FY23 Off-Year GFO
# "How to Apply" Information Session
November 19, 2021

Hosted by:

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Program Directors

Please mute your device until you are speaking. Do not present your screen.

You will need some way to jot notes during this meeting.

We will hold the meeting to the established time with the opportunity for additional sharing, digitally.

Reference Shot of Features
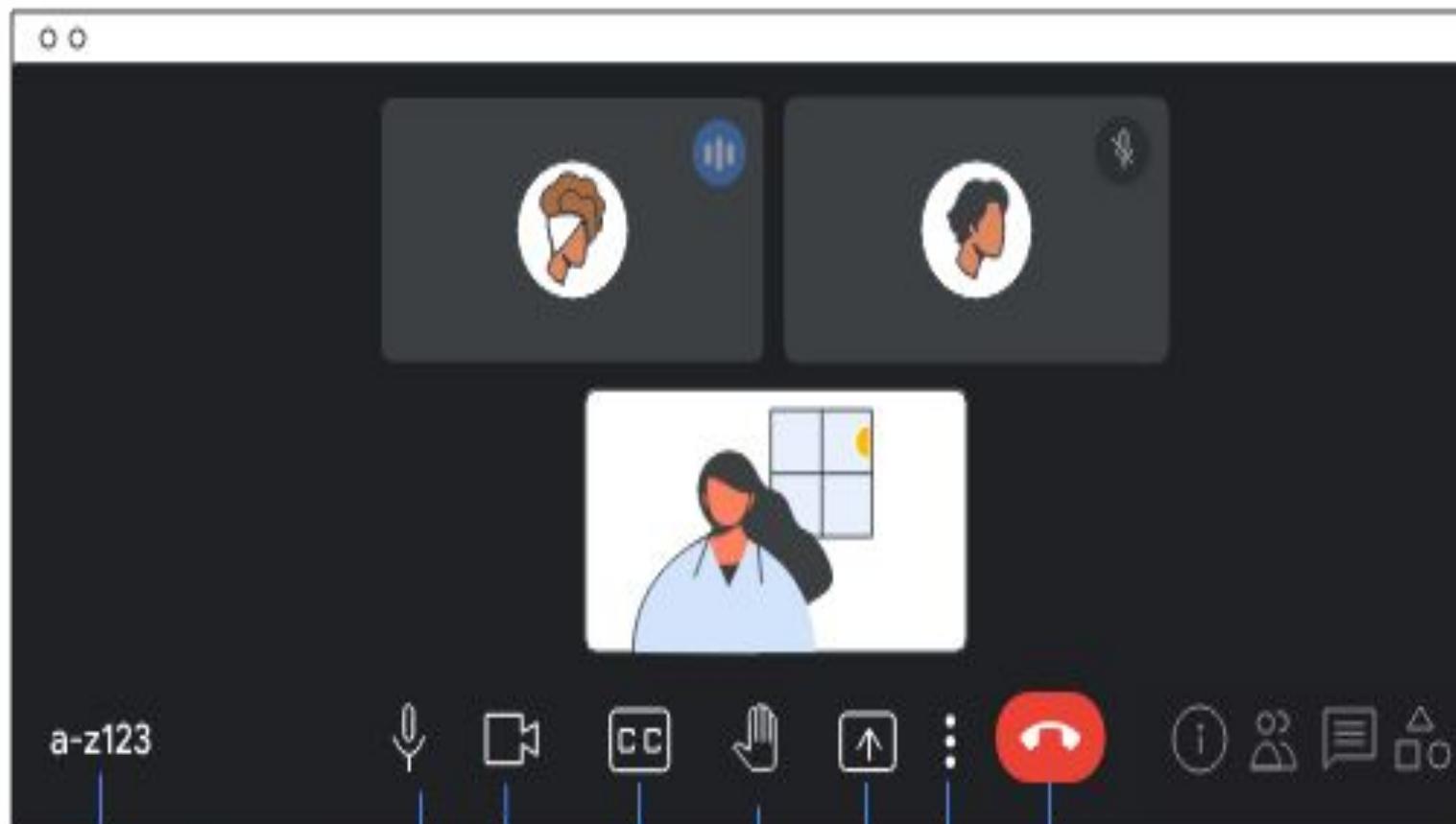
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Meeting code

