

Intro to MSAC Arts in Education!

How to Apply to the AiE Grant

Presented By:
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Arts in Education Grants
Management Associate

Tech Support:

Chad Buterbaugh
State Folklorist

Thursday, July 22, 2021 5-6pm EST
Slides & Recording will be posted



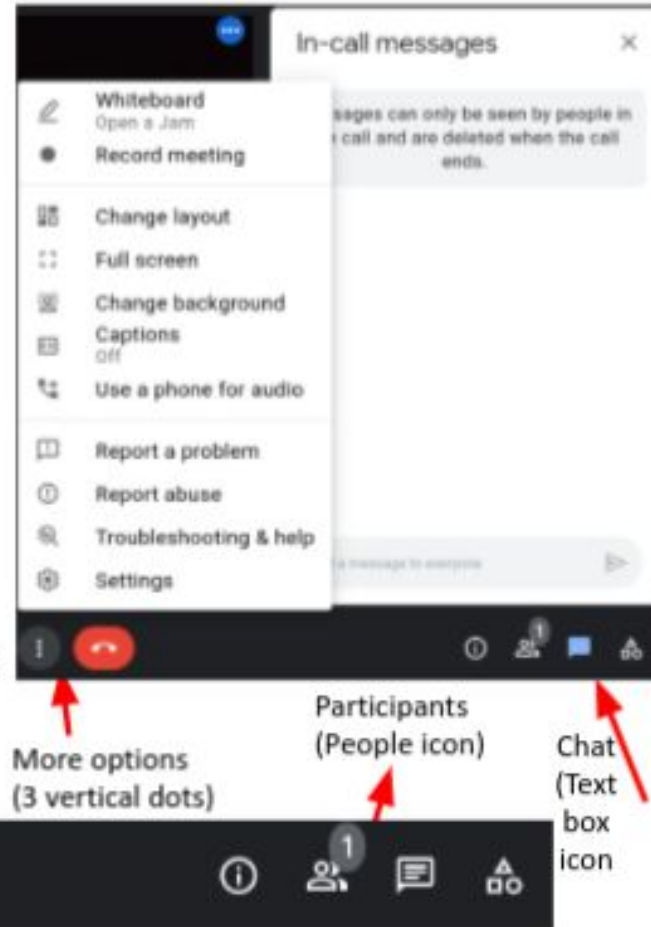
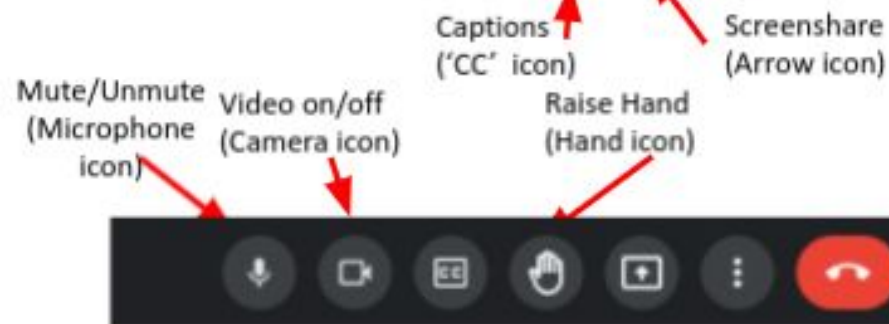
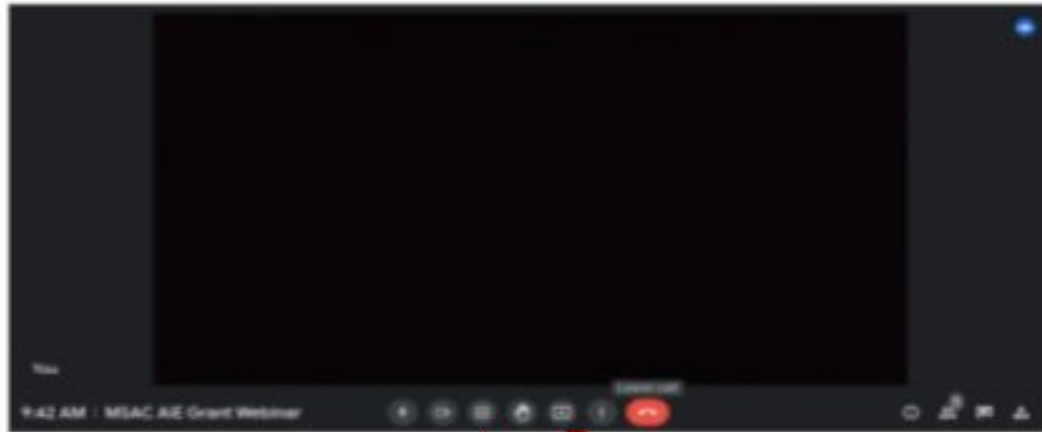
(Photo of ECE learners drumming on buckets)

