



FY21 Arts in Education Updates!





Arts in Education Revision Process

In the fall of 2019 and winter 2020, The Maryland State Arts Council convened over 60 public constituents to serve as editors to re-envision the Arts in Education Program.

Phase 1: Equitable Funding in Arts in Education

Phase 2: Teaching Artist Roster Policies

Phase 3: Arts in Education Grant Application

Phase 4: MSAC Alignment with Internal Procedures



Arts in Education Grant



**Student
completes mural
during Kristin
Helberg's
2019-2020
Resurrection St.
Paul School
residency*

Arts in Education Grant: Eligibility

In order to apply for an AiE Grant, an applicant must:

- Be any of the following:
 - A 501(c)3 with tax exempt status from the U.S. Internal Revenue Service and is incorporated in Maryland
 - A unit of Government based in Maryland
 - A member institution in the University System of Maryland
- Have one completed and documented fiscal year at the date of application submission with ongoing arts activities.

Arts in Education Grant: Fund Use

Grant Funds May Be Used For:

Expenses directly associated with the proposed eligible arts education engagements, including but not limited to:

- artist payment/stipends
- field trip admission costs
- consultant fees
- honoraria
- contractual services
- transportation
- disposable art materials



Arts in Education Grant: Educational Engagements

- Field Trip (*if connected to another engagement**)
- Lecture
- Out of School Time Program
- Online Program
- Professional Development (*if connected to another engagement**)
- Residency
- Visiting Performance
- Workshop



Arts in Education Grant: Populations/Communities

- Early Childhood (0-3 years old)
- Grades Pre-K – 2
- Grades 3-5
- Middle School (6-8 grade)
- High School (9-12 grade)
- Out of School Time
- Veterans/Military
- Creative Aging (Older Adults)
- People Experiencing Incarceration/Re-entry
- People with Disabilities (Includes people with cognitive, social/emotional, and/or physical disabilities.)
- People from the LGBTQ+ community
- People experiencing Homelessness
- English Language Learners
- Educators
- Other Population/Community (please explain)



Equitable Funding Formula

Arts in Education Grant funding for youth audiences (aged 21 and under) will be determined for each county based on the following formula:

20% of the council approved budget base, distributed evenly across 24 counties.

- + **80%** of remaining budget by county's percentage of students receiving **Free and Reduced Meals**
- + **20%** of remaining budget by **student population percentage**, comparative to the state



Matching Waiver

Applicants may request a waiver from the dollar for dollar match by submitting a **Match Waiver Request Form** with their application's budget. In-Kind contributions (up to 25% of the total engagement cost) will be considered only if a request form was submitted.

Match waivers, including the entirety of the Arts in Education Grant Application, will be reviewed by the Arts in Education Grants Panel based on our scoring rubrics.



County Arts Development AiE Funds

County arts agencies may regrant funds from their MSAC County Arts Development (CAD) grant for AiE programs in their counties. CAD AiE Grants are separate and distinct from the MSAC AiE Grant.

Arts in Education Grant funds may be used in conjunction with AiE funds from county arts agencies (CAD/AiE). Applicants should note any county arts agency contribution in their submitted budget. **Total MSAC funds may not exceed $\frac{3}{4}$ (75%) of the total cost of educational engagements.**



County Arts Development AiE Funds

Total MSAC funds may not exceed $\frac{3}{4}$ of the total cost of educational engagements.

MSAC CAD AiE Funding = $\frac{1}{4}$ (up to \$1,250)

MSAC AiE Grant Funding = $\frac{1}{2}$ (up to \$2,500)

Applicant Funds = $\frac{1}{4}$ (up to \$1,250)

Total Cost of Educational Engagements (up to \$5,000)

Arts in Education Grant: Before You Apply

- **READ THE GUIDELINES!**
- **Confirm Your Site Coordinator and Your Primary Site**
 - a. *A Site Coordinator must be an individual employed by the site organization.*
- **Confirm the Teaching Artist's Availability, Budget, and Educational engagements**
- **Make a Smart Simple account and request to be invited to the Teaching Artist's application**
 - a. The Teaching Artist will begin the application and instruct MSAC Staff to invite site coordinator's to collaboratively edit and submit.



