

# Maryland State Arts Council



**FY 2013**

*July 1, 2012 - June 30, 2013*

## **PROJECT GRANT PROGRAM GUIDELINES & APPLICATION FORM**

eGrant Deadline: FEBRUARY 10, 2012

Hard Copy Deadline: FEBRUARY 17, 2012



**NATIONAL  
ENDOWMENT  
FOR THE ARTS**



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](mailto: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](http://www.msac.org).

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## MARYLAND STATE ARTS COUNCIL

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Office Hours: Monday through Friday, 8:00 AM – 5:00 PM

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

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Christian S. Johansson, *Secretary of Business and Economic Development*  
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## MARYLAND STATE ARTS COUNCIL OVERVIEW

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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, 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, ArtVantage, 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.

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## **REQUIREMENTS FOR ORGANIZATIONS RECEIVING MARYLAND TRADITIONS PROJECT GRANTS FROM THE MARYLAND STATE ARTS COUNCIL**

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- 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 file a final report, both narrative and financial, by the specified deadlines. Necessary reporting methods will be provided by MSAC in ample time to meet deadlines. Grantees are required to provide documentation of the project through the Maryland Traditions online database, including text and photography. Grantees are expected to participate in evaluative forums. 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 Maryland Traditions and MSAC whenever and wherever credit is being given. Written credit should read:

**“The [Name of Organization’s Project] is supported by Maryland Traditions through a grant from the Maryland State Arts Council, an agency dedicated to cultivating a vibrant cultural community where the arts thrive, and by the National Endowment for the Arts, a federal agency which believes that a great nation deserves great art.”**

MSAC requires logo recognition in some cases. Please refer to the Grant Recognition Guidelines for MSAC Support on the MSAC website for specifics. Go to [www.msac.org](http://www.msac.org), click on GRANTS, in the left menu click on Grant Recognition Guidelines for MSAC Support.

- 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.

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## APPLICATION PROCEDURE

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**eGRANT is a requirement for all Maryland Traditions Project Grant applications. Only successfully submitted eGRANT applications will be accepted.**

- eGRANT may be accessed through the Maryland State Arts Council's website – [www.msac.org](http://www.msac.org).
- Completed **eGRANT** applications must be submitted successfully no later than 5:00 PM on February 10, 2012. **You must click on the Submit My Application button and eGRANT must accept your application by 5:00 PM on February 10, 2012 to meet the deadline.** You will receive an email from eGRANT stating that your application was successfully submitted.
- Technical support for eGRANT is available during regular office hours, 8:00 AM through 5:00 PM, Monday through Friday. **Technical support will not be available after 5:00 PM on February 10, 2012.**
- In addition to the eGRANT online application submission, a complete paper version of the eGRANT application with original signatures and required documents must be delivered to MSAC by 5:00 PM, or officially postmarked before midnight on February 17, 2012. eGRANT will show you how to make a PDF version of your application for your files and to print out for MSAC. **E-mailed or faxed copies of the paper version will not be accepted.** Applicants must submit one single-sided original and one copy of the application form and one set of the required documents specified in the Required Document Checklist section of the application.
- MSAC does not accept responsibility for lost, misdirected, or late applications.
- The applicant must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

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## REVIEW PROCESS

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- **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 organization must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.
- **Grants Review Panel:** Completed applications are forwarded to the Maryland Traditions Project Grants Review Panel for evaluation. The Grants Review Panel meets formally to evaluate each application. Criteria ratings and recommendations made by the Grants Review Panel serve as the basis for funding recommendations.
- **Council Decision:** The full Council meets in early June to review the funding recommendations.
- **Notification:** All applicants are notified in writing of the Council's decision when final approval is obtained. Normally approval is obtained after July 1.
- **Payment:** Grant agreement forms are prepared and mailed in early July. The forms must be executed and the organization must meet all reporting requirements before grant funds are disbursed.

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## **APPEALS PROCESS**

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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.

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## MARYLAND TRADITIONS PROJECT GRANT GUIDELINES

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**Program Purposes:** Maryland Traditions Project Grants support research and programming that adds significance to Maryland communities by encouraging and funding professionals as well as community scholars, organizations, and artists to document, preserve, sustain, and present Maryland's traditional arts and culture. Program staff and partners will work with Maryland Traditions Project Grant recipients to provide technical assistance and identify networks to connect the project to other activities and resources. Past project grants have included the production of a public old-time fiddle competition, a rowhouse arts festival hosted by a major museum, an oral history of oyster workers, a documentary film of traditional river baptisms on the Eastern Shore, an Arabber wagon restoration project, and a CD of a master traditional Irish button accordion player from Baltimore.

