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**FY 2012  
COUNTY ARTS COUNCIL  
PUBLIC ART PROJECT GRANT GUIDELINES  
DEADLINE: FEBRUARY 9, 2012**

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TTY: Maryland Relay 1-800-735-2258 or 711

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## MARYLAND STATE ARTS COUNCIL

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

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Anthony G. Brown, *Lt. Governor*  
Christian S. Johansson, *Secretary of Business and Economic Development*  
Dominick E. Murray, *Deputy 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, Maryland Presenting and Touring Program, Arts in Education, 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 COUNTY ARTS COUNCIL PUBLIC ART 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, within 30 days of the completion of the project. Necessary report forms will be provided by the 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 Director 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.

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## APPLICATION PROCEDURE

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**PLEASE NOTE: County arts councils that received a FY 2011 Public Art Project Grant are not eligible to apply for a FY 2012 Public Art Project Grant.**

- Eligible county arts councils may submit only one application.
- Completed applications must be officially postmarked before **midnight on February 9, 2012** or delivered to MSAC by **5:00 PM on February 9, 2012**. Postage meter date stamps are not official postmarks. Only applications that contain all required documents will be accepted. E-mailed or faxed copies of the application 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 Documents Checklist section of the application.
- The authorizing official of the organization must properly sign the application with an original signature in blue ink. Applications that are not properly signed will be considered incomplete. 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.

**Please read the information below before completing the grant application.**

- Terms marked with an asterisk (\*) are defined in the Glossary.
- Unless otherwise noted, the term fiscal year applies to the State of Maryland's fiscal year (July 1 to June 30).
- Submit all paper version materials on 8 ½" by 11" white paper; all margins (i.e., top, bottom, and sides of pages) must be at least one inch.
- All attachments must be typed in black type using an 11 point or larger font. Photo-reduction of text is not permitted. Reduced, narrow, or condensed type fonts or line sizes will not be accepted.
- When photocopying documents, copy on one side only. **Do not submit two-sided copies.**
- All documents must be clearly readable and suitable for reproduction. Do not use colored paper.
- **Do not staple** application or any additional materials.

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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:** Complete applications are assigned to the Grants Review Panel for evaluation. The Grants Review Panel meets formally to evaluate the applications.

**Council Decision:** Funding recommendations will be voted on by the full Council.

**Notification:** All applicants are notified in writing of the Council's decision when final approval is obtained.

**Payment:** Grant agreement forms are prepared and mailed to awardees. 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, 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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## COUNTY ARTS COUNCIL PUBLIC ART PROJECT GRANT GUIDELINES

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**Purpose:** The purpose of the County Arts Council (CAC) Public Art Project Grant program is to support the implementation of local public art projects.

**Application Deadline: February 9, 2012**

**Support Period:** The public art project must be in the planning or implementation phase before June 30, 2012 and must adhere to the proposed timeline.

**Eligibility:** County arts councils funding or supporting community-based public art projects in their jurisdiction are eligible to apply for funding. The Public Art Project Grant provides matching grant support for a single community-based public art project. The project must be permanently installed in a public and accessible location. General operating support is **not** available through the Public Art Project Grant.

Public art projects can be interior or exterior works. Interior works must be in public buildings and sited in an area open to the public\*. The works can include, but are not limited to, murals; sculpture; functional art such as benches or bike racks; streetscape improvements such as sidewalks or plazas; and, signage. A wide variety of mediums will be considered, including mixed media.

**PLEASE NOTE: County arts councils that received a FY 2011 Public Art Project Grant are not eligible to apply for a FY 2012 Public Art Project Grant.**

**Review Criteria:** The review of Public Art Project Grants is based upon the criteria listed below.

- Artistic merit\* of the proposed work-of-art\* including innovation; appropriateness of the work-of-art\* in terms of scale, form, content, and material to the site; durability of the work-of-art\* relative to theft, vandalism, and the environment; and, qualifications of the artist
- Accessibility of the work-of-art\* to public view
- Community involvement and support of the project
- Feasibility of the budget
- Ability of the applicant, artist and collaborative partner\* (if applicable) to complete the public art project

**Funding Amounts:** Applicants may request up to 50 percent of the cost of the proposed public art project, but requests may not exceed \$5,000. Grant funds must be used for a site specific public art project.

