



# MARYLAND STATE ARTS COUNCIL

PART OF THE MARYLAND DEPARTMENT OF COMMERCE

Engaging. Empowering. Creating. We are YOUR Arts Council.

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## **Maryland State Arts Council FY19 Public Art Project Grants Grant Guidelines**

**Application Deadline: Monday, April 29, 2019**

**Maryland County Arts Councils and Arts & Entertainment Districts  
are eligible to apply**

**Apply for the FY19 Public Art Project grant at [Submittable.com](https://mdpap.submittable.com)  
<https://mdpap.submittable.com/submit>**



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 <https://www.msac.org/programs/public-art>



For individuals who are deaf or hard-of-hearing. TTY: Maryland Relay 1-800-552-7724 or 711



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## MARYLAND STATE ARTS COUNCIL OVERVIEW

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The Maryland State Arts Council (MSAC) is an agency of the State of Maryland, under the authority of the Department of Commerce. Since it was established in 1967, the purpose of the Council has been “to create a nurturing climate for the arts in the State” as stated in its founding legislation.

The Council is an appointed body of 17 citizens. Thirteen are named by the Governor to three-year terms, which are renewable once. Two legislators and two private citizens are appointed by the President of the Senate and the Speaker of the House. Councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and arts projects. MSAC awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council also carries out programs of its own to enhance the cultural life of the residents of Maryland. 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. The Council may also receive contributions from private, non-governmental sources.

### **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. MSAC’s programs are aimed at benefiting 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.

### **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, more than 100 individuals serve as grants review panelists for the Council’s programs, including Grants for Organizations, Maryland Presenting and Touring Program, Arts in Education, Folk and Traditional Arts, Individual Artist Awards, and Community Arts Development. Anyone wishing to serve or to nominate someone to serve should contact the MSAC office for detailed information and nomination forms.

### **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 Law set forth in Sections 10-501 through 10-512 of the State Government Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained by contacting the Council office.

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## **REQUIREMENTS FOR GRANT RECIPIENTS RECEIVING PUBLIC ART PROJECT GRANTS FROM THE MARYLAND STATE ARTS COUNCIL**

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- Maryland County Arts Councils and Arts & Entertainment Districts (A&Es) that are units of government or incorporated in Maryland as a not-for-profit and have received tax exempt status from the U. S. Internal Revenue Service, are eligible to apply. A&Es must be an officially designated Arts & Entertainment District by the State of Maryland.
- 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 file a final report, both narrative and financial, within 30 days of the completion of the project. Necessary report forms will be provided by the MSAC in ample time to meet deadlines. Failure to report may jeopardize any future grants being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to the Maryland State Arts Council Public Art Project program and use the MSAC logo whenever and wherever credit is being given (e.g., artwork plaque, brochures, posters, publications, social media posts, radio and television announcements, etc.).
- Must notify the Public Art Program Director in writing if a significant change is made in the proposed Public Art Project.

Notice: In accordance with Executive Order 01.01.1983.18, the Department of Commerce advises as follows regarding the collection of personal information: 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, General Provisions Article, Sections 4-101 et seq 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. Applicants have the right to inspect, amend, or correct personal records in accordance with the Maryland Public Information Act.

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## APPLICATION PROCEDURE

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**Apply on Submittable.com.** MSAC is utilizing the online application service Submittable.com for FY19 Public Art Project applications. It is recommended applicants start their application early by setting up a login ID. It is important to review all application questions in advance as well as the required support materials including: proposed artwork drawings, written description of the concept, schedule and budget.

**Grant request and project partners.** Only County Arts Councils and A&E Districts are eligible to apply to the FY19 Public Art Project grant and may request up to \$5,000. Applicants may partner with a public agency, or private non-profit organization. All grant awards require a 1:1 match.

**Maryland residency required.** Public Art Project grants are restricted to supporting projects by artists living in Maryland. An artist or artist team may implement the artwork. The artist or artist team must be identified in the application and background support materials provided for each artist. Artist or artist teams may be selected for only one Public Art Project grant in FY19.

**Public Art Project Grant application deadline.** With the selected artist(s) and public art concept proposal, the County Arts Council or A&E District submits a full application, in their Public Art Project Grant Submittable account. **Application deadline: Monday, April 29, 2019, Midnight.**

**Confirmation of receipt.** Applicants will receive an email from Submittable confirming receipt of application.

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## REVIEW PROCESS

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**Public Art Project Grant Review Panel:** Complete applications are assigned to the Public Art Project Review Panel for evaluation and funding recommendations.

**Payment:** Grant agreement forms are mailed to awardees and must be submitted to MSAC before grant funds are disbursed. 75% of the grant will be available upon receipt of signed agreement. The remaining 25% is paid following submission of the final report.

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## FY19 PUBLIC ART PROJECT GRANT GUIDELINES

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### **Overview:**

Public art celebrates the unique qualities and attributes of place, creating experiences of lasting memory for viewers and instilling pride for all who experience the artwork.

The artwork must be original and designed and fabricated for the Public Art Project program. Pre-existing artwork is not eligible. The artwork must be visual including such examples as a sculpture, mural, tile mosaic, mixed media, photography, and digitally produced artworks. The artwork may also be functional amenities such as: benches, bike racks, identity signage, fences, gateways, lightworks, awnings, and trellises.

