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## Arts in Education Teaching Artist Roster FY2022 Guidelines

**SUBMISSION: Rolling**  
**SUPPORT PERIOD: Rolling**



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TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF file on the MSAC website: [www.msac.org](http://www.msac.org).

# Maryland State Arts Council

## Overview

The Maryland State Arts Council (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.

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. MSAC also awards grants to individual artists and provides technical and advisory assistance to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. MSAC may also receive contributions from private, non-governmental sources.

## Authority

MSAC is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Larry Hogan, Governor

Boyd K. Rutherford, Lieutenant Governor

Kelly M. Schulz, Secretary

Signe Pringle, Deputy Secretary

Thomas B. Riford, Assistant Secretary, Tourism, Film, the Arts, Marketing, and Communication

## Mission and Goals

MSAC's mission is to advance 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's most recent strategic plan outlines five goals:

1. Increase Participation: Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement.
2. Provide Intentional Support: Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents.
3. Build Capacity: Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission.
4. Leverage Connections: Further enhance current relationships and involve additional collaborators, and constituents who will benefit from and advance the work of MSAC.
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.

Visit the About Us page at [msac.org](http://msac.org) to read the full strategic plan and learn more about implementation actions.

## 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.

The driving goals of MSAC's granting processes are:

- To yield a greater variety of funded projects
- To eliminate biases that may be found in any part of the granting process (e.g., applications, panelist procedures, adjudication systems)
- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks
- To expand deliberations to include criteria beyond current conventions or Western traditions

## Accessibility Policy

The Maryland State Arts Council (MSAC) is committed to making sure all Marylanders can access our programs and services. Everyone is welcome, and all events and activities sponsored by or operated within MSAC are fully accessible both physically and programmatically. MSAC complies with all applicable disability-related statutes and regulations and seeks to ensure meaningful participation by all Marylanders regardless of need or ability.

### Feedback Procedures

If guests would like to provide general feedback to MSAC about accessibility for MSAC's programs or programs funded by MSAC, contact MSAC at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov).

### Grievance Procedures

#### **For programs or services provided by MSAC**

If a program or service operated by MSAC, facilities operated by MSAC, or public meetings conducted by MSAC are inaccessible to persons with a disability or is illegally discriminatory and you want to file a grievance:

- If you have any questions or would like to discuss the situation before filing a grievance, contact the Accessibility Coordinator.
- To file a formal grievance, contact Dan Leonard, Director of EEO & Fair Practices and ADA Coordinator: [daniel.leonard@maryland.gov](mailto:daniel.leonard@maryland.gov)

#### **For programs or services that are not provided by, but are funded by MSAC**

- Communicate the grievance to the sponsoring organization.
- If you think your grievance was not handled appropriately by the sponsoring organization, or if you have not received a response from the organization within thirty (30) days, contact MSAC to file a formal grievance at 410.767.6555 or [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov).

MSAC will work with you to provide assistance as appropriate.

## Accessibility Web Page

MSAC has a dedicated accessibility page on [msac.org](http://msac.org) that includes contact information for the accessibility coordinator, federal and state regulations, the organization's Equity and Justice statement, grievance procedures, an emergency preparedness plan, accommodation policies, and other accessibility resources for artists and arts organizations, and PECS images.

## Professional Grants Review Panels

To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, MSAC publishes an open call, and more than 100 individuals serve as grants review panelists for the Council's programs, including Grants for Organizations, Arts in Education, Independent Artist Awards, Public Art Across Maryland, Creativity Grants, Maryland Touring Grants, Maryland Touring Artist Roster, Maryland Traditions grants, and County Arts Development. Anyone wishing to serve should visit [msac.org](http://msac.org) for detailed information and application forms for any open calls.

## Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

## Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at [www.msac.org](http://www.msac.org) or by contacting MSAC offices at (410) 767-6555.

