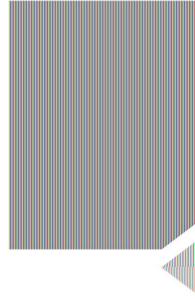


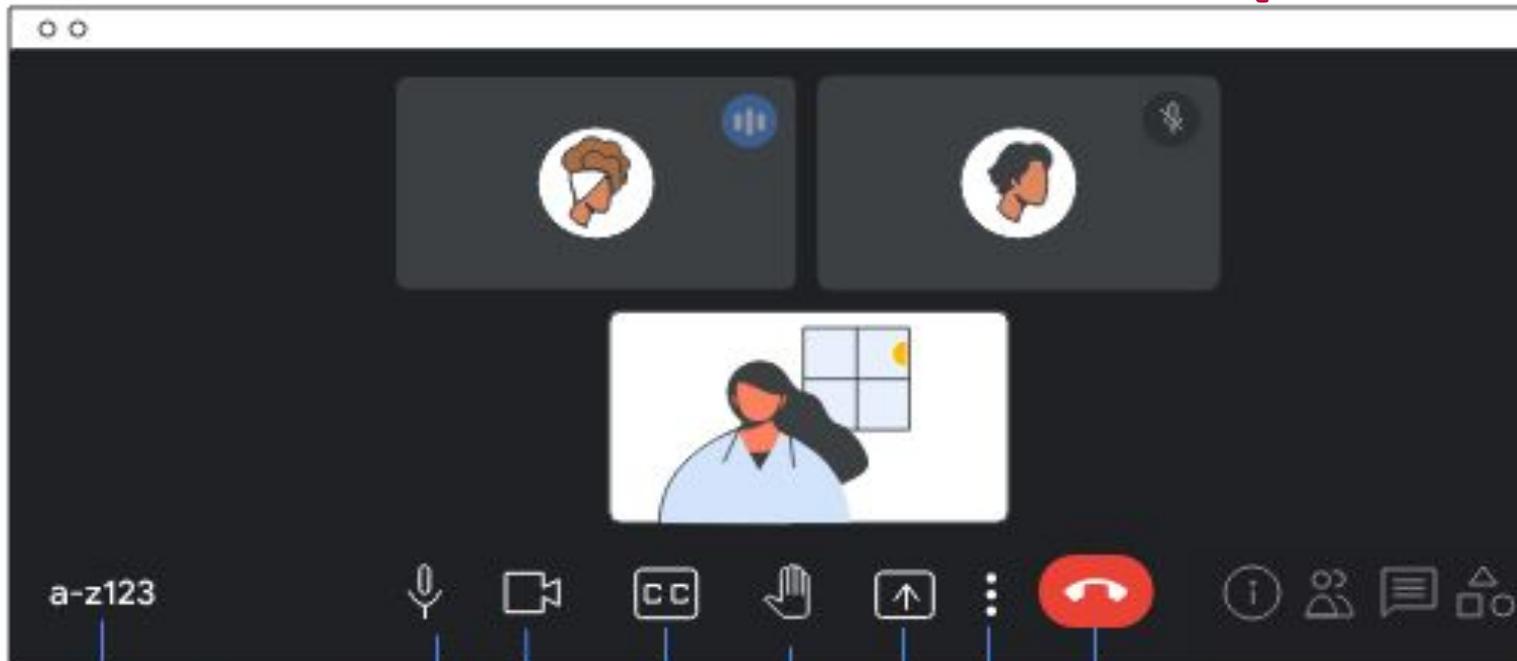
# Information Session



**SPEC**  
R E Q U

**Hosted by:**  
**Chad Buterbaugh, Deputy Director**

# Reference Shot of Features (1 of 2)

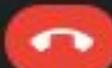


a-z123

Meeting code

Turn mic on or off

Turn camera on or off



Turn captions  
on or off

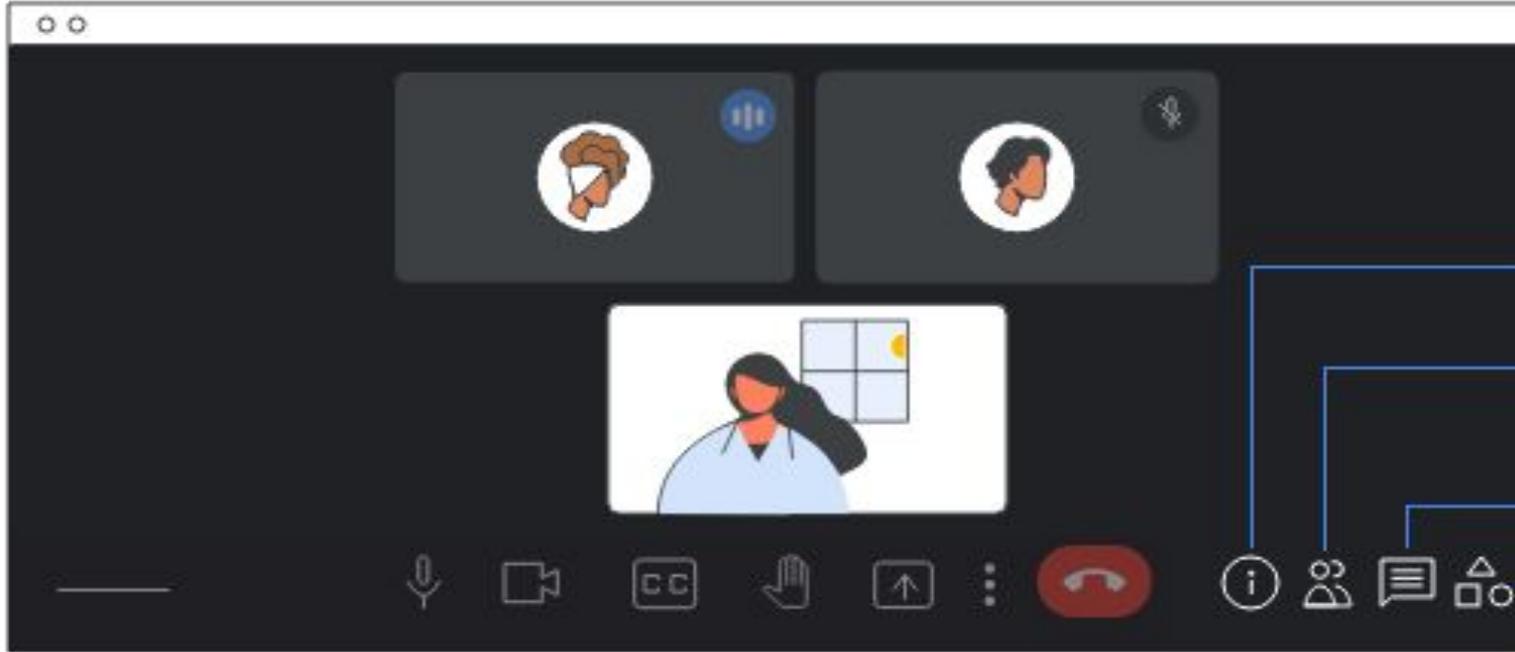
Raise your hand

Leave meeting

Change settings, background, layout, and more

Share your screen or give presentations

# Reference Shot of Features (2 of 2)



- Share meeting details with guests
- View, remove, and pin participants, and invite more people
- Send chat messages
- Use Breakout rooms, Polls, Q&A and other meeting features

## Land Acknowledgement Statement

We acknowledge the lands and waters now known as Maryland are the home of its first peoples: the Accohannock Indian Tribe, Assateague People's Tribe, Cedarville Band of Piscataway Indians, Choptico Band of Indians, Lenape Tribe, Nanticoke Tribe, Nause-Waiwash Band of Indians, Piscataway Conoy Tribe, Piscataway Indian Nation, Pocomoke Indian Nation, Susquehannock Indians, Youghiogheny River Band of Shawnee, and tribes in the Chesapeake watershed who have seemingly vanished since the coming of colonialism. We acknowledge that this land is now home to other tribal peoples living here in diaspora. We acknowledge the forced removal of many from the lands and waterways that nurtured them as kin. We acknowledge the degradation that continues to be wrought on the land and waters in pursuit of resources. We acknowledge the right of the land and waterways to heal so that they can continue to provide food and medicine for all. We acknowledge that it is our collective obligation to pursue policies and practices that respect the land and waters so that our reciprocal relationship with them can be fully restored.

## Equity and Justice Statement

The arts celebrate our state's diversity, connect our shared humanity, and transform individuals and communities. The Maryland State Arts Council (MSAC) and its supporting collaborators are committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our organizations and across communities of our state.

