

INFORMATION SESSION

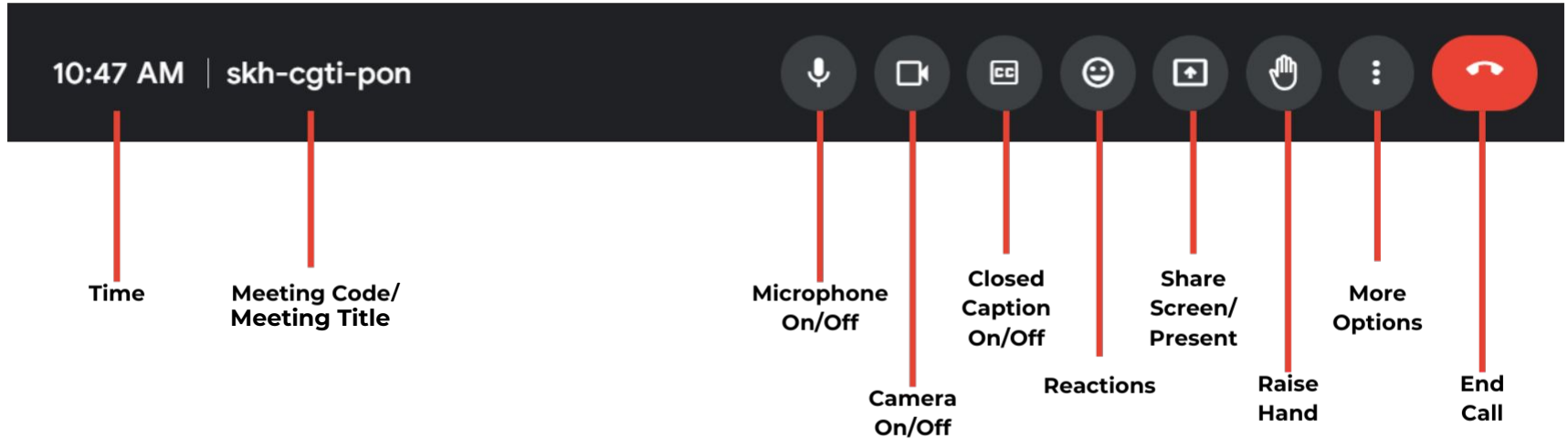
FY26 “How to Apply” – Touring Grant & Touring Roster

Tuesday, July 22nd at 12 Noon

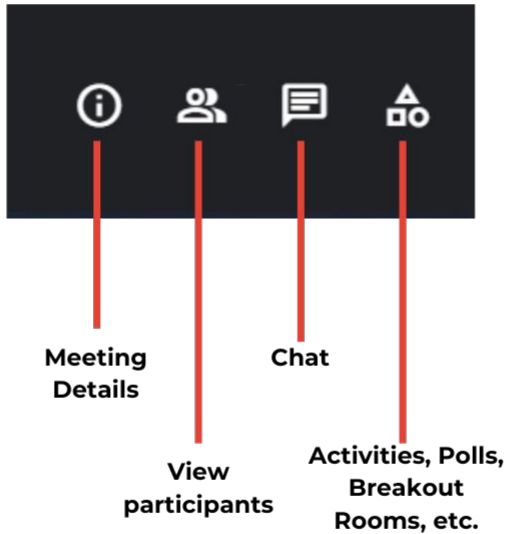
Presented by:
Emily Sollenberger & Laura Weiss
Program Directors, Arts Services



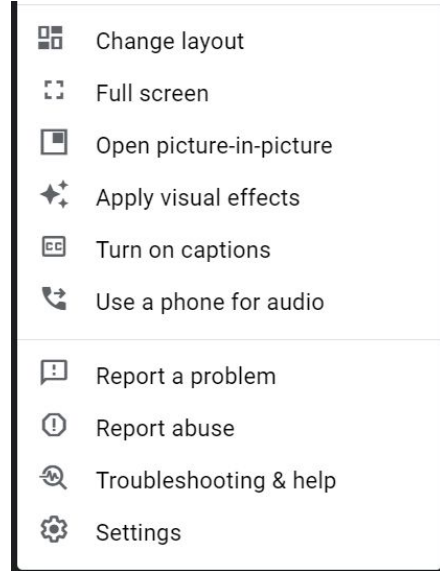
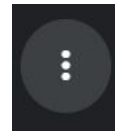
Reference Shot of Features (1 of 2)



Reference Shot of Features (2 of 2)



In "More Options"



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) is committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our organization 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, disability, class, language, and/or ability.