## Requirements For Grant Recipients

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must have filed a satisfactory report with MSAC for the most recently completed fiscal year.
- Must file a final report in alignment with the program requirements. Necessary reporting methods will be provided by MSAC in ample time to meet the deadline. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC in accordance with the [Recognition Guidelines](#) whenever and wherever credit is being given.
- Must notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project.

## Accessibility Requirements for Grant Recipients

Grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements.

Grantees are required to:

1. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
2. Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, race, color, creed, sexual orientation, or national origin; of (b) gender expression, sex, or age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
3. Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the Point of Contact to the public.
4. Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible.
5. Upon request, submit documentation of operations and compliance with the above.

Notice: Certain personal information requested by the Department of Commerce is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.

## Appeals Process

MSAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

- A decision based on review criteria other than those stated in these guidelines.
- A decision based on material provided to panelists and/or Councilors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.
- To pursue an appeal, the applicant must write a letter to the MSAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the Council's decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.

# Arts in Education Program Overview

## Mission

The Arts in Education (AiE) Program is designed to promote, strengthen, and enhance the arts and arts education in Maryland's schools and other community settings. To accomplish its mission, the AiE Program:

- Identifies and provides access to educational arts resources available outside the school system.
- Offers financial and technical support for arts education programs in schools and community settings for the benefit of youth, adults, teachers, and communities.
- Assists in the professional development of Teaching Artists.
- Stimulates support for integrating the arts as a vital and effective element in the curriculum.

## The Arts in Education Grant

The Arts in Education Grant is a granting program of MSAC that provides matching funds to eligible Maryland-based nonprofit organizations and government entities to support educational engagements led by Teaching Artists on MSAC's Teaching Artist Roster. The Arts in Education Grant and the Teaching Artist Roster work together to accomplish the Arts in Education program's mission.

## The Teaching Artist Roster

The Arts in Education program supports Teaching Artists and the elevation of their careers through the Teaching Artist Roster. MSAC believes Teaching Artists are integral to the arts education ecosystem in providing supplementary arts education experiences that deepen learning. The benefits of becoming an MSAC Teaching Artist include:

- Co-funded opportunities for the cost of Teaching Artist fees, which provides financial incentive for Maryland schools and community groups to book Teaching Artists.
- 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.

## Eligibility

In order to apply for the Teaching Artist Roster, applicants must:

For Independent Artists:

- Have established residence in Maryland at least six months prior to application submission date
- Have a Maryland based address as their primary residence and continue to be Maryland residents while active on AiE Teaching Artist Roster
- Be eighteen years of age or older at time of application submission

For Organizations:

- 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.

***Current Grants for Organizations recipients are ineligible for the Teaching Artist Roster (unless previously approved by MSAC.)***

## Arts in Education (AiE) Grant Fund Use for Teaching Artists

The relationship between the Teaching Artist Roster and the Arts in Education Grant is unique. In order to streamline the payment process for independent artists and organizations, **MSAC acts as the financial intermediary.** The site organization pays MSAC for the amount they normally would pay out of pocket towards artist fees. MSAC then pays the total cost of the site organization's approved budget for MSAC funding (up to \$5,000) directly to the Teaching Artist. **With this model Teaching Artists are the sole recipients of grant monies.**

When collaborating with Site Coordinators and negotiating a budget that requests an Arts in Education Grant request, Teaching Artists must keep in mind what is and is not acceptable for grant fund use.

### AiE 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.

### AiE Grant Funds May Not Be Used For:

Re-granting; capital improvements; space rental; non-disposable art supplies and equipment; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland (except Washington, D.C.) to present or produce arts; projects chiefly for classroom use or in school activities; scholarships awarded by the applicant organization for its own activities. Grant funds may not be used to make contributions to any persons who hold, or are candidates for elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

## Community Arts Development/Arts in Education Program (CAD/AiE)

County arts agencies receive MSAC funds designated for AiE programs in their counties. The CAD/AiE Program is separate and distinct from the MSAC AiE Program, and is administered in each county by the county arts council. Teaching Artists should contact their county arts agency concerning the availability of CAD/AiE opportunities and applying to any county rosters. Contact information for all Maryland county arts councils is available at [msac.org](http://msac.org).