**Allowable Grant Fund Uses :** Allowable grant fund uses include, but are not limited to:

- Paying artists, technicians, and individuals to design and/or coordinate the fabrication and/or installation of the work-of-art\*
- Renting equipment needed for fabrication and/or installation of the work-of-art\*
- Renting space needed for fabrication and/or installation of the work-of-art\*
- Purchasing supplies or materials needed to fabricate and/or install the work-of-art\*

**Non-Allowable Grant Fund Uses :** Capital improvements not directly related to the work-of-art\*, purchases of permanent equipment, or any ongoing operational expenses of the county arts council or collaborative partner\*.

**Acceptable Public Art Projects/Venues:** Any interior or exterior space at any public facility, including schools, community centers, parks, and government buildings.

**Matching Requirements:** All Public Art Project Grants must be matched dollar-for-dollar. Matching funds may include cash donations, grants or contributions from businesses or non-state government agencies, and/or the applicant organization's cash contribution to the proposed public art project. In-kind contributions cannot be used as matching funding. **Funds from other Maryland state government sources cannot be used to match an MSAC grant.**

**Collaborative Partner\*:** County arts councils may apply with a collaborative partner\*, such as a local nonprofit organization or local government entity. If the county arts council chooses to apply with a collaborative partner\*, a letter from the collaborative partner\* must be submitted with the application. The letter must:

- Be an original, signed by an authorizing official of the collaborative partner\*
- Include the collaborative partner\* organization's mission and purpose
- Detail the roles and responsibilities of the collaborative partner\* in relation to the public art project
- List the collaborative partner's\* key project personnel - name, title, and role(s)
- Explain the collaborative partner's\* interest in the public art project
- Clearly state the collaborative partner's\* financial contribution; indicate whether the contribution is cash, in-kind\*, or both

In addition, résumés of the collaborative partner's\* key project personnel must be attached to the application. Résumés may not exceed one page per person.

**Artist Work Samples:** Work samples that illustrate the artist's recent works-of-art\* are required as part of the application. These samples should demonstrate the artist's merit and technique. Artist work samples will be shown and examined during the grant review process.

Organizations must submit images on a CD. **No more than 10 images may be submitted.** Please provide the images in PowerPoint or other program that allows a "slide show" to be shown automatically on a PC, Windows platform. It is of benefit to number the images on the CD so that they can be seen, or add titles and descriptions as captions in the presentation. CDs must be accompanied by

a one page typed script that identifies the title of the work, artist name, medium, budget, dimension, date and location of the work-of-art\*.

**Support Materials:** Support materials are critical to a successful application and should speak directly to the review criteria of the application.

Copies of catalogues, reviews, programs, brochures, or promotional materials, if available, must be submitted with the application.

Three copies of support materials must be submitted along with the completed grant application. Support materials will be returned after application review is complete if a self-addressed, stamped mailing envelope is included with the submission.

**Contact Information:** If you have any questions or need assistance in preparing your application, please contact Susie Leong, Program Director at 410-767-6544 or [sleong@msac.org](mailto:sleong@msac.org).

**COUNTY ARTS COUNCIL  
PUBLIC ART PROJECT GRANTS  
FY 2012 – DEADLINE: February 9, 2012**

**This form must be completed in its entirety. Incomplete applications will be returned to the applicant and must be resubmitted prior to the February 9, 2012 deadline. Please type or print clearly.**

**A. GENERAL INFORMATION**

County Arts Council		
Mailing Address		
City	State <b>MD</b>	Zip Code + Four
County		
Federal Taxpayer Identification Number*		
Organization Phone - include area code		
FAX Number - include area code		
Website URL		
Please provide a brief ( <b>25 words or less</b> ) summary of the Public Art Project		