Turn mic on or off

Turn captions on or off

Turn camera on or off

Raise your hand

Leave meeting

Change settings, background, layout, and more

Share your screen or give presentations

Equity and Justice Statement

The arts celebrate our state's diversity, connect our shared humanity, and transform individuals and communities. The Maryland State Arts Council (MSAC) and its supporting collaborators are committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our organizations and across communities of our state.
MSAC and its grantees are committed to embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

Vision

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

Mission

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

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

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

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

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

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

Creative Meeting Actions

Celebrate being in the space with other creative people.
Engage with everyone's presence as a gift.
Acknowledge that together we know a lot.
Enter the conversation with curiosity and inquiry.
Share your idea and trust that it will be heard.
Use "I" statements.
Focus your language on the task at hand.
Hold one another accountable with care.
Apply "Yes, and!" - "I hear your idea and I'm going to add to it!"
Balance speaking and listening.

We encourage avoiding the use of pronouns in public meetings. Please introduce yourself by name when speaking and refer to each other by name during the meeting.

MSAC Professional Development

- **Envision** - topic-specific interactive spaces based on feedback and requests such as Financial Management, Marketing Strategies, Strategic Planning, Board Engagement, and more.
- **Creative Conversations** - discipline-specific, budget size-specific gatherings for resource sharing and ideation.
- **Networking sessions** are held for topic-specific and informal interactions.
- **Regional Arts Summits** focus on artists, organizations and activities of five specific areas of the state, offering learning and networking opportunities.

From March, 2020 - June, 2021, 10,852 participants attended 283 virtual professional development offerings by MSAC!

Join us as a Panelist!

MSAC relies on a diverse array of constituents from across the state of Maryland to do the important work of evaluating applications.

- **Public Call for each MSAC Program - Apply in Smart Simple**
- **Training & Support is provided by MSAC Staff**
- **Role includes Review and Scoring of Applications in connection to Rubric**
- **Required Attendance at the Public Panel Meeting(s)**
- **Compensation Provided for Service** *($50/training, $100/panel meeting, $200/review period + additional fees for different programs.)*

Today's Agenda

◈ Review of GFO Program/Guidelines

◈ Application Process/Timeline Overview

◈ Application Questions & Financials

◈ Q&A

Note: We will be focused on the Off-Year application only today

What is the Grants for Organizations (GFO) Program?

Purpose of program:
- Provides operating support that strengthens and sustains Maryland's arts infrastructure
- In FY22, awarded nearly $16 million in GFO support

Application Deadline:
- (On Year: November 15, 2021 at 5pm)
- Off Year: December 15, 2021 at 5pm
  - Same dates every year!

Who can apply?

If you are in an Off Year, this means that you are a returning applicant, and you have already been accepted into the GFO program.

(If you were a new applicant, you would need to submit an Intent to Apply application (due September 15th of each year) and be accepted into the program.)

On Year vs. Off Year

GFO has a 3-year cycle by artistic discipline. During your "On Year," your organization completes the full application process, including review by a panel, which determines your Panel Score, used to determine your funding.

During your "Off Years," you organization completes a shorter application that is an "update" to your On Year application.

FY23: Music C, Dance, Multi-Discipline A

FY24: Theatre, Service, Folk/Traditional, Multi-Discipline B

FY25: Music, Literary, Visual/Media Arts

FY26: Music C, Dance, Multi-Discipline A

GFO Funding Formula (FY23)

Funding amount is determined by a formula:

$ Total Allowable Income X Panel Score % (determined through the On Year application review process) X

Cap Allocation % (same amount for all orgs, % of the total MSAC GFO budget) = FY23 Grant Amount

Example:

$500,000 x 90% x 7% = $31,500

The recently announced changes to the funding formula will not be implemented until the FY24 GFO process.