**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.**

Overview



Roll Call

*Who are you and what brings you here?
Drop your letter in the chat*

I am...

- A. An artist offering programs to learners and I'm on MSAC's Teaching Artist Roster
- B. A school/site representative seeking funds to bring a program to learners
- C. Other (*Feel free to share*)

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.

Flow

Grounding Slides introducing MSAC's mission & goals

Background providing context for Arts in Education at MSAC

Overview covering the Arts in Education Grant

Questions identifying further points of clarification

Orientation preparing to apply

Submission compiling & entering information in Smart Simple

Questions identifying further points of clarification

Review discussing the process and timeline

Contact reaching out for more information

MSAC Arts in Education

Teaching Artist Roster

*A curated directory of
Maryland-based teaching
artists who lead a variety of
arts education programs*

Arts in Education Grant

*Grant providing matching
funds to Maryland-based
schools/sites for educational
engagements led MSAC
Roster Teaching Artists*

Poetry Out Loud

*national poetry recitation
competition for high schoolers*

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



AiE Editors from Phase 3

**Visiting Performer
Roster and
Artist-in-Residence
Roster**



**Teaching
Artist Roster**



Equity Increase

Panel Process

Monthly reviews by an Arts in Education Grant Panel

Match Waiver

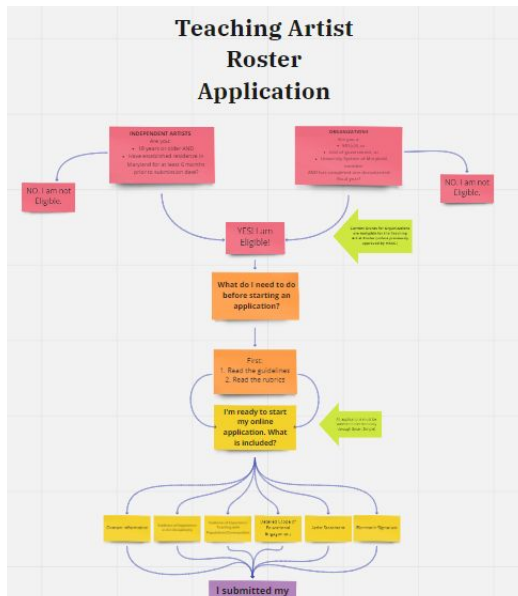
Request to reduce the site's financial contribution to less than 50% of the total costs

Equitable Funding Formula

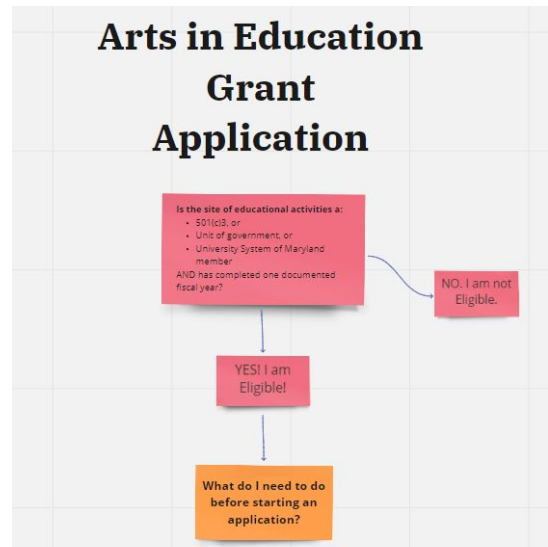
Guideline to track the distribution of funds across MD counties; applies only to school settings, not community sites



