Arts in Education Grant FY2024 Guidelines

DEADLINE: Rolling (August-November 2023; January-March 2024)
SUPPORT PERIOD: Rolling

NATIONAL ENDOWMENT for the ARTS
arts.gov

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 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.

Wes Moore, Governor
Aruna Miller, Lieutenant Governor
Kevin Anderson, 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.

> 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了解更多信息。

> 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 IX, Section 1681 et seq. of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101-6107, 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.

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 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.

Overview

Purpose

The Arts in Education (AiE) Program includes the Arts in Education Grant and the Arts in Education Teaching Artist Roster, which promotes and strengthens lifelong learning in the arts in Maryland's schools and community settings.

Description
The Arts in Education Grant Program provides financial support to teaching artists on [MSAC's Teaching Artist Roster](#) to implement arts education programs in school and community settings across the state of Maryland.

- The MSAC Teaching Artist Roster can be found within the Maryland Arts Directory ([click here to access the Arts Directory](#)), and by clicking on "View the Teaching Artist Roster." Another listing of the MSAC Teaching Artist Roster may be found under "Resources" on the MSAC Arts in Education Grant webpage [by clicking here](#).

Grant Cycle

Funding
The Arts in Education Grant amounts are based on the applicant's request. The maximum amount of the grant is $6,000. There is no grant minimum.

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

Support Period
MSAC's Fiscal Year 2024 (FY24) dates are July 1, 2023 - June 30, 2024.

For FY24, Arts in Education Grant applications are accepted on a rolling deadline between August-November 2023 and January-March 2024. Applications submitted by the fifth day of the month will be reviewed by the panel within the same month. Applications received after the fifth day of the month will be reviewed by the panel in the following month. After the monthly panel review, applicants and their selected Teaching Artist will be notified of their grant status by the end of the month or early the following month in which it was reviewed. Please refer to the "Notification and Payment" section for more details.

If awarded funds, grantee agrees to spend or obligate all funds by August 15, 2024. This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

Timeline
- Application publication date: Early July 2023
- Rolling Application Deadlines:
  - August 5, 2023
  - September 5, 2023
  - October 5, 2023
  - November 5, 2023

- ○ January 5, 2024
- ○ February 5, 2024
- ○ March 5, 2024

Eligibility

In order to apply for an AiE Grant, the school or community site must be one of the following:
- 501(c)3 nonprofit organization (an organization with an IRS-designated 501(c)3 status) in Maryland.
  - ○ Note: Private schools with 501(c)3 status are eligible.
- Unit of government (a unit of government [town, city, county, state] with the capacity to undertake an arts program) in Maryland.
  - ○ Note: Public schools are eligible.
- College or university (an established higher education institution in Maryland)

AND
- Have operated for one completed and documented fiscal year at the date of application submission with ongoing arts activities.

A school or community site may participate in up to **two grants per fiscal year (July 1, 2023 - June 30, 2024).**

Lead Artists (defined as the person who is responsible for leading the arts learning activity) may receive grant awards up to 4% of MSAC's overall annual Arts in Education grant budget.

Teaching artist organizations may receive grant awards totaling up to 15% of MSAC's overall Arts in Education annual grant budget, while also observing the 4% maximum per Lead Artist outlined above.

For current information on the FY 2024 Arts in Education grant budget, please click here.

Contact Information

MSAC staff offer the following technical assistance throughout the application process:
- One-on-one conversations, questions, and application feedback:
  - ○ Lizzie Morales, Arts in Education Program Director:
    - ■ elizabeth.morales@maryland.gov
    - ■ 443.794.7564
- Grants logistics and technological assistance
  - ○ Catherine Teixeira, Grants Director
    - ■ catherine.teixeira@maryland.gov
    - ■ 443.799.7256
  - ○ Tammy Oppel, Grants Management Associate
    - ■ tammy.oppel@maryland.gov
    - ■ 410.767.8851
  - ○ Kirk Snow, Grants Management Associate
    - ■ kirk.snow@maryland.gov
    - ■ 410.767.8865
- Professional development related to grant writing and program requirements
  - ○ Professional Development Opportunity grant:
    https://www.msac.org/programs/professional-development
  - ○ Online offerings: Click here to view upcoming events

Application Process, Review, and Reporting

Process
Before You Apply

1. **Teaching Artist and Site Agree to Collaborate**
Before submitting an application, the Teaching Artist and Site must confirm the following:
   - Teaching Artist availability
   - Educational engagement(s)
   - Teaching Artist fees and budget

   Applications must specify an artist, ensemble, or organization currently on the MSAC Teaching Artist Roster. Ensembles and organizations must indicate a Lead Artist on the application. The Lead Artist is responsible for leading the arts education activities at the site.