Arts in Education Grant: Before You Apply

- **Select only one MSAC Teaching Artist per application.**
 - a. The applicant may identify multiple educational engagements with their selected Teaching Artist.
- **Up to two grant requests per applicant may be awarded in any fiscal year (July 1 - June 30).**
 - a. If an applicant wishes to receive funding for different Teaching Artists in one fiscal year, they must submit a separate application.

Arts in Education Grant: Before You Apply

- If an applicant wants to request funds for a Field Trip and Professional Development, they must identify a related Educational Engagement Type in their application.
- **Multiple sites (up to four) may apply to collaborate with one Teaching Artist in one application,** but one Site Coordinator and a primary site must be identified in the application.



Arts in Education Grant: Application Review Criteria

Aligned Goals and Success Measures

- What are the expected goals for the educational engagement(s)?
- How do you define success?
- How will you know you were successful in meeting your goals?
- How will your goals support your selected population/community's needs?

250 words max for each question.

Specific, clearly stated goals of proposed activities are closely aligned with stated success definition and measures. Stated goals highly support the selected population/community's needs.



Arts in Education Grant: Application Review Criteria

Timeline

- What is the timeline of activities? Consider activities from planning the experience (e.g. initial meeting via phone, virtual conference, a site visit) to any follow up activities (e.g. reflection meetings)? Include dates even if they are tentative or estimates. Explain the pacing for your proposed schedule.
500 words max.

Clear, specific, and realistic timeline demonstrating expenditure of funds, individual and collaborative planning, and final implementation.



Arts in Education Grant: Match Waiver Criteria (*optional**)

Financial Circumstance

- Describe the financial circumstances on why you are requesting a match waiver.
- If you do not receive the waiver, how would you meet the match?

250 words max.

The statement of need identifies a clear and substantial financial circumstance of the community/population being served. The statement of need includes clear, specific evidence that supports the Match Waiver amount requested in the application.



Arts in Education Grant: Application Review Criteria

Budget

- How will the MSAC grant funding be used?

Budget template will be provided.

Financial information is clearly tied to the proposed educational engagements and indicates realistic expenses for its implementation.

Arts in Education Grant Budget Template

Site Coordinator Name:

Teaching Artist Name:

Primary Site Location:

LINE ITEM	CASH	IN-KIND (only submit numbers in this column if you are also submitting a match waiver request)	TOTAL	DESCRIPTION	NOTES
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EDUCATIONAL ENGAGEMENT EXPENSES

FEES

Teaching Artist Fee	\$3,200.00		\$3,200.00	<i>Example: Fees for a theater residency, in-school performance, and professional development for teachers</i>	This is the teaching artist's total cost of services.
Misc. Fees	\$0.00		\$0.00		
Subtotal Fees	\$3,200.00	\$0.00	\$3,200.00		

TRAVEL

Commute Miles (total)	15.75		15.75		Record the total roundtrip transportation miles your teaching artist will incur travelling to the site.
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Commute Expenses	\$9.14		\$9.14	This is an automated field.
Tolls	\$35.00		\$35.00	
Hotel Fees	\$250.00		\$250.00	
Number of Per Diems	2		2	This should be a whole number.
Total Per Diem	\$82.00		\$252.00	This is an automated field.
Misc. Travel	\$25.00			<i>Example: Uber/Lyft fees</i>
Subtotal Travel	\$401.14	\$0.00	\$401.14	
MISC.				
Disposable Art Materials	\$300.00		\$300.00	
Field Trip Admission Expenses	\$0.00	\$100.00	\$0.00	<i>Example: Montgomery Art Museum donated tickets to public school students</i>
Additional Expenses				This is an optional field. Use this line to note any expenses that will be above the \$5,000 grant expenses limit. This will not count towards your match or grant amount.
Subtotal Misc.	\$300.00	\$100.00	\$400.00	
TOTAL EDUCATIONAL ENGAGEMENT EXPENSES	\$3,901.14	\$100.00	\$4,001.14	This is an automated field. Total Educational Expenses cannot be more than \$5,000.
MSAC MATCH	\$1,350.57		\$1,350.57	This is an automated field. This is the cash match that you will be responsible for paying to MSAC.

