



GRANTS FOR
ORGANIZATIONS

Information Session: Grant for Organizations
FY24 “Off Year” Application Process
October 27, 2022

Hosted by:

Emily Sollenberger, Program Director, Arts Services

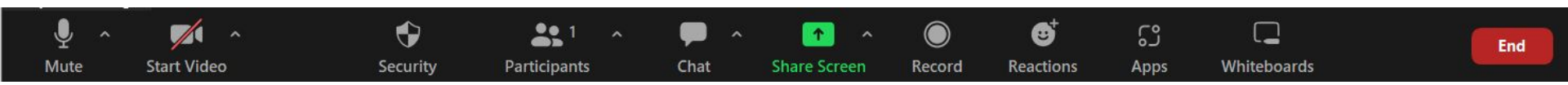
Laura Weiss, Program Director, Arts Services

Reference Shot of Zoom Features

Microphone and Video

Chat

Raise Hand & Reactions



End Meeting

End

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.

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.

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.

MSAC Professional Development

Follow MSAC's Eventbrite page for updates about free professional development opportunities

- Topic-specific sessions on Financial Management, Legal Advice, Marketing Strategies, Strategic Planning, Board Engagement, and more.
- Coffee with the Council
- Creative Conversations
- Regional Arts Summits (in the fall)
- Maryland Arts Summit (visit mdarts.org)



Propose a topic by emailing msac.commerce@maryland.gov
Sign up for our mailing list at tinyurl.com/MSACMailingList

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 the Grants for Organizations Program
- GFO Timeline/Next Steps
- Application and Review Process
- Funding Formula
- Smart Simple
- Q&A

**Note - this is an overview for the Off Year Application only today. We will not cover the Full Application during today's session. The Full Application session was hosted earlier this month and a recording is available on msac.org.*

Grants for Organizations Overview

Purpose of program:

- Provides operating support that strengthens and sustains Maryland's arts infrastructure
- In FY23, MSAC awarded nearly \$17 million in GFO funding to 283 organizations across the state.

Application Deadline:

- (On Year: November 15, 2022)
- Off Year: December 15, 2022 at 11:59pm (**technical assistance will not be available after normal business hours**)
 - Same dates every year!

On versus Off Year Cycle

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,” your organization completes a shorter application.

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

FY25: Music, Literary, Visual/Media Arts

FY26: Music C, Dance, Multi-Discipline A

FY27: Theatre, Service, Folk/Traditional, Multi-Discipline B

GFO Timeline

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

December 15th at 11:59pm: Off Year Application due

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

January 31st: FY23 Interim Report due; FY23 second disbursement processed following the approval of the Interim Report

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

After July 1st (start of FY24): Notifications of grants are sent via Smart Simple

August 15th: FY23 Final Report due; FY24 first disbursement processed following the approval of the Final Report

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

GFO - Off Year Application

Application includes:

- Contact/Organizational Information
 - ****The new UEI must be included** with your application. Enter this information on your Organizational Profile in Smart Simple**
- Brief Narrative and Activities Chart
- Financials
- Attachments
- Authorization Signature

GFO - Off Year Application

The Off Year application does not involve scoring from panelists; MSAC staff only reviews applications.

The Off Year application and review process does not involve extension assignments.

- Artistic Activity Visits and In-Depth Conversations only occur during the On Year reviews.

GFO - Narrative Section A

Address why the work of your organization is important

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?

GFO - Narrative Section A

Address why the work of your organization is important

3. a. What is the Geographic Area of Service for your organization (specific community(ies), county(ies), city(ies), statewide)?

- b. Within your Geographic Area of Service, identify % of programming serving the public (other than tuition-paying constituents), which would include free activities along with with activities that are open to the public that may be free and/or paid opportunities. *(Tuition-paying includes programming with a fee for service model, such as classes, camps, workshops, etc. that are intended for a specific group of people, and not open to the public)*

GFO - Narrative Section A - Chart

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 07/01/23 - 06/30/24	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”

Financial Statement

If Total Allowable Income is Under \$600K:

A submission of the organization's most recently completed fiscal or calendar year Financial 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 should be submitted by the application deadline. (***Note if you are in the middle of your audit and it's not complete, be in touch with your Program Director before December 15 to discuss sending an updated audit by March 1, 2023 at the latest***)

Other Attachments

You will also need to submit the following as attachments:

- IRS Letter of Determination
- Signed Form W9

Helpful Hint - Application Feedback

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

Email your Program Director to request feedback on your draft. Allow for up to 15 business days to receive written feedback. *Please request application feedback no later than December 1st. Requests after this time will not be accommodated.*

Reach out to Emily/Laura to discuss their availability.

GFO - Funding Formula

Total Allowable Income x

Panel Score % (*carried forward from your last On Year application review process*) x

Cap Allocation % (*determined by MSAC GFO budget and organization Tier*)

= FY24 Grant Amount

Example:

$\$500,000 \times 90\% \times 7\% = \$31,500$

GFO - Equitable Funding Formula - New FY24

Grant = Allowable Income x Panel % x **Cap Allocation %**

Cap Allocation %s are based on budget size, with organizations divided into five budget levels.

Tier 1: (\$50K - \$500K) - 15% over 5 year transition

Tier 2: (\$500K - \$1.5M) - 10% over 5 year transition

Tier 3: (\$1.5M - \$5M) - 6% over 5 year transition

Tier 4: (\$5M - \$10M) - 4.5% over 5 year transition

Tier 5: (\$10M+) - 4% over 5 year transition

GFO - Equitable Funding Formula - New FY24

Grant = Allowable Income x Panel % x **Cap Allocation %**

Grant Amount Cap:

Year 1: \$1.4M; Year 2: \$1.3M; Year 3: \$1.2M; Year 4: \$1.1M; Year 5: \$1M

Transition Priorities (over 5 year transition in alignment with program allocation):

- Tier 1 increases at a faster rate during the 5 year transition.
- Tier 2 increases steadily over the 5 year transition.
- Tier 3 remains stable during the transition.
- Tiers 4 & 5 do not decrease at a rate greater than 1.5% annually.

Smart Simple

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

As an applicant, you will need to register with Smart Simple to apply (you should already have this!).

Be sure you complete the organizational profile (this is where you will enter your new UEI information).

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

12

Funding Opportunities

0

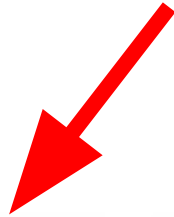
In Progress

0

Submitted

6

Approved/Declined



Click on “Funding Opportunities” on your Smart Simple dashboard

Opportunity Details	
Arts and Entertainment District Annual Report	Apply Now
Network Organizational Development	Apply Now
Arts in Education Grant	Apply Now
Arts in Education Teaching Artist Roster Application	Apply Now
Arts Relief Funding - General Operating Support	Apply Now
Creativity Grant	Apply Now
Grants for Organizations	Apply Now - Intent to Apply
Grants for Organizations	Apply Now - Full Application
Grants for Organizations - Off-Year	Apply Now
Heritage Award	Apply Now

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

New Grant



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>

ORGANIZATION INFORMATION CONTACT INFORMATION ELIGIBILITY ELECTRONIC SIGNATURES

Organization Name:

Save Draft

NEXT >

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

**FY24 GFO Off Year Application Deadline:
December 15, 2022 at 11:59pm**

**A friendly reminder for another application....
Arts Relief Funding Application
Due THIS COMING MONDAY
October 31, 2022 at 11:59pm**

We are here to help!

Emily: emily.sollenberger@maryland.gov

Laura: laura.weiss@maryland.gov

Thank You!

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