



Arts in Education Grant FY2021 Guidelines

DEADLINE: Rolling*
SUPPORT PERIOD: Rolling



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TTY: Maryland Relay 1-800-735-2258 or 711

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

***Note: After notification of award approval, payment may take up to 90 days.**

Maryland State Arts Council

Overview

The Maryland State Arts Council (MSAC) encourages and invests in the advancement of the arts for all Marylanders. Its grants and programs support artists and arts organizations in their pursuit of artistic excellence, ensure the accessibility of the arts to all citizens, and promote statewide awareness of arts resources and opportunities. Programs are aimed at all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

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 nonprofit, 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 grants awards.

MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. MSAC may also receive 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

Kelly M. Schulz, Secretary

Thomas B. Riford | Assistant Secretary, Division of Tourism, Film and the Arts

Mission Statement and Goals

The mission of MSAC is to encourage and invest in the advancement of the arts for the people of our State. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens and to promote statewide awareness of arts resources and opportunities.

Professional Grants Review Panels

To assist MSAC 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 MSAC. Each year, MSAC publishes an open call, and more than 100 individuals serve as grants review panelists for the MSAC's programs, including Grants for Organizations, Arts in Education, Folk and Traditional Arts, Independent Artist Awards, and Community Arts Development.

Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at www.msac.org or by contacting MSAC offices at (410) 767-6555.

Requirements for Grant Recipients

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- 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 grant recipient being required to repay grant funds.
- Must give credit to MSAC in accordance with the Recognition Guidelines described in the grant agreement 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.

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 the 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 MSAC determines that 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 MSAC'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.

Arts in Education Program Overview

Mission

Arts in Education (AiE) Program is designed to promote, strengthen, and enhance the arts and arts education in Maryland's schools, nonprofits and other community settings. To accomplish its mission, the AiE Program:

- Identifies and provides access to educational arts resources available outside the school system
- Offers financial and technical support for arts education programs in schools and community settings for the benefit of youth, adults, teachers, and communities. Assists in the professional development of teaching artists
- Stimulates support for integrating the arts as a vital and effective element in the curriculum

The Arts in Education Grant

The Arts in Education Grant is a grant program of the Maryland State Arts Council that provides matching funds to eligible Maryland-based non-profit organizations and government entities to financially support educational engagements led by Teaching Artists on MSAC's Teaching Artist Roster.

To streamline the payment process for independent artists and organizations, MSAC acts as the financial intermediary for the Arts in Education Grant. The awarded site organization will pay MSAC for the amount they normally would pay out of pocket to the Teaching Artist. MSAC then pays the Teaching Artist the total cost of their approved budget for MSAC funding (up to \$5,000.)

With this model Teaching Artists are the sole recipients of grant monies, not the site organization.

Eligibility

In order to apply for an AiE Grant, an applicant must:

- Be any of the following:
 - A 501(c)3 with tax exempt status from the U.S. Internal Revenue Service and is incorporated in Maryland
 - A unit of government based in Maryland
 - A member institution in the University System of Maryland
- Have one completed and documented fiscal year at the date of application submission with ongoing arts activities.

And for Previously Funded Applicants:

- Have satisfied all financial obligations for all previous years' programs.
- Have filed a final report for all previous years' programs through the Maryland State Arts Council's Arts in Education Program

All activities described in project-based application submissions to any funding program at the Maryland State Arts Council must demonstrate alignment with the Maryland Strong: Roadmap to Recovery plan to be considered eligible.

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.

The Teaching Artist Roster

The Teaching Artist Roster is a listing of Maryland-based independent artists and organizations who have been selected through a panel review process. View profiles of Teaching Artists on the MSAC Artist Registry at www.msac.org.

The Arts in Education Grant and the Teaching Artist Roster work together to accomplish the Arts in Education program's mission.

Arts in Education (AiE) Grant Fund Use

When collaborating with Teaching Artists and confirming your budget, applicants must keep in mind what is and is not acceptable for grant fund use.

Grant Funds May Be Used For:

Expenses directly associated with the proposed eligible arts education engagements, including but not limited to artist payment/stipends; field trip admission costs; consultant fees; honoraria; contractual services; transportation; disposable art materials

Grant Funds May Not Be Used For:

Re-granting; capital improvements; space rental; non-disposable art supplies and equipment; 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.

Arts in Education Equitable Funding Formula

MSAC has budgeted a maximum funding allotment per county according to the Arts in Education Equitable Funding Formula. Funding for your Arts in Education educational engagements are contingent upon availability of funds for your county. The formula applies to educational engagements based in

school (public or private) settings only. Learn more about the Arts in Education Equitable Funding Formula at msac.org.

Matching Requirement

The Arts in Education grants must be matched dollar for dollar and paid by check.

The total cost of your requested educational engagements supported by MSAC can be no more than \$5,000. This means that MSAC will provide grant funds up to \$2,500 per application. It is the applicant's responsibility to pay their grant match (up to \$2,500) to MSAC.

When completing the budget portion of your application, be prepared to list all income sources that will be used to pay for your match requirement.

Matching Waiver

Applicants may request a waiver from the dollar for dollar match by submitting a Match Waiver Request Form with their application's budget. The Match Waiver Request Form may include up to 25% of the cash match being met through In-Kind Services.

