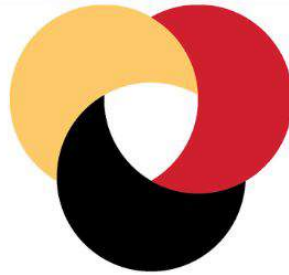


# **INFORMATION SESSION: GRANTS FOR ARTISTS**



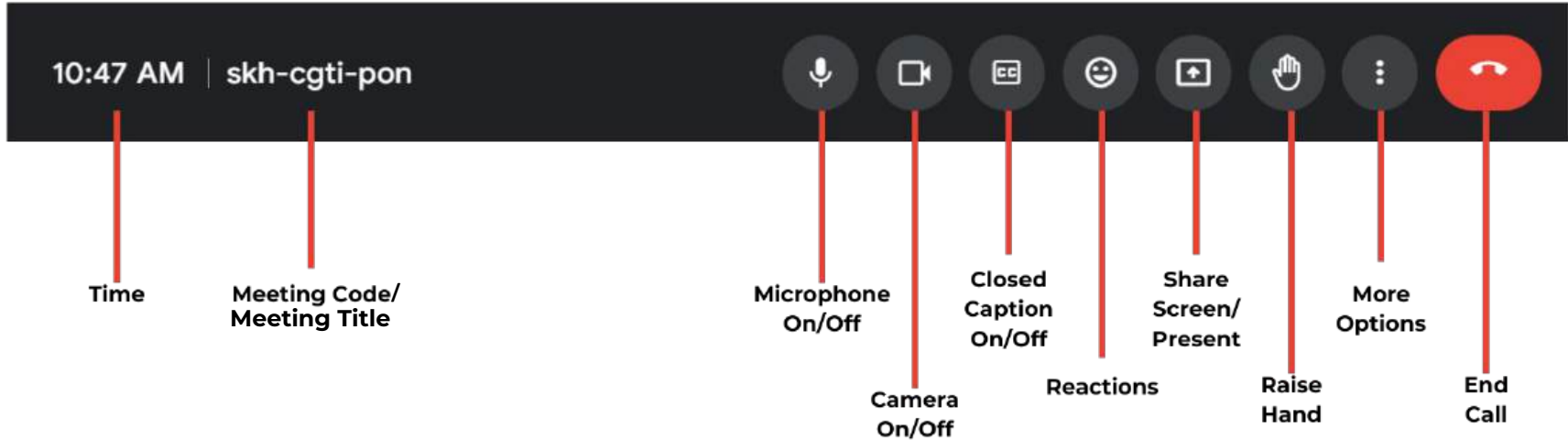
**Thursday, December 12, 2024**

**Hosted by:**

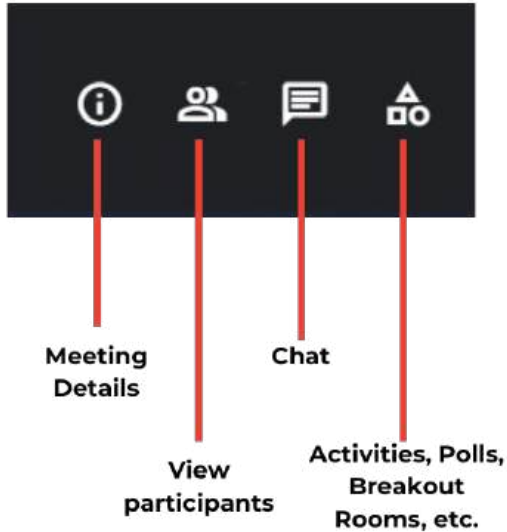
**Jess Porter, Senior Program Director, MSAC**

**Chad Buterbaugh, Deputy Director, MSAC**

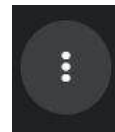
# Reference Shot of Features (1 of 2)



# Reference Shot of Features (2 of 2)



In "More Options"



- Change layout
- Full screen
- Open picture-in-picture
- Apply visual effects
- Turn on captions
- Use a phone for audio