MSAC and its grantees are committed to embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

## **Vision**

The Maryland State Arts Council plays an essential role ensuring every person has access to the transformative power of the arts.

## **Mission**

Maryland State Arts Council advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

**Goal 1. Increase Participation:** Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement

**Goal 2. Provide Intentional Support:** Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents

**Goal 3. Build Capacity:** Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission

**Goal 4. Leverage Connections:** Further enhance current relationships and involve additional partners, collaborators, and constituents who will benefit from and advance the work of MSAC

**Goal 5. Bolster Maryland Arts:** Showcase the high caliber, diverse and relevant work of Maryland's artists and arts organizations; their contributions to community vitality and MSAC's role as a catalyst

# Creative Meeting Actions

**Celebrate** being in the space with other creative people.

**Engage** with everyone's presence as a gift.

**Acknowledge** that together we know a lot.

**Enter** the conversation with curiosity and inquiry.

**Share** your idea and trust that it will be heard.

**Use** "I" statements.

**Focus** your language on the task at hand.

**Hold** one another accountable with care.

**Apply** "Yes, and!" - "I hear your idea and I'm going to add to it!"

**Balance** speaking and listening.

# MSAC Professional Development

Follow MSAC's Eventbrite page for updates about free professional development opportunities

- Topic-specific sessions on Financial Management, Legal Advice, Marketing Strategies, Strategic Planning, Board Engagement, and more.
- Coffee with the Council
- Creative Conversations
- Regional Office Hours
- Maryland Arts Summit (visit [mdarts.org](http://mdarts.org))

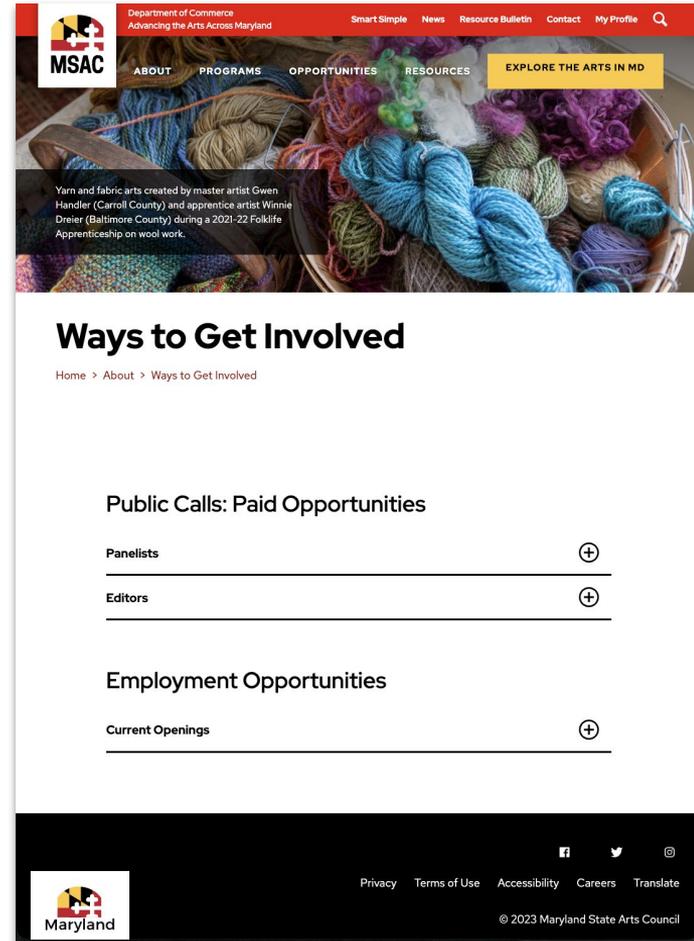


Propose a topic by emailing [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)  
Sign up for our mailing list at [tinyurl.com/MSACsMailingList](https://tinyurl.com/MSACsMailingList)

# Ways to Get Involved

MSAC relies on a diverse array of constituents from across the state to give input in a variety of ways.