Vision

MSAC plays an essential role ensuring every person has access to the transformative power of the arts.

Mission

MSAC 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.

MSAC Strategic Plan - Pillars and Goals

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

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.

Honor all perspectives and build on shared ideas.

Balance speaking with listening.

Professional Development

- Info sessions
- Topic-specific sessions
- Coffee with the Council
- Office hours
- Maryland Arts Summit (visit mdarts.org)

Share your ideas:

<https://msac.org/contact>

See upcoming sessions on Eventbrite:

<https://tinyurl.com/pkw7pcrk>



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 review and score applications
- Editors give input on program policies
- Schedule of public calls and details at msac.org/about/ways-get-involved
- Apply in SmartSimple
- Training and support
- Compensation provided for service



Today's Agenda

- Review of Presenting & Touring Program
- Touring Roster application
- Touring Grant application
- Review process
- Smart Simple
- Q&A



Full Circle Dance Company

Presenting & Touring - Overview

Purpose of programs:

- Support a rich and artistically diverse network of Maryland professional artists and performing arts organizations.
- Two different opportunities within the Presenting and Touring program:
 - Maryland Touring Grant (*for presenting organizations*)
 - Maryland Touring Artist Roster (*for artists/groups*)
- Maryland Touring Grant supports the presentation of Touring Roster artists

Presenting & Touring - Overview

Schedule Change for FY26!

- Applications will be reviewed every other month (not monthly) starting in FY26. This will be for both the Touring Grant and Touring Roster applications
 - Example: Applications received in July and August will be reviewed in September
- Applications will be accepted from July 1, 2025 - March 31, 2026 (not April 30th)

Maryland Touring Artist Roster

Roster - Overview

Maryland Touring Roster: Listing of touring artists from across MD

- Both solo performers and Performing Companies/Groups (more than 1 performer) may be on the Roster
- All types of performers are welcome to apply
- MSAC promotes the Roster and funding opportunities to presenters
- Receive bookings/artist fees while working collaboratively with presenters, who can receive funding through the Touring Grant
- Roster applications are reviewed every other month, rolling deadline (July 1, 2025 - March 31, 2026)

Touring Roster - Who Can Apply?

- Must be a Maryland resident and 18+ (if a group, all members must be 18+ and at least 50% must be MD residents)
- If a group, the company's primary place of business must be located in Maryland
- College and university-based performers must perform regularly off-campus for professional fees
- If the company or group has its own nonprofit status, the makeup of the performing ensemble must meet the eligibility criteria outlined above for Performing Companies/Groups
- Review all eligibility requirements in the program guidelines on MSAC's website

Touring Roster - Who Can Apply?

In addition to the age and residency requirements, applicants must be able to demonstrate they have a successful history of professional touring engagements.

- A tour is a public performance in a venue or venues that are not typically or regularly scheduled by the performer and within the State of Maryland. This includes both one-time performances and longer, multi-engagement tours.
- “Tour” does not equal national/international travel in this context!

Touring Roster Application

Includes 5 narrative questions + supplemental materials

Focuses on:

- Artistic goals and how touring fits into those goals
- Touring management and programming arrangements
- Basic space requirements
- Educational/residency offerings (optional - not scored)
- Supplemental materials: 3 work samples, list of touring engagements, example contract, example promotional materials

The full application & scoring rubric can be found on msac.org

Touring Roster - FAQs

I've been accepted onto the Touring Roster - when do I receive my grant?

The Touring Roster itself is not a grant program or funding opportunity; it works in conjunction with the Touring Grant, which is awarded to an organization or venue to present you/your group at their location.

Can being on the Touring Roster help with national/international bookings?

The Presenting and Touring program is focused on Maryland-based presentations of Maryland-based artists

Touring Roster - FAQs

I don't have a "professional" video or work sample to share. Is that okay?