   Note: Teaching Artists not currently approved by MSAC are encouraged to apply to the MSAC Teaching Artist Roster. The MSAC Teaching Artist Roster review and approval process occurs twice a year, in September-October and April-May.

2. **Identify a Site Coordinator**
Applicants must identify a Site Coordinator in each application. Site coordinators are affiliated with the site organizations and are responsible for coordinating logistics and materials with the Lead Artist, if an application is funded.

   The Site Coordinator's responsibilities may include, but are not limited to:
   - Collaborating with the selected Teaching Artist on the Arts in Education Grant application
   - Providing evidence of the site's support for the educational engagement (examples include a letter of support, draft teaching artist contract with the school/site, site coordinator correspondence, or an electronic signature in the application from the site's executive director or principal) for the AiE Grant application.
   - Organizing and overseeing activities at the educational site
   - Artist selection
   - Planning/scheduling
   - Ordering materials
   - Communication with the Teaching Artist, Site's Administration, and AiE Program Director
   - Working with the teaching artist to provide data for MSAC Final Reports

   Please note that the Site Coordinator/Site Organization is responsible for participants–the role of the Teaching Artist is that of a consultant and not an employee of the Site Organization; therefore, the Site Coordinator or another employee of the Site Organization must be present at all times while the Teaching Artist is working with minors (participants under the age of 18).

3. **Application Submission**

The Independent Artist or Artist's affiliated organization may start the application (whomever is the grant recipient, if the grant is awarded) and serves as the primary contact on the application.

Organizations and ensembles must indicate a Lead Artist on the application. The Lead Artist signature is required on the application; therefore, the organization will need to email the AiE Program Director, Lizzie Morales at elizabeth.morales@maryland.gov, to give the Lead Artist access to the application.

For Independent Artists, it is presumed that the Independent Artist is also the Lead Artist on the application.

Please note that the MSAC Teaching Artist Roster includes both individual Teaching Artists as well as Teaching Artists that serve on behalf of an organization. The applicant will select the name of the teaching artist and/or teaching artist organization from a dropdown menu under "Activity Information" within the application.

If the Site Organization would like to contribute to or complete the grant application on behalf of an artist, the teaching artist will need to email the AiE Program Director, Lizzie Morales at elizabeth.morales@maryland.gov, to give collaborative editing privileges to the Site Organization and/or grant writers.

The application may identify multiple types of arts learning activities with their selected Lead Artist. If a site wishes to receive funding for different Lead Artists in one fiscal year (July 1, 2023 - June 30, 2024), they must submit separate applications.

Note: If an applicant wants to request funds for a Field Trip, they must identify a related Activity Type in their application.

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

SmartSimple

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

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature.
- Technical support for SmartSimple is available during regular office hours.
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.

Matching

The AiE grant does not require matching funds.

Use of Funds

Arts in Education Grant funds may be used for:

- Expenses directly associated with the proposed eligible arts education activities, including but not limited to artist payment/stipends; field trip admission costs; consultant fees; honoraria; contractual services; transportation costs (train, taxi, bus, etc.); mileage (for personal vehicles) and per diem (for guidance on rates, please visit the GSA site for current rates: mileage and per diem); hotel/lodging accommodation costs for programs further than 50 miles from an artist's residence; art materials directly associated with the proposed activities; software licensing for media arts and/or virtual programs.

Arts in Education Grant funds may not be used for:

- Re-granting; capital improvements; space rental; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland (except Washington, D.C.) to present or produce arts; projects chiefly for classroom use or in school activities; scholarships awarded by the applicant organization for its own activities. Grant funds may not be used to make contributions to any persons who hold, or are candidates for elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

Review Criteria

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

1. **Describe the program you are requesting funds for and how it will support the needs of the selected audience(s).**

   Excellent/Outstanding Answer: The community of learners being served and their needs and desires are clearly and specifically described. The overview of the learning experience is thoughtful, including how it is designed to serve and adapt to the stated needs and/or desires of the intended learners.

2. **How will your program be delivered?**
   a. In-person
   b. Virtually
   c. Hybrid

   This is an unscored question.

3. **What is the timeline of activities? Include dates even if they are tentative, and consider activities from the planning, implementation, and follow-up/reflection of the experience.**

   Excellent/Outstanding Answer: There is a clear, specific, and realistic timeline demonstrating individual and collaborative planning with key stakeholders (such as a teacher, administrator, Principal, Executive Director, etc.) and final implementation.

4. **Enter or attach evidence demonstrating support for the arts education activity from the school/site. Examples include but are not limited to a letter of support, a recorded video, a signed letter of intent with the school/site, site coordinator correspondence, or an electronic signature in this application from the Site Executive Director/Principal.**

   This is an unscored question.

