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## Arts in Education Grant FY2023 Guidelines

**DEADLINE: Rolling (August 2022-May 2023)**  
**SUPPORT PERIOD: Rolling**

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For individuals who are deaf or hard-of-hearing.  
TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF 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 from an annual appropriation from the State of Maryland, grants from the National Endowment for the Arts, a federal agency. and, on occasion, 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  
R. Michael Gill, Secretary  
Signe Pringle, Deputy Secretary  
Thomas B. Riford, Assistant Secretary  
Steven Skerritt-Davis, Executive Director, MSAC

## 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](https://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 must be 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.

## Language Access

MSAC makes language accessibility services available. Services include making translations of grant materials, remote American Sign Language (ASL) interpretation, subtitles, braille translation, translation into languages other than English, and more. Please contact [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) 로 연락 주시기 바랍니다.

## 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 reporting 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.

# Overview

## Purpose

The Arts in Education (AiE) Program, consisting of the Arts in Education Grant and the Arts in Education Teaching Artist Roster, is designed to promote, strengthen, and enhance the arts and arts education in Maryland's schools, nonprofits, and other community settings. The Arts in Education Grant Program provides funds to eligible Teaching Artists on MSAC's Teaching Artist Roster to financially support educational engagements across the state of Maryland.

## Grant Cycle

### Funding

The Arts in Education Grant amounts are based on the applicant's request. The maximum amount of the grant is \$7,500. **Please note that is a TEMPORARY INCREASE from a \$5,000 maximum for FY23 only. The temporary increase is made possible by FY23 Arts Relief funding.**

For each Arts in Education Grant a Roster Teaching Artist is approved for, MSAC will disburse one payment directly to the Teaching Artist: 100% of the grant amount at the time of the execution of the Grant Agreement form (GAF). Teaching Artists are the sole recipients of grant monies.

### Support Period

Grant funds are available on a rolling deadline between August 2022–May 2023. 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 the fifth day of the month will be reviewed by the panel in the following month. After the monthly panel review, applicants and their selected Teaching Artist will be notified of their grant status by the end of the month in which it was reviewed.

## Eligibility

In order to apply for an AiE Grant, the site/host must:

- Be one of the following:
  - 501(c)3 nonprofit organization (an organization with an IRS-designated 501(c)3 status).
  - Unit of government (a unit of government [town, city, county, state] with the capacity to undertake an arts program)
  - College or university (an established higher education institution in Maryland)
  - School (a public or private school serving students in grades pre-Kindergarten through 12)
- Have one completed and documented fiscal year at the date of application submission with ongoing arts activities.

For Previously Funded Applicants:

- Have satisfied all financial obligations for all previous years' programs.
- Have filed a final report for all previous years' programs through MSAC's Arts in Education Program

A site may participate in up to two grants per fiscal year. There is no limit on how many grants a teaching artist may receive per fiscal year.

## Contact Information

MSAC staff offer the following technical assistance throughout the application process:

- One-on-one conversations, questions, and application feedback:
  - Lizzie Morales, Arts in Education Program Director: [elizabeth.morales@maryland.gov](mailto:elizabeth.morales@maryland.gov), 443-794-7564
- Grant logistics and Smart Simple technical assistance:
  - Tammy Oppel, Grants Associate: [tammy.oppel@maryland.gov](mailto:tammy.oppel@maryland.gov), 443-326-5555
- Professional development related to grant writing and program requirements
  - Professional Development Opportunity grant: <https://www.msac.org/programs/professional-development>
  - Online offerings: <https://www.eventbrite.com/o/maryland-state-arts-council-17190128438>

## Application Process, Review, and Reporting

### Process

#### Before You Apply

##### 1. Select and Confirm a Teaching Artist

All applications must specify an artist currently on the MSAC Teaching Artist roster. Either the Teaching Artist or Site Coordinator/Organization may serve as the primary contact on the application. Before submitting an application, the Teaching Artist and Site must confirm the following:

- Teaching Artist availability
- Educational engagement(s)
- Teaching Artist fees and budget

MSAC-approved Teaching Artists have contact information, supporting documentation, and artist fees on the online [Arts Directory](#) (click on “Find an Artist” and then click on the filter tool to select “View All Artists With Arts In Education Funding”). Teaching Artists’ fees may vary.

Note: Teaching Artists not currently approved by MSAC are encouraged to apply to the [MSAC Teaching Artist roster](#). The MSAC Teaching Artist Roster review and approval process takes approximately 4-6 months.

##### 2. Identify a Site Coordinator

Applicants must identify a Site Coordinator (an individual employed by the site organization) who submits the application in collaboration with their selected Teaching Artist.

Applications may not be submitted by board members, trustees, Parent Teacher Associations, volunteers, or other entities not employed directly by the site organization.