Yes! Panelists are not scoring the quality of the video; they are looking at your work as a performer. A "professional" reel or video is not required.
(Just be sure that the performers can be seen and heard clearly.)

**Also recommend showing a specific example of a performance, and not a promotional sizzle reel that may only show a few seconds of a piece.*

How do I connect with potential presenters?

We are currently working to increase opportunities for presenters to connect with Touring Artists! Since 2022, we have offered a virtual Touring Artist Showcase, and we are planning to do this again soon. More to come!

Maryland Touring Grant

Opportunities for Presenters

Maryland Touring Grant: Grant that supports an organization's presentation of an artist(s) from the Touring Roster, rolling deadline

- Helps subsidize the presentation of any performer(s) on the Maryland Performing Artist Touring Roster
- Application can be for multiple performers/events
- Available for up to \$5,000 total
- Grant applications are accepted on a rolling basis and reviewed every other month (July 1, 2025 - March 31, 2026)
- Organizations can only receive one grant per fiscal year
- FY26 Touring Grants support presentations that take place between July 1, 2025 and December 31, 2026 (goes beyond FY26)

Touring Grant - Who Can Apply?

- The Maryland Touring Grant is available to nonprofit organizations/programs only; it is not available to Independent Artists
- Must be a 501(c)3 nonprofit organization, unit of government, college/university, school (*not limited to arts organizations*)
 - Not available to for-profit venues
- The proposed presentation must be open to the public and take place in Maryland

Touring Grant - Application

- The Applicant (the presenting organization) completes Contact Information & Organizational Information.
- **NEW this year!** For each event you are including in your application, you would select the Roster Artist(s)/Ensemble(s) and complete a separate narrative for each event (rather than a separate narrative for each artist as we've done in the past)
 - Applicants are able to select as many artists across up to 5 events within their full application totalling up to \$5,000 request.
- Attachments include w-9, IRS letter of tax determination
- Electronic Signature

Touring Grant - Application

- 5 questions + booking information/fees/dates
- Questions focus on:
 - Collaboration between the Touring Artist & Organization
 - Public Value of the presentation
 - Emotional/sensory experience
 - Non-dominant norms/values/narratives
 - Engagement of audiences not currently served

The full application & scoring rubric can be found on msac.org

Touring Grant - Grant Amount

- Touring Grants are available for up to \$5,000
- One grant can support multiple artists and/or multiple events
- Each org is eligible for one grant per fiscal year - plan accordingly!
 - If you know you will have multiple presentations in one fiscal year, submit the application to support multiple artists
- Touring Grants are an “all or none” grant
 - If awarded, you will receive the requested amount
 - We do not offer a percentage or portion of requested amount

Touring Grant - FAQs

Can a Touring Grant support a Touring Roster member performing at my child's school?

The performance supported by a Touring Grant must be open to the public. If the performance happens during the school day, it would not be considered eligible for a Touring Grant.

Can a non-arts nonprofit apply for a Touring Grant?

Yes! The nonprofit does not necessarily have to be an arts organization to apply for a Touring Grant. This would be considered an “arts program.” Some examples that we frequently see include libraries, community centers, neighborhood associations, etc.

Touring Grant - FAQs

My organization receives GFO or Creativity general operating support from MSAC. Can I apply for a Touring Grant?

Yes! An organization can receive both general operating support and a Touring Grant in the same fiscal year.

Are there any matching requirements for the Touring Grant?

No! Since Spring 2020 and the onset of the pandemic, we have eliminated the previous matching requirement that was a part of the Touring Grant. The match has been permanently eliminated as of FY24.

Touring Grant - FAQs

Can my organization apply for multiple Touring Artists for different events throughout the fiscal year?

Yes - just make sure everything is within the context of one application. You're only eligible for funding once in the fiscal year. It can cover the presentation of multiple artists for multiple events though, up to \$5000 total.

Application Review Process

Applications are accepted on a rolling basis, reviewed and awarded every other month.

Touring Grant and Touring Roster applications submitted by the last day of the two month period will be reviewed by the panel in the following month, with notifications to follow early the following month

For example: Applications received in July and August will be reviewed in September; notifications will be sent by early October.

