



Professional Development Opportunity Grant FY2024 Guidelines

DEADLINE: Rolling; applications accepted June 2023 - April 2024
SUPPORT PERIOD: Rolling



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



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

This publication is available as a PDF file on the MSAC website: www.msac.org.

Maryland State Arts Council

Overview

The Maryland State Arts Council (MSAC) advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. MSAC also awards grants to individual artists and provides technical and advisory assistance to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds from an annual appropriation from the State of Maryland, grants from the National Endowment for the Arts, a federal agency. and, on occasion, contributions from private, non-governmental sources.

Authority

MSAC is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

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 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 purpose of the Professional Development Opportunity Grant Program is to encourage and support relevant professional development opportunities for artists and arts organizations throughout Maryland by embracing the importance of growth, learning, and discovery.

Grant Cycle

Funding

The Professional Development Opportunity Grant Program supports eligible activities of **Independent Artists** or **Arts Organizations** with grants up to \$2,000.

Support Period

The Professional Development Opportunity Grant Program accepts applications on a rolling basis throughout the fiscal year. Applications will be reviewed monthly, and grants will be awarded throughout the fiscal year until allocated funding is depleted. Applicants may only be funded once per fiscal year (July 1, 2023 - June 30, 2024).

FY24 applications will open in June 2023. The first panel review will occur in July 2023. The last day to apply for FY24 funding will be April 30, 2024, for a May review period..

If awarded funds, grantee agrees to spend or obligate all funds by: August 15, 2024 (for applications submitted between June 2023 - December 2023); or December 31, 2024 (for applications submitted between January 2024 - April 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.

Eligibility

- **Independent Artists**
 - Artists working independently and without affiliation to an institution or organization may apply for Professional Development Opportunity Grants to support:
 - Individual (or collective) professional development opportunities that are relevant to the artist's objectives to create work that is publicly accessible.
 - Independent Artist eligibility for Professional Development Opportunity Grants:
 - Professional Development opportunities must have a public, established practice of working with artists and/or arts organizations (for at least one year) OR be approved by the Program Directors.
 - Applicants must be Maryland residents (owning or renting residential real property in Maryland at the time of application submission and throughout the funded project or program) and must be 18 years of age or older.
 - An artist may only receive funding for one application per fiscal year (July 1 - June 30). Applicants may reapply at any time if a submitted application is not funded.
 - The applicant may not be enrolled in any high school, undergraduate or graduate degree program.

- **Arts Organizations or Arts 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(s) must meet the residency requirements for Independent Artists.
 - Unit of government (a unit of government [town, city, county, state] with the capacity to undertake an arts program)
 - County Arts Council
 - Art & Entertainment District
 - College or university (an established higher education institution in Maryland)
- Arts organizations or Programs may apply for Professional Development Opportunity Grants to support:
 - Professional Development opportunities in alignment with the organization's needs to better produce or present arts programs, services or projects that are relevant to its community and accessible to the public.
- Professional Development opportunities must have a public, established practice of working with artists and/or arts organizations (for at least one year) OR be approved by the MSAC Program Directors.
 - An arts organization may only receive funding for one application per fiscal year (July 1 - June 30).
 - The organization has one completed and documented fiscal year as of the date of the grant submission with ongoing arts activities.

If an application is denied funding three times within a fiscal year and/or for the same project, the Executive Director will determine eligibility for future submissions of the same proposal. It may be determined that the application is not eligible for submission again.

Contact Information

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

- Program requirements and additional information can be found on [MSAC's website](#), including:
 - "How to Apply" webinar
 - "How to Apply" slide deck
 - Scoring Rubric – including application questions and scoring response recommendations.
- One-on-one conversations and feedback
 - Emily Sollenberger, Program Director, Arts Services (Visual/Media Arts, Multi-Discipline, Folk/Traditional Arts, Service)
 - emily.sollenberger@maryland.gov
 - 443.326.5637
 - Laura Weiss, Program Director, Arts Services (Theatre, Music, Dance, Literary Arts)
 - laura.weiss@maryland.gov
 - 443.326.5564

- 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 other relevant topics:
 - Professional Development Opportunity grant:
 - <https://www.msac.org/programs/professional-development>
 - Online offerings: <https://www.msac.org/events/virtual-events>

Application Process, Review, and Reporting

Process

SmartSimple

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

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

Matching

There are no matching requirements for the Professional Development Opportunity Grant

Use of Funds

Professional Development Opportunity Grant Funds May Be Used For:

- Expenses directly associated with the proposed eligible professional development activities, including but not limited to artist payment/stipends; consultant fees; honoraria; contractual services; administrative expenses; transport; artistic materials and supplies; space/venue/equipment rental.