- Panelists evaluate applications
- Editors give input on program policies
- Schedule of public calls and details at [msac.org/about/ways-get-involved](https://msac.org/about/ways-get-involved)
- Apply in SmartSimple
- Training and support
- Compensation provided for service



The screenshot shows the MSAC website's 'Ways to Get Involved' page. The header includes the MSAC logo, the Department of Commerce tagline 'Advancing the Arts Across Maryland', and navigation links for 'Smart Simple', 'News', 'Resource Bulletin', 'Contact', and 'My Profile'. A search icon is also present. Below the header is a navigation menu with 'ABOUT', 'PROGRAMS', 'OPPORTUNITIES', and 'RESOURCES', and a yellow button labeled 'EXPLORE THE ARTS IN MD'. The main content area features a large image of colorful yarn and fabric arts. Below the image is a text box: 'Yarn and fabric arts created by master artist Gwen Handler (Carroll County) and apprentice artist Winnie Dreier (Baltimore County) during a 2021-22 Folklife Apprenticeship on wool work.' The page title is 'Ways to Get Involved' with a breadcrumb trail 'Home > About > Ways to Get Involved'. The main content is organized into sections: 'Public Calls: Paid Opportunities' with sub-sections 'Panelists' and 'Editors', each with a plus icon; and 'Employment Opportunities' with a sub-section 'Current Openings' and a plus icon. The footer contains social media icons for Facebook, Twitter, and Instagram, along with links for 'Privacy', 'Terms of Use', 'Accessibility', 'Careers', and 'Translate', and a copyright notice: '© 2023 Maryland State Arts Council'.

# Agenda

- Grounding slides
- Program overview
- Application walkthrough
- Question-and-answer
- Reflection & closing



## Program overview

### Background

- Discretionary grants ( - 2017)
- Increased transparency (2018 - 2021)
- Program revision (2022)
- Constituent-informed policy (2023 - )



## Program overview

### Purpose and funding

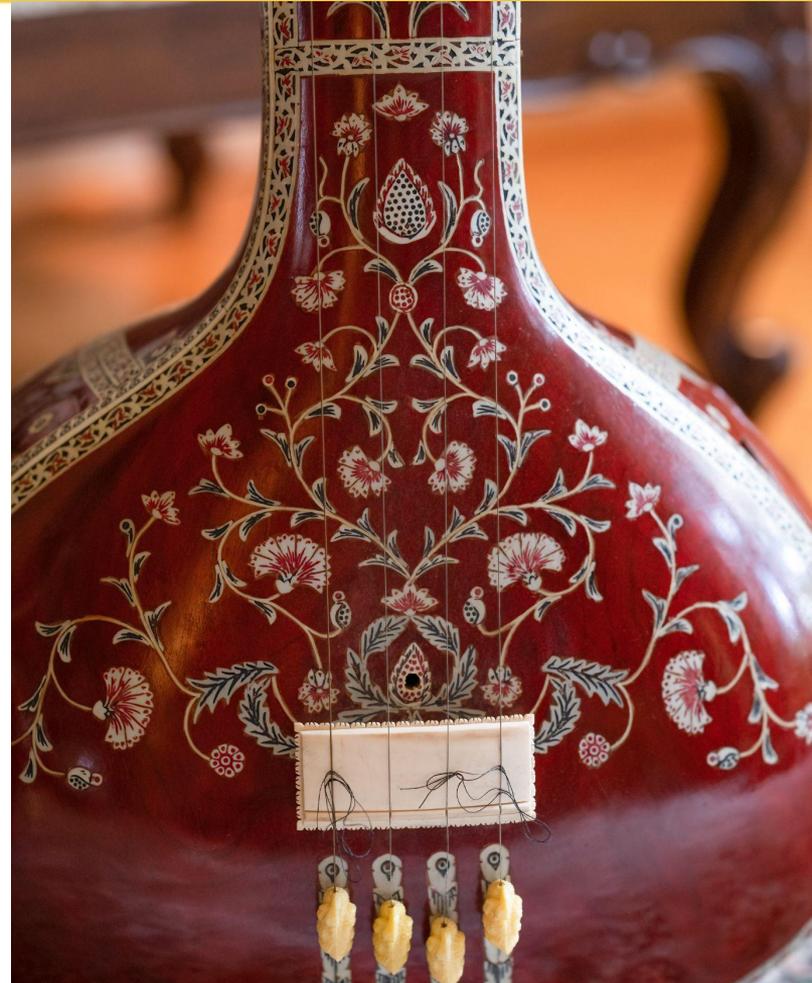
- Activities outside regular operations and aligned with MSAC goals
  - Innovative projects addressing stated constituent needs
  - Pilot or one-time projects
  - Capacity building efforts
- \$2,000 - \$25,000 funding range
  - Request-based



## Program overview

### Grant cycle

- Opening: Nov. 1
- Deadline: Nov. 30
- External panel evaluation
- One planned cycle



## Program overview

### Eligibility

- Maryland organizations in the arts
- One or more prior years of arts work
- One grant per fiscal year
- Broad support encouraged
- Multi-year funding considerations
- Operating grant restriction



# Application walkthrough

## Overview

- Nine narrative prompts
- Four financial data prompts



# Application walkthrough

## Narrative prompts

- What category best describes the activities for which funding is being sought?
  - Innovative projects addressing stated constituent needs
  - Pilot or one-time projects
  - Capacity building efforts

# Application walkthrough

## Narrative prompts

- What activities will be supported with this funding? Be detailed.