INCOME

MSAC AiE GRANT

Projected Arts in Education Grant (MSAC Portion)	\$1,950.57		\$1,950.57		This is an automated field. It will equal the grant money you are requesting from MSAC. It is 50% of your total engagement expenses (cash only)
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OTHER MSAC INCOME

Arts in Education Grant Match Waiver Amount	\$500.00		\$500.00		This is the additional grant amount you are requesting MSAC to fund, above 50% of your total engagement cash expenses. Only fill out this field if you are also submitting a match waiver request.
Community Art Development (CAD) Arts in Education Income	\$250.00		\$250.00	Example: Kent County Arts Alliance	<p>Only fill out this field if you have been approved for CAD Arts in Education funding. In the description, note which county arts agency you are receiving funding from, if any. Total MSAC AiE and CAD funds may not exceed ¼ of the total cost of educational engagements:</p> <p>MSAC CAD AiE Funding = ¼ MSAC AiE Grant Funding = ¼ Applicant Funds = ½</p>



Community Art Development (CAD) Arts in Education Income	\$250.00		\$250.00	Example: Kent County Arts Alliance	<p>Only fill out this field if you have been approved for CAD Arts in Education funding. In the description, note which county arts agency you are receiving funding from, if any. Total MSAC AiE and CAD funds may not exceed ¼ of the total cost of educational engagements:</p> <p>MSAC CAD AiE Funding = ¼ MSAC AiE Grant Funding = ½ Applicant Funds = ¼ Total Cost of Educational Engagements</p>
CONTRIBUTED INCOME					
Other Income	\$900.57		\$900.57	Example: Title 1 School Funds	
Other cash donations	\$300.00		\$300.00	Example: PTA Fundraiser	
TOTAL IN-KIND CONTRIBUTIONS		\$100.00			This amount will only be considered if you have requested a match waiver. Your in-kind contribution amount cannot be more than 25% of your total engagement expenses.
TOTAL INCOME (cash and in-kind)	\$3,901.14	\$100.00	\$4,001.14		This is an automated field.
TOTAL INCOME minus TOTAL EXPENSES	\$0.00				This amount should equal zero, and is calculated using the 'CASH' income and expenses.



Arts in Education Grant: Review Process

- **Reviews will be completed monthly by an Arts in Education Grant Panel. Applications may be submitted on a rolling basis.**
- **Arts in Education Grant applications submitted by the fifth day of the month will be reviewed by the panel within the same month.**

Applications received after the fifth day of the month will be reviewed by the panel in the following month.

- After the monthly panel review, applicants and their selected Teaching Artist will be notified of grant status by the end of the month in which it was reviewed.



Arts in Education Grant: Review Process

- If an applicant has not been selected to receive a grant after a monthly review, they may **request a feedback appointment** with the AiE Program Director and can apply again at any time.
- The grant will be considered declined if, after one month and 3 notifications, the grantee (the teaching artist) does not accept the award for funding.
- First monthly review: Submissions between May 15 - July 5.
- First notifications sent July 31.

Teaching Artist Roster



**MSAC Teaching Artist Carien Quiroga works with adult learners during Maryland Centers for Creative Classrooms*

Teaching Artist Roster: Benefits

- **Funding opportunities for sites to cost share Teaching Artist Fees.**
 - MSAC pays the total cost of the Arts in Education Grant (up to \$5,000) directly to the Teaching Artist. The site organization will pay their match directly to MSAC. With this model Teaching Artists are the sole recipients of grant monies.
- **Connections to a statewide network** of organizations and nonprofits that lead professional development for Teaching Artists.
- **Individualized feedback and evaluation sessions** that help Teaching Artists' strengthen their programming.
- **Heightened visibility** through print and online marketing, including MSAC's Artist Directory.
- **Opportunities to provide reflections** to MSAC staff

Teaching Artist Roster: Review Criteria

Phase 1: Online Application

The online application will be reviewed monthly by the Teaching Artist Roster Panel.