Visual Flow Charts



Roster Applications are accepted on a rolling basis and reviewed quarterly. There are two phases: Online Application & Site Visit



AiE Grant Applications are accepted on a rolling basis and reviewed monthly

Teaching Artist Roster

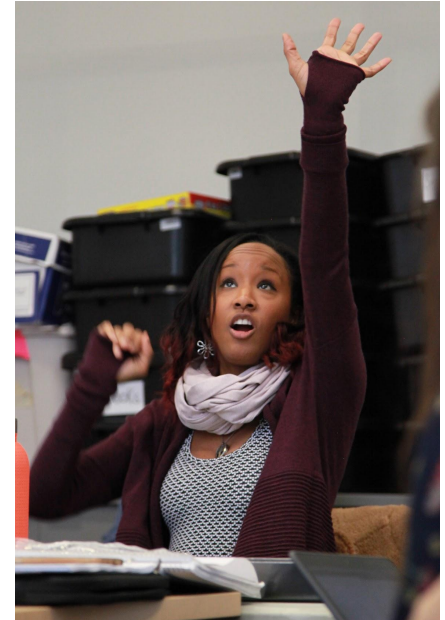
A curated directory of Maryland-based teaching artists who lead a variety of arts education programs



Katherine Lyons at a Visiting Performance
(Photo of an actor manipulating a puppet)



Carien Quiroga works with adult learners during Maryland Centers for Creative Classrooms (Photo of a table of adults working on a visual arts project)



Valerie Branch at a YAMD ECE Residency (Photo of a Teaching Artist with a raised hand)

Arts in Education Grant

The Arts in Education Grant and the Teaching Artist Roster work together to accomplish the Arts in Education program's mission

- MSAC Teaching Artists have experience with numerous communities and deliver a variety of educational offerings
- Funds up to \$5,000, with a matching requirement. Match waivers are available.
- Schools/Sites may be awarded up to two AiE Grants per fiscal year (July 1 - June 30); Teaching Artists may be awarded multiple times in a year



Whitehall ES Students at a MSAC Teaching Artist Barry Louis Polisar performance

Arts in Education Grant

Collaborative Application
between



**Current MSAC
Roster Artist**

School/Site

Poll

*Where do you work most often?
Drop your letter in the chat*

I mostly...

- A. Work in school settings during the school day
- B. Work in community settings and/or outside of the school day
- C. Alternate between school and community sites; it depends on the day/season
- D. Other (*Feel free to share*)

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 Housing Instability
- English Language Learners
- Educators
- Other Population/Community (please explain)

Arts in Education Grant: Fund Use

AiE Grant supports MSAC Teaching Artists to do: Educational Engagements

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



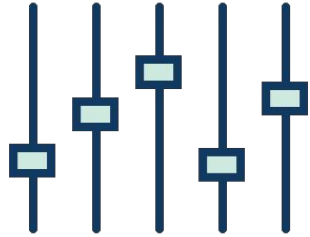
By paying for:

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

**only select if one of the other 6 types have been selected*

**For information on allowable expenses, refer to the Guidelines (msac.org/programs/arts-education/arts-education-grant)*

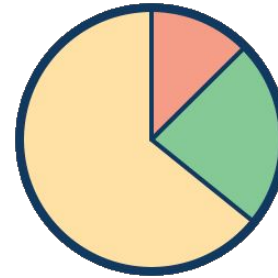
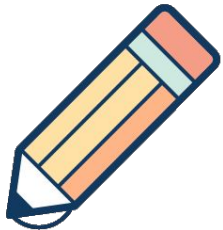
Arts in Education Grant: Application