Info Session was held on October 14; More info on msac.org

Off Year - Formula Components

The Off Year <u>does not</u> include a full Panel Review. Extension Assignments (Artistic Activity Visit, In-Depth Conversation) do not occur during the Off Year.

The application is reviewed (and not scored) by MSAC staff (your Program Director) and not by a Panel.

The Panel Score carries forward from your last completed On Year review.

GFO Off Year Application Timeline

October/November: (You are here!) Application open within Smart Simple

December 15th at 5pm: Off Year Application due

January - April: MSAC staff review Off Year applications and financials

May/June: Recommendations for funding are made to the Council by staff; grant amounts are determined based on MSAC's budget

After July 1st: Notifications of grants are sent via Smart Simple

Ongoing: MSAC staff are available to answer questions, provide support, meet with staff/board, attend programs and events, etc.

GFO Off Year Application Timeline

Reports:

Interim Report due January 31

Final Report due August 15

Reports are reviewed and approved by MSAC staff

GFO Off Year Application

Application includes:
- Contact/Organizational Information
- Brief Narrative and Activities Chart
- Financials
- Attachments
- Authorization Signature

Narrative

(Same as Section A of the On Year application)

1. What are the vision, mission, goals and/or values of the organization?
2. How have the vision, mission, goals, and/or values of the organization evolved over the last two years? *(*
3. a. What is the Geographic Area of Service for your organization (specific community(ies), county(ies), city(ies), statewide)? *(Your response to this question will be used to guide understanding throughout the application.)*

   b. Within your Geographic Area of Service, identify % of programming serving the community (other than tuition-paying constituents). *(Tuition-paying includes programming with a fee for service model, such as classes, camps, workshops, etc.)*

Narrative Section A - Chart

Address why the work of your organization is important

The following chart explains how your statements in A.1, A. 2, and A. 3 are demonstrated in your day-to-day activities. The purpose of the chart is to show alignment between the organization's intentions, processes, and programming. The List of Events/Arts Activities may be categorized by program type (i.e. Mainstage Season) and number of corresponding occurrences, if multiple rows contain the same response.

List of Events/Arts Activities for 07/01/22 - 06/30/23	How does each activity connect to the vision, mission, goals, and values of the organization?	Describe the public value (importance and relevance) of the activity for the constituents in the Geographic Area of Service	How is each arts activity designed to reach yet to be known constituents in the Geographic Area of Service?	If arts activity is tuition-based, how does the activity reach beyond the tuition-paying constituents? If activity is not tuition-based, list "N/A"
(Add rows as needed)				

Financials

In response to the ongoing impact of the previous state of emergency, each returning organization has the option to use financials from the most recently completed year (FY21 or CY20) OR use financial information again that was included in your FY22 application.

With either selection, you will complete the Financial Table with your FY21/CY20 financials

- If you have selected to re-use financials from the FY22 application, the financial table will only be used for economic impact data collection and will not impact your final grant amount.
- If you have selected to update financials, the financial table will be used for your grant determination

Financial Statement

If you select to use FY21/CY20 financials, you must attach a Financial Statement with the corresponding information. (If you are reusing financials from the FY22 application, you do not need to submit a financial statement again.)

If Total Allowable Income is Under $600K:

A submission of the organization's most recently completed fiscal or calendar year Financial Statement (such as a P&L statement), signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.

If Total Allowable Income Is Over $600K:

A submission of the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.

Helpful Hint - Application Feedback

Before submitting your application, Emily/Laura are available to review your application and offer feedback.

Email your Program Director to request feedback on your draft. Allow for up to 10 business days to receive written feedback. *Please request application feedback no later than December 1st.*

Program Directors are also available to meet and discuss your draft. Reach out to Emily/Laura to discuss their availability.

Questions?

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