1. Evidence of Experience, Training, and/or Professional Development in Art Discipline(s)
Clear and thorough detail of experience that closely aligns with the selected art discipline(s)
2. Evidence of Experience, Training, and/or Professional Development Teaching with Populations/Communities
Clear and thorough detail of experience that aligns with the selected population(s) or community(ies)

Evidence examples for each question may include but are not limited to a resume, artist biography, Curricula Vitae, certificates of completion, letters of support, and/or a sample portfolio.

Teaching Artist Roster: Review Criteria

Phase 1: Online Application (cont.)

3. Detailed Scope of Each Educational Engagement Type Selected
 - A scope and sequence of events
 - Differentiated instructional strategies that engage at least one of the populations/communities you selected
 - Learning goals that are aligned with the Maryland State Department of Education (MSDE) Fine Arts Standards. Find the standards on MSDE's website [here](#).

Clear and thorough detail that the scope and sequence identifies:

- ***A progression of Learning Goals are directly linked MSDE Fine Arts Standards***
- ***Culminating experience(s) reflecting the learning goals***
- ***Differentiated instructional strategies that address the needs of the selected population/community.***

Teaching Artist Roster: Review Criteria

Review Phase 1: Online Application (cont.)

4. Artist Statement (250 words max.)

- What is your creative process?
- What are your skills, assets, experiences, and/or perspectives that would enrich the Arts in Education program?
- How do you include cultural responsiveness, equity, and inclusion in your work?
- Any additional information you would like to share with the AiE Teaching Artist Roster panel.

Clear and thorough detail of an artist statement that includes:

- ***A description of the creative process and its connection to preparing arts education engagements***
- ***Examples of cultural responsiveness, equity and inclusion as a foundation for the engagements***
- ***Relevant additional information.***



Teaching Artist Roster: Review Criteria

Review Phase 2: Site Visit

The site visit will be reviewed by an MSAC Teaching Artist evaluator.

The entire review process for the Teaching Artist Roster takes 4-6 months from application submission to notification of acceptance to the roster, depending on when the applicant's site visit is scheduled.

Teaching Artist Roster: Review Criteria

Review Phase 2: Site Visit

The site visit will be reviewed by an MSAC Teaching Artist evaluator.

1. Experience Teaching Population/Community
Demonstrates clear, intentional choices that address the needs of the specific population/community which include:
 - ***Differentiated instructional strategies***
 - ***Attentiveness to cultural responsiveness, equity and inclusion.***
2. Experience in Art Discipline(s)
Demonstrates clear and thorough evidence that the teaching artist has knowledge, skills and expertise in their art discipline(s.)

Teaching Artist Roster: Review Criteria

Review Phase 2: Site Visit

The site visit will be reviewed by an MSAC Teaching Artist evaluator.

3. Experience of Educational Engagement Type
Demonstrates a clear and intentional delivery of the educational engagement type that includes:
 - ***Well-defined observable scope and sequence of the educational engagement type***
 - ***Stated purpose and/or historical/cultural context for the educational engagement type***
 - ***Articulated Learning Goals aligned with the MSDE Fine Arts Standards***
 - ***Opportunities for students/participants to be reflective about the artistic work.***

Teaching Artist Roster: Review Criteria

Review Phase 2: Site Visit

The site visit will be reviewed by an MSAC Teaching Artist evaluator.

