



# Arts Capital Grant Info Session

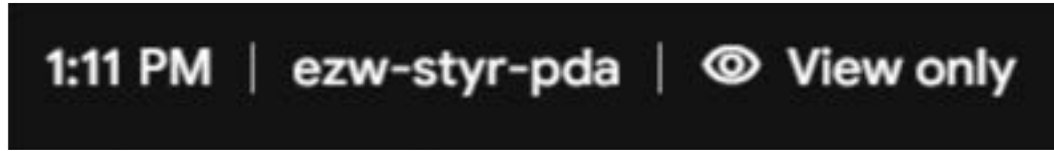
FY 2027 Grant Cycle

July 28, 2026 | 1:00 - 2:30 p.m.

**Hosted by:**

**Abby Neyenhouse, Arts Capital Program Director**

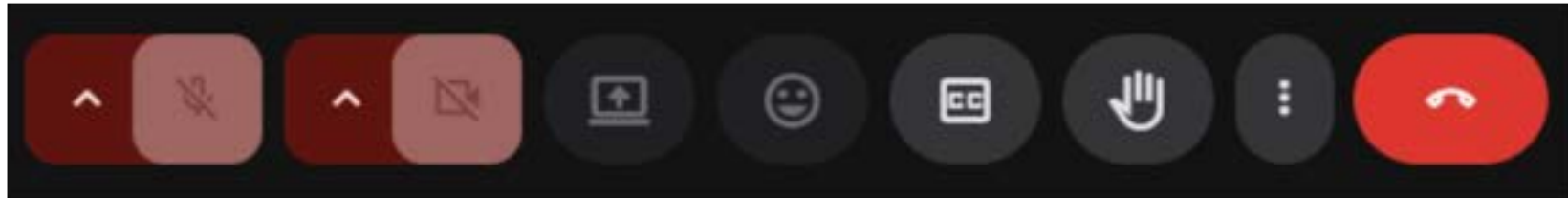
# Reference Shot of Features (1 of 2)



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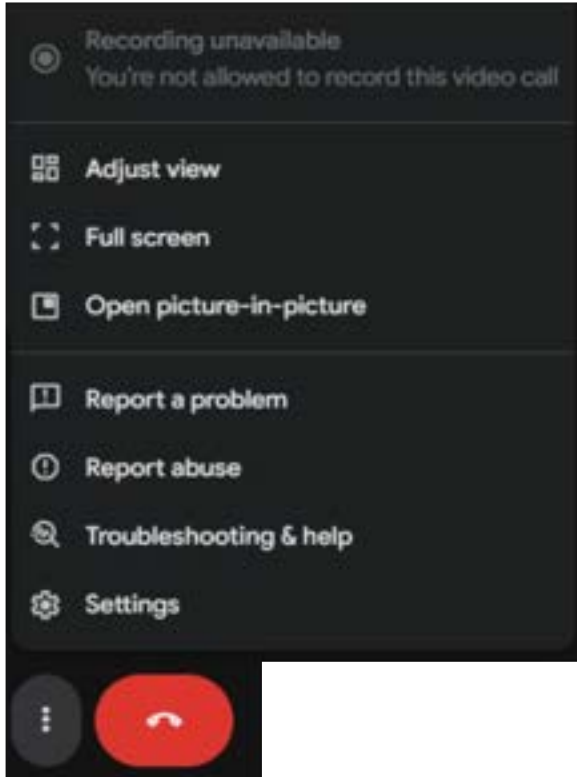
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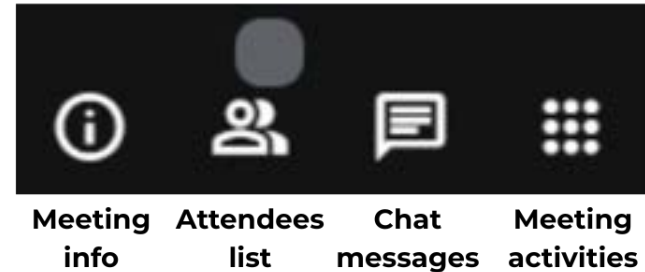
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In keeping with State of Maryland guidance on generative AI, please do not use AI to record or transcribe.  
Virtual assistants and notetakers appearing in the meeting will be removed

# Reference Shot of Features (2 of 2)



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# 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.