A. Engagement Narrative

B. Timeline

C. School/Site Support



D. Budget

E. Match

Waiver*

F. Electronic Signatures

Questions

Arts in Education Grant: Eligibility

In order to co-apply for an AiE Grant with a teaching artist, a site 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
 - *Ex: Public K-12 Schools, Libraries, Rec Centers, Prisons*
 - An institution of higher learning in Maryland
- Have one completed and documented fiscal year at the date of application submission with ongoing arts activities.
- Demonstrate alignment with local health requirements and the Governor's Roadmap to Recovery plan: <https://governor.maryland.gov/recovery/>

Arts in Education Grant: Before You Apply

- **READ THE GUIDELINES!** (msac.org/programs/arts-education/arts-education-grant)
- **Confirm Your Primary Site, Site Coordinator, and Teaching Artist**
 - a. *Select only one MSAC Roster Teaching Artist per application*
 - b. *A Site Coordinator must be an individual employed by the site organization*
 - c. *Multiple sites (up to four) may apply to collaborate in one application, but one primary site and Site Coordinator must be identified in the application*
- **Discuss the Teaching Artist's Availability, Budget, and Educational engagements**
- **Register for a Smart Simple account to collaboratively edit and submit an application**
 - a. *The Teaching Artist will begin the application and ask MSAC Staff to link the Site Coordinator's account to the corresponding ID number*

Poll

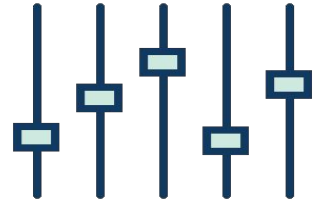
*Have you applied for a grant before?
Drop your letter in the chat*

I am...

- A. Familiar with applying to MSAC grants and opportunities, but not the Arts in Education Grant
- B. Familiar with applying to the MSAC Arts in Education Grant
- C. Unfamiliar with applying to any grants, whether at MSAC or elsewhere
- D. Other (*Feel free to share*)

Arts in Education Grant: Application Review Criteria

1. Describe the program you are requesting funds for and how it will support your selected population/community's needs.



Excellent/Outstanding Answer: The request for funding

- Clearly and specifically describes the community of learners being served and their needs and desires.
- Provides a thoughtful overview of the learning experience, including how it is designed to serve and adapt to the stated needs and/or desires of the intended learners.

2. How will your program be delivered?

- In-person
- Virtually
- Hybrid

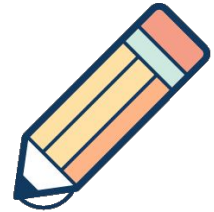
Arts in Education Grant: Application Review Criteria

3. What is the timeline of activities? How does your planning and delivery account for learner safety and access in alignment with school/site, local, and state reopening guidelines?

Include dates even if they are tentative or estimates and 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).

Excellent/Outstanding Answer: Clear, specific, and realistic timeline demonstrates:

- Individual and collaborative planning with key stakeholders (such as a teacher, administrator, Principal, Executive Director, etc.)
- Final implementation



Arts in Education Grant: Application Review Criteria

4. Attach supplemental documents that demonstrate school/site wide support for the engagement.

Examples include (but are not limited to) a letter of support, a recorded video, a draft of the teaching artist contract with the school/site, site coordinator correspondence, or an electronic signature in this application from the Site Executive Director/Principal.

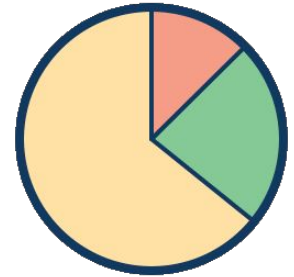


Excellent to Outstanding Answer: Supplemental documents highly demonstrate:

- Full school/site wide support (and if applicable, fiscal agent) for the implementation of the experience and the teaching artist's needs. (i.e. a letter of support, principal/executive director/fiscal agent signature(s) in application, site coordinator correspondence, and/or draft of the teaching artist contract with school/site)

Arts in Education Grant: Application Review Criteria

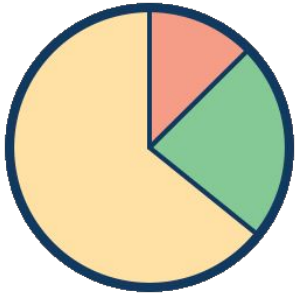
5. Outline and provide context for all of your expenses and income by category and amount (such as Teaching Artist Fee: \$1000, Travel: \$217, Disposable Materials: \$475). Include any anticipated income outside of the MSAC grant award.