**About Maryland Traditions:** Maryland Traditions was established in 2001 as the statewide folklife infrastructure program of the Maryland State Arts Council (MSAC) with support from the National Endowment for the Arts (NEA) Folk Arts Infrastructure Initiative. Maryland Traditions' mission is to support communities and individuals to discover, share, preserve and sustain traditional arts and culture. Maryland Traditions Project Grants are administered by the MSAC.

Maryland Traditions:

- works directly with individuals and cultural institutions to promote the vitality of living traditions and folk arts
- shares information through research and discovery leading to outreach, interpretation, presentation and publication
- encourages efforts that connect people to one another and to a place

Maryland Traditions programs include:

- Regional Partnerships
- Apprenticeship Awards
- Project Grants
- Technical Assistance

**Organization Eligibility:** Eligible applicants for Maryland Traditions Project Grants are not-for-profit arts and non-arts organizations, as well as colleges, universities and units of government. Organizations must have been both incorporated in Maryland as not-for-profit and received tax exempt status from the U.S. Internal Revenue Service by March 31, 2011 (colleges, universities and units of government excepted). All organizations must have operated for one full fiscal year at the date of application. Registration or license to do business in Maryland is not a substitute for Maryland incorporation. **An organization may receive or partner in only one Maryland Traditions Project Grant per deadline.** Existing recipients of grants through MSAC's Grants for Organization Program may apply for Maryland Traditions Project Grants, but the project must be a new initiative distinguished from the organization's ongoing arts activities. Individual artists and for-profit businesses or organizations are not eligible to apply directly for a Maryland Traditions Project grant, but are encouraged to collaborate with eligible organizations.

**Collaborative Partnerships:** Collaborative partnerships between two or more organizations are eligible. A single, non-profit organization must complete and submit the Maryland Traditions Project Grant application on behalf of the partnership. All collaborative partners must be listed in the application narrative, and letters of support from the collaborative partners (detailing roles and responsibilities for the proposed project) must accompany the application.

**Support Period:** July 1, 2012 through June 30, 2013

### **Review Criteria**

- Value of the project in sustaining traditions
- Artistic and cultural significance
- Project design
- Ability of the applicant to carry out and evaluate the project
- Financial feasibility of the project
- Project impact for the identified community

**Funding Amounts:** Maryland Traditions Project grant requests may range from \$1,000 to \$5,000.

**Matching Requirements:** The policy of MSAC is to provide up to 50 percent of an organization's Maryland Traditions Project budget, based upon anticipated expenses for the project. Donated space, supplies, and/or volunteer services can be used as part of the grant match, up to 25 percent of the total budget of the project.

**Grant Funds May Not Be Used For:** Capital improvements or purchases of permanent equipment; depreciation; acquisition of capital assets; activities for the exclusive benefit of an organization's members or students; travel outside Maryland; deficits; loan principal payments; contributions to endowments; academic conferences; or scholarships.

### **Application Submission and Required Materials:**

Applicants **must** submit all Required Documents, Project Support Materials, and Artistic Work Samples as described below.

1. **Required Documents:** Please attached to egrant application.  
**See "Section G. REQUIRED DOCUMENT CHECKLIST" after application form.**
  - Section E. PROJECT NARRATIVE questions #7-14
  - Section G. PROJECT BUDGET
  - Financial summary statement for your organization's **most recently completed fiscal year** signed by a professional accountant or your organization's fiscal officer
  - Resumes or biographies of key project personnel and tradition bearers, not to exceed one page per person
  - Letters of support from partner organizations, if applicable
  - Letter of Determination from the IRS indicating that your organization is incorporated in Maryland as not-for-profit, and is in good standing, or enabling legislation establishing the organization or agency as a college, university or unit of government

**2. Project Support Materials:** Please send these to MSAC offices.

Support materials are important to a successful application and should speak directly to the review criteria of the application. Support materials may include additional relevant letters of support, excerpts from publications or websites, supplemental budget information, maps, statistics, calendars, articles, reviews, etc. These materials **MUST** be presented on photocopy ready 8 ½" x 11" paper. No staples. **A maximum of ten pages of organizational support materials is allowed.** These materials will be made available to the Grant Review Panel that evaluates these proposals.