## 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
- Grant Help
- Maryland Arts Summit (visit [mdarts.org](https://mdarts.org))

Share ideas: <https://msac.org/contact>

Eventbrite: <https://tinyurl.com/pkw7pcrk>

Endorsement disclaimer:

<https://msac.org/terms-use-and-disclaimer-policy>



# 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](https://msac.org/about/ways-get-involved)
- Apply in SmartSimple
- Training and support
- Compensation provided for service



## Today's Agenda

- Arts Capital Grant Program Overview
- FY27 Program Updates
- Eligibility
- Funding & Use of Funds
- Application Process
- Application Review & Scoring
- Approval & Disbursement
- Timeline
- Tips and Next Steps
- Q&A



# Arts Capital Grant Program Overview

The purpose of the Arts Capital grant program is to provide eligible organizations with direct access to state capital funding for projects that **enhance or create complete, usable, and accessible** arts facilities.



## Arts Capital Grant Program Overview

The Arts Capital program provides support for projects that involve the **expansion**, **renovation**, or **major repair** of existing facilities.

Projects focusing on the construction of entirely **new structures** are also eligible, provided they result in a **fully functional**, **accessible**, and **usable** arts facility within 2-years of fund disbursement.



# Arts Capital Grant Program Overview

Projects that include the following are **encouraged** to apply:

- prioritize energy-efficient building methods and technologies,
- increase facility accessibility for people with disabilities, people of color, people living below the federal poverty level *and/or*
- expand an organization's programming and ability to serve a broader audience.



# Arts Capital Grant Program Overview

## Why MSAC has an Arts Capital Grant program

- The program was established into State Law under: Article Economic Development §4–514 in 2021, with program launch in 2024.
- The law states that the program will allocate \$3,000,000 of the Governor’s annual budget, for 5 years (FY2024 to FY2029), with the possibility of program renewal beyond that year.
- The funding is derived from State General Obligation (GO) Bonds.
- The program provides a pathway for eligible organizations to request and access state capital funds through a predictable schedule and equitable review process. However the program does not prohibit an organization from receiving other funding.



# FY27 Program Updates

## FY27 Arts Capital Program Updates

- **Non-permanent equipment costs** are now limited to **10% of the total** project budget.
- Letters of support must now be **signed** by elected representatives (Mayor/ County Executive, State Delegate/ Senator) and **dated** within 2 years of the application.
- Capital projects proposed by eligible organizations in facilities owned by K–12 public school systems are now eligible.

## FY27 Arts Capital Program Updates

- Projects in leased facilities now require a signed property owner support letter.
- Applicants with fewer than five years remaining on their lease may, in extenuating circumstances, be approved to submit alternative documentation confirming a lease renewal or extension that meets the five-year requirement. \*
- Applicants whose legal name does not match the name on the deed or lease must provide additional supporting documentation.\*

*\* Applicants should consult with the Program Director prior to applying*



# Eligibility

## Eligibility

### Eligible applicants must meet the following:

- Nonprofit organization incorporated and based in Maryland
- **Operating budget** of less than \$3 million
- Operate a physical property in Maryland that is either leased or owned by the applicant organization.

### and either:

- Participate in MSAC's *Grants for Organizations* or *County Arts Development* programs, **OR**
- Be open to the public and provide arts-based cultural education or experiences

# Eligibility

## Ineligible Organizations include:

- **Units of government** (e.g., town, city, county, state, federal)
- **Colleges or universities** (i.e., an established higher education institution in Maryland)
- **Schools** (i.e., a public or private school serving students in grades pre-kindergarten through 12)
- **Auxiliary non-profit organizations** (i.e. “Friends of groups”, economic development organizations, neighborhood organizations, parent-teacher organizations)

## Eligibility

### Ineligible Organizations include:

- Fiscally-sponsored organizations
- Past Arts Capital grantees that either:
  - Have not completed their funded projects, including final report approval
  - Have received \$500,000 in Arts Capital funds within a 5-year period.\*

*\*Applicants that have been awarded Arts Capital funding within the past 5 years may not request an amount that would cause their total Arts Capital funding to exceed \$500,000 within that 5-year period.*

## Eligibility

### Ineligible Projects include:

- Capital improvements to properties owned by private K-12 schools or school systems, public or private colleges or universities.
- Capital Improvements to properties owned by the State of Maryland Department of General Services or the Maryland Stadium Authority.



