# Arts in Education
# Teaching Artist Roster
# FY2021 Guidelines

## SUBMISSION: Rolling
## SUPPORT PERIOD: Rolling



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# 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 MSAC 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 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

The Arts in Education (AiE) Program is designed to promote, strengthen, and enhance the arts and arts education in Maryland's schools 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 granting program of MSAC that provides matching funds to eligible Maryland-based nonprofit organizations and government entities to support educational engagements led by Teaching Artists on MSAC's Teaching Artist Roster. The Arts in Education Grant and the Teaching Artist Roster work together to accomplish the Arts in Education program's mission.

## The Teaching Artist Roster

The Arts in Education program supports Teaching Artists and the elevation of their careers through the Teaching Artist Roster. MSAC believes Teaching Artists are integral to the arts education ecosystem in providing supplementary arts education experiences that deepen learning. The benefits of becoming an MSAC Teaching Artist include:
- Co-funded opportunities for the cost of Teaching Artist fees, which provides financial incentive for Maryland schools and community groups to book Teaching Artists.
- Connections to a statewide network of organizations and nonprofits that lead professional development for Teaching Artists.
- Individualized feedback and evaluation sessions that help Teaching Artists' strengthen their programming.

● Heightened visibility through print and online marketing, including MSAC's Artist Directory.

## Eligibility

In order to apply for the Teaching Artist Roster, applicants must:

For Independent Artists:
● Have established residence in Maryland at least six months prior to application submission date
● Have a Maryland based address as their primary residence and continue to be Maryland residents while active on AiE Teaching Artist Roster
● Be eighteen years of age or older at time of application submission

For Organizations:
● 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.

*Current Grants for Organizations recipients are ineligible for the Teaching Artist Roster (unless previously approved by MSAC.)*

# Arts in Education (AiE) Grant Fund Use for Teaching Artists

The relationship between the Teaching Artist Roster and the Arts in Education Grant is unique. In order to streamline the payment process for independent artists and organizations, **MSAC acts as the financial intermediary.** The site organization pays MSAC for the amount they normally would pay out of pocket towards artist fees. MSAC then pays the total cost of the site organization's approved budget for MSAC funding (up to $5,000) directly to the Teaching Artist. **With this model Teaching Artists are the sole recipients of grant monies.**

When collaborating with Site Coordinators and negotiating a budget that requests an Arts in Education Grant request, Teaching Artists must keep in mind what is and is not acceptable for grant fund use.

## AiE 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.

## AiE 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.

## Community Arts Development/Arts in Education Program (CAD/AiE)

County arts agencies receive MSAC funds designated for AiE programs in their counties. The CAD/AiE Program is separate and distinct from the MSAC AiE Program, and is administered in each county by the county arts council. Teaching Artists should contact their county arts agency concerning the availability of CAD/AiE opportunities and applying to any county rosters. Contact information for all Maryland county arts councils is available at msac.org.

# Review Process and Notification

The review process for the Teaching Artist Roster takes 4-6 months from application submission to notification of acceptance to the roster, depending on when the applicant's site visit is scheduled. The review process is split into two phases:

### Phase 1: Smart Simple Submission

Teaching Artists will submit an initial application through our online grant application portal. The Teaching Artist Roster Panel will review applications.

### Phase 1 Notification

Teaching Artist Roster 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 will be notified if they have moved on to Phase 2 by the end of the month in which it was reviewed.

If an applicant has not been selected to move to Phase 2 they may request a feedback appointment with the AiE Program Director and may apply again at any time.

### Phase 2: Site Visit

Applicants that move to Phase 2 of the Teaching Artist Roster Review will receive electronic notification to schedule a site visit for one educational engagement type they are ready to immediately offer on the roster at a mutually agreeable date, time, and location in Maryland. The site visit will be reviewed by an MSAC Teaching Artist evaluator.

The site visit can occur any time during the year. Applicants should keep in mind that they cannot be approved to be on the roster until after a site visit is complete and they have been approved by the Teaching Artist Evaluator.

Teaching Artists who need assistance identifying a site visit location should reach out to the AiE Program Director for technical support.