## Review Process and Notification

The 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. The review process is split into two phases:

### Phase 1: Smart Simple Submission

Teaching Artists will submit an initial application through our online grant application portal. The Teaching Artist Roster Panel will review applications.

## Phase 1 Notification

Teaching Artist Roster applications will be reviewed on a quarterly schedule: September 2021, December 2021, March 2022, and June 2022. Applications submitted by the first day of those months will be reviewed by the panel within the same month. Applications received after the first day of these months will be reviewed by the panel in the following quarter. After the monthly panel review, applicants will be notified if they have moved on to Phase 2 by the end of the month in which it was reviewed.

If an applicant has not been selected to move to Phase 2, they may request a feedback appointment with the AiE Program Director and may apply again at any time.

## Phase 2: Site Visit

Applicants that move to Phase 2 of the Teaching Artist Roster Review will receive electronic notification to schedule a site visit for one educational engagement type they are ready to immediately offer on the roster at a mutually agreeable date, time, and location in Maryland. The site visit will be reviewed by an MSAC Teaching Artist evaluator.

The site visit can occur any time during the year. Applicants should keep in mind that they cannot be approved to be on the roster until after a site visit is complete and they have been approved by the Teaching Artist Evaluator.

Teaching Artists who need assistance identifying a site visit location should reach out to the AiE Program Director for technical support.

## Phase 2 Notification

Upon completion of a site visit, applicants will be notified within 90 days after their site visit date if they have been accepted to the roster or not.

- If an applicant has been accepted to the roster they will be notified by email on next steps.
- If an applicant has not been accepted to the roster after completing a site visit in Phase 2, they may request a feedback appointment with the AiE Program Director and can apply again at any time.

## Smart Simple

MSAC utilizes the Smart Simple system to accept grant applications. SmartSimple can accommodate collaborative editing. Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature by the authorizing official of the organization or arts program.

- Technical support for SmartSimple is available during regular office hours, 8:00 AM through 4:00 PM, Monday through Friday.
- MSAC does not accept responsibility for lost, misdirected or late applications.
- Adjustments to the application will not be considered once an application has been successfully submitted and a review period has begun.

## Review Criteria

### Phase 1: Smart Simple Submission

The review of Teaching Artist applications in Phase 1 is based on successful evidence of the answers to the following application questions. Find the full rubric at [msac.org](http://msac.org).



## 1. BREADTH OF ARTS EDUCATION EXPERIENCE

Select the art discipline(s) you represent. Eligible art disciplines include:

- Dance
- Literary Arts
- Music
- Theatre
- Visual Art
- Media Arts
- Arts Integration
- Other (please explain)

Select the populations/communities you intend to reach immediately upon Roster acceptance. Eligible populations/communities include:

- 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)

Attach evidence of your Experience, Training, and/or Professional Development as a Teaching Artist with your selected Populations/Communities and Arts Discipline. Submit at least one example that reflects your expertise and knowledge of the selected art discipline(s). Submit at least one example demonstrating your ability to teach the selected populations/communities. Examples may include (but are not limited to) a resume, artist biography, Curricula Vitae, certificates of completion, letters of support, and/or a sample portfolio

***Excellent to Outstanding Answer: Wide ranging and/or deep experience teaching selected populations/communities and within selected art disciplines.***

## 2. EDUCATIONAL ENGAGEMENT TYPE SCOPE

Identify the Education Engagement Type(s) you intend to offer on the roster immediately upon acceptance (multiple choice):

- Field Trip
- Lecture
- Out of School Time Program
- Online Program
- Professional Development
- Residency
- Visiting Performance
- Workshop