*Clear, specific, and thorough explanation of proposed innovative project addressing stated constituent needs, pilot or one-time project, or capacity-building effort*

# Application walkthrough

## Narrative prompts

- State the organization's mission and regular activities. Describe the constituencies served by the organization's regular activities.

*Specific, detailed description of the organization's mission, including information on the constituencies it serves through its regular activities*

# Application walkthrough

## Narrative prompts

- Describe how the proposed activities represent a departure from the organization's regular activities.

*Clear, thorough description of how the proposed activities depart from regular activities.*

# Application walkthrough

## Narrative prompts

- How will the proposed project provide a direct or indirect benefit to one or more groups in the organization's geographic area of service?

*Clear, thorough description outlining engaged group or groups and the nature of the benefit provided, either through shorter-term impact via project activities or longer-term impact via capacity building activities*

# Application walkthrough

## Narrative prompts

- What factors make this an appropriate time to undertake the proposed project?

*Clear, specific overview of organizational capacity, expertise, capacity-building needs, and any other factors relevant to the proposed activities*

# Application walkthrough

## Narrative prompts

- What is the timeline for the activities?

*Clear, specific and realistic timeline demonstrating when activities will take place and how funds will be expended*

## Application walkthrough

### Narrative prompts

- What are the success indicators for the project (e.g., numerical thresholds, anecdotal or testimonial feedback, particular attendance levels, coverage in specific publications, improved organizational efficiency, etc.)?

*Specific, descriptive indicators of success for the proposed activities, either in regard to project goals or capacity-building outcomes*

# Application walkthrough

## Narrative prompts

- How will data for project success indicators be collected and evaluated?

*Clear plan outlining how success will be measured, as well as how the applicant will evaluate the data captured in the success measurement process*

# Application walkthrough

Financial data prompts (1-3 of 4)

- Organization's Annual Operating Budget
- Total Estimated Expense for Proposed Activity
- Grant Amount Requested

# Application walkthrough

## Financial data prompts (4 of 4)

- Special Request Expenditures Chart
  - Estimated expenditures
    - Special Request Funds
    - Other funds
  - Total project expenses



DEPARTMENT OF COMMERCE maryland state arts council

**i** Use the chart below to indicate project expenses that will be supported by Special Request funding, in addition to project expenses that will be supported by other funding sources. You may use the description column to provide additional information.

Estimated expenditures - Special Request funds

	Estimated Amount	Description
Administrative expenses	<input type="text" value="\$1.00"/>	<input type="text"/>
Proposed activity expenses	<input type="text" value="\$1.00"/>	<input type="text"/>
<b>Total</b>	<b>\$2.00</b>	<input type="text"/>

Estimated expenditures - other funds

	Estimated Amount	Description
Administrative expenses	<input type="text" value="\$1.00"/>	<input type="text"/>
Proposed activity expenses	<input type="text" value="\$1.00"/>	<input type="text"/>
<b>Total</b>	<b>\$2.00</b>	<input type="text"/>

Total project expenses

Total Project Expenses	
<b>Total</b>	<b>\$4.00</b>

[Save](#)

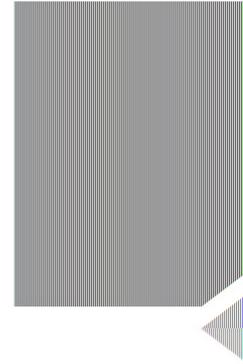
# Application walkthrough

## Other requirements

- Organization information
- Contact information
- Completed W9
- Electronic signature



# Q&A



**SPEC**  
REQU

# Reflections

**Send any additional reflections to**  
**[msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)**

# Thank You!

Join our mailing list!



[tinyurl.com/MSACsMailingList](https://tinyurl.com/MSACsMailingList)