

MARYLAND STATE ARTS COUNCIL

MSAC

VIBRANT *Dazzling* DIVERSE ENGAGING

FY 2010

**COMMUNITY ARTS DEVELOPMENT
NEA/CHALLENGE AMERICA GRANTS
FOR COUNTY ARTS COUNCILS**

GUIDELINES & APPLICATION FORM

DEADLINES

MAY 21, 2009

AUGUST 12, 2009

OCTOBER 21, 2009

FEBRUARY 24, 2010



NATIONAL
ENDOWMENT
FOR THE ARTS



Department of Business &
Economic Development



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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 COMMUNITY ARTS DEVELOPMENT NEA/CHALLENGE AMERICA 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.
- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990*, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must file a final report, both narrative and financial, within 30 days of the completion of the project. Necessary report methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize any future grants being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC whenever and wherever credit is being given (e.g., flyers, brochures, posters, radio and television commercials, etc.).
- Must notify the Program Coordinator in writing if a significant change is made in any MSAC-funded grant activity.

Notice: In accordance with Executive Order 01.01.1983.18, the Department of Business and Economic Development advises as follows regarding the collection of personal information:

Certain personal information requested by the Department of Business and Economic Development is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et seq of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies. Applicants have the right to inspect, amend, or correct personal records in accordance with the Maryland Public Information Act.

COMMUNITY ARTS DEVELOPMENT NEA/CHALLENGE AMERICA GRANTS INFORMATION

Purpose: This program provides funds for new or expanded program activities that assist county arts councils in reaching out to Maryland artists and/or audiences who lack the opportunity to participate fully in the arts. Funds must directly address one of the following:

- Provide opportunities for people to experience and participate in a wide range of art forms and activities
- Enable arts organizations and artists to expand and diversify their audiences
- Extend the arts to underserved populations – those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability
- Emphasize the potential of the arts to help strengthen communities

Support Period: Proposed activities must be completed by September 30, 2010.

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

May 21, 2009

For activities that will take place between July 1, 2009 and September 30, 2010

August 12, 2009

For activities that will take place between October 1, 2009 and September 30, 2010

October 21, 2009

For activities that will take place between January 1, 2010 and September 30, 2010

February 24, 2010

For activities that will take place between April 1, 2010 and September 30, 2010

Eligibility: Eligibility is limited to those county arts councils that have been designated by the county government as the official arts council for the county.

Review Criteria

Applications will be evaluated based on the following criteria:

- Artistic merit of the project
- Ability of the applicant to carry out the project
- Impact of the project on the intended artists and/or audiences served
- Financial feasibility of the project

Funding Amounts: County arts councils may request up to 50% of the cost of the proposed arts activities; however, the request may not exceed \$3,000. County arts councils may receive only one Community Arts Development NEA/Challenge America grant per fiscal year.

Matching Requirements: The grant amount must be matched dollar-for-dollar with non-state/non-federal funds.

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: Organizations receiving NEA/Challenge America 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 Community Arts Development NEA/Challenge America grant applications. Please contact Pamela Dunne, Assistant Director of Grants and Programs, at 410-767-6484 or pdunne@msac.org.

eGRANT

→ eGRANT is required for all Community Arts Development NEA/Challenge America Grant applications.

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

For activities that will begin or take place between July 1, 2009 and September 30, 2010

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

MAY 21, 2009

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

MAY 21, 2009

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

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

AUGUST 12, 2009

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

AUGUST 12, 2009

For activities that will begin or take place between January 1, 2010 and September 30, 2010

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

OCTOBER 21, 2009

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

OCTOBER 21, 2009

For activities that will begin or take place between April 1, 2010 and September 30, 2010

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

FEBRUARY 24, 2010

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

FEBRUARY 24, 2010

**MARYLAND STATE ARTS COUNCIL
FY 2010 Community Arts Development
NEA/Challenge America Grant Application Form**

**NEA/CHALLENGE AMERICA GRANTS MUST BE
SUBMITTED IN eGRANT. SEE PAGE 8 FOR eGRANT INSTRUCTIONS.**

Please check the deadline for which you are applying:

- May 21, 2009 August 12, 2009 October 21, 2009 February 24, 2010

A. GENERAL INFORMATION

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

B. ACTIVITY INFORMATION

Describe your proposed arts activities. Please address each of the questions listed below. Your answer may not exceed three 8 ½” x 11” sheets of paper.

- Please describe the arts activities for which you are applying and how they provide opportunities for underserved artists and/or audiences to participate in the arts.
- When and where will these activities take place?
- Who is the intended audience for these activities?
- Identify the artist(s) and/or organization(s) that will be involved with the proposed activities. Attach supporting documentation such as audio/video cassettes, programs, publicity, resumes, reviews and/or slides.
- Is this program currently part of your organization’s ongoing activities and/or do you have plans to continue it into the future?
- If this program is currently part of your organization’s ongoing activities, what means have you used to evaluate the program? If it is a new program, what means will you use to evaluate the program?

C. BUDGET

- The budget should include only anticipated cash expenses and income for the Community Arts Development NEA/Challenge America 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.
- The MSAC Request may be up to 50% of the cost of the proposed arts activities; however, the request may not exceed \$3,000.
- Round off all figures to the nearest dollar.

Cash Expenses		Cash Income	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$	MSAC Request	\$
Total Cash Expenses	\$	Total Cash Income	\$

Identify below any in-kind or donated services contributed to the proposed activities.

D. SOURCES OF MATCHING FUNDS

Please identify the source(s) of matching funds for the Community Arts Development NEA/Challenge America grant.

Source	Amount	Date of Receipt
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

E. REQUIRED DOCUMENT CHECKLIST

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

- One signed copy of the application.
- Supporting documentation such as CDs, DVDs, audio/video cassettes, programs, publicity, resumes, reviews and/or slides.

Applications must be successfully submitted via eGRANT before 5:00 PM on the stated deadline (please refer to deadlines on page 8).

A complete paper version of the application must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on the stated deadline (please refer to deadlines on page 8). 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 of the information contained in this application is true, complete and accurate to the best of my knowledge. I have been authorized by my Board of Directors to submit this application to the Maryland State Arts Council on its behalf. Please sign in BLUE ink.

Signature: _____

Typed/Printed Name of Signer: _____

Title: _____

Date: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

This information is being gathered for the National Endowment for the Arts.

Applicant Organization _____

Federal Congressional District Number _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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