Upload a detailed example of programming you have designed for each selected Educational Engagement Type (Field Trip, Residency, Out of School Time Program, Visiting Performance, Workshop, Professional Development and/or Lecture) that should:

1. Summarize the program's activities. Include objectives (what is accomplished or completed at the end of this activity?) and learning goals (what are your intentions for student growth in content, actions, process and progress? What big idea or broad concept is the learning connected to?)
2. List the sequence of activities, such as proposed timing and pacing
3. Identify applicable state and/or national standards or competencies that meet the needs and desires of the selected population/communities being served. Standards can be (but are not limited to)
  - o MSDE Fine Arts [Standards](#)
  - o MSDE Professional Learning [Framework](#)
  - o MSDE's Creative Process [Maps](#)
  - o Collaborative for Academic, Social, and Emotional Learning (CASEL) core competencies SEL [framework](#)
  - o Maryland Out of School Time [competencies](#)

**Excellent to Outstanding Answer: A clear and thoughtful scope highly demonstrates:**

- **Chosen state and national standards or competencies and how they show up in the proposed activities**
- **Alignment of chosen competencies with the needs of the population/communities being served**
- **Appropriate objectives, learning goals, and pacing**

### 3. Teaching Artist Statement

Applicant will submit a statement that addresses the following topics:

- What is your creative process and how does it inform the design of your arts education engagements?
- How is your planning and delivery informed by accessibility, equity, and justice?
- How do you adapt your content and arts instruction to support participants' needs?
- How does your experience and background demonstrate readiness to enrich arts education opportunities in Maryland?
- Any additional information you would like to share with the AiE Teaching Artist Roster panel.

**Excellent to Outstanding answer: Teaching Artist Statement highly demonstrates:**

- **A clear description of the applicant's creative process and its connection to preparing arts education engagements**
- **Embodiment of equity, justice, and accessibility in the arts through openness, adaptability to evolving community needs, and ensuring meaningful participation.**
- **Potential to apply their experience for long term success. Inclusion on the roster would have deep and/or wide reaching benefit to Maryland learners.**

### Phase 2: Site Visit

After an orientation with the AiE Team, an Arts in Education evaluator will observe one (1) educational engagement (program) you are immediately ready to offer on the roster. They will make

recommendations about your application status.

The Teaching Artist Roster Site Visit Rubric is posted on msac.org.

**Excellent to Outstanding answer:**

- **Preparation of Educational Engagement type:**
  - *Teaching Artist highly demonstrates that they've engaged in a purposeful collaboration with students/participants, staff and volunteers to clarify goals, outcomes, accessibility requirements, and delivery effectiveness*
- **Delivery of Educational Engagement type:**
  - *A cohesive and intentional delivery of the educational engagement type that highly demonstrates:*
    - *A statement of purpose with relevant historical/cultural context*
    - *Arts content reflecting a creative process*
    - *Articulates appropriate state and/or national standards or competencies that are evident in the pacing of instruction, learning goals , and objectives*
    - *Multiple opportunities for participants to interact, respond, and participate*
- **Alignment of Teaching Artist Statement with Professional Practice:**
  - *The Site Visit highly demonstrates:*
    - *The implementation of a creative process.*
    - *Adaptability and flexibility to changing situations.*
    - *A documented plan for gathering, responding to, and applying relevant feedback from teachers, parents, participants, etc.*
- *The actualizing of their artist statement*

## Roster Requirements

After the Teaching Artist is selected for the roster they must:

- **Attend a formal orientation** with the AiE Program Director
- **Create and consistently maintain their Artist Profile** on MSAC's website to include teaching artist offerings for each approved educational engagement type.
- **Be personally responsible for MSAC required documentation/reporting** of their educational engagements, including but not limited to grant agreements, final reports, and invoices. For each Arts in Education Grant a Roster Teaching Artist is approved for, MSAC will disburse 50% of the payment at time of full execution of grant agreement with the remaining 50% disbursed at time of final report submission.
- **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.