Excellent to Outstanding Answer: Financial information is:

- Clearly tied to the request for funding
- Indicates realistic expenses for its implementation and anticipated/pending income

Arts in Education Grant: Application Review Criteria



8. Are you requesting a Match Waiver to reduce the site's financial contribution to less than 50% of the total engagement costs?

- Yes
- No

If yes is selected, questions 9-10 will appear.

6. Total Cash Expenses of the Education Engagement

Your total cash expenses will be used to determine your final grant amount and should not include in-kind support costs.

7. Is the school/site offering any in-kind support (such as teacher time, labor, disposable art supplies, etc)?

If yes, please list what support will be provided and the associated costs. Please note the total costs of these donations should be less than or at most 25% of the total cost of the engagement.

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

9. School/Site Contribution Amount: How much can the school/site contribute towards the total engagement costs via a check to MSAC?

Please note: if a match waiver is not approved, the school/site will have to contribute funds equaling 50% of the total engagement costs

10. Describe the financial circumstances leading you to request a match waiver. If you do not receive the waiver but are awarded a grant, how would that affect your program?

Excellent to Outstanding Answer: 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 requested in the application.

Arts in Education Grant

Questions

Up Next: Smart Simple Overview



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.

Teaching Artists receive a pdf of these instructions to review with AiE Grant Collaborators.

Before a site registers, it is helpful to gather information for the site such as the address, the Employee Identification Number (EIN), and the DUNS number.

The EIN is a nine-digit federal ID number (FID) assigned by the IRS. It is not a personal social security number.

Look up a site's (or County's) DUNS number here: (<https://fedgov.dnb.com/webform/>)

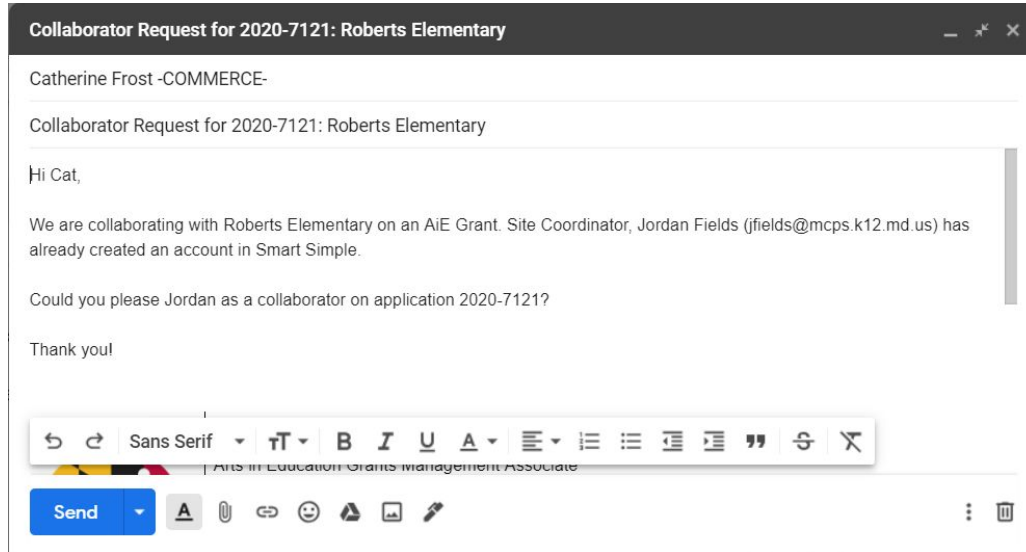
Step 1: Go to marylandarts.smartsimple.com.

Click the Blue Login button.