# Funding & Use of Funds

## Funding for FY 2027

### Arts Capital Grant

- \$50,000 to \$500,000
- No Match Required
- Funding is disbursed in one payment (100% of the award) after the grant has been approved by the Board of Public Works (BPW).



## Use of Funds

Grant funds may be used for capital projects involving the **expansion, renovation, major repair, or new construction** of facilities operated by an eligible organization.

- Projects must result in a facility or enhancements with a **minimum useful life expectancy of 15 years.**
- Arts Capital funds may only be used for a **new project or phase(s) of work.** Work that begins before the grant award and BPW approval is not eligible.
- **Up to 15%** of the grant award may be allocated to **indirect administrative costs** related to the proposed project.
- **Up to 10%** of the grant request may be allocated to **non-permanent equipment** directly associated with the proposed capital project.

## Use of Funds

- Exterior projects must either result in **new** or **expanded** outdoor structures for hosting cultural or arts-related programming, or **directly improve** the building's physical accessibility or visibility.
- Proposals for new construction projects must demonstrate a feasible plan to complete a fully operational arts facility within the project's anticipated support period.
- All project planning and implementation must adhere to local jurisdiction regulations, permissions, and permitting requirements for building-related capital improvements on public or private property. **Applicants are responsible for conducting their own research and ensuring compliance.**

# Use of Funds

Arts Capital Grant funds **MAY NOT** be used for:

- Purchase of a building, land, or vehicles.
- Signage projects that are not connected or physically attached to the facility.
- Research, studies, design services or pre-development costs unrelated to the proposed capital project.
- Feasibility studies or master plans.
- Purchases of equipment that are not part of a permanent capital improvement project or exceed 10% of the grant request
- Institutional indirect costs in excess of 15 % of the total grant amount.
- Debt Service (i.e., mortgage, rent, or loans).

## Use of Funds

Arts Capital Grant funds **MAY NOT** be used for:

- Activities for the exclusive benefit of an organization's members.
- Expenses to further sectarian religious instruction or in connection with the design, acquisition, or construction of any building used, or to be used, as a place for sectarian religious worship or instruction or in connection with any program or department of divinity for any religious denomination.
- Expenses for activities or projects already completed at the time of grant application.
- Expenses for which the applicant has been awarded funds through another MSAC grant program.



# Application Process

## SmartSimple

- All applications must be submitted through Smart Simple ([marylandarts.smartsimple.com](http://marylandarts.smartsimple.com))
- As an applicant, you will need to register (if you're not already) with Smart Simple to apply.
- **To be able to access the Arts Capital application, you must be registered and logged in as an Organization.**
- If you need to make an additional SmartSimple account as an "Organization", you need to use a different email address.



## Login

Email

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](http://marylandarts.smartsimple.com) to register and/or log-in

# SmartSimple



- Click on “Opportunities” on your Smart Simple dashboard
- Find Arts Capital and click the **“Apply Now”** button to open the application

# SmartSimple

## Application Summary

Application Summary

Send External Emails To: 23-d08445-1d9bc0-com2-d67e8d24@smartsimplecloud.com

**GUIDELINES** ORGANIZATION INFORMATION BASIC ELIGIBILITY SECTION 1 SECTION 2 SECTION 3 ATTACHMENTS ELECTRONIC SIGNATURES INTERNAL

### Arts Capital Grant Guidelines

The purpose of the Arts Capital grant is to provide eligible organizations with direct access to state capital funding for projects that improve or produce a complete, usable, and accessible arts facility. This grant provides support for projects that include the expansion of, renovation of, or major repairs to a facility or other infrastructure.

The Arts Capital Grant Guidelines can be found on MSAC's website [HERE](#). Please ensure you have read the guidelines prior to completing an application.

NEXT >

Save Draft

✓ Submit

You have to click **“Save Draft”** to begin any application!

# **Application Process**

## **FY27 Arts Capital Application Sections**

**Section 1: Mission and Project Overview**

**Section 2: Project Plans, Feasibility, and Organizational Impact**

**Section 3: Community Involvement and Impact**

**Section 4: Required Attachments**

# Application Process

## Section 1: Mission Alignment and Project Overview

1. Applicant's **mission & vision statements** and an example of a recent success should provide staff and panel an understanding of your organization.
2. Description of the **arts-based cultural education** or **experiences** offered to the **public** by the organization.
3. Description of **audience/community served**.
4. The high-level **Summary of Proposed Project** should be a one- two-sentence summary encompassing the purpose of the request for funding and the positive impact it will have on your organization, community, and or audience.\*

*\*This statement may be used to summarize your proposed project to other state agencies. If awarded funding it may also be used for publicity and public announcements.*

# Application Process

## Section 1: Mission and Project Overview

### Description of Capital Project, Mission Support and Long-Term Success

5. Describe your proposed capital project and how it will support your mission and contribute to your organization's long-term success. In your response be sure to outline the specific facility challenges that this project will address, and how have those challenges impacted your organization (financially, operationally, or programmatically)?

