)

[Worcester County Arts Council](#)



MARYLAND STATE ARTS COUNCIL

GRANTS FOR ORGANIZATIONS REQUEST FOR FUNDING FY2013

APPLICATIONS ARE AVAILABLE HERE AS SAMPLES ONLY!!

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA EGRANT BY DECEMBER 15, 2011.

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

<<Click on the Bookmark menu to the left to go the appropriate application.

**FY 2013 GFO TRACK I - GENERAL OPERATING GRANT
REQUEST FOR FUNDING (RFF)
DEADLINE: DECEMBER 15, 2011**

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

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

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

A. GENERAL INFORMATION

| | | |
|---|------------------|------------------------------|
| Organization | | |
| Mailing Address | | |
| City | State: MD | 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. Summary of Plans

1. Describe any significant changes that have occurred or are anticipated in your organization.
2. Summarize your proposed activities for the upcoming fiscal year (July 1, 2012-June 30, 2013).

PLEASE NOTE: For sections **D** through **G**, 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.

D. 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 \$ _____

E. 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 line and page number under appropriate columns.

| Capital Expenses: | Amount | In MDCDP? | In Audit or Financials? |
|---|-----------|-----------|-------------------------|
| Capital Improvements | \$ | line # | page # |
| Purchases of Permanent Equipment | \$ | line # | page # |
| Acquisition of Capital Assets | \$ | line # | page # |
| Mortgage Principal Payments | \$ | line # | page # |
| Other Capital Expenditures | \$ | line # | page # |
| Other Expenses: | | | |
| Loan Principal Payments | \$ | line # | page # |
| Scholarships Awarded by the applicant Organization for Its Own Activities | \$ | line # | page # |
| Contributions to Endowments | \$ | line # | page # |
| Allocations to Cash Reserves | \$ | line # | page # |
| TOTAL | \$ | | |

H. 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 | \$ _____ |
| <i>ARTVantage</i> | \$ _____ |
| Maryland Touring Program | \$ _____ |
| Maryland Traditions | \$ _____ |
| Other | \$ _____ |

I. 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.

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

NOTE: 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 Request for Funding. 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 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. **DO NOT STAPLE ANY DOCUMENTS.**

- MDCDP **Funder Report** for the FY 2013 GFO Track I– General Operating Grant Request for Funding
Please note: to complete this funder report the FY2011 profile for fiscal year organizations is required. The CY2010 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.**

Applications must be successfully submitted via eGRANT before 5:00 PM on December 15, 2011. If you are unable to upload items via eGRANT, you are still required to submit the application via eGRANT. 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 16, 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 will be required.

J. CERTIFICATION

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

Signature _____
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
 REQUEST FOR FUNDING (RFF)
 DEADLINE: DECEMBER 15, 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.

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Children’s Events | <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Multi-Discipline B | <input type="checkbox"/> Music C |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Media | <input type="checkbox"/> Music A | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Folk and Traditional Arts | <input type="checkbox"/> Multi-Discipline A | <input type="checkbox"/> Music B | <input type="checkbox"/> Visual Arts |

A. GENERAL INFORMATION

| | | |
|--|------------------------------|-----------------|
| Organization | | |
| Mailing Address | | |
| City | State MD | 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. Summary of Plans

1. Describe any significant changes that have occurred or are anticipated in your arts program.
2. Summarize your proposed arts activities for the upcoming fiscal year (July 1, 2012-June 30, 2013).

PLEASE NOTE: For sections **D** 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.

D. 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 \$ _____

E. 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 line and page number under appropriate columns.

| Capital Expenses: | Amount | In MDCDP? | In Audit or Financials? |
|---|-----------|-----------|-------------------------|
| Capital Improvements | \$ | line # | page # |
| Purchases of Permanent Equipment | \$ | line # | page # |
| Acquisition of Capital Assets | \$ | line # | page # |
| Mortgage Principal Payments | \$ | line # | page # |
| Other Capital Expenditures | \$ | line # | page # |
| | | | |
| Other Expenses: | | | |
| Loan Principal Payments | \$ | line # | page # |
| Scholarships Awarded by the applicant Organization for Its Own Activities | \$ | line # | page # |
| Contributions to Endowments | \$ | line # | page # |
| Allocations to Cash Reserves | \$ | line # | page # |
| TOTAL | \$ | | |

F. 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 | 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-rated Salaries | \$ _____ |
| | | Pro-rated Rent | \$ _____ |
| | | Pro-rated Utilities | \$ _____ |
| | | Pro-rated Other^ | \$ _____ |
| | | TOTAL PRO-RATED EXPENSES | \$ _____ |

^Please describe:
How did you determine your pro-rated amounts?