The artwork may be sited in or on any interior or exterior space accessible to the public, including schools, community centers, government buildings, parks, plazas, sidewalks, and trails, and must be free and accessible to the public. Multiple component artworks must have continuity and connection for the viewer, such as in form and/or materials.

### **Submission Procedure**

County Arts Councils or Arts & Entertainment Districts may apply online at [Submittable.com](https://mdpap.submittable.com/submit), <https://mdpap.submittable.com/submit>

Online application includes:

#### **Application Form:**

- The form includes the option to apply with project partners. The applicant may partner with County Arts Council, A&E District, non-profit organization, or public agency
- Only one organization may serve as the lead applicant and will be the recipient of grant funds and responsible for report requirements
- Applicant must provide Tax ID number as well as State and Federal district numbers

### **Application Questions:**

Please prepare responses in a separate document utilizing spell check and word count review. Cut and paste responses in the Submittable application form.

1. **Grant Request.** Applicants may request up to 50 percent of the cost of the proposed public art project. Requests may not exceed \$5,000. Grants require a 1:1 match. Artwork project budgets may exceed the \$10,000 grant and match, and all proposed funding sources must be cited in the project budget. 50 percent of the grant match may be in-kind donations.
2. **Proposed Project Title and Artist or Artist Team.** Applicant must list the selected artist or artist team for the public artwork. Artist or artist teams may be selected for only one FY19 Public Art Project grant.
3. **Project Description** (400 word max): Must include the artwork title, selected artist(s), artwork concept, materials, colors, and finishes. Describe how it relates to the site(s), how it

is publicly and ADA accessible, the intended audience, and how the project engages the community. Describe the proposed public artwork materials, and fabrication and installation details. MSAC recognizes the artwork concept is subject to further design refinement pending a grant award.

4. **Project Schedule:** The public art project must be in concept development at time of application. Applicants will be notified of grant status within 30 business days from submission. Projects must be completed and installed within 18 months following Grant Award Contract submission to MSAC. If the project is temporary, please list the approximate time period of public artwork exhibition.
5. **Project Budget:** Template is provided in Submittable. Identifying sources of proposed grant match sources must be listed at time of application. Matching funds sources are not required to be confirmed. Up to 50% of the match may be in-kind donation.
6. **Project Leadership:** Briefly list the responsibilities of the lead applicant, partner (if applicable), artist(s), fabricators, and/or installers. Identify the lead person managing the overall project from concept to completion.
7. **Artwork Ownership and Maintenance:** Include who owns the public artwork and will be responsible for the maintenance. Describe the artwork maintenance needs and estimated annual maintenance costs for the public artwork.

**Artwork Proposal Support Materials:**

On Submittable, applicant must upload digital files communicating the proposed artwork concept. All files should be in PDF format. The following is required:

- Drawings and/or renderings of the proposed artwork. Information should include dimensions, artwork materials, and colors. MSAC recognizes the proposed artwork concept is subject to further design refinement if selected for grant funding.
- Map of proposed artwork location(s). Please include photo(s) of existing site(s).
- Upload PDF of selected artist resume (max 2 pages). Artists applying as team must submit a combined resume of no more than 4 pages.
- Upload background art images illustrating artist's experience. Six (6) slides max. for single artist applicant; 12 slides max. for artist teams. NO composite-collaging of images in one slide. The following information must be provided with slides: Artwork Title, Artist (list all authors of the work), year work was completed, dimensions, media/materials, and one sentence description about the artwork, including location if it a public artwork.

**Review Criteria:** The review and selection of Public Art Project Grants is based on the following criteria:

- Artistic merit of the proposed public artwork including innovation; appropriateness of the artwork in terms of scale, form, content, and material to the site; durability of the artwork relative to theft, vandalism, and the environment; experience of the artist to create the proposed work
- Accessibility of the artwork to public view
- Feasibility of the budget
- Ability of the applicant, artist, and partner (if applicable) to complete the public art project within 18 months.

**Funding Amounts:** Applicants may request up to 50 percent of the cost of the proposed public art project. Requests may not exceed \$5,000.

**Allowable Grant Fund Uses:** Allowable grant fund uses include, but are not limited to:

- Paying artists, fabricators, and individuals to design and/or coordinate the fabrication and/or installation of the artwork
- Renting equipment and/or space needed for fabrication and/or installation
- Purchasing artwork materials for fabrication and installation
- Transportation of the artwork to the site
- Administration/Project Management fee may not exceed 15% of the proposed budget

**Non-Allowable Grant Fund Uses:** Capital improvements not directly related to the work-of-art, purchases of permanent equipment, public artwork currently in fabrication, purchase of previously existing artwork or editions, or any ongoing operational expenses of the county arts council or partner.

**Matching Requirements:** Matching funds may include cash donations, grants or contributions from businesses or non-state government agencies, and/or the applicant organization's cash contribution to the proposed public art project. In-kind contributions may constitute 50% of the match. **Funds from other Maryland state government sources cannot be used to match an MSAC grant.**

**Application assistance:** If you have any questions or need assistance in preparing your application, please contact Liesel Fenner, Public Art Program Director at [liesel.fenner@maryland.gov](mailto:liesel.fenner@maryland.gov). For technical questions concerning Submittable, contact: [support@submittable.com](mailto:support@submittable.com), (855) 467-8264, ext. 2.



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Office Hours: Monday through Friday, 8:30 AM – 5:00 PM

**An agency of the Maryland Department of Commerce  
Division of Tourism, Film and the Arts  
(as of 9-25-18)**

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