The Site Coordinator’s responsibilities may include, but are not limited to:

- Collaborating with the selected Teaching Artist on the Arts in Education Grant application



- Providing evidence of the site's support for the educational engagement (examples include a letter of support, draft teaching artist contract with the school/site, site coordinator correspondence, or an electronic signature in the application from the site's executive director or principal) for the AiE Grant application.
- Organizing and overseeing activities at the educational site
- Artist selection
- Planning/Scheduling
- Ordering materials
- Communication with the Teaching Artist, Site's Administration, and AiE Program Director
- Completing MSAC reports

Please note that the role of the Teaching Artist is that of a consultant and not an employee of the site organization; therefore, an employee of the site organization must be present at all times while the Teaching Artist is working. The Site Coordinator or site organization employee remains responsible for the participants AT ALL TIMES – even when the Teaching Artist is present. If the site organization cannot have an employee present at all times when the Teaching Artist is working, the Educational Engagement will be canceled.

### 3. Application Submission

The AiE grant application is a collaborative process between a Teaching Artist and Site Organization. Applicants must select only one MSAC Teaching Artist per application. Please note that the MSAC Teaching Artist Roster includes both individual Teaching Artists as well as Teaching Artists that serve on behalf of an organization. The applicant will select the name of the teaching artist and/or teaching artist organization from a dropdown menu under “Engagement Information” within the application.

Either the Site Coordinator or the Teaching Artist may begin the application. If the Site Coordinator is initiating the application, they will need to email the AiE Program Director, Lizzie Morales at [elizabeth.morales@maryland.gov](mailto:elizabeth.morales@maryland.gov), to give collaborative editing privileges to the selected teaching artist. The teaching artist will then be able to enter their personal information, upload their W-9 form, and insert their electronic signature into the application.

The applicant may identify multiple educational engagements with their selected Teaching Artist. If an applicant wishes to receive funding for different Teaching Artists in one fiscal year, they must submit a separate application. Sites may participate in up to two grants per fiscal year (July 1 - June 30).

- **Note:** If an applicant wants to request funds for a Field Trip and Professional Development, they must identify a related Educational Engagement Type in their application.

Please contact the AiE Program Director for application content assistance. Adjustments to the application will not be considered once an application has been successfully submitted and a review period has begun.

### SmartSimple

All applications are submitted via the secure online grants management system SmartSimple. Log in or create a free account at [marylandarts.smartsimple.com](https://marylandarts.smartsimple.com).

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature.
- Technical support for SmartSimple is available during regular office hours.

- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.

## Matching

The AiE grant does not require matching funds.

## Use of Funds

Arts in Education 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.

Arts in Education 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.

## Review Criteria

The review of Arts in Education Grant applications is based on the successful evidence of the answers to the following application questions:

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

*Excellent/Outstanding Answer: 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?**

- a. In-person
- b. Virtually
- c. Hybrid

- 3. What is the timeline of activities? Include dates even if they are tentative, and consider activities from the planning of the experience (e.g. initial meeting via phone, virtual conference, 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.) and final implementation.*

4. **Enter or attach evidence demonstrating 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/Outstanding Answer: Supplemental documents highly demonstrate full school/site wide support for the implementation of the experience and the teaching artist's needs.*

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/Outstanding Answer: Financial information is clearly tied to the request for funding and indicates realistic expenses for its implementation and anticipated/pending income.*

6. **Total Cash Expenses of the Education Engagement.**

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

The rubric to evaluate applications may be found on the [Arts in Education Grant Program](#) page on [msac.org](#).

## Financial Requirements

MSAC Teaching Artists are required to submit a current signed [W-9 Form](#) upon application submission. The address on the W-9 Form must match the address of the applicant information entered in SmartSimple.

The site must have one completed and documented fiscal year at the date of application submission.

## Review

### Panelist Selection and Review

MSAC utilizes a multi-disciplinary, statewide grant panel to electronically review (approve or deny) applications on a monthly basis for all grant requests. If multiple applications receive the same score but budget restrictions prevent all applications with that score from being funded, final selections will be based on which applications most closely align with the published strategic goals of the Maryland State Arts Council, in the determination of the MSAC staff: Increase Participation, Provide Intentional Support, Build Capacity, Leverage Connections, Bolster Maryland Arts.

### Notification and Payment

After the monthly panel review, applicants will be notified of the grant status as soon as possible, and, if approved, will receive a formal grant agreement form to process the grant payment (100% of award amount). For example: Applications submitted between August 6 - September 5 will be reviewed in September with notification by September 30. The grant will be considered declined if, after one month and 3 notifications, the grantee does not accept the award for funding.

The grantee will receive payment 6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form. A [timeline of the payment process](#) can be found on [msac.org](#).

To receive grant payments via direct deposit, please follow the instructions and complete the required forms from the [Comptroller of Maryland](#).

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.

## Reporting

### Final Report

If awarded an Arts in Education Grant, the recipient must file a final report online in Smart Simple by August 15, 2023. The report contains a brief summary request as well as some demographic requirements of the NEA (National Endowment for the Arts).

Failure to submit reports may jeopardize current and/or future MSAC grants and may result in repayment of grant funds back to the State of Maryland. Before any funds are distributed, Teaching artists are also required to submit any outstanding reports/requirements for any other MSAC grants they have received.