4. Alignment of Artist Statement with Professional Practice
Demonstrates clearly and specifically:
 - ***The implementation of a creative process.***
 - ***Purposeful collaboration with students/participants, staff and volunteers.***
 - ***Adaptability and flexibility to changing situations.***
 - ***The actualizing of artistic vision/statement***

Teaching Artist Roster: Requirements

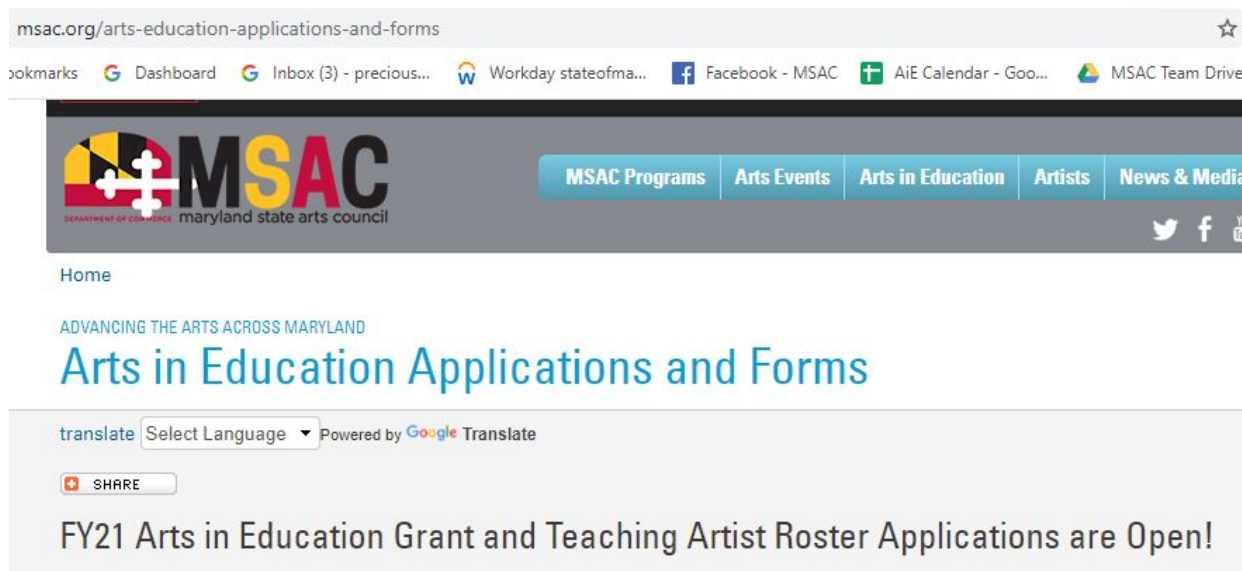
- **Attend a formal orientation**
- Create and consistently maintain their **Artist Registry Profile**
- Provide proof of **Personal Liability insurance**
 - If you don't have this, Teaching Artists of the Mid-Atlantic can assist you.
- **Be in compliance** with county board of education requirements
- Be personally responsible for **MSAC required documentation/reporting** of their educational engagements.

Teaching Artist Roster: Requirements

- **Collaborate with Site Coordinators** in submitting their Arts in Education Grant application.
- **Agree to scheduled periodic site visits** by MSAC Teaching Artist Evaluators to observe and give feedback about maintaining professional standards.
- **Complete at least one educational engagement** in a fiscal year (funded by MSAC or not) to remain listed on the roster **or schedule a check in meeting** with the AiE Program Director.

Important Links, Documents, and Information

www.msac.org/arts-education-applications-and-forms



The screenshot shows the MSAC (Maryland State Arts Council) website. The header includes the MSAC logo and navigation links: MSAC Programs, Arts Events, Arts in Education, Artists, and News & Media. Below the header, the page title is "Arts in Education Applications and Forms". There is a language selection dropdown set to "Select Language" and a "SHARE" button. The main content area features the text "FY21 Arts in Education Grant and Teaching Artist Roster Applications are Open!".

- Guidelines
- Rubrics
- Visual Flow Charts
- Review of Application Process
- Call for Panelists
- Matching Waiver information



Thank You!

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