



---

# COUNTY ARTS DEVELOPMENT GRANT FY2024 Guidelines

for County Arts Agencies of Maryland Network  
Partners

**DEADLINE: January 31, 2023**

**SUPPORT PERIOD: July 1, 2023 - June 30, 2024**

---



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](mailto: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](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 are 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.

## Constituent Opportunities

### Maryland Arts Directory

All MSAC constituents are invited to create a profile on the Maryland Arts Directory, an online resource for promoting, selling, and raising the profile of the work of Maryland artists and arts organizations. Joining the directory is free and available to all Maryland residents and organizations with a connection to the arts. Browse the directory at [msac.org](https://msac.org) and log in or create a profile [here](#).

### Professional Development

MSAC maintains a regular schedule of virtual and in-person professional development offerings, including webinars, networking events, regional meetings, and a statewide symposium. Follow MSAC's [Eventbrite page](#) to learn more about upcoming professional development opportunities.

# County Arts Agencies of Maryland Network Overview

MSAC's County Arts Agencies of Maryland (CAAM) Network supports Maryland's 24 county arts agencies by providing funding [through County Arts Development (CAD) grants] and technical assistance to meet network goals. County arts agencies are the entities designated by the governments of each of the 23 counties of Maryland and Baltimore City as the official arts agencies of their jurisdictions.

## Network Purpose, Goals and Activities

The purpose of the CAAM Network is to extend the service of MSAC, supporting county arts agencies with the goals of providing:

- a vital connection with artists, arts organizations, and audiences throughout the State;
- encouragement of local arts activity of all disciplines in all of Maryland's diverse communities; and
- equitable funding for the arts on the local level through transparent processes that are accessible to all county constituents.

County arts agencies fulfill the purpose of the CAAM Network by:

- providing equitable and accessible financial and technical support to all artists, arts organizations, and arts programs within the jurisdiction;
- engaging with MSAC in ways that strengthen and enhance an inclusive, collegial network of county arts agencies across Maryland that are working in current best practices of local arts agencies;
- encouraging and supporting arts activity while championing creative expression, diverse programming, and lifelong learning throughout their jurisdictions;
- advocating for the arts in their local jurisdiction; and
- providing leadership that elevates community artists by connecting their constituents to statewide and national trends and best practices.

## Network Expectations

MSAC recognizes that each county arts agency comprises unique combinations of expertise, capacity, and effective constituent service. To that end, the expectations of CAAM Network members and the County Arts Development grant application and reporting processes are intended to support county arts agencies' ability to best serve their local constituencies, addressing identified needs while furthering MSAC's goals for advancing the arts for all Marylanders.

MSAC is responsible for:

- Providing funding, guidance, resources, and support to aid in the creation and implementation of county arts agencies' three-year plans.
- Providing tools and resources to aid county arts agency's infusion of equity, diversity, inclusion, and access in all aspects of its work.
- Maintaining MSAC grantmaking and reporting schedules, facilitating county arts agencies' access to MSAC application and reporting materials, and providing technical support as needed.
- Soliciting professional development needs and providing professional development opportunities for the 24 county arts agencies as well as technical assistance to individual county arts agencies and their constituents as needed or requested.
- Publicizing the county arts agency grant opportunities, programs, and events.
- Sharing the impact of county arts agencies' work.
- Responding to local needs and concerns communicated by county arts agencies through scheduled reports and other communications.

- Making at least one site visit per year to each county arts agency to meet with leadership, board, and/or constituents to assess needs and share ideas and opportunities.

Each county arts agency is responsible for:

- Adhering to all grantmaking and reporting requirements, as communicated by MSAC.
- Making grants to local organizations for arts activities through open, transparent, accessible, and publicized grant programs.
- Supporting local independent artists through grants, programs, and/or technical assistance.
- Supporting local Arts in Education programming outside of school curricula.
- Maintaining programs that are responsive and equitably benefit all county constituents.
- Maintaining a website that publicizes the county arts agency's grants and programs with current eligibility and grant deadlines and links to MSAC's site and relevant opportunities.
- Maintaining a distribution list of local constituents.
- Sending regular communications (email, social media, and/or print, etc.) promoting county arts agency and MSAC opportunities.
- Maintaining a current profile page on MSAC's website.
- Notifying MSAC at least two months ahead of deadlines of available local grant opportunities.
- Providing MSAC with ongoing updates of local needs and concerns through scheduled reports and additional communications.
- Communicating grant noncompliance and/or concerns about organizations that receive both county arts agency and MSAC funding so MSAC can provide appropriate technical assistance.
- Arranging at least one site visit per year for MSAC to meet with county arts agency leadership, board, and/or constituents to assess needs and share ideas and opportunities.