**3. Artistic Work Samples:** Please send these to MSAC offices.

Work samples that illustrate the organization's recent activities (January 2006 to present) and its capacity to successfully execute the proposed Maryland Traditions Project are a critical part of the application. These materials will be made available to the Grant Review Panel that evaluates these proposals. Organizations may submit **no more than two samples** from the following categories:

- one copy of an audiocassette
- one copy of an audio or video CD or DVD
- literary or promotional publications

Audiocassettes, CDs, and DVDs must be labeled and accompanied by a typed script (no more than one 8½" x 11" sheet) that contains the following information **FOR EACH ITEM**:

- title of piece (song, dance, etc.)
- name of the artist
- total running time
- performance and/or creation date (or dates)
- a list of the place (or places) where the work was performed

If the CD or DVD contains depictions of individual works of visual art, the script must contain the following information **FOR EACH PIECE OF ARTWORK (do not submit more than 10 images)**:

- title of piece (artwork, etc.)
- name of the artist
- materials
- dimensions in inches (HxWxD)
- exhibit name and dates

**It is your responsibility to cue selections and ensure smooth access to all computer documents. It is also your responsibility to be sure that all CDs and DVDs are playable on standard issue commercial CD and DVD players.**

Completed hard copy applications with all Required Documents, Project Support Materials, and Artistic Work Samples must be delivered to MSAC by 5:00 p.m. or officially postmarked before midnight on **February 17, 2012**. Postage meter date stamps are not official postmarks. Only completed applications that contain all Required Documents, Project Support Materials, and Artistic Work Samples will be accepted. **E-mailed or faxed applications will not be accepted.** The authorizing official of the organization must properly sign the application with an original signature in **blue ink**.

**Program Staff:** If you have questions about the Maryland Traditions Project grants program **or** need assistance in preparing the application, contact program administrators:

Clifford Murphy  
Maryland State Arts Council  
[cmurphy@msac.org](mailto:cmurphy@msac.org)  
410-767-6450

Michelle Stefano  
Maryland State Arts Council  
[mstefano@msac.org](mailto:mstefano@msac.org)  
410-767-6570

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## BUDGET INSTRUCTIONS

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Your project budget must reflect **only those costs that will be incurred during the “Period of Support”** (July 1, 2012 – June 30, 2013). Any costs incurred before or after those dates will be removed. Round all numbers to the nearest dollar. Combine like costs if necessary to making rounding more realistic. Applicants whose grants are recommended for less than the requested amount may be asked to revise the project budget.

### EXPENSES

- Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in “Other expenses.” Indicate the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project.
- Salaries and wages that are incurred in connection with fund raising are not allowable project expenses; do not include them in your budget.

### INCOME

- **Cash:** cash donations, grants, and revenues that are expected or received for this project. Identify sources and asterisk (\*) those funds that are committed or secured.
- **In-kind contributions:** donated space, supplies, volunteer services, and goods and services that are donated by individuals or organizations other than the applicant (third-party). **To qualify as matching resources, these same items also must be listed in the project budget as direct costs/expenses.** The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: proper documentation must be maintained for all items noted as “in-kind.”

**PLEASE NOTE:** total in-kind cannot exceed 25% of total income.

- Funding Request for MSAC: the amount that you are requesting from MSAC. The minimum funding request is \$1,000. The maximum funding request is \$5,000.
- Total income for this project: matches of more than dollar for dollar are encouraged. Be as specific as possible.

**MARYLAND TRADITIONS PROJECT GRANT APPLICATION  
FY 2013 – DEADLINE: FEBRUARY 10, 2012**

**DO NOT FILL OUT THIS APPLICATION IN MICROSOFT WORD OR ON PAPER.  
GO TO EGRANT!**

This version of the application form is for informational purposes only. You are required to fill in and submit an application via eGRANT - MSAC's internet-based application system. You must go to [www.msac.org](http://www.msac.org) and click on the eGRANT button to begin the application process.

**A. GENERAL INFORMATION**

Organization		
Mailing Address		
City	State MD	Zip Code + Four
County		
Organization Phone - include area code	FAX Number - include area code	
Website URL	Federal Identification Number	
State Legislative District Number*	Federal Congressional District Number*	

\*This information may be found at [www.mdelect.net](http://www.mdelect.net)

1. Please provide a brief summary of the Maryland Traditions project –

2. Maryland Traditions project dates – MM/DD/YYYY to 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
<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. ORGANIZATIONAL INFORMATION**

- 3. Date of founding – MM/DD/YYYY:
- 4. Date of Maryland incorporation – MM/DD/YYYY:

**D. MARYLAND TRADITIONS PROJECT INFORMATION**

5. Please identify the key people in your organization involved in the administrative, artistic, and technical aspects of the proposed project.