H. 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 | \$ _____ |
| <i>ARTVantage</i> | \$ _____ |
| Maryland Touring Program | \$ _____ |
| Maryland Traditions | \$ _____ |
| Other | \$ _____ |

I. 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 your arts program 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.

| | | | Amount Included in MDCDP? | Amount Included in Audit or Financials? |
|----------------------------|----|-------|--|--|
| In-kind salaries | \$ | _____ | line # | page # |
| In-kind equipment | \$ | _____ | line # | page # |
| In-kind fees | \$ | _____ | line # | page # |
| In-kind supplies/materials | \$ | _____ | line # | page # |
| In-kind travel | \$ | _____ | line # | page # |
| In-kind rental | \$ | _____ | line # | page # |
| In-kind other – specify: | \$ | _____ | line # | page # |
| In-kind other – specify: | \$ | _____ | line # | page # |

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 – Arts Program Grant Request for Funding. 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 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. **DO NOT STAPLE ANY DOCUMENTS.**

- MDCDP **Funder Report** for the FY 2013 GFO Track I – Arts Program Grant Request for Funding
Please note: to complete this funder report the FY2011 profile for fiscal year organizations is required. The CY2010 profile for calendar year organizations is required.
- 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.
- Your organization’s most recent financial summary statement*or audit. **Do not send your Federal 990**

Applications must be successfully submitted via eGRANT before 5:00 PM on December 15, 2011. If you are unable to upload items via eGRANT, you are still required to submit the application via eGRANT. 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 16, 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 will be required.

K2. CERTIFICATION

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

Signature _____

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 II GRANT APPLICATION
 REQUEST FOR FUNDING (RFF)
 DEADLINE: DECEMBER 15, 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.

- | | | | |
|--|---|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Arts Services | <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Music A | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Children’s Events | <input type="checkbox"/> Media | <input type="checkbox"/> Music B | |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Multi-Discipline A | <input type="checkbox"/> Music C | |
| <input type="checkbox"/> Folk and Traditional Arts | <input type="checkbox"/> Multi-Discipline B | <input type="checkbox"/> Theater | |

A. GENERAL INFORMATION

| | | |
|---|------------------------------|-----------------|
| Organization | | |
| Mailing Address | | |
| City | State MD | 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. SUMMARY OF PLANS/ACTIVITIES AND GOALS

1. Describe any significant changes that have occurred or are anticipated in the production or presentation of your arts activities.
2. Summarize your proposed arts activities for the upcoming fiscal year (July 1, 2012 – June 30, 2013).

D. GFO RFF TRACK II GRANT FY 2013 PROPOSED BUDGET

| CASH EXPENSES | | CASH INCOME | |
|---|-------|--------------------------------------|-------|
| Salaries and Fees (including benefits) | | Earned Income | |
| 1. Administrative salaries and fees* | _____ | 24. Admissions/tickets | _____ |
| 2. Artistic salaries and fees* | _____ | 25. Advertising sales* | _____ |
| 3. Educational salaries and fees* | _____ | 26. Income from goods/services sold* | _____ |
| 4. Technical salaries and fees* | _____ | 27. Tuition | _____ |
| Other Expenses | | Contributed Income | |
| 5. Advertising/direct mail | _____ | Private | |
| 6. Copyright/licensing fees | _____ | 28. Applicant's cash contribution | _____ |
| 7. Facility/equipment rental | _____ | 29. Corporate support | _____ |
| 8. Food | _____ | 30. Foundation support | _____ |
| 9. Goods purchased for sale | _____ | 31. Individual donations | _____ |
| 10. Housing/per diem | _____ | Public | |
| 11. Insurance | _____ | 32. National Endowment for the Arts | _____ |
| 12. Accommodations/interpreters* | _____ | 33. Other federal | _____ |
| 13. Legal/accounting | _____ | 34. County arts council | _____ |
| 14. Office supplies | _____ | 35. Other county | _____ |
| 15. Postage | _____ | 36. City arts council | _____ |
| 16. Printing | _____ | 37. Other city | _____ |
| 17. Security | _____ | 38. MD state (non MSAC) | _____ |
| 18. Telephone | _____ | Other Income (specify) | |
| 19. Travel | _____ | 39. | _____ |
| 20. Utilities | _____ | 40. | _____ |
| Other Expenses (specify) | | 41. MSAC Grant Request | _____ |
| 21. | _____ | Minimum \$1,000 | |
| 22. | _____ | Maximum \$2,500 | |
| 23. TOTAL CASH EXPENSES | _____ | 42. TOTAL CASH INCOME* | _____ |

I. 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): | |

NOTE: MARYLAND CULTURAL DATA PROJECT (MDCDP) REPORT

Complete the MDCDP Data Profile and, from the “Funder Reports” link, print the report for the FY2013 Grants for Organizations Track II Request for Funding. 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 CHECKLIST

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

- MDCDP **Funder Report** for the FY 2013 GFO Track II Request for Funding
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

Applications must be successfully submitted via eGRANT before 5:00 PM on December 15, 2011. If you are unable to upload items via eGRANT, you are still required to submit the application via eGRANT. 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 16, 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 will be required.

Ka. CERTIFICATION

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

Signature _____
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.