# County Arts Development Grant Overview

## Grant Purpose and Goals

County Arts Development (CAD) grants support County Arts Agencies of Maryland (CAAM) Network members to extend the service of the Maryland State Arts Council (MSAC) with the goals of providing:

- a vital connection with artists, arts organizations, and audiences throughout the State;
- encouragement of local arts activity of all disciplines in all of Maryland's diverse communities; and
- equitable funding for the arts on the local level through transparent processes that are accessible to all county constituents.

## Application Submission and Review Process

On Year (every 3 years)

- County arts agencies submit a three-year plan that details how the county arts agency will meet constituent needs as well as MSAC CAAM Network goals through their grant making and programs.
- A draft plan is reviewed by MSAC staff and a review panel, and feedback is given with technical assistance as needed.
- Revisions are made based on initial MSAC review, as needed, and the preliminary plan is submitted for Council approval.
- The Council (or a designated committee) reviews on-year county arts agencies' plans and approves them or makes suggestions and requests for revision.

Off Years (intervening 2 years)

- County arts agencies submit a Request for Funding (RFF) that details any changes to its three-year plan, required financial reporting, and any requests for professional development.
- RFFs are reviewed by MSAC staff and any major changes are reported to the Council

*MSAC staff, panelists or councilors can recommend a county arts agency be required to submit a full application in any subsequent fiscal year for reasons including but not limited to: submission of a weak three-year plan, grant noncompliance, or significant changes in budget, programming, operations, or leadership.*

## Eligibility

To be eligible for CAD funding, the county arts agency must be designated by the jurisdiction's government as the official arts agency or council of the jurisdiction. If the county arts agency is not a branch of the county or city government, it must be registered as a not-for-profit corporation in Maryland exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

## Allowable/Unallowable Expenses

Grant Funds may be used for:

- Re-granting to local organizations, artists, and schools to support arts programming or projects that benefit county residents
- Arts programming that serves county residents
- Services to artists and arts organizations working within the county
- Administrative and operating expenses of the county arts council (a maximum of 60% of annual grant funds may be used for administration and operating expenses)

Grant Funds (including re-granted funds) may not be used for:

- Activities not open to the general public
- Operating grants to organizations outside of the county
- Programming or projects outside of the county
- Non-arts programming or projects
- Projects, performances, expenses, and activities that are part of school curricula

Please visit [MSAC's website](#) for an expanded glossary of terms,

## Matching Requirements

CAD funds must be matched at least one to one in cash from any non-Maryland state source. In-kind services may be identified in the application form but may not be used as part of the match.

## Reporting Requirements

County arts agencies submit an interim report that serves as a check-in on activities and a final report that reports data needed for MSAC's reporting to the National Endowment for the Arts.

## Smart Simple

MSAC utilizes the cloud-based grant system SmartSimple to accept grant applications. Only successfully submitted online applications will be accepted. Hard copy applications will not be accepted.

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature by the authorizing official\* of the organization.
- **DEADLINES:** Completed applications must be submitted via SmartSimple with all required attachments by the appropriate deadline:
  - o "On Year" Application deadline is 5 P.M. on January 31, 2023.
  - o "Off Year" Application deadline is 5 P.M. on January 31, 2023.
- Applicants must click the "Submit" button and SmartSimple must accept the application by 5 P.M. to meet the deadline. Upon successful submission, applicants will receive an onscreen confirmation message and an email from SmartSimple with a copy of the application within one hour. Please check spam or junk folders if the messages do not appear in email inboxes within this timeframe.
- Technical support for SmartSimple is available during regular office hours, 8:00 AM through 4:00 PM, Monday through Friday.
- MSAC does not accept responsibility for lost, misdirected or late applications.
- **Applications submitted after the deadline will not be considered for funding.**
- **Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be considered withdrawn.**

Sample applications and descriptions of required electronic attachments are available in Smart Simple.