Or select Register if you don't have a Smart Simple account.

Collaborators must register in Smart Simple before their account can be linked to an application.

Teaching Artists receive a pdf of these instructions to review with AiE Grant Collaborators.



The screenshot shows an email draft in a web interface. The title bar reads "Collaborator Request for 2020-7121: Roberts Elementary". The email body contains the following text:

Catherine Frost -COMMERCE-

Collaborator Request for 2020-7121: Roberts Elementary

Hi Cat,

We are collaborating with Roberts Elementary on an AiE Grant. Site Coordinator, Jordan Fields (jfields@mcps.k12.md.us) has already created an account in Smart Simple.

Could you please Jordan as a collaborator on application 2020-7121?

Thank you!

At the bottom, there is a rich text editor toolbar with options for font (Sans Serif), size, bold, italic, underline, link, unlink, list, and text color. A "Send" button is visible on the left.

Step 2:
Email a request for collaborators to be added to the application to Catherine Frost at catherine.frost@maryland.gov.

To add a collaborator, please always send the following information:



- Collaborator Name (First and Last)
- Collaborator Email
- School/Site Full Name
- Application ID

If someone's working on an application when the request to add collaborators is sent, the application will appear locked. If this is the case, you'll receive an email asking you to briefly log out or work on another application while those updates are made. Once they're completed, you'll receive notification that you're able to return.

Teaching Artists receive a pdf of these instructions to review with AiE Grant Collaborators.

Welcome Catherine Frost

If you would like to apply for funding, click on Funding Opportunities and click on Apply Now to start your Application.

 My Profile
  Change Password

My Applications

10
Funding Opportunities

2
In Progress

1
Submitted

3
Approved/Declined

In Progress

#	Application ID	Application Type	Organization	Primary Contact	Last Modified	Status
1	2020-6085	Arts in Education Grant		Catherine Frost	2020-09-08 15:30	Draft Application Open
2	2020-6050	Public Call		Catherine Frost	2020-09-04 09:14	Draft Application Open

Logging in as a collaborator:

When you log into Smart Simple, you will see a “Grantee Home” dashboard. You will see the number of current application drafts under “In Progress.” Click here to access applications for collaborative editing.

If someone's working on an application, the application will appear locked for edits. If this is the case, email other collaborators asking them to briefly log out or work on another application while updates are made.

If that does not work, the application can be unlocked by MSAC Staff, but it runs the risk of losing any recent edits.

2021-12390



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.

Application Summary

Send External Emails To: 23-be638a-1d9bc0-com2:3efe14df@smartsimple.com

APPLICANT INFORMATION ENGAGEMENT INFORMATION ENGAGEMENT NARRATIVE FINANCIAL INFORMATION ELECTRONIC SIGNATURES INTERNAL

The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.

* Site Coordinator Signature

Enter a signature for the representative employed by the school/site who is collaborating with the selected MSAC Roster Teaching Artist. The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Signing verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.

* Teaching Artist Electronic Signature

Please note: The Teaching Artist electronic signature below must be typed and saved by the selected MSAC Roster Teaching Artist. An application is considered ineligible with the submission of a duplicate electronic signature. To ensure timely payment, please ensure that a signed W9 (<https://www.irs.gov/pub/irs-pdf/fv9.pdf>) is uploaded to your profile in Smart Simple (by clicking "My Profile" on your Dashboard) prior to submission.

Artist Fiscal Agent Electronic Signature

Save Draft

✓ Submit



Hey Emily

Do you want to submit this review form?

YES NO

As you work on an application, choose either "Save Draft" to come back to the same application later or choose "Submit/Complete" to finalize your submission.
When in doubt, click save!

Teaching Artists receive a pdf of these instructions to review with AiE Grant Collaborators.