Professional Development Opportunity Grants May Not Be Used For:

- Re-granting; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland to present or produce arts; projects chiefly for classroom use or in school activities; activities not open to the general public; scholarships awarded by the applicant organization for its own activities.

- Expenses for which the applicant has already been awarded MSAC grant funds. (An applicant may apply for project support for the same project from any MSAC program for which the project or applicant is eligible but may only be awarded MSAC funds once for any individual project expense. Contact MSAC program staff with questions.)
- Day-to-day expenses associated with the running of a for-profit business, including but not limited to LLC, C-Corp, S-Corp, etc.
- Capital improvements or purchases of permanent equipment
- Acquisition of capital assets
- Activities for the exclusive benefit of an organization's members
- Contributions to any persons who hold, or are candidates for, elected office
- Contributions to any political party, organization, or action committee
- Activities in connection with any political campaign or referendum
- Lobbying activities

Review Criteria

The review of all Professional Development Opportunity Grant applications is based on successful evidence of the answers to the following application questions:

1.
 - a. (Independent Artists) Describe the selected Professional Development opportunity you will participate in (including location, date, length, format, etc.). Provide details explaining your artistic practice, how the selected opportunity will address identified goals or areas of growth for yourself as an artist, and how what is learned will enhance your ability to better serve the public.
 - b. (Organizations) Describe the selected Professional Development opportunity you or others from your organization will participate in (including location, date, length, format, who will participate, etc.). Provide details explaining your organization's mission and primary focus, how the selected opportunity will address identified goals or areas of growth for the organization, and how what is learned will enhance the organization's ability to better serve the public.
2. Provide a detailed timeline/schedule describing A. participation in the selected opportunity and, B. when you plan to share or implement what was learned through the experience. In your response consider how the timeline and schedule connects to goals/benchmarks you have determined.
3. Explain why you selected this experience and the process for selecting this specific professional development opportunity. In your response, address the history of success of the opportunity selected and its ability to strengthen your identified area(s) of growth.
4. Provide an overall budget for the Professional Development opportunity you are participating in. In your response, include details for all anticipated expenses for the opportunity, source(s) of funding beyond the MSAC request, and how MSAC funds will be used.

Please review the Scoring Rubric located under Resources on the webpage [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

Applications for the Professional Development Opportunity Grants (\$2,000 or less) are reviewed by MSAC program staff.

New for FY2024: Professional Development Grant applications submitted by the last day of the month will be reviewed by the panel in the following month, with notifications to follow early the next month after that. See notification section below for detailed schedule.

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

Professional Development Opportunity Grants are available for up to \$2,000. Please note that, 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 review, applicants will be notified of the application status as soon as possible, and, if approved, receive a formal grant agreement form to process the grant payment (100% of award amount).

Applications received June 1 - 30, 2023

Applications reviewed/scored July 1 - 31
Notifications sent to applicants early August

Applications received July 1 - 31, 2023

Applications reviewed/scored August 1 - 31
Notifications sent to applicants early September

Applications received August 1 - 31, 2023

Applications reviewed/scored September 1 - 30
Notifications sent to applicants early October

Applications received September 1 - 30, 2023

Applications reviewed/scored October 1 - 31
Notifications sent to applicants early November

Applications received October 1 - 31, 2023

Applications reviewed/scored November 1 - 30
Notifications sent to applicants early December

Applications received November 1 - 30, 2023

Applications reviewed/scored December 1 - 31
Notifications sent to applicants early January

Applications received December 1 - 31, 2023

Applications reviewed/scored January 1 - 31, 2024
Notifications sent to applicants early February

Applications received February 1 - 29, 2024

Applications reviewed/scored March 1 - 31, 2024

Notifications sent to applicants early April 2024

Applications received March 1 - 31, 2024

Applications reviewed/scored April 1 - 30, 2024

Notifications sent to applicants early May 2024

Applications received April 1 - 30, 2024

Applications reviewed/scored May 1 - 31, 2024

Notifications sent to applicants early June

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 required forms 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 a grant the recipient must file a final report online in Smart Simple. The report will be added to your Smart Simple profile as soon as the Grant Agreement Form is fully executed.

Applications submitted between June 2023 and December 2023 will have a Final Report deadline of August 15, 2024. Applications submitted between January 2024 and April 2024 will have a Final Report deadline of December 31, 2024. 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 the grantee's current and/or future MSAC grants and may result in repayment of grant funds. Before any funds are distributed, grantees must submit any outstanding reports/requirements for any other MSAC grants they have received.