# County Arts Development Grant Application

## EDI Statement

The Maryland State Arts Council has committed to equity, diversity, and inclusion in grantmaking, and therefore our funding mechanisms continue to be examined and updated. We are aided by the work of the National Endowment for the Arts, the National Assembly of State Arts Agencies, and Americans for the Arts, as they have clarified and shared approaches to uncover cultural bias in the procedures and policies of state arts organizations.

In the spirit of partnership and communal creativity, the design of the County Arts Development FY2024 application is meant to inspire authentic reflection and internal analysis for each network partner. The Maryland State Arts Council is to be seen and utilized as a collaborative partner in the application process. The overall driving goals of this new vision for the 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 (i.e. - 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.

## Full Application

FY2024 (July 1, 2023 - June 30, 2024)

- I. State the vision, mission, goals and/or values of the county arts agency.
- II. Plan Context
  - A. Describe the county. Include general descriptions of the county’s demographics and data points to support the description.
  - B. What are the current needs of your constituents in relation to arts funding, programming, and services?
  - C. How did the county arts agency determine these needs?
  - D. How does the mission of the county arts agency connect to the identified constituent needs?
  - E. Has the county arts agency identified any trends that could impact its service to the county over the three-year period, and in what ways does the agency plan to address these changes?
- III. Describe the process for developing the county arts agency’s three-year plan. Who was involved in the plan’s creation, and how was community input solicited and incorporated?
- IV. Plan:
  - A. List up to five priorities for the next three years.
  - B. Complete the chart below for each activity, project, or program of the county arts agency.

Activity, Project or Program ( <i>identify as established, new, or planned</i> )	How will the activity, project or program address the county arts agency’s priorities identified above?	How will the activity, project, or program address identified constituent need(s)?	How will the activity, project or program address the CAAM Network’s goal(s)?

- C. Provide details about the county arts agency’s grantmaking process, including
  - 1. How the county arts agency will ensure all constituents have access to grant programs;
  - 2. How the county arts agency's grant application, adjudication, and award processes will reflect a commitment to equity; and
  - 3. How will transparency be reflected in the grantmaking process?
- D. Describe how the county arts agency’s programs and grantmaking will serve all arts disciplines, diverse communities, and the entire county over the next three years. Refer to the map of the agency’s previous fiscal year’s programs and grantmaking provided by MSAC.
- E. State the county arts agency’s goals for Arts in Education and how it plans to meet those goals in school and/or community settings over the three-year period. Include what amount the county arts agency plans to allocate to Arts in Education programming or grantmaking for each fiscal year. (Note - MSAC funds may not support activities that are part of a school’s curriculum.)
- F. Estimate the use of MSAC CAD FY2024 funding based on the county arts agency’s FY2023 grant amount.

Administrative and Operating Expenses (<60% of total)	
Arts-in-Education Programming or Grantmaking	
Programs and Projects	
Other (specify)	
TOTAL	

V. Support Documents

- A. Completed Budget Worksheet
- B. Financial Statement or Audit (most recently completed FY)
- C. Grant Guidelines (including eligibility requirements, review criteria, and reporting requirements), Application(s), and Contract(s)
- D. Arts Education Funding Guidelines, Application(s), and Contract(s)
- E. Bylaws
- F. Current list of board members with contact information
- G. Biography paragraphs for key staff and current board members
- H. Enabling legislation or document naming the agency as the county arts agency or council for the jurisdiction
- I. IRS Letter of Determination (if applicable)
- J. W9

# Request for Funding Application FY2024

FY2024 (July 1, 2023 - June 30, 2024)

- I. Narrative
  - A. Describe any significant changes that have occurred or changes that are anticipated for your county arts agency.
  - B. Summarize your county arts agency's proposed activities for the upcoming fiscal year.
  - C. What professional development needs has the county arts agency identified in the organization or county over the past year? How can MSAC be of assistance?
- II. Estimate the use of MSAC CAD FY2024 funding based on the county arts agency's FY2023 grant amount.

Administrative and Operating Expenses (<60% of total)	
Arts-in-Education Programming or Grantmaking	
Programs and Projects	
Other (specify)	
TOTAL (FY2024)	

- III. Support Documents
  - A. Completed Budget Worksheet
  - A. Financial Statement or Audit (most recently completed FY)
  - B. Bylaws
  - C. Current list of board members with contact information
  - D. Biography paragraphs for key staff and current board members
  - E. IRS Letter of Determination (if applicable)
  - F. W9