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# Public Art Across Maryland New Artworks FY2023 Guidelines

Deadlines:  
October 24, 2022  
March 24, 2023

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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 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 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.

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

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, material 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.

# Public Art Across Maryland New Artworks Grant Overview:

## Purpose

The Public Art Across Maryland New Artworks program supports independent artists and organizations planning and creating new public artworks with communities in Maryland. The program supports community and artist visioning activities, planning, and design processes to develop a public art proposal as well as funds to create and install the final public artwork. The resulting artwork may be in any media, temporary or permanent, be located inside or outside, and may include multiple artworks such as for a downtown or a public art exhibition or festival. The artwork must be free and publicly accessible to all.

## Description

In FY23 only, the Public Art Across Maryland New Artworks program grants have been increased and provide two types of support:

- The **New Artworks Planning Grant** awards up to \$10,000 to support independent artists and/or organizations developing public art proposals with communities. The grant supports artist fees for artwork design and proposal development including services such as: digital renderings, shop drawings design/engineering reviews, permit applications and/or organization administrative fee(s) to support a Call-to-Artists process.
- The **New Artworks Project Grant** awards up to \$50,000 to independent artists and/or organizations to support the fabrication and installation of new public artwork(s). The artist(s) must be identified and the artwork must be fully designed at time of application. The project must have been developed through a community process,

For both Planning and Project Grants the proposed public art project site must be in Maryland and the lead artist must be a resident of Maryland (please refer to Eligibility section).

## Grant Cycle

### Funding

Planning Grant requests up to \$10,000

Project Grant requests up to \$50,000

No funding match is required.

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

### Support Period

Public Art Across Maryland Grants may be submitted at any time, and will be reviewed following the application deadline. Applications received after the October 24, 2022 application deadline will be reviewed following the March 24, 2023 deadline.

### FY23 Deadlines:

- October 24, 2022
- March 24, 2023

## Timeline

- Public Art Across Maryland Grants may be submitted at any time and are reviewed bi-yearly.
  - 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

### Independent Artists:

- The applicant must be the lead artist whose original work is included in the project.
- Lead artist applicant must be a Maryland resident (owning or renting residential real property in Maryland at the time of submission of the application and throughout the funded project or program) and must be 18 years of age or older.
  - Collaborative groups must be composed of artists who are 18 years or older. 50% of artists in a collaborative group must meet the residency requirement above.
- Only one application per project or program will be considered for funding.
- The applicant may not be enrolled in any matriculated high school, undergraduate or graduate degree program.

### Arts Organizations and/or Programs:

- 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.)
    - For fiscal sponsorships supporting an individual, the artist must meet the residency requirements for independent artists.
  - 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 Councils
  - Arts and Entertainment Districts
- 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).

*It is expected that all applicants must communicate with the local government or property owner when planning and implementing public artwork. Project Grant applications require a Letter of Commitment from the private property owner or owner's agent, or local municipality/government entity if public property. A formal Right of Entry Agreement may be required. Applicants are strongly urged to check with their local [County Arts Council](#) for public art permit requirements.*

## 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 and assistance to strengthen the application. To schedule time to speak about New Artworks grant applications, please contact: Liesel Fenner, Public Art Program Director, [liesel.fenner@maryland.gov](mailto:liesel.fenner@maryland.gov)

## Application Process, Review, and Reporting

### Application Process

#### SmartSimple

Independent Artists or Organizations apply via the secure online grants application software SmartSimple. Log in or create a free account at [marylandarts.smartsimple.com](http://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 Grant Program.

#### Use of Funds

Public Art Across Maryland New Artworks Planning Grants may be used for:

- Administrative fees related to community activities and/or selection of the artist
- Artist fees and/or honorariums for artwork design and proposal development
- Consultant fee(s) such as: public art consultant, design services from architects or landscape architects, engineering services, digital graphics services...
- Facility/equipment rentals for community meetings
- Online application software fees

Public Art Across Maryland New Artworks Project Grants may be used for:

- Artist(s) fee(s)
- Contracted services such as: studio assistants, fabricator, contractor, artwork installers, photographer...
- Renting equipment and/or space needed for fabrication and/or installation
- Purchasing artwork materials and/or tools for fabrication and/or installation
- Transportation of the artwork to the site
- Insurance, permitting fees
- Organizational Administration/Project Management fee
- Artwork Dedication Expenses, including signage plaque

Public Art Across Maryland may not support:

- Purchase, lease, or exhibition of pre-existing artwork or editions, or any ongoing operational expenses of the applicant or partner

- Capital improvements not directly related to the public artwork
- Artwork that is not publicly accessible

## Application Types

The Public Art Across Maryland New Artworks program provides two types of support:

- **New Artworks Planning Grant** awards of up to \$10,000
- **New Artworks Project Grant** awards of up to \$50,000

For both Planning and Project Grants the proposed public art project site must be in Maryland and the lead artist must be a resident of Maryland.

The artwork must be original and designed and fabricated for the Public Art Across Maryland program. The artwork type may include, but not be limited to: sculpture, mural/painting, tile mosaic, mixed media, photography, and digital works. The artwork may also be functional amenities such as: benches, bike racks, creative way-finding, fences, screens, gateways, lightworks, awnings, and trellises.