Match waivers, including the entirety of the Arts in Education Grant Application, will be reviewed by the AiE Grants Panel based on criteria published on msac.org. If an applicant is approved for funding but their match waiver request is not approved, they have the option to accept the grant without the match waiver or decline the grant.

Application Process and Requirements

1. Select a Teaching Artist

All applications must specify an artist currently on the MSAC Teaching Artist roster. MSAC approved Teaching Artists have contact information, supporting documentation, and artist fees on the online Arts Directory. Teaching Artists' fees may vary.

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 takes approximately 4-6 months.

2. Identify a Site Coordinator

Applicants must identify a Site Coordinator (an individual employed by the site organization) who submits the application in collaboration with their selected Teaching Artist.

Applications may not be submitted by board members, trustees, Parent Teacher Associations, volunteers, or other entities not employed directly by the site organization.

The Site Coordinator's responsibilities include, but are not limited to:

- Submitting Arts in Education Grant application
- Organizing and overseeing activities at the educational site
- Artist selection

- Planning
- Ordering materials
- Scheduling
- Monitoring
- Communicating with the Teaching Artist
- Communicating with their site's administration
- Communicating with the AiE Program staff
- Completing MSAC reports
- Coordinating MSAC Match payment process

3. Confirm Teaching Artist

Before submitting an application, all applicants must contact and confirm their selected Teaching Artist's:

- Availability
- Educational engagement(s)
- Negotiated budget

4. Application Submission

Applicants must select only one MSAC Teaching Artist per application. The applicant may identify multiple educational engagements with their selected Teaching Artist. If an applicant wishes to receive funding for different Teaching Artists in one fiscal year, they must submit a separate application. Up to two grant requests per applicant may be awarded in any fiscal year (July 1 - June 30).

- **Note:** If an applicant wants to request funds for a Field Trip and Professional Development, they must identify a related Educational Engagement Type in their application.
- **Note:** Either you or the Teaching Artist must begin the application and instruct MSAC Staff to invite the appropriate parties to collaboratively edit and submit.

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.

5. Teaching Artist Status

The role of the Teaching Artist is that of a consultant and not an employee of the site organization; therefore, an employee of the site organization must be present at all times while the Teaching Artist is working. The Site Coordinator or site organization employee remains responsible for the participants AT ALL TIMES – even when the Teaching Artist is present. If the site organization cannot have an employee present at all times when the Teaching Artist is working, the Educational Engagement will be canceled.

Notification

Arts in Education Grant 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 grant status by the end of the month in which it was reviewed. The grant will be considered declined if, after one month and 3 notifications, the grantee does not accept the award for funding.

If an applicant has not been selected to receive a grant after a monthly review, they may request a feedback appointment with the AiE Program Director and can apply again at any time.

SmartSimple

MSAC utilizes the SmartSimple system to accept grant applications. 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 or arts program.

- 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.
- Adjustments to the application will not be considered once an application has been successfully submitted and a review period has begun.

Arts in Education Grant Review Criteria

All applications will be reviewed by the Arts in Education Grants Panel based upon the strength of the materials submitted in the application and the following review criteria. Find the full rubric on msac.org.

All activities described in project-based application submissions to any funding program at the Maryland State Arts Council must demonstrate alignment with the Maryland Strong: Roadmap to Recovery plan to be considered eligible.

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.

Aligned Goals and Success Measures

- What are the expected goals for the educational engagement(s)?
- How do you define success? How will you know you were successful in meeting your goals?
- How will your goals support your selected population/community's needs?

(Specific, clearly stated goals of proposed activities are closely aligned with stated success definition and measures. Stated goals highly support the selected population/community's needs.)

Timeline

- What is the timeline of activities? Consider activities from planning the experience (e.g. initial meeting via phone, virtual conference, a site visit) to any follow up activities (e.g. reflection meetings)? Include dates even if they are tentative or estimates. Explain the pacing for your proposed schedule.

(Clear, specific, and realistic timeline demonstrating expenditure of funds, individual and collaborative planning, and final implementation.)

Budget

- How will the MSAC grant funding be used?

(Financial information is clearly tied to the proposed educational engagements and indicates realistic expenses for its implementation.)

Match Waiver Review Criteria

All applications that submit a Match Waiver Request will be reviewed by the Arts in Education Grants Panel based upon the strength of the materials submitted in the application and the following review criteria. Find the full rubric on msac.org.

Financial Circumstance

- Describe the financial circumstances on why you are requesting a match waiver.

(The statement of need identifies a clear and substantial financial circumstance of the community/population being served. The statement of need includes clear, specific evidence that supports the Match Waiver amount requested in the application.)

AiE Grant Awardee Requirements

Once an applicant receives an award confirmation email, the following steps are necessary:

- Within 60 days of the educational engagement(s)' completion date, mail a check in the amount of the Match to MSAC. Your award confirmation email will include an invoice.
 - If MSAC does not receive an applicant's grant match amount via check by June 1st at the end of the fiscal year, the applicant is ineligible to apply the following year and payment is due immediately.
- Submit a Final Report form through SmartSimple, in collaboration with the Teaching Artist, following the completion of the educational engagement(s).
 - If MSAC does not receive an applicant's final report form by June 1st at the end of the fiscal year, the applicant is ineligible to apply the following year.