Application Review Process

All applications are reviewed by public panelists

- There is a dedicated group of 10 public panelists, who are reviewing Touring Grant and Roster applications.
 - Members from the public apply to be panelists and receive specific training about the program, implicit bias in grantmaking, scoring rubrics, etc.
 - In a typical month, 5 of the 10 panelists will review the given batch of applications (both Roster & Grant)
- Staff do not score applications, but provide support throughout the process

Notifications - Touring Grant

If you're awarded a Touring Grant - congratulations!

- Your org is only eligible for one Touring Grant per fiscal year
 - Once awarded an FY26 Touring Grant, you are not eligible to apply again until the FY27 cycle opens
- You must sign and return your Grant Agreement Form via Smart Simple
- Payment takes approximately 6-8 weeks from the date of receipt of a fully execute Grant Agreement Form

Notifications - Touring Grant

Final Reports

- FY26 Touring Grant recipients must completed and submit their Final Report by 12/31/26.
- Grantee agrees to spend or obligate all funds by their assigned Final Report date. This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

Notifications - Touring Roster

If you're accepted onto the Touring Roster - congratulations!

- You will receive instructions on how to set up a profile through the Arts Directory on msac.org
- It's important to set this up so venues can discover you as a member of the Touring Roster
- You'll also be listed as a Touring Roster member within the context of the Touring Grant and on other listings provided by MSAC

Notifications

If you're not awarded/approved - try again!

- Program Directors can gather feedback from the panelists who reviewed your application, and send their feedback and recommendations, which are connected to the review criteria
 - To request this, complete the link sent in your Decline notification email
 - Allow for 6-8 weeks to complete feedback requests

Helpful Hint - Apply early!

We encourage you to apply for funding early, whenever possible.

Payment is processed outside of the MSAC offices. If awarded, payment will take approximately 6-8 weeks to be received. Take this into consideration when determining when to apply.

Helpful Hint - Application Draft Feedback

Before submitting your application, Emily/Laura are available to review and/or meet about your application and offer feedback on your draft.

Email your Program Director to request feedback on your draft. Allow for up 6-8 weeks to receive written feedback. At certain times throughout the year, it could take longer.

Smart Simple

All applications must be submitted through Smart Simple
(marylandarts.smartsimple.com)

As an applicant, you will need to register (if you haven't already)
with Smart Simple to apply.

Login

✉ Email

✉ Password

Login

[Forgot Password?](#)

New to the System?

Register

Welcome to Maryland State Arts Council Portal

The Maryland State Arts Council (MSAC) encourages and invests in the advancement of the arts for all Marylanders. Its grants and programs support artists and arts organizations in their pursuit of artistic excellence, ensure the accessibility of the arts to all citizens and promote statewide awareness of arts resources and opportunities.

Google Chrome is the recommended browser for completing applications in SmartSimple.

Go to marylandarts.smartsimple.com to register and/or log-in

My Applications

2

Opportunities

0

In Progress

1

Submitted

12

Approved/Declined/Closed

Click on “Opportunities” on your Smart Simple dashboard

Opportunity Details

Arts in Education Grant

Apply Now

Arts in Education Teaching Artist Roster Application

Apply Now

Creativity Grant

Apply Now

Emergency Grant

Apply Now

Presenting and Touring Roster Application

Apply Now

Professional Development Opportunity Grant

Apply Now

Public Call

Apply Now



Click the **“Apply Now”** button to open the application



1. Click "Save Draft" at the bottom of this screen to begin the application. Please note, you will not be able to begin work on the application until you click "Save Draft."
2. Click "Save Draft" after completing each tab in order to save your work.
3. To navigate between tabs, click on the desired tab or use your browser's back button.
4. Click on the MSAC logo in the top left corner to go back to your profile. Be sure to click "Save Draft" at the bottom of the application prior to returning to your profile page.

Please note: To return to a saved draft application, click "In Progress" from the Grantee Home dashboard. From there, select the draft application to be edited and/or submitted. Do not return to the Funding Opportunities area to search for the grant application again, as this will result in creating multiple applications.