The artwork may be sited in or on any interior or exterior space accessible to the public, such as: parks and trails, plazas, sidewalks, community centers, libraries, schools and local government buildings. Applicants are required to do their own research into local regulations, permissions, and permitting requirements for siting and installing artwork(s) on public or private property.

## Review Criteria

The review of all Public Art Across Maryland Grant applications is based on the following application questions. As you respond to the application questions, refer to the Public Art Across Maryland FY23 New Artworks Scoring Rubrics here: <https://www.msac.org/programs/public-art/new-artworks-grant>.

### New Artworks Planning Grant Questions:

- **Question 1: Describe the Planning Process and the Intended Goals**  
Provide a detailed description of the public art planning process including:
  - Goals for the proposed project
  - Goals for engaging the community and how engagement will take place
  - If the artist is to be selected, a description of the artist selection process
- **Question 2: Planning Timeline**  
Provide a detailed timeline with dates for the planning process described above. Activities cannot start until grant status notification, eight weeks after application deadline.
- **Required Attachment: Planning Budget**  
Please download and use the Planning Budget Template provided here: <https://www.msac.org/programs/public-art/new-artworks-grant>.  
Expenses can include:
  - Administrative fees related to community engagement activities and/or selection of the artist
  - Artist fees and/or honorariums for artwork design and proposal development
  - Facility/equipment rentals for community activities/meetings
  - Online application software fees.
  - Consultant fee(s) such as: public art consultant, computer graphics such as a photoshop tech, architect/landscape architect/engineer, and other services to fully plan the proposed artwork

**NO artwork proposals may be submitted with a Planning Grant application.**

New Artworks Project Grant Questions:

- **Question 1: Project Description**  
Please provide a detailed description of the proposed public art project including:
  - Artwork concept/meaning
  - Creation/fabrication process including materials/mediaDescription should align with the submitted artwork drawings in Attachment D.
  
- **Question 2: Community Engagement**  
Please describe the intended goals for the project including community/public engagement and how it will be achieved. Examples may include, but are not limited to:
  - Community participation in the artwork planning and artist selection activities
  - Proposed community/audience engagement activities in creating the artwork
  - Related activities and programming following the artworks installation
  - Other activities specific to needs of the community and proposed artwork context
  
- **Question 3: Prior Experience**  
Please describe the experience of the applicant and artist(s), demonstrating their ability to successfully manage and implement the proposed project. Please include website URLs for reference.
  
- **Question 4: Maintenance**  
Please describe who, other than the artist, will be responsible for monitoring the final artwork and funding maintenance including: theft, vandalism, durability and seasonal exposure.
  
- **Required Attachments:**
  - a. **Project Budget:** Please use the Project Budget Template provided here: <https://www.msac.org/programs/public-art/new-artworks-grant>. Include separate line items for: Artist Fee(s), Organization Project Management/Administration, Community Activities, Artwork Materials, Site Preparation, Installation, Transportation, Contracted Services, Marketing, Plaque and Dedication Event Costs.
  
  - b. **Artwork Location Map:** Please include a PDF file with a map of the location (can be a Google Map) and photos or drawings communicating the existing site and where the artwork will be located
  
  - c. **Project Schedule:** Please use the Project Grant Schedule Template provided here: <https://www.msac.org/programs/public-art/new-artworks-grant>. Include dates for creating/fabricating, site preparation, installation, and dedication of the project. Activities cannot start until grant status notification, eight weeks after the application deadline. Schedule must include a proposed MSAC project check-in meeting date midway during project implementation.
  
  - d. **Artwork Drawings:** Please upload a PDF file of plans, drawings and/or renderings that fully communicate the proposed public artwork, including how the work will be installed and accessibility. Please include text to note materials, finishes, and artwork dimensions for scale.

- e. **Artist Background Work:** Please upload a PDF file of images of prior artwork completed by the artist. Please note Artist's website URL, if available.
- f. **Letter of Commitment from Property Owner:** Please upload one letter from the property owner, owner's agent, or local municipality/government entity demonstrating that the applicant has been in contact, and has permission, or pending permission, to install the artwork at the proposed location. Project press release statements are not permissible as a Letter of Commitment. *(A formal Right of Entry Agreement may be required for final installation)*

## 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 applications from organizations do not require the demonstration of the organization's overall budget. Only budgets associated directly with public art activities are required in the application.

MSAC must be consulted if, during the granting period, rebudgeting results in more than a 10 percent fluctuation from expenditures proposed in the application (e.g., more than \$3,000 of a \$30,000 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 New Artworks Scoring Rubric to evaluate applications. Before submitting your application please review the separate FY23 PAAM New Artworks 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 the award amount. Pending the signed fully executed grant agreement, the grantee will receive payment 6-8 weeks from the date of receipt of the fully executed agreement.

## Reporting

### Final Report and Documentation

If awarded a Public Art Across Maryland, all grantees must submit 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, a final budget, final project photos, 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 public art project planning grant within 12 months from grant award notification. A final report is due within 30 days of completion of planning.

Project Grant recipients must complete the proposed public art project within 18 months of grant award notification. A final report is due within 30 days of the dedication and completion of the project.

A final report must be submitted before a new PAAM New Artworks Grant application may be submitted. 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.

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.