**B. COUNTY ARTS COUNCIL CONTACT INFORMATION**

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

**COUNTY ARTS COUNCIL  
PUBLIC ART PROJECT GRANTS  
FY 2012 – DEADLINE: February 9, 2012**

**COLLABORATIVE PARTNER\* FORM**

*This form must be completed if working with a collaborative partner\*.  
Please refer to the "Collaborative Partner\*" section on page 10.*

**This form must be completed in its entirety.**

**C. COLLABORATIVE PARTNER\* INFORMATION**

Collaborative Partner*		
Mailing Address		
City	State <b>MD</b>	Zip Code + Four
County		
Federal Taxpayer Identification Number*		
Organization Phone - include area code		
FAX Number - include area code		
Website URL		
Date of Founding – MM/DD/YYYY	Date of Incorporation – MM/DD/YYYY	
State Legislative District Number+	Federal Congressional District Number+	

+This information may be obtained at the [www.mdelect.net](http://www.mdelect.net) website.

**D. COLLABORATIVE PARTNER CONTACT INFORMATION**

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

**E. PUBLIC ART PROJECT INFORMATION**

Questions 1-18 must be answered on not more than six sheets of 8½” x 11” paper. Please type the full question, including the question number, before the response.

**General Information**

1. Briefly describe the proposed public art project.
  
  
  
  
  
  
  
  
  
  
2. Please provide the following information for the proposed work-of-art\*.

Title	
Location including name of building/facility and address	
Location of the work-of-art*	
Type of artwork/medium used	
Size of project	
Projected completion date	
Life expectancy	

3. Please identify the key personnel involved in the administrative, artistic, and technical aspects of this public art project. For each administrative or technical person listed, you must provide a one page résumé. For the artist, you must provide a résumé and a list of exhibitions and awards. If additional space is needed to list the key people, you may attach one 8 ½” by 11” sheet of paper.

<i><b>Name</b></i>	<i><b>Organization (if applicable)</b></i>	<i><b>Role(s)</b></i>

### **Artistic Merit\* of the Proposed Project**

4. Describe the artistic vision of the proposed project. Include the artist's ideas, concepts, and issues addressed in the artwork; dimensions; materials; colors; and finishes used.

5. Describe the construction and installation methods.

6. What is the timeline for the fabrication/production and installation of the work-of-art\*?

7. Describe the responsibilities of the artist, county arts council, and, if applicable, collaborative partner\*. Include detail about who will have ownership of the work-of-art\* and who will assume responsibility for the maintenance of the work-of-art\*.

8. Describe the maintenance needs and estimated maintenance costs for the proposed work-of-art\*.

9. Include a scale model drawing/illustration/depiction of the work that will illustrate the design concept as it would appear on site when completed. The model may be digitally represented and submitted on a CD in JPEG for PC. Provide a description that includes the colors, size, material, and texture of the work.

**Service to the Community**

10. Describe how the work-of-art\* relates to the site.

11. Who is the audience\* for this work-of-art\*?

12. How does the project involve members of the community?

13. Is the facility/location where the work-of-art\* will be installed accessible to the public?

Yes  No

Please explain.

14. Is the facility/location where the work-of-art\* will be installed accessible to persons with disabilities?  Yes  No

If yes, please explain how this facility/location is accessible to persons with disabilities.

**Ability of the Artist and Collaborative Partner\* (if applicable) to Carry Out the Proposed Public Art Project**

15. What previous site-specific or public art experience has the artist had? List dates, location, dimensions, and medium of such previous works-of-art\*.

16. What previous experience has the artist had with works-of-art\* on a large scale?

17. Has the collaborative partner\* ever received funding from the county arts council?

Yes  No

If yes, please list years and amounts.

18. Is there a coordinator for the collaborative partner\* who will oversee the project?

Yes  No

If yes, please describe that role. If no, please explain who will oversee the project.