5. **What is the budget for the arts education program? Outline and provide context for all of your expenses and income by category and amount (such as teaching artist fees, travel costs, material costs). Include any administrative fees and any anticipated income outside of the MSAC grant award.**

   Excellent/Outstanding Answer: Financial information is specific and clearly tied to the request for funding and indicates realistic expenses for the successful implementation of the proposed arts education activity.

6. **Total program budget. Include the total cash expense for the proposed activity or activities. This may be the same or different from the total grant request amount.**

   This is an unscored question.

7. **Grant request amount. Applicants may request funding amounts up to $6,000. (Please note, requests will be rounded to the nearest whole number.)**

   This is an unscored question.

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

   This is an unscored question

Underrepresented Counties in Maryland: In order to demonstrate MSAC's commitment to serving all citizens throughout the State of Maryland, applications received from underrepresented counties will be awarded 1 additional point (or 2 percentage points) on the final application score. Underrepresented counties are determined by the number of applications received during MSAC's previous fiscal year. The FY24 list of underrepresented counties include: Allegany, Carroll, Cecil, Charles, Dorchester, Kent, Queen Anne's, Somerset, and Worcester.

The complete scoring rubric may be found on the Arts in Education Grant Program page [here](#).

Financial Requirements

All applicants are required to submit a current signed [W-9 Form](#) within the application. The address on the W-9 Form must match the address of the applicant information entered in SmartSimple. If awarded, grant funds will be made payable to the person/entity and address indicated on the W9.

Review

Panelist Selection and Review

MSAC convenes a group of panelists, comprised of members of the public statewide representing a range of discipline expertise, to electronically review and score all applications according to the review criteria above.

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.

Funding Amounts

Arts in Education grants are available for up to $6,000. If approved for funding, 100% of the requested amount will be funded (this program does not offer a portion/percentage of the requested amount).

Notification and Payment

The individual listed as the primary contact in the application will receive all notifications. Notifications from SmartSimple will be sent from noreply@smartsimple.com.

After the monthly panel review, applicants will be notified of the grant status as soon as possible, and, if approved, will receive a formal grant agreement form to process the grant payment (100% of award amount).

Applications received July 1 - August 5, 2023
> Applications reviewed/scored August 6 - late August
> Notifications sent to applicants late August/early September

Applications received August 6 - September 5, 2023
> Applications reviewed/scored September 6 - late September
> Notifications sent to applicants late September/early October

Applications received September 6 - October 5, 2023
> Applications reviewed/scored October 6 - late October
> Notifications sent to applicants late October/early November

Applications received October 6 - November 5, 2023
> Applications reviewed/scored November 6 - late November
> Notifications sent to applicants late November/early December

Applications received November 6 - January 5, 2024
> Applications reviewed/scored January 6 - late January
> Notifications sent to applicants late January/early February

Applications received January 6 - February 5, 2024
> Applications reviewed/scored February 6 - late February
> Notifications sent to applicants late February/early March

Applications received February 6 - March 5, 2024
 Applications reviewed/scored March 6 - late March
 Notifications sent to applicants late March/early April

Please note, review/scoring/notification timeline is subject to change, depending on application volume and other logistical factors.

The grantee will receive payment approximately **6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form.** More info on the payment processing timeline can be found [here](#).

Those who are prior grant recipients can elect to receive grant payments via direct deposit, please follow the instructions and complete the GADX-10 from the [Comptroller of Maryland.](#)

New grant recipients will receive grant funds via check made payable to the name and address indicated on the grantee's W9.

MSAC grants are generally considered taxable income. Payments are issued by the State of Maryland and no Social Security, State, or Federal income taxes are withheld. Individuals receiving grant awards will receive a 1099 from the State of Maryland after the end of the calendar year in which the grant was paid. Specific questions regarding the taxability of your award should be directed to the IRS, the Office of the MD Comptroller, or your tax advisor.

If the grantee owes any Maryland state taxes or other state liabilities, the General Accounting Division (GAD) of the State Comptroller's office may intercept grant payments and hold them until the liability is resolved. Should this be the case, GAD will send written notice of this directly to the grantee via mail. MSAC is not provided further information as it is confidential; grantees will be able to find more info and discuss options with the Central Collections Unit (CCU) at 410-767-1642.

Reporting

Final Report
If awarded an Arts in Education Grant, the recipient must file a final report online in Smart Simple by August 15, 2024. The report will be added to your Smart Simple profile as soon as the Grant Agreement Form is fully executed. The report contains a brief summary request as well as some demographic requirements of the NEA (National Endowment for the Arts).

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