# Application Process

## Section 1: Mission and Project Overview

### Rubric Example:

#### 1. Project Impact on Mission Delivery and Future Success

*Refer to responses in the following section: Mission Alignment & Project Overview, specifically questions 1-5*

#### **Excellent to Outstanding [25-30 Points]**

The application clearly explains how the project will strengthen the organization's ability to carry out its mission and improve its long-term effectiveness. The facility challenges are clearly described, and the application provides strong evidence that the project will address them. The expected benefits are significant, clearly defined, and likely to improve operations, finances, programs, accessibility, safety, or other organizational outcomes.

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Project Location Information:

1. Address where the project will occur
  - a. Legislative district
  - b. latitude/longitude
2. Property Ownership:
  - Verify legal status of property (ownership/lease)
  - If leased must provide contact info for the owner and confirm lease agreement with 5 years remaining

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

**3. Project Planning Phase:** What planning activities were conducted in preparation for this project or grant application? i.e., consultations, studies, identified solutions

**4. Timeline Development:**

- Provide a detailed description of the project and its intended outcomes.
- Describe how the project may be divided into phases of planning or work.
- How will the project team ensure the project will be delivered on time and within budget?
- Complete a project schedule table that aligns with narrative response.
  - In the case of large projects, specify which phase(s) of the overall project the Arts Capital grant will support.

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Timeline Table:

- Use the table to provide the schedule of activities associated with your application, in chronological order.
- Dates can be approximate and do not need to be exact/finalized.
- The schedule must reflect a project that, upon completion, results in a new or enhanced, usable, and accessible arts facility within the **2-year support period**.
- Click the "schedule" button to provide to submit a detailed schedule of project activities.

| Would this activity be supported by the MSAC grant? | Activity             | Description          | Duration             | Approximate Start Date                                                                                                       | Approximate End Date                                                                                                         |
|-----------------------------------------------------|----------------------|----------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="text" value="Please select"/>          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="yyyy-mm-dd"/>  | <input type="text" value="yyyy-mm-dd"/>  |

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Rubric Example:

#### 2A. Timeline Development

*Refer to responses in the following sections: Project Plans, Feasibility, and Organizational Impact, specifically questions 3-4*

#### **Excellent to Outstanding [8-10 Points]**

The timeline is clear, specific, and realistic, and includes strong evidence of prior planning and research.

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### 5. Project Budget:

- a. Total estimated expenses associated with your proposed capital project.
- b. Arts Capital grant amount requested *This amount should match the total listed under "Total Expenses - Arts Capital Supported" in the budget chart.*

**The requested amount must be between \$50,000 and \$500,000.**

- c. Estimated Project Budget: Please complete the provided budget chart, providing a clear, detailed and realistic financial plan for income and expenses tied to the proposed project.

*Click the "Budget" button in SmartSimple to open the budget chart in a new tab.*

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Project Budget Chart:

Please complete the provided budget chart, providing a clear, detailed and realistic financial plan for income and expenses tied to the proposed project. Click the "Budget" button to open chart.

#### Project Expenses - supported by the Arts Capital grant

| Type | Description | Amount |
|------|-------------|--------|
|      |             | \$0.00 |



#### Project Expenses - supported by other non-Arts Capital grant income

| Type | Description | Amount |
|------|-------------|--------|
|      |             | \$0.00 |



#### Totals

|        | Total Expenses - Arts Capital Supported (Grant Amount Requested) | Grand Total - All Project Expenses |
|--------|------------------------------------------------------------------|------------------------------------|
| Amount | \$0.00                                                           | \$0.00                             |

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

**Project Budget Chart:** Click the + sign to enter each expense line that is applicable. In the "Description" column, you must provide further information on each expense line.

