



Public Art Across Maryland Conservation Grant FY2023 Guidelines

DEADLINES:

October 24, 2022

March 24, 2023



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or msac.commerce@maryland.gov



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 file on the MSAC website: 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 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.

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

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.

MSAC will work with you to provide assistance as appropriate.

Accessibility Web Page

MSAC has a dedicated accessibility page on 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 for more information.

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

[text in Mandarin, stating: MSAC has translation and language accessibility services available. Contact msac.commerce@maryland.gov for more information.]

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 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 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 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; or (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.

Public Art Across Maryland Conservation Grant Overview:

Purpose

The Public Art Across Maryland program offers Conservation Grants to support the conservation and preservation of existing public artworks in Maryland. The program supports conservation planning efforts including: collection inventory, conservation assessment and planning processes, and funds to support conservation implementation and relocation of artworks within the state.

Description

The Public Art Across Maryland Conservation Grant program provides two types of support:

- The **Conservation Planning Grant** awards up to \$10,000 to support artwork conservation planning efforts including: project administration, consultancy fees, community engagement, and collection management services and technology.
- The **Conservation Implementation Grant** awards up to \$50,000 to support the maintenance and conservation, including resiting or relocation of existing permanent public artwork. The conservation project must be fully developed and planned - including identification of the project team and written support of the owners of the artwork and the site/property where the work is, or will be located.

For both Planning and Implementation grants, the final location of the artwork to be conserved must be within Maryland.

Grant Cycle

Funding

Grant requests can range from \$10,000-\$50,000.

No funding match is required.

- It is not required that the applicant have received a Planning Grant to apply for an Implementation Grant
- An organization may receive a Planning Grant and subsequent Implementation Grant in the same fiscal year
- An organization cannot receive two Implementation Grants in the same fiscal year

Support Period

The Public Art Across Maryland Grant Program is funded annually within the Fiscal Year (July 1 - June 30).

In FY23 there are two deadlines to apply for Planning and Project grants:

FY23 Deadlines:

- October 24, 2022
- March 24, 2023

Timeline

- Public Art Across Maryland Grants may be submitted at any time, and will be reviewed following the application deadline. Applications received after the October application deadline will be reviewed following the March deadline.
 - Applicants will receive notification of application status within 8 weeks of the deadline. The project schedule cannot commence before the applicant has received notification of their grant status.

- If awarded funding, applicants will receive payment 6-8 weeks upon receipt of the fully executed grant agreement.

Eligibility

Artwork Eligibility

Public art in any media is eligible for conservation funding. Artworks must be permanent, sited indoors or outdoors, free and publicly accessible to all, following conservation.

Artwork must be located, or be in the process of being relocated, within the State of Maryland.

Artwork types may include, but are not limited to: sculpture, painted mural, tile mosaic, mixed media, photography, and site-integrated public art.

Applicant Eligibility

While all conservation grant applicants are expected to compose a conservation project team, only one organization may serve as the lead applicant and will be the recipient of the grant funds and responsible for reporting requirements.

The applicant must be one of the following:

- 501(c)3 nonprofit organization (an organization with an IRS-designated 501(c)3 status)
 - Model A Fiscal Sponsorship (Comprehensive sponsorship, in which the assets, liabilities, and exempt activities collectively referred to as the project are housed within the fiscal sponsor.)
- Unit of government (a unit of government (town, city, county, state capacity) with the capacity to undertake an arts program)
- College/University (an established higher education institution in Maryland)
- School (a public or private school serving students in grades PreK-12)
- County Arts Council
- Arts and Entertainment District
- The organization has one completed and documented fiscal year as of the date of the grant submission.
- The organization is incorporated in Maryland or has a significant physical presence in Maryland (more than 90% of the artistic work will occur in Maryland).

Who May Not Apply:

Public Art Across Maryland Conservation Grants may not support:

- Conservation of an artwork that is still under the warranty of the artist
- Independent Artist(s). *(An Independent Artist interested in applying for conservation funding for their own artwork should partner with any one of the types of organizations listed under Eligibility above)*

Contact Information

MSAC Staff offer the following assistance throughout the application process:

- Professional development resources related to grant writing and/or program requirements
 - [Grant Writing 101: https://www.youtube.com/watch?v=94w7BTh44Uc](https://www.youtube.com/watch?v=94w7BTh44Uc)
 - [Public Art Resources Webpage](#)
- Direct Technical Support & Assistance:
 - Program Staff will host a **“How to Apply” webinar** on July 21, 2022 at 12:00pm. This presentation will provide an overview of all the program updates for FY23 and offer guidance on preparing applications. A recording of the webinar will be posted under [Public Art Resources](#).

