



**FY 2013
COMMUNITY ARTS DEVELOPMENT
REQUEST FOR FUNDING
COUNTY ARTS COUNCILS
DEADLINE: FEBRUARY 16, 2012**





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 Web site:
www.msac.org

NEW THIS YEAR

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

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

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

- **Character limits —each narrative question has a character limit.** You are not required to use all of the characters but eGrant.net will not allow more characters than specified. Limit is noted for each question.
- All required items noted on the *Attachments* page in eGrant.net must be attached to the eGrant.net application. This is a new enhanced feature. Formerly these were the items that you sent to MSAC with your hardcopy application. Items you are unable to attach, along with a printed copy of the Request For Funding, must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on February 17, 2012. If you attach all required documents, you do not have to send in a hardcopy of the Request For Funding. **(Beginning with the FY 2014 application cycle, all items must be attached; paper versions will not be accepted.)**

MARYLAND CULTURAL DATA PROJECT (MDCDP)

- The MDCDP funder report must be submitted as part of the request for funding process and should be attached to the eGrant Request For Funding. County Arts Councils that DO NOT prepare an external independent audit will be deemed ineligible if their MDCDP is not successfully submitted by **February 16, 2012**.

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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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Anthony G. Brown, *Lt. Governor*
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MARYLAND STATE ARTS COUNCIL OVERVIEW

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

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

To carry out its mission, the MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and arts projects. The MSAC awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council also carries out programs of its own to enhance the cultural life of the residents of Maryland. The 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. The 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 offices.

REQUIREMENTS FOR ORGANIZATIONS RECEIVING COMMUNITY ARTS DEVELOPMENT GRANTS FROM THE MARYLAND STATE ARTS COUNCIL

- Must have been both incorporated in Maryland as not-for-profit and have received tax exempt status from the U. S. Internal Revenue Service. Units of government, colleges, and universities are also eligible to apply.
- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must submit a 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 submit audience numbers on a quarterly basis. Necessary reporting methods will be provided by MSAC in ample time to meet deadlines.
- 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. When credit is being given by an organization for a project specifically funded by an arts project grant, MSAC must be identified as supporting the project.
- Must notify the appropriate program officer 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.

REQUEST FOR FUNDING PROCEDURE

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

- Applicants are required to complete and submit their Request For Funding by electronic means, including the use of an electronic signature by the authorizing official* of the organization. Applicants are no longer required to deliver or mail a paper version of the application if all required documents are attached in e-Grant.net.
- Completed **eGrant.net** Requests For Funding must be submitted successfully no later than 5:00 PM on February 16, 2012. **You must click on the Submit My Application button and eGrant.net must accept your Request For Funding by 5:00 PM on February 16, 2012.** You will receive an email from eGrant.net with a copy of your Request For Funding within an hour. Please check you spam/junk folder if it does not appear in your mailbox.
- Technical support for eGrant.net is available during regular office hours, 9:00 AM through 5:00 PM, Monday through Friday. **Technical support will not be available after 5:00 PM on February 16, 2012.**

Applicants are required to attach items on the *Attachments* page in eGrant.net. Formerly these were the items that you sent to MSAC with your hardcopy application. If you are unable to upload any of the required documents, you must send them as hardcopy along with a printed copy of the Request For Funding. These must be delivered to MSAC by 5:00 PM or be officially postmarked before midnight **on February 17, 2012**. E-mailed or faxed copies will not be accepted. **(Beginning with the FY 2014 application cycle, all items must be attached in e-grant; paper versions will not be accepted.)**

- MSAC **does not** accept responsibility for lost, misdirected, or late applications or Requests For Funding.
- The applicant must meet all revision deadlines as specified in writing or the Request For Funding will be considered withdrawn.

Participation in the Maryland Cultural Data Project, MDCCDP, is required for all CAD Request For Funding applicants.