Please Select
 Construction Cost
 Architect/Engineer Fees
 Equipment and Furnishings (fixed)
 Equipment and Furnishings (non-fixed)
 Administrative Costs related to this project (can be up to 15% of the grant request)
 Information Technology
 Audiovisual systems
 Demolition
 Other planning services
 Other construction expenses

a line is not applicable for your project, you do not need to include that  
 on each expense line.  
 expenses - Arts Capital Supported\* should match the grant amount you  
 ant amount requested\* field.

| Amount        |        |
|---------------|--------|
| Please Select |        |
|               | \$0.00 |

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Project Budget:

**5d.** How did you determine that the costs are reasonable? List any quotes obtained.

**5e.** If the budget for the overall project exceeds the Arts Capital grant amount requested, please indicate how you will leverage non-state funding to complete the project by listing the other income sources as well as the status of those funds as either requested, pending, or secured.

*Note: If the budget for the overall project does not exceed the Arts Capital grant amount requested, enter "N/A".*

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Rubric Example:

#### **2B. Budget Preparation and Feasibility:**

*Refer to responses in the following sections: Project Plans, Feasibility, and Organizational Impact, specifically questions 3 & 5*

### **Excellent to Outstanding [8-10 Points]**

The budget is detailed, well-researched and clearly tied to successful completion of proposed activities. The budget demonstrates that the project is financially feasible, and leverages non-state funding.

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Operational Capacity/ Project Team:

- 6a.** Has the organization successfully completed similar projects in the past?
- 6b.** List staff and/ or board members and describe their roles in the project, how they were selected, and any relevant past experiences.
- 6c.** List external partners (consultants, contractors, architects, etc.), how they were selected, and their role in the project.

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Rubric Example:

#### **2C. Operational Capacity - Project Team**

*Refer to responses in the following sections: Project Plans, Feasibility, and Organizational Impact, specifically question 6*

### **Excellent to Outstanding [8-10 Points]**

The application provides clear and specific evidence that the project team has the necessary skills, resources, and partnerships to ensure successful completion of the project within the 2-year project period.

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### 7. Organizational Sustainability:

- What impact will the project have on the long-term operational and financial sustainability of the organization?
- Describe projected cost savings, new expenses related to facility changes, potential new staffing needs, estimated new operational costs.
- How is your organization planning for managing those changes?

# Application Process

## Section 2: Project Plans, Feasibility, and Organizational Impact

### Rubric Example:

#### **2D. Organizational Sustainability**

*Refer to responses in the following section: Project Plans, Feasibility, and Organizational Impact, specifically question 7*

#### **Excellent to Outstanding [8-10 Points]**

The application demonstrates a clear understanding of the capital project's operational and financial impacts and presents well-defined strategies to address challenges, adapt to changes, and maximize opportunities for long-term sustainability, including staffing and budget considerations.

# **Application Process**

## **Section 3: Community Involvement and Impact**

### **Community Involvement:**

- Who are your community stakeholders for this project and how have you engaged and collected feedback from those community members?
- How has the community input shaped the project?

### **Community Impact:**

- Describe the community need or opportunity this project addresses and how it will positively impact your immediate and surrounding communities, as well as the county in which your organization is located.

# Application Process

## Section 3: Community Involvement and Impact

### Rubric Example:

#### **3A. Community Voice and Impact**

*Refer to responses in the following section: Community Involvement & Impact, specifically question 1-2*

#### **Excellent to Outstanding [8-10 Points]**

The application demonstrates a deep understanding of community needs and presents creative, well-aligned solutions for serving them. It outlines clear and effective outreach strategies showing that the project has been shaped by input from appropriate stakeholders and community members. Detailed evidence is provided on how the project will positively impact the immediate and surrounding communities and county.

# Application Process

## Section 3: Community Involvement and Impact

### Accessibility Outcomes:

For each of your responses below, please be sure to **specify physical or programmatic changes, impacted groups**, and how representatives from those communities were involved in developing **proposed solutions**.

- How will this project enhance facility or program accessibility for **people living with disabilities**?
- How will this project improve access to the organization's facility or programs for **people of color**?
- How will this project improve access to the organization's facility or programs for **people living below the federal poverty level**?

# Application Process

## Section 3: Community Involvement and Impact

### Rubric Example:

#### **3B. Accessibility Outcomes**

*Refer to responses in the following sections: Section 2: Project Plans, Feasibility, and Operational Impact and Section 3: Community Involvement & Impact, specifically question 3*

#### **Excellent to Outstanding [8-10 Points]**

The application provides a clear and comprehensive plan for enhancing accessibility for people with disabilities, detailing specific features (e.g., ramps, sensory-friendly spaces, adaptive technology) and identifying the groups impacted (e.g., individuals with mobility or sensory impairments) and how they were actively engaged in the planning process. It also clearly demonstrates how the project will expand access for people of color and individuals living below the federal poverty level, specifying programs or services to be offered and describing their direct, measurable benefits to these communities.