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- Report a problem
- Report abuse
- Troubleshooting & help
- Settings

# 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.

## **Access**

Bolster access to arts experiences and resources

## **Awareness**

Amplify the stories of Maryland's arts sector and the value of public support

## **Connection**

Foster networks within and beyond the arts sector

## **Equity**

Cultivate a thriving arts ecosystem centered in equity

## **Leadership**

Commit to a culture of care and innovation

## 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](http://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, navigation links (ABOUT, PROGRAMS, OPPORTUNITIES, RESOURCES), and a search bar. A featured image of colorful yarn is at the top, with a caption: 'Yarn and fabric arts created by master artist Gwen Handler (Carroll County) and apprentice artist Winona Deiter (Baltimore County) during a 2021-22 FullLife Apprenticeship on wool work.' Below the image is the title 'Ways to Get Involved' and a breadcrumb trail: 'Home > About > Ways to Get Involved'. The main content area is divided into two sections: 'Public Calls: Paid Opportunities' and 'Employment Opportunities'. Under 'Public Calls: Paid Opportunities', there are two expandable sections: 'Panelists' and 'Editors', each with a plus sign icon. Under 'Employment Opportunities', there is one expandable section: 'Current Openings', also with a plus sign 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'.

# 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.

# Agenda

- Grounding Slides
- Program Overview
- Application Walkthrough
- Question-and-Answer
- Reflection & Closing



## Program Overview

### Purpose & Components

- \$2,500 grant
- Holistic support that is not product or project-based
- Supports working or living expenses



# Program Overview

## 2025 Grant Cycle

- Application Deadline: January 17, 2025
- Eligibility-based review
- No critical review of work samples/submissions
- Grantees chosen at random
- Funds must be used or obligated by the end of FY 2025 (June 30, 2025)



## Program Overview

### Eligible Applicants *must* be:

- Artists providing evidence of a sustained creative practice
- Maryland residents 18 or older
- Creating work unaffiliated with an organization, institution or “entity”

### Eligible Applicants *must not* be:

- Enrolled in any matriculated high school, undergraduate or graduate degree program
- 2024 GFA grant recipients



## Program overview

Grants for Artists funds *may* be used for:

Administrative costs, consultant fees, contractual services, daycare services, entry fees, equipment rental, exhibition costs, financial tools or planning, food, housing, insurance, studio or workspace costs, materials and supplies, marketing costs, medical costs, payment to technical crews, fabricators, or collaborators, professional memberships, performance costs, production costs, student loans, submission fees for grant or residency applications, travel and transportation, utilities, website development, and other costs associated with independent artists' working and living expenses

## Program overview

Grants for Artists funds *may not* be used for:

- Activities performed as part of regular, continuing employment with an entity (e.g., non-profit organizations, LLCs, institutions, government agencies, etc.)
- Capital improvements or purchases of permanent equipment
- Acquisition of capital assets



## Program overview

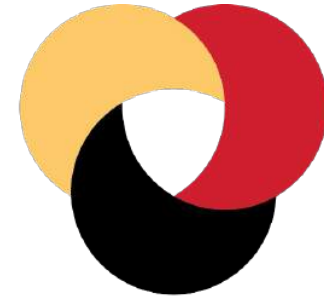
Grants for Artists funds *may not* be used for

- Contributions to:
  - Any persons who hold, or are candidates for, elected office
  - Any political party, organization, or action committee
  - Any political campaign or referendum
- Lobbying activities
- Expenses for which the applicant has been awarded funds through another MSAC grant program (i.e., funds received through the Grants for Artists program may not be spent on projects that are supported by funds from MSAC grant programs other than Grants for Artists).