**Budget Instructions for County Arts Council Public Art Project Grants**

1. The budget should include only anticipated cash expenses\* and cash income\* for the proposed public art project.
2. The MSAC Request\* may not be more than 50 percent of the total income\* and may not exceed \$5,000.
3. Please total the expenses\* and income\* columns. Total Expenses\* and Total Income\* must be equal.
4. Round off all figures to the nearest dollar.
5. You may attach one 8 ½" x 11" sheet of paper providing any additional budget information you feel necessary.
6. Show a breakdown of all costs associated with the design, fabrication, production and installation of the proposed work including: material and supplies, artist fee, assistant(s)/vendor(s) fees, studio cost or rental production/fabrication, tools and equipment, crating/shipping, pre-installation/site preparation, installation, miscellaneous expenses\* (phone, copying, postage, etc.), electrical components integral to work, engineer fees, designer fees, landscape architect fees, architect fees, travel expenses\*.

**F. CASH BUDGET**

CASH EXPENSES*			CASH INCOME*	
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$		MSAC Request*	\$
Total Expenses*	\$		Total Income*	\$

**G. IN-KIND CONTRIBUTIONS\*:** In-kind\* contributions, volunteer, or donated services are important to many public arts projects. Although the estimated value of these contributions may not be added to cash budgets or counted as matching funds, you may choose to use the space below to represent their value to the public art project.

In-kind salaries	\$ _____
In-kind equipment	\$ _____
In-kind fees	\$ _____
In-kind supplies/materials	\$ _____
In-kind travel	\$ _____
In-kind rental	\$ _____
In-kind other – specify:	\$ _____
In-kind other – specify:	\$ _____
<b>TOTAL IN-KIND CONTRIBUTIONS*</b>	<b>\$ _____</b>

**H. REQUIRED DOCUMENTS CHECKLIST**

The following documents are a required part of your application. One single-sided 8 ½” x 11” copy of each of the following documents is required. **DO NOT STAPLE ANY DOCUMENTS.**

- Completed, signed original application
- One copy of the application
- Résumés (limited to one page each) of key personnel
- Collaborative partner\* letter and résumés of key personnel as described on page 10 – **only if applying with a collaborative partner\***
- Artist work samples as described on page 10
- Artist résumé and a list of exhibitions and awards
- Support materials as described on page 11
- Completed National Standard for Arts Information Exchange form

**A complete application must be delivered to MSAC by 5:00 PM or officially postmarked before midnight on February 9, 2012. Postage meter date stamps are not official postmarks. Only applications that contain all required documents will be accepted. E-mailed or faxed copies of the paper version will not be accepted.**

**I. SIGNATURE**

I, the undersigned, certify that all the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the Maryland State Arts Council. 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. 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)

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## GLOSSARY

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Americans with Disabilities Act, 1990 (ADA): A law that protects the rights of individuals with disabilities to receive the same accommodations and benefits as individuals without disabilities. A statement of MSAC policies and procedures regarding accessibility and the ADA is part of the grant agreement and is available upon request.

Artistic Merit: The aesthetic achievement and quality of activities produced and/or presented by an organization.

Audience: The people you expect to see and benefit from the proposed public art project.

Expenses: The items required for your proposed arts activities that must be paid for and the amount you anticipate each will cost. For example, fees paid to artists and other people involved in the arts activities, the cost of printing, renting equipment, purchasing supplies, and advertising the activities.

Income: The money you expect to raise to pay for the public art project.

Collaborative Partner: A local nonprofit organization or local unit of government.

Federal Taxpayer Identification Number: A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service. Also may be known as an Employer Identification Number.

In-Kind/Donated: The estimated cash value for any contribution of equipment, supplies, printing, space, or other property or service made by an individual, organization, or business. Estimated cash value is the price you would expect to pay if you were required to pay for donated goods or services.

MSAC Request: The amount you are requesting MSAC to contribute to the fabrication and installation of the proposed public art\* project. The MSAC request may be for up to 50% of the total cash expenses of the project.

Open to the Public: Artworks sited in publicly accessible residential commercial, municipal, and recreational sites throughout the state; available to any individual who wishes to visit the public facility or space.

Work-of-Art: Original designed artwork produced by an artist. Works of art mediums include but are not limited to paintings, sculptures, engravings, embellishments, carvings, frescos, mobiles, murals, collages, mosaics, bas-relief, tapestries, and stained glass.