# Application Process

## Section 3: Community Involvement and Impact

### Local Workforce Opportunities and Inclusive Hiring Practices:

- Will this project create new employment or workforce development opportunities?
- Describe your existing inclusive hiring practices.
  - How will you incorporate these or new inclusive practices in hiring contractors, vendors, and any new staff hires resulting from this project?

# Application Process

## Section 3: Community Involvement and Impact

### Rubric Example:

#### **3C. Local Workforce Opportunities**

*Refer to responses in the following section: Community Involvement & Impact, specifically question 4*

### **Excellent to Outstanding [8-10 Points]**

The application provides clear and specific evidence of how the project will create new jobs or workforce development opportunities in the community, and outlines concrete strategies for ensuring these opportunities are accessible through inclusive and equitable hiring practices.

# Application Process

## Section 4: Required Attachments

- **2 Signed Letters of Support**
  - Local governing body representing the area in which the project will be located (ie. Mayor, County Executive);
  - State Senator or Delegate
- **Lease/Deed**
  - Signed deed proving property ownership, OR a current lease showing at least 5 years remaining on the agreement from the date of the application.
- **Project Imagery** (architectural sketches, renderings, imagery of the site, or specific equipment): At least one reference image is required.
- **Organizational Documents & Financials:** Operating Budget, Financial Statement, IRS Form 990, 501(c)3 Letter of Determination, Audit (if org. budget over \$750k)

# Application Process

## Section 4: Attachments

- **Letter of Support from the Property Owner** (Mandatory)
  - If awarded, property owners are required to sign Arts Capital grant agreements. Applicants applying for projects in leased spaces are strongly encouraged to obtain and upload a letter from the property owner supporting the project and Arts Capital grant application.
- **Project Quotes or Estimates** (Optional - Strongly Encouraged)
  - Copies of any quotes or estimates received from vendors during project planning.
  - *Note - While not required, we strongly encourage you to provide estimates or quotes that support your project budget submission.*



# Application Review & Scoring

# Application Review & Scoring

## Staff Review

After applications are received, they are reviewed by staff for completeness and eligibility.

Applicants will be notified if their application is incomplete and if additional information is necessary; applications will be given a specific deadline in writing to provide any revisions and/or other necessary information.

Applications must meet all of these specified deadlines or the application will be considered incomplete and withdrawn.

Staff do not score applications, but provide support throughout the process.

# Application Review & Scoring

## Panel Review

MSAC convenes a group of panelists representing a range of expertise. Members from the public apply to be panelists and receive specific training about the program, implicit bias in grantmaking, scoring rubrics, etc.

Panelists review and score the applications assigned to them in 2 rounds. All eligible applications are reviewed by public panelists.

- **Round 1:** The panel independently reviews, scores, and provides comments; the highest scoring applications advance to Round 2.
- **Round 2:** The panel meets virtually as a convened group; presents and participates in discussion over each application; and has the opportunity to re-score the application. The Round 2 meeting is open to the public.

# Application Review & Scoring

## Panel Review

The panel uses the Arts Capital Grant Rubric to score applications  
 The **FY27 Rubric** can be found here:



### FY27 Arts Capital Grant Rubric

#### 1. Organization, Mission and Project Overview:

##### 1. Project Impact on Mission Delivery and Future Success

*Refer to responses in the following section: Mission Alignment & Project Overview, specifically questions 1-5*

The application clearly explains how the project will strengthen the organization's ability to carry

The application explains how the project will support the organization's mission and

The application describes how the project will support the organization's mission and

The application provides limited information about how the project will support the

## Application Review & Scoring

### **Grant Award Recommendations:**

The panel's final scores are averaged and sorted high to low.

Scores and comments are taken into consideration for grant award recommendations.

At the discretion of MSAC staff, funding recommendations may be made for the full or partial request amount, depending on total budget available and eligibility review of expenses proposed.