Name	Role(s)

6. Please identify key partners and artists participating in this project.

Contact Person	Organization Name	Role(s)

**E. MARYLAND TRADITIONS PROJECT NARRATIVE: to be attached to egrant. See "Attachments" section of egrant form. See "Attachments" section of egrant for template.**

**F. MARYLAND TRADITIONS PROJECT BUDGET – to be attached to egrant. See "Attachments" section of egrant for template.**

**G. REQUIRED DOCUMENT CHECKLIST**

**The following materials are a required part of your application**

- Section E. PROJECT NARRATIVE questions #7-14 - *Template at end*
- Section G. PROJECT BUDGET - *Template at end*
- Financial summary statement for your organization's **most recently completed fiscal year** signed by a professional accountant or your organization's fiscal officer
- Resumes or biographies of key project personnel and tradition bearers, not to exceed one page per person
- Letters of support from partner organizations, if applicable
- Letter of Determination from the IRS indicating that your organization is incorporated in Maryland as not-for-profit, and is in good standing, or enabling legislation establishing the organization or agency as a college, university or unit of government
- Required materials (see pages 12 and 13) not an attachment
- Artistic work samples not an attachment

**Applications must be successfully submitted via eGRANT before 5:00 PM on FEBRUARY 10, 2012.**

**A complete paper version of the application must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on February 17, 2012. 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.**

**H. 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 Maryland Traditions Project Grant application on behalf of the applicant organization. I certify that all information contained in this report is true and accurate.

**Template for Section E. MARYLAND TRADITIONS PROJECT NARRATIVE to be attached to egrant in "Attachments" section**

**The answers to questions 7-15 must not exceed FOUR(4) 8 ½" x 11" sheets of paper. Please type your responses under each question. Do not delete the actual questions.**

7. What is your organization's mission statement? Describe your organization and its programs, including any arts and/or heritage activities
8. Provide a detailed description of your proposed Maryland Traditions Project.
9. Provide an account of activities planned and how they will be undertaken.
10. What is the timeline for the project?
11. Where and when will this project take place?
12. Describe the roles and responsibilities of key administrators, researchers, artists, and tradition bearers. Who is the audience or community that this project will serve?
13. Why are you undertaking this project? How does this project align with your organization's mission?
14. How does your project serve to preserve, sustain, or strengthen traditional arts and culture in Maryland? [NOTE: Your answer to this question is critical to conveying to jurors why your project is relevant to the Maryland Traditions grant program.]
15. What outcomes do you hope to achieve with this project? How will you measure how this project achieves its intended results?

**F. MARYLAND TRADITIONS PROJECT BUDGET – Fill in this form and attach it to egrant.**

See page below for budget instructions.

<b>EXPENSES</b>			
<b>Personnel Expenses – full-time and part-time salaried staff</b>			
Title and/or Type Of Personnel	Annual Salary	% Of Time Devoted To This Project	Amount
<b>Total Personnel Expenses</b>			\$ -
<b>Other Expenses – include consultant and artist fees, honoraria, contractual services, access accommodations, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, personnel travel, transportation of items other than personnel, rental of space or equipment, and other project-specific costs</b>			
ITEM DESCRIPTION			
<b>Total Other Expenses</b>			\$ -
<b>Total Personnel Expenses + Total Other Expenses = Total Project Expenses</b>			\$ -

**INCOME**

**Cash – cash donations, grants, and revenues. Indicate if income is expected or has already been received. Asterisk (\*) those funds that are committed or secured.**

ITEM DESCRIPTION	AMOUNT
<b>Line a Total Cash</b>	\$ -

**In-kind Contributions – donated space, supplies, and volunteer services. These same items also must be listed as direct costs under “Expenses”; identify sources.**

ITEM DESCRIPTION	AMOUNT
<b>Line b</b> income	<b>Total In-kind – Cannot exceed 25% of total</b> 0
<b>Line c</b> \$5,000	<b>MSAC Funding Request - cannot exceed</b>
	<b>Line a + Line b + Line c = Total Project Income</b> This amount must equal <b>Total Expenses</b> 0

## NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

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

Applicant Organization \_\_\_\_\_

Federal Congressional District Number \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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