## Program overview

### Other Requirements

- Application submitted via SmartSimple
- Submission of completed W-9 form
- Report due at end of funding period
  - share how funds were used
  - anecdotes about impact of funding



**GRANTS FOR ARTISTS**

# Application Review and Selection Process

## Eligibility Review

Eligibility Based

Criteria:

General Eligibility

Artist Status

Eligible Spending Plan

## Selection

All eligible applications are entered into randomized selection process

## Notification

All applicants notified via Smart Simple

Grantees receive agreement forms and payment

# Application walkthrough

2025-35199



Application Summary

Send External Emails To: 23-cdc458-1d9bc0-com2-46ee3ed7@smartsimplecloud.com

**CONTACT INFORMATION**

GENERAL ELIGIBILITY

ARTIST DETAILS

FINANCIAL INFORMATION

ATTACHMENTS

ELECTRONIC SIGNATURES

**Grant Contact Name:** Catherine Teixeira

**Phone:** 410-767-6555

**Email:** catherine.teixeira@maryland.gov

**Address:** 175 W. Ostend Street, Suite E

**City:** Baltimore

**State:** MD

**Zip Code:** 21230

**\* Social Security Number/Federal Identification Number**

If you are applying on behalf of an organization, please enter the Federal EIN number

**\* Applicant County**

Please Select



# Application walkthrough

2025-35199



CONTACT INFORMATION

**GENERAL ELIGIBILITY**

ARTIST DETAILS

FINANCIAL INFORMATION


ATTACHMENTS

ELECTRONIC SIGNATURES

 The questions in this section help determine your general eligibility for the Grants for Artists program.

For more details on Grants for Artists, please refer to the program's website and guidelines [HERE](#).


\* Are you a Maryland resident (i.e., have you owned or rented residential property in Maryland six months prior to this application's submission), and are you 18 years of age or older?

Please Select 

\* Are you enrolled in a degree-granting high school, undergraduate, or graduate program?

Please Select 

\* Are you applying for this grant in support of activities that are affiliated with or on behalf of an entity (e.g., nonprofit organization, LLC, institution, government agency, etc.)?

Please Select 

\* Were you awarded the Grants for Artists grant in 2024?

Please Select 

# Application walkthrough

2025-35199

Send External Emails To: 23-cdc458-1d9bc0-com2-46ee3ed7@smartsimplecloud.com



CONTACT INFORMATION   GENERAL ELIGIBILITY   **ARTIST DETAILS**   FINANCIAL INFORMATION   ATTACHMENTS   ELECTRONIC SIGNATURES

 The questions in this section help determine your eligibility as an "individual artist" for the Grants for Artists program. Please note that the evaluation of your submitted artistic materials will not involve a critical review; it will focus solely on verifying eligibility criteria.

\* Select each discipline in which you regularly make work as an independent artist.

- Dance
- Music
- Visual Art
- Public Art
- Traditional Arts
- Literary Arts
- Media Arts
- Theatre
- Other (please explain)

\* If you selected "Other" above, please explain.

# Application walkthrough

## More in Artist Details...

### \* In what form (site and/or upload) would you like to provide proof of your status/work as an independent artist?

Acceptable materials include but are not limited to a link to a website or social media page documenting your artistic work; or an uploaded resume or work sample.

- Link to website or social media page
- Upload materials

### \* Link to site documenting work

You must provide the full url link to the website or social media page. A social media handle (@handlename) will not be accepted. Please ensure that your page is visible to the public and matches up with the description you provided.

### \* Upload resume or work sample

You may provide a resume or work samples in various file types (PDF, image, audio, video). You are limited to one file (max 500MB) for upload.

If providing an audio or video file, please ensure that it is within this file limit and cut/shorten it as needed.

To ensure smooth upload and transfer, please follow these steps when naming your work sample files:

Do not use punctuation marks, symbols or any other non-alphanumeric characters.

Do not include any accents or non-Latin letters (e.g. è, ø, þ, ü, ñ, etc.).