- The MDCCDP must be submitted as part of the Request For Funding process. Organizations that do not prepare an independent audit will be deemed ineligible if the MDCCDP isn't successfully submitted by **February 16, 2012**. Please note that the MDCCDP profile for ALL applicants must be in the "Review Complete" status by June 30, 2012 prior to the release of FY 2013 grant awards. See Appendix I for more information on the MDCCDP.

Please read the information below before completing the grant application.

- The term fiscal year applies to the State of Maryland's fiscal year (July 1 to June 30).
- All attachments must be typed in black type using 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.
- All documents must be clearly readable and suitable for reproduction.
- If you submit paper version materials, they must be submitted on 8 ½" by 11" white paper; all margins (i.e., top, bottom, and sides of pages) must be at least one inch. **Do not submit two-sided copies. Do not staple** Request For Funding or any additional materials. Do not use colored paper.

REVIEW PROCESS

- **Staff Review:** After 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 county arts council must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.
- **Council Decision:** The full Council meets in early June to 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.

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, simple dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

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

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

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

COMMUNITY ARTS DEVELOPMENT PROGRAM

The Community Arts Development (CAD) Program provides funds and technical assistance to county arts councils. The Maryland State Arts Council defines county arts councils as the officially designated arts agencies of the 23 counties of Maryland and Baltimore City. The purposes of the program are to better serve artists, organizations, and audiences throughout the State and to encourage local decision-making, arts activity, and funding for the arts on the local level. CAD funds are used for a variety of programming within each county. Funds are awarded at the beginning of each fiscal year, upon evaluation and acceptance of the county arts council's Community Arts Development application.

Three-year Application Cycle: MSAC has implemented a three-year application cycle for the CAD Program. A recommendation for the three-year application cycle is dependent on the evaluation of the application. County arts councils in a state of programmatic, financial, or administrative transition are more likely to be recommended for a one-year application cycle. County arts councils that receive consistently favorable reviews are more likely to be recommended for a three-year application cycle. County arts councils will be notified in writing regarding their approval for either the one-year or three-year application cycle. County arts councils approved for the one-year application cycle must complete a full application. The deadline for FY 2013 full applications is February 16, 2012.

County arts councils notified that they have been approved for the three-year application cycle must complete a Request for Funding. The deadline for FY 2013 RFF is February 16, 2012.

Support Periods: July 1, 2012 through June 30, 2013

Deadline: February 16, 2012

Eligibility: To be eligible to apply for CAD funds, the county arts council must be designated by the county government as the official arts council for the county. If the county arts council is not a branch of the county/city government, it must be registered as a not-for-profit corporation in Maryland exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Use of CAD Funds: All county arts councils must

- Make grants to organizations in their counties to support the arts
- Use a minimum of \$2,000 of CAD funds for Artists-in-Education programming

CAD funding may also be used for

- Arts programming
- Services to artists and arts organizations
- Grants to individual artists
- Operating expenses of the county arts council (up to 60 percent of MSAC funds may be used for this purpose)

CAD funds may not be used for

- Activities not open to the general public
- Projects, performances and activities that are part of school curricula

Matching Requirements: CAD funds must be matched at least one to one in cash from any non-Maryland state source. In-kind services may be identified in the application form, but 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 Maryland Cultural Data Project (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 MDCDP Community Arts Development Funder Report for the organization's most recently completed fiscal year.
- Organizations must file interim, and final reports, both narrative and financial, by the specified deadlines.
- Organizations on the three-year application cycle are required to submit a "Request for Funding" which includes a MDCDP Funder Report, a financial statement, and a summary of plans for the upcoming fiscal year.