Starting September 1, 2022, the Unique Entity ID (UEI) field will be a REQUIRED field for all organizations (including nonprofit organizations, government entities, and schools/universities) applying for funding from MSAC. This will take the place of a DUNS number, which will no longer appear on organizational profiles. After 9/1, an organization without a UEI may be considered ineligible for funding. Independent Artists do not need to obtain a UEI.

Webinar Video (~57 min): <https://www.youtube.com/watch?v=DLCuPo2cQ4U>

Quick Start Guide: <https://msac.org/media/570/download?inline>

CONTACT INFORMATION

PROGRAM DETAILS

FINANCIAL INFORMATION

ATTACHMENTS

ELECT

SIGNATURES

Grant Contact Name:

NEXT >

Save Draft

✓ Submit

You have to click **"Save Draft"** to begin any application!

* Please share one sentence summarizing the purpose of this grant request.

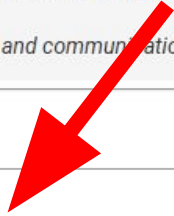
Suggested template:

"Funds will support [Applicant Name]'s presentation of [Touring Artist Name(s)] as part of [Program Name or Season, if applicable], taking place in [Presentation Location] on [Date].

Example:

"Funds will support Artsy Stage's presentation of musicians Artist 1 and Artist 2 as part of its Funtime Summer Festival, taking place in downtown Funville in January 2025."

This sentence may be used for reporting and communication purposes.



70 words left

* How many Touring Roster Artists/Ensembles are you working with for the proposed project?

* Are you applying for one event or multiple events? (5 max)

New Format in Touring Grant: Select how many artists/ensembles, and events at the start of the application.

* Please share one sentence summarizing the purpose of this grant request.

Suggested template:

"Funds will support [Applicant Name]'s presentation of [Touring Artist Name(s)] as part of [Program Name or Season, if applicable], taking place in [Presentation Location] on [Date].

Example:

"Funds will support Artsy Stage's presentation of musicians Artist 1 and Artist 2 as part of its Funtime Summer Festival, taking place in downtown Funville in January 2025."

This sentence may be used for reporting and communication purposes.

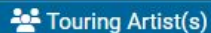
70 words left

* How many Touring Roster Artists/Ensembles are you working with for the proposed project?

* Are you applying for one event or multiple events? (5 max)

New Format in Touring Grant: Select how many artists/ensembles, and events at the start of the application.

* 1. Which Touring Artist(s) were selected for this event?

 Touring Artist(s)

* 2. What is the date of this event?

yyyy-mm-dd



* 3. Event Summary: Please describe the event and artists associated with this event.

500 words left

* 4. Please address each of the following points in relationship to how the Touring Artist(s) was involved in the planning of the presentation: Fees, dates, developing a description of arrangements, and any additional terms for the engagement.

500 words left

* 5. How does the proposed presentation demonstrate public value (including ways of informing, inspiring, and/or impacting) for the constituents in the Geographic Area of Service?

New Format in Touring Grant: Complete Narrative per event with artists associated.

[GUIDELINES](#) [ORGANIZATION INFORMATION](#) [CONTACT INFORMATION](#) [OVERVIEW](#) [EVENT 1](#) **[EVENT 2](#)** [TOTAL GRANT REQUEST](#) [ATTACHMENTS](#)

For a definition, visit the [MSAC Glossary](#).

500 words left

*** 8. In its plans for the proposed presentation, how does the Presenting Organization intend to engage constituents in its Geographic Area of Service who are not currently engaged?**

500 words left

*** 9. What amount is being requested for this event? The application can request a grand total of \$5000, which may be split among multiple selected Touring Rosalind Wiseman projects in the current fiscal year.**

Enter the number only (do not enter the \$ sign, commas, or periods).

2000

*** 10. Please list the total budget (income and expenses) for this event, including costs such as artist fee, marketing, travel, etc. Include other sources of income or other costs of the event, if applicable.**

500 words left

**Enter Request Amount for each event, which will total in the Total Grant Request.
Submit when complete!**

Questions

We are here to help!

Emily: emily.sollenberger@maryland.gov

Laura: laura.weiss@maryland.gov

Thank You!



MARYLAND
PRESENTING & TOURING

To learn about similar topics, news & to keep in touch, please join our mailing list at tinyurl.com/MSACsMailingList