 Drop files here or [browse files](#)

Maximum file size: 500 MB | Maximum number of files: 1

# Application walkthrough

## Application Summary

Application Summary

Send External Emails To: 23-cdc458-1d9bc0-com2-46ee3ed7@smartsimplecloud.com

CONTACT INFORMATION

GENERAL ELIGIBILITY

ARTIST DETAILS

**FINANCIAL INFORMATION**

ATTACHMENTS

ELECTRONIC SIGNATURES

The prompts in this section will determine whether your spending plan for Grants for Artist funding meets the eligibility requirements. If selecting "other", please provide a brief explanation and ensure that it is in alignment with eligible uses outlined in the guidelines.

**\* How would you use Grants for Artists funding? Check all that apply.**

- Working Expenses
- Living Expenses



# Application walkthrough

2025-35199

Application Summary

Application Summary

Send External Emails To: 23-cdc458-1d9bc0-com2-45ee3ed7@smartsimplecloud.com

CONTACT INFORMATION GENERAL ELIGIBILITY ARTIST DETAILS **FINANCIAL INFORMATION** ATTACHMENTS ELECTRONIC SIGNATURES INTERNAL

The prompts in this section will determine whether your spending plan for Grants for Artist funding meets the eligibility requirements. If selecting "other", please provide a brief explanation and ensure that it is in alignment with eligible uses outlined in the guidelines.

\* How would you use Grants for Artists funding? Check all that apply.

- Working Expenses
- Living Expenses

\* Select the types of working expenses. Check all that apply.

- Administrative costs
- Consultant fees
- Contractual services
- Entry fees
- Equipment rental
- Exhibition costs
- Financial tools or planning
- Studio or workspace costs
- Materials and supplies
- Marketing costs
- Payment to technical crews, fabricators, or collaborators
- Professional memberships
- Performance costs
- Production costs
- Submission fees for grant or residency applications
- Travel and transportation
- Website development
- Other (please describe)

\* You selected "other" working expenses. Please provide a brief explanation and ensure that it is in line with eligible uses per the guidelines

# Application walkthrough

2025-35199



CONTACT INFORMATION GENERAL ELIGIBILITY ARTIST DETAILS FINANCIAL INFORMATION **ATTACHMENTS** ELECTRONIC SIGNATURES

## \* Completed W9

Please upload only your completed W9 to this section by clicking on the blue icon below.

### Please ensure the following when submitting your W9:

- The name and address match the applicant's Smart Simple profile (The State will issue payment to the payee and address provided on the W9. You can make edits to your address in "My Profile" on the homepage)
- A selection is made in section 3 (individual/sole proprietor vs. C corporation, etc.)
- The applicant's social security number or employee identification number is included
- Form is signed and dated

**Note: Incomplete W9s may result in award notification and payment delays.**

Blank W9 can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

 Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: PDF, JPEG, JPG, PNG

## \* Did you make a selection in section 3 of your W9?

For this grant program, you should select "individual/sole proprietor". We cannot accept W9s from incorporated organizations or LLCs

Please select

## \* Does your W9 include your social security number?

You must list your individual name and social security number only. We cannot accept W9s for orgs or LLCs with EINs for this grant program.

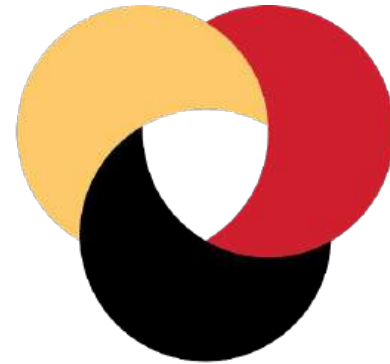
# Application walkthrough

[CONTACT INFORMATION](#) [GENERAL ELIGIBILITY](#) [ARTIST DETAILS](#) [FINANCIAL INFORMATION](#) [ATTACHMENTS](#) **[ELECTRONIC SIGNATURES](#)**

The name typed in the "Signature" box below is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, including eligibility requirements, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.

**\* Authorizing Official Signature**

# Q&A



**GRANTS FOR ARTISTS**

# Thank You!

To learn about similar topics, news & to keep in touch, please join our mailing list at [tinyurl.com/MSACsMailingList](https://tinyurl.com/MSACsMailingList)