Arts in Education Grant: Review Process

- **Monthly Reviews:** AiE Grants Panel Reviews are completed monthly.
(FY22 Schedule: August 2021-May 2022)
- **Rolling Submissions:** 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 11:59pm on the fifth day of the month will be reviewed by the panel in the following month.
- **Notifications:** Selected Teaching Artists and their Sites will be notified of grant status by the end of the month in which it was reviewed.
 - If you submit by August 5th at 11:59pm, you will be notified on September 1st.
 - *Please note that notifications do not go out automatically at a set time*

Arts in Education Grant: Award Process

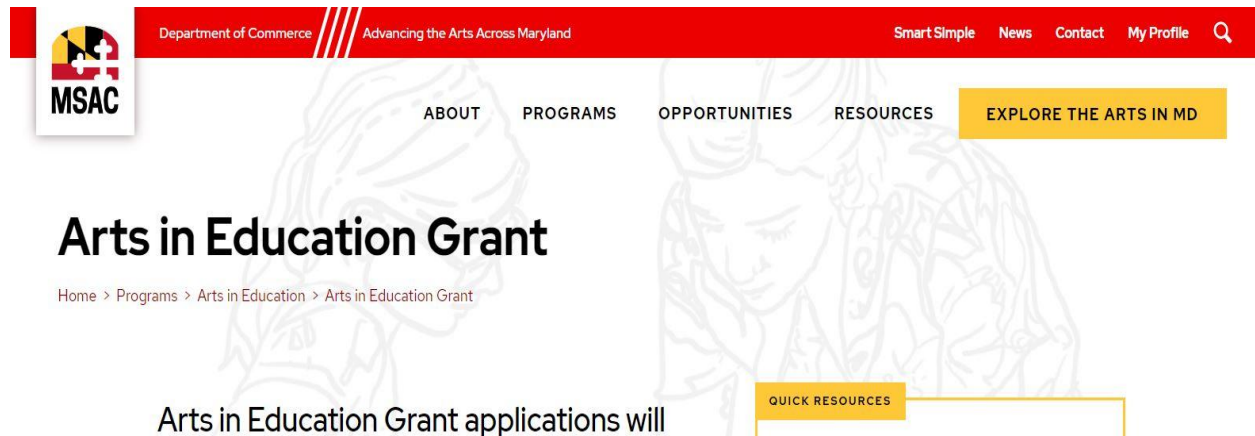
- If an applicant has not been selected to receive a grant after a monthly review, they may **request a feedback appointment** with the AiE Program Director and can apply again at any time.
- The grant will be considered **closed** if, after one month and 3 notifications, the grantee (the teaching artist) does not accept the award for funding by signing a Grant Agreement Form (GAF)
- For each Arts in Education Grant a Roster Teaching Artist is approved for, MSAC will disburse directly to them **two payments**: 50% of the payment at the time of GAF execution & the remaining 50% disbursed after final report submission.
 - After the full execution of your GAF, your **final report will be available** for your reference and reminders will be sent to complete your report a month before the due date towards the end of the fiscal year (June 30, 2022).
- A **site match check** is due to MSAC within 60 days of the educational engagement(s)' completion date

Questions

Arts in Education Grant: Before You Apply

- **READ THE GUIDELINES!** (msac.org/programs/arts-education/arts-education-grant)
- **Confirm Your Primary Site, Site Coordinator, and Teaching Artist**
 - a. *Select only one MSAC Roster Teaching Artist per application*
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- **Discuss the Teaching Artist's Availability, Budget, and Educational engagements**
- **Register for a Smart Simple account to collaboratively edit and submit an application**
 - a. *The Teaching Artist will begin the application and ask MSAC Staff to link the Site Coordinator's account to the corresponding ID number*
- ***If all else fails, contact MSAC for technical support or questions!***

Important Links, Documents, and Information



- Guidelines
- Rubrics
- Review of Application Process
- Budget Example & Matching Waiver information
- Slides & Presentations

<https://www.msac.org/programs/arts-education/arts-education-grant>

Flow

Grounding Slides introducing MSAC's mission & goals

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Contact reaching out for more information

Thank You!

Catherine Frost

catherine.frost@maryland.gov

calendly.com/frost-aie

Chad Buterbaugh

chad.buterbaugh@maryland.gov

calendly.com/frost-aie