



**FY 2011**  
**ARTS & ENTERTAINMENT DISTRICTS**  
**TECHNICAL ASSISTANCE GRANTS GUIDELINES**

**DEADLINES:**  
**MAY 10, 2010**  
**JULY 14, 2010**  
**SEPTEMBER 15, 2010**  
**JANUARY 19, 2011**

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



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

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## MARYLAND STATE ARTS COUNCIL

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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**

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- 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.

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## **ARTS & ENTERTAINMENT DISTRICTS TECHNICAL ASSISTANCE GRANTS INFORMATION**

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

**Support Period:** July 1, 2010 through June 30, 2011

**Application Deadlines:** Activities must begin or take place prior to July 1, 2011.

**May 10, 2010**

For activities that will begin or take place between July 1, 2010 and June 30, 2011

**July 14, 2010**

For activities that will begin or take place between October 1, 2010 and June 30, 2011

**September 15, 2010**

For activities that will begin or take place between January 1, 2011 and June 30, 2011

**January 19, 2011**

For activities that will begin or take place between April 1, 2011 and June 30, 2011

**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 Angela Lohr at 410-767-6557 or [alohr@msac.org](mailto:alohr@msac.org).

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## APPLICATION PROCEDURE: eGRANT

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→ eGRANT is a requirement for all Arts & Entertainment Districts Technical Assistance Grant applications. Only successfully submitted eGRANT applications will be accepted.

- Organizations are required to submit their application electronically using MSAC's eGRANT system, available on the Internet at [www.msac.egrant.org](http://www.msac.egrant.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.

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*For activities that will begin or take place between July 1, 2010 and June 30, 2011*

Organizations that submit their application in eGRANT before 5:00 PM on:	→	Must submit a paper version of the application and all supplementary materials postmarked before midnight on:
<b>MAY 10, 2010</b>		<b>MAY 10, 2010</b>

*For activities that will begin or take place between October 1, 2010 and June 30, 2011*

Organizations that submit their application in eGRANT before 5:00 PM on:	→	Must submit a paper version of the application and all supplementary materials postmarked before midnight on:
<b>JULY 14, 2010</b>		<b>JULY 14, 2010</b>

*For activities that will begin or take place between January 1, 2011 and June 30, 2011*

Organizations that submit their application in eGRANT before 5:00 PM on:	→	Must submit a paper version of the application and all supplementary materials postmarked before midnight on:
<b>SEPTEMBER 15, 2010</b>		<b>SEPTEMBER 15, 2010</b>

*For activities that will begin or take place between April 1, 2011 and June 30, 2011*

Organizations that submit their application in eGRANT before 5:00 PM on:	→	Must submit a paper version of the application and all supplementary materials postmarked before midnight on:
<b>JANUARY 19, 2011</b>		<b>JANUARY 19, 2011</b>

**MARYLAND STATE ARTS COUNCIL  
FY 2011 ARTS & ENTERTAINMENT DISTRICTS  
TECHNICAL ASSISTANCE GRANT APPLICATION FORM**

**THIS APPLICATION MUST BE COMPLETED IN EGRANT.  
PLEASE REFER TO THE "APPLICATION PROCEDURE" SECTION ON PAGE 9.**

Please check the deadline for which you are applying.

- May 10, 2010       July 14, 2010       September 15, 2010       January 19, 2011

**A. GENERAL INFORMATION**

Organization		
Mailing Address		
City	State <b>MD</b>	Zip Code + Four
County		
Federal Taxpayer Identification Number		
Organization Phone - include area code and extension		
FAX Number - include area code		
Website URL		

**B. CONTACT INFORMATION**

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

**C. ACTIVITY INFORMATION**

Describe the proposed technical assistance activity. Please address each of the questions listed below, if applicable. The answers to these questions 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.

**D. 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.

**E. 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.

- 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 Application Procedure 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 Application Procedure 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.**

**F. CERTIFICATION**

I, the undersigned, certify that all the information contained in this application is true, complete, and accurate. 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 Name of Signer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_