**COMMUNITY ARTS DEVELOPMENT REQUEST FOR FUNDING
FY 2013 – DEADLINE: February 16, 2012**

**THIS REQUEST FOR FUNDING MUST BE COMPLETED IN EGRANT.
PLEASE REFER TO THE “REQUEST FOR FUNDING PROCEDURE” SECTION ON PAGE 8.**

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 | | |
| Date of Founding – MM/DD/YYYY | | |
| Date of Incorporation – MM/DD/YYYY | | |

B. CONTACT INFORMATION

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

C. ARTS COUNCIL INFORMATION

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

| Name | Role(s) |
|------|---------|
| | |
| | |
| | |
| | |
| | |

D. COUNTY SUPPORT

- 1. County Population:
- 2. List the amount of direct cash support from your county government for your county arts council.

| Actual - FY 2011 | Current Year – FY 2012 |
|------------------|------------------------|
| \$ | \$ |

E. Narrative Questions 1 and 2 must be answered in the template provided and attached to egrant in the attachments section. See end of application for sample.

F. PLANS FOR UTILIZING MSAC FUNDS FOR FY 2013

(Base the estimated total on FY 2012 grant amount – flat funding)

| | |
|---|--|
| County arts council administrative and operating expenses | |
| Grants to local organizations | |
| Artists-in-Education programming | |
| Programs and projects of the county arts council | |
| Other-specify | |
| | |
| | |
| TOTAL (Estimate) | |

G. MARYLAND CULTURAL DATA PROJECT (MDCDP) REPORT

Complete the FY 2011MDCDP Data Profile and, from the “Funder Reports” link, upload in e-grant or print the report for the FY 2013 Community Arts Development Grant. This report will summarize your financial and operational history for your most recently completed fiscal year for which you have an approved audit or financial statements. Additional information on the MDCDP can be found in Appendix I.

H. REQUIRED DOCUMENTS CHECKLIST

The following materials are a required part of your Request for Funding. Please attach a Word or PDF version of each of the following items to your *e-Grant.net* application. **Requests for Funding must be successfully submitted in eGrant.net before 5:00 PM on February 16, 2012.**

- Section E Template** of completed narrative questions.
- FY 2013 MDCCDP Community Arts Development Grant **Funder Report**
- Your organization’s **financial summary statement** for the most recently completed fiscal year signed by a professional accountant or your organization’s fiscal officer
- By-laws **(only if changed from previous year)**
- List of your **current Board of Directors**

Applicants are required to attach items on the *Attachments* page in eGrant.net. Formerly these were the items that you sent to MSAC with your hardcopy application. If you are unable to upload any of the required documents, you must send them as hardcopy along with a printed copy of the Requests For Funding. These must be delivered to MSAC by 5:00 PM or be officially postmarked before midnight **on February 17, 2012.** E-mailed or faxed copies will not be accepted. **(Beginning with the FY 2014 application cycle, all items must be attached in e-grant; paper versions will not be accepted.)**

I. CERTIFICATION

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

Signature _____
Printed Name _____
Title _____
Date _____

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

E. TEMPLATE FOR NARRATIVE QUESTIONS

COMMUNITY ARTS DEVELOPMENT FY2013 REQUEST FOR FUNDING Template for Questions 1 and 2. NARRATIVE to be uploaded and attached to egrant.net in “Attachments” section.

The answers to questions 1 and 2 must not exceed two (2) 8 ½” x 11” sheets of paper. Please type your responses under each question. Do not delete the actual questions – questions must appear above responses.

SUMMARY OF PLANS

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

APPENDIX I: THE 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 Maryland CDP 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 CAD applicants. The MDCDP Data Profile collects information such as income and expenses, attendance, program activity and staff numbers. The MDCDP is required as part of the CAD application. **As part of the application process, the MDCDP Profile for the last completed fiscal year (FY 2011) must be submitted by February 16, 2012. To ensure the accuracy of your data, 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.**

- Upon completion of the Cultural Data Profile, applicants should go to the "Funder Reports" section of the MDCDP Web site and upload or print the pre-defined report for FY 2013 Community Arts Development, which is to be included with the application materials.
- The completion of the Cultural Data Profile will require an investment of time. A number of resources will be available to help applicants, including a Help Desk and online training.

Applicants should direct questions concerning the Cultural Data Profile to:

MDCDP Help Desk:

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

Email: help@mdulturaldata.org.

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

MDCDP Web site: www.mdulturaldata.org