- **One-on-one technical support:** Potential applicants are strongly encouraged to set up a meeting with the Public Art program staff in advance of making an application to discuss the proposed project. Staff can offer feedback on eligibility or other advice that may strengthen the application. To schedule time to speak about Conservation Grant applications, please contact:
 - C. Ryan Patterson, Public Art Project Manager, ryan.patterson1@maryland.gov

Application Process, Review, and Reporting

Application Process

SmartSimple

All applications are submitted via the secure online grants management system SmartSimple. Log in or create a free account at 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

There is no matching requirement for the Public Art Across Maryland Conservation Grant Program.

Use of Funds

Public Art Across Maryland Conservation Planning Grants may be used for:

- **Administrative fees** related to project management and planning
- **Consultant fee(s)** such as: Professional Conservator, Artist, Structural Engineer, materials specialist (painter, welder, etc.), Historian or Preservationist...
- **Community Engagement** including: public meetings, community education and information campaigns
- **Collection Management Activities & Technology** including: Collection Management consultant, conducting local survey or inventory work, inventory file digitization, establishing and/or updating a database of artworks in that collection or jurisdiction, purchasing or leasing collection management software

Public Art Across Maryland Conservation Implementation Grants may be used for:

- **Relocating a public artwork** within, or to Maryland in an effort to increase public access to the artwork and its long-term preservation.
- **Conservation and maintenance activities** that will contribute to the long-term appreciation and sustainability of the artwork including but not limited to:
 - Cleaning, waxing, coating, painting conducted by professional service providers
 - Replacement or addition of components to provide structural integrity to the artwork, or the frame, plinth, pedestal, base or foundation integral to the display of the artwork
- **Landscape site improvements** such as drainage, plant pruning and maintenance and/or replacement
- **Lighting and electrical work** that contributes to public accessibility by increasing visibility and safety, or improves energy efficiency of outdated lighting and digital components

- Conservation of existing or creation of new **identification and interpretive signage** including writers, designers, fabrication and installation
- Organizational Administrative project management fee

Public Art Across Maryland Conservation Grant may not support:

- Proposed or incomplete public art projects (artworks that do not exist, or are partially installed)
- Artwork that is still under artist's warranty or has suffered significant structural or materials failure while under warranty or within one year of acquisition or accession
- Improvements not directly related to the public artwork
- Artwork that is in storage or not publicly accessible, unless the artwork is being re-sited

Potential applicants are encouraged to consult with the Public Art program staff in advance of making an application in order to discuss and strengthen their project concepts.

Application Types

The Public Art Across Maryland Conservation grant program provides two types of support:

- The **Conservation Planning Grant** awards of up to \$10,000
- The **Conservation Implementation Grant** awards of up to \$50,000

For both Planning and Implementation grants, the final location of the artwork to be conserved must be within Maryland.

Review Criteria

The review of all Public Art Across Maryland Grant applications is based on successful evidence of the answers to the following application questions. Refer to the Public Art Across Maryland Conservation Grant Scoring Rubric as you respond to the application questions and prepare attachments.

Conservation Planning Grant Questions:

- Question 1: **Describe the artwork(s) being conserved. Why is the artwork important to the collection it is a part of, or the community where it is located? Share any additional information about the historical and/or cultural relevance of the artwork**
- Question 2: **Describe the public art conservation planning goals and community partners or stakeholders to be involved.**
- Question 3: **Describe the conservation planning process and timeline.**
- Required Attachments:
 - A. Conservation Planning Budget, please use the Budget Template provided here: <https://www.msac.org/programs/public-art/conservation-grant>
 - B. Photos of artwork to be conserved, including an overall perspective of the artwork as well as detailed close-ups of critical areas for conservation focus
 - C. Photos, maps or plans to help describe site and location of artwork

Conservation Implementation Grant Questions:

- Question 1: Describe the artwork(s) being conserved. Why is the artwork important to the collection it is a part of, or the community where it is located? Share any additional information about the historical and/or cultural relevance of the artwork.
- Question 2: Describe the proposed goals, activities, and outcomes of the conservation work to be performed and provide a timeline of how the work will be staged and implemented.
- Question 3: Provide a roster listing the conservation team members that includes a brief narrative of relevant education, experience and (if available) website URLs to background work. Information must include but is not limited to:
 - Artist, or Artist's representative (member of artist's estate or closest living relative, gallery representative). *If Artist or representative cannot be identified or included please describe the reason why, and/or the best efforts taken by the applicant.*
 - Professional Conservator(s)
 - Owner of artwork, or owner's rep (i.e. local public art administrator, collection manager, applicant organization's property attorney, etc..)
- Required Attachments:
 - A. Please use the Budget Template provided here: <https://www.msac.org/programs/public-art/conservation-grant> and include the following:
 - Administrative fees
 - Transportation (personnel or materials)
 - Artwork and Conservation Materials
 - Equipment & Site Preparation
 - Installation Costs
 - Conservator, Artist, contractor, or consultant fees
 - Plaque/signage, Dedication event costs, Marketing and Communications
 - Other (applicants must list)
 - B. Schedule/Timeline: Please use the Template provided here: <https://www.msac.org/programs/public-art/conservation-grant>. Provide dates and activities/tasks for the process described in Question 2. Activities cannot start until grant status notification, eight weeks after application deadline.
 - C. Photos of artwork(s) to be conserved, including: a perspective of the overall artwork, and detailed close-ups of critical areas for conservation focus. (May include original installation documentation and/or current photos to help demonstrate conservation needs and/or what the work may look like after conservation treatment).
 - D. Conservation Assessment Report or Scope of Work provided by a professional who will perform the work
 - E. (If applicable) Plans, location map(s), drawings, renderings or other specifications that illustrate proposed public art conservation project
 - F. Letter of Support from site owner and/or artwork overseer/owner citing that the application has permission, or pending permission to conserve the artwork(s)

Financial Requirements

All applicants 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 Smart Simple.

Public Art Across Maryland Conservation Grant applications do not require the demonstration of the applicant organization's overall budget. Only budgets associated directly with public art conservation activities are required in the application.

MSAC must be consulted if, during the granting period, re-budgeting results in more than a 10 percent fluctuation from expenditures proposed in the application (e.g., more than \$5,000 of a \$50,000 grant being allocated to expenses other than those listed in the initial application). MSAC staff will approve, deny, or request more information on the proposed change based on the grantee's capacity to undertake proposed changes and alignment with the mission of MSAC and Public Art Across Maryland program.

Review

Panelist Selection

MSAC utilizes a multi-disciplinary, statewide grant panel to electronically review and score applications. Panelist criteria includes diversity of location and diversity of experience.

Panelist Review and Scoring

Panelists use the Public Art Across Maryland [Conservation Grants Scoring Rubric](#) to evaluate applications. Before submitting your application please review the separate FY23 PAAM Conservation Grant Rubric document for the complete scoring criteria panelists use to evaluate applications to ensure your grant meets the review criteria.

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

Applicants to the Public Art Across Maryland grant program will receive electronic notification of their grant award or denial within 8 weeks of the application deadline.

If approved, applicants will receive a formal grant agreement form to process the grant payment. Grantees receive 100% of award amount. Pending the fully executed grant agreement, the grantee will receive payment 6-8 weeks from the date of receipt of the fully executed agreement. To receive grant payments via direct deposit, please follow the instructions and complete the required forms in the Appendix.

Reporting

Final Report and Documentation

All grantees must file a final report in SmartSimple within 30 days of the project completion date as listed in the Applicant's Project Schedule.

The report contains a brief summary of the project, as well as a final budget, final photos of the conserved artwork(s), and data requirements of the NEA (National Endowment for the Arts).. It is also encouraged that grantees set up a meeting with the Public Art program staff to check-in on the project at a mid-way point. Staff can provide technical assistance as projects may encounter challenges to implementation.

Planning Grant recipients must complete the conservation planning process within 12 months from grant award notification. A final report is due within 30 days of completion of planning.

Implementation Grant recipients must complete the conservation project within 18 months of grant award notification. A final report is due within 30 days of the dedication and completion of the funded project. The Final Report must include an ongoing maintenance plan following conservation.

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, Public Art Across Maryland grantees are also required to submit any outstanding reports/requirements for any other MSAC grants they have received.

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.

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- 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.