# Application Review & Scoring

## Grant Award Notifications:

### Notification

After application review, applicants will be notified of their status as soon as possible. There are three categories that applications will be labeled:

**Pending Approval, Declined, Ineligible**

Applications that do not receive funding generally fall into one of two categories: **ineligible or declined.**

An application is marked **ineligible** if it is not complete or does not comply with the eligibility requirements of a particular grant program. An application can be marked ineligible at any time during the review process.

# Application Review & Scoring

## Grant Award Notifications: Declined

After an application is considered eligible, it may be declined for several reasons. An application may be declined due to funding allocation limitations at the time, or for the following reasons:

- Required information is incomplete or insufficient to make an award determination
- There are material inconsistencies between the application and the organization's actual operations
- There are significant operational, financial, or other circumstances that reasonably suggest the applicant is, or may become, unable to use the grant funds in alignment with the grant guidelines and agreement.

# **Application Review & Scoring**

## **Grant Award Notifications**

The individual listed as the primary contact in the application will receive all notifications; for organizations, notifications will be sent to the primary contact and any other contacts on the organization's account. Automated notifications from SmartSimple will be sent from [noreply@smartsimple.com](mailto:noreply@smartsimple.com). Please adjust email notification and security settings to ensure receipt of these notifications. Check your spam folder if an application submission confirmation notification has not arrived to your inbox.

## **Application Feedback**

Applicants may request feedback on their applications by submitting a feedback request form, a link to this form will be provided in grant notification emails.



# Approval & Disbursement

# Approval & Disbursement - Information for Awardees

## What happens after your grant is 'Awarded Pending Approval'

- If the application is selected for funding, it will be listed as 'Pending Approval' in SmartSimple until Board of Public Works (BPW) approval
- All selected projects complete **Maryland Historical Trust (MHT)** Section 106 review
- Grant Agreements (GAF) are shared with grantees for signature
  - "Beneficiary" Signature must be the entity that owns the property where the project will occur
- Signed GAF goes through Commerce Dept. Approval and then to **BPW meeting**
- BPW Meeting where grants are approved = **Final approval**
- Grantees of the Arts Capital grant receive funding in one payment (100% of the award amount)
- The disbursement process for the Arts Capital Grant Program is unique and takes substantially longer than other grants administered by MSAC.

# FY27 Timeline:

|                               |                                                                 |
|-------------------------------|-----------------------------------------------------------------|
| <b>July 17, 2026:</b>         | Application Open                                                |
| <b>July 28, 2026:</b>         | Info Session                                                    |
| <b>August 28, 2026:</b>       | <b>Application Deadline</b>                                     |
| <b>December 2026:</b>         | Panel Meetings                                                  |
| <b>January 2027:</b>          | Grant Award Notifications                                       |
| <b>June 2027:</b>             | Final Grant Approval by BPW & Disbursement ( <i>Tentative</i> ) |
| <b>June 2028:</b>             | Progress Report Deadline ( <i>Tentative</i> )                   |
| <b>June 2029:</b>             | Final Report Deadline ( <i>Tentative</i> )                      |
| <b>June 2027 - June 2029:</b> | Grant Support Period ( <i>Tentative</i> )                       |

## Tips & Next Steps:

Consider whether your arts organization fits within the eligibility criteria:

- ☐ Are you a 501c3 nonprofit organization, registered in Maryland?
- ☐ Is your operating budget below \$3,000,000?

Consider whether your proposed project fits within the eligibility criteria:

- ☐ Does the project improve or produce a complete, useable and accessible arts facility?
- ☐ Does the project include expansion, renovation or major repairs to a facility?
- ☐ If you lease do you have a minimum of 5 years remaining on your lease agreement at the time of application?

## Tips & Next Steps:

- If you answered YES, or maybe you're not sure...find a time to speak with program staff!

**Abby Neyenhouse**, Arts Capital Program Director

- **Schedule a 20 min virtual meeting on Google Meet**
  - [FY27 Arts Capital Grant application support](#)
- **Email** with subject "FY27 Arts Capital Grant Inquiry"
  - [Abby.Neyenhouse@maryland.gov](mailto:Abby.Neyenhouse@maryland.gov)
  - **Text/Call:** 443.904.6338



## Tips & Next Steps:

Visit our webpage for more resources!



- FY 27 Program Guidelines
- FY 27 Scoring Rubric for the Panel
- Link to past Arts Capital Professional Development Videos
- Link to the Legislation language
- List of FY24 - FY26 Arts Capital Awards
- And More!



# Questions

# Thank You!

Join our mailing list!



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