

**Arts & Entertainment Districts Operating Support  
Letter of Agreement FY2023**

District Name: \_\_\_\_\_ Support Period: July 1, 2022-June 30, 2023

This agreement clarifies the role and expectations of an Arts & Entertainment (A&E) District and agreements between the county or municipality(ies) holding A&E District designation and the agency, office, position, or organization(s) designated as the district “management entity” overseeing district activities. A signed copy is required in order for the management entity to apply to MSAC for A&E District General Operating Support.

**Local Government and A&E District Management Entity**

- The A&E District’s designation is the responsibility of the local government that was approved by the Secretary of Commerce for designation. The local government must designate a local government agency, office, position, or 501(c)(3) non-profit(s) to carry out the district’s activities and plans, as submitted to MSAC.
  - Local Government(s): \_\_\_\_\_
  - Management Entity(ies): \_\_\_\_\_

**Supporting A&E Districts Program Goals**

- The A&E District’s management entity will work to meet the goals of the A&E Districts Program: to develop, promote, and support diverse artistic and cultural centers in communities throughout Maryland that preserve a sense of place, provide unique local experiences, attract tourism, and spur economic revitalization and neighborhood pride.

**A&E District Goals**

- The A&E District’s management entity will work to meet the goals submitted in the district’s application for designation, redesignation, or general operating support, whichever is most recent.

**Local Government Financial and In-Kind Commitment**

- During the effective period, the local government will provide support for the A&E District as outlined below (*complete all that apply*):
  - Funding for Operations and Administration: \$ \_\_\_\_\_
  - Funding for Programs or Projects: \$ \_\_\_\_\_
  - Estimated Value of In-Kind Support : \$ \_\_\_\_\_
    - Description of In-Kind Support (administration, services, etc.): \_\_\_\_\_

*If a management entity is a 501(c)(3) non-profit, MSAC requires a Memorandum of Understanding or Contract between the county or municipality(ies) holding the designation and the non-profit outlining specific responsibilities and any financial arrangements. Please attach any MOU or Contract to this agreement as Attachment B.*

**A&E Board or Advisory Board**

- The local government or management entity(ies) will maintain a Board of Directors or Advisory Board of at least five (5) individuals to oversee and/or advise on A&E District activities. A Board or Advisory Board should be composed of community members who represent the diversity of the populations in the district and its surrounding communities as well as the various constituencies (artists, arts organizations, businesses, etc.) that the district serves.

**Paid Employee**

- The local government or management entity will employ at least one person at a minimum of 15 hours per week whose job responsibilities include coordinating A&E District activities.

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

**Expectations**

- Attachment A outlines the expectations of A&E Districts and MSAC. These expectations are meant to guide the relationship between districts and MSAC.

**Signatures**

Local Government CEO(s)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Management Entity(ies) Leader(s)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A&E District Board/Advisory Board President/Chair

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_