### Phase 2 Notification

Upon completion of a site visit, applicants will be notified within 90 days after their site visit date if they have been accepted to the roster or not.

- If an applicant has been accepted to the roster they will be notified by email on next steps.
- If an applicant has not been accepted to the roster after completing a site visit in Phase 2, they may request a feedback appointment with the AiE Program Director and can apply again at any time.

# Smart Simple

MSAC utilizes the Smart Simple system to accept grant applications. SmartSimple can accommodate collaborative editing. 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.

# Review Criteria

### Phase 1: Smart Simple Submission

The review of Teaching Artist applications in Phase 1 is based on successful evidence of the answers to the following application questions. Find the full rubric at msac.org.

### 1. Evidence of Experience, Training, and/or Professional Development in Art Discipline(s)

The applicant should submit examples that highlight their expertise and knowledge of their selected art discipline(s). Examples may include but are not limited to a resume, artist biography, Curricula Vitae, certificates of completion, letters of support, and/or a sample portfolio. Eligible art disciplines include:
- Dance
- Literary Arts
- Music
- Theatre
- Visual Art
- Media Arts
- Other (please explain)

### 2. Evidence of Experience, Training, and/or Professional Development Teaching with Populations/Communities

The applicant should submit examples that highlight their expertise, knowledge, and capability to teach the populations/communities they intend to reach. Examples may include but are not limited to a resume, artist biography, Curricula Vitae, certificates of completion, letters of support, and/or a sample portfolio. Eligible populations/communities include:
- Early Childhood (0-3 years old)
- Grades Pre-K – 2
- Grades 3-5
- Middle School (6-8 grade)
- High School (9-12 grade)
- Out of School Time
- Veterans/Military
- Creative Aging (Older Adults)
- People Experiencing Incarceration/Re-entry
- People with Disabilities (Includes people with cognitive, social/emotional, and/or physical disabilities.)
- People from the LGBTQ+ community

- People experiencing Homelessness
- English Language Learners
- Educators
- Other Population/Community (please explain)

## 3. Detailed Scope of Educational Engagement Type

Identify the Education Engagement Type(s) you intend to offer on the roster immediately upon acceptance (multiple choice):
- Field Trip
- Lecture
- Out of School Time Program
- Online Program
- Professional Development
- Residency
- Visiting Performance
- Workshop

For each educational engagement type that the applicant selects, provide a detailed example of the engagement type that demonstrates:
- A scope and sequence of events
- Differentiated instructional strategies that engage at least one of the populations/communities you selected
- Learning goals that are aligned with the Maryland State Department of Education (MSDE) Fine Arts Standards. Find the standards on MSDE's website here.
  - If applicable, please include Maryland non-arts content standards.
  - For Early Childhood standards, contact MSDE staff directly.
  - For adult populations, standards are aligned with High School - Proficient.

## 4. Artist Statement

Applicant will submit an artist statement that addresses the following topics:

- What is your creative process?
- What are your skills, assets, experiences, and/or perspectives that would enrich the Arts in Education program?
- How do you include cultural responsiveness, equity, and inclusion in your work?
- Any additional information you would like to share with the AiE Teaching Artist Roster panel.

## Phase 2: Site Visit
The Teaching Artist Roster Site Visit Rubric is posted on msac.org.

# Roster Requirements

After the Teaching Artist is selected for the roster they must:
- **Attend a formal orientation** with the AiE Program Director
- **Create and consistently maintain their Artist Profile** on MSAC's website to include teaching artist offerings for each approved educational engagement type.
- **Be personally responsible for MSAC required documentation/reporting** of their educational engagements, including but not limited to grant agreements, final reports, and invoices. For each Arts in Education Grant a Roster Teaching Artist is approved for, MSAC will disburse 50% of the payment at time of full execution of grant agreement with the remaining 50% disbursed at time of final report submission.
- **Collaborate with Site Coordinators** in submitting their Arts in Education Grant application.
- **Agree to scheduled periodic site visits** by MSAC Teaching Artist Evaluators to observe and give feedback about maintaining professional standards.
- **Complete at least one educational engagement** in a fiscal year (funded by MSAC or not) to remain listed on the roster **or schedule a check in meeting** with the AiE Program Director.