

MARYLAND STATE ARTS COUNCIL

FY 2018

ARTS & ENTERTAINMENT DISTRICTS

ANNUAL REPORT

DEADLINE: October 15, 2018



CELEBRATING
50 YEARS OF SERVICE
TO THE ARTS

Maryland State Arts Council Part of the Maryland Department of Commerce



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MARYLAND STATE ARTS COUNCIL

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MSAC is an agency of the Maryland Department of Commerce, Division of Tourism, Film, and the Arts

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ANNUAL REPORT PROCEDURE

Per enabling legislation, all Maryland Arts and Entertainment Districts are required to submit reports to MSAC on an annual basis. Failure by a district to submit an annual report by the stated deadline may risk state A&E District designation and the continuation of the benefits associated with it.

All applications must be completed in **eGrant** and submitted successfully no later than 5:00 PM on the stated deadline.

- **To successfully submit, you must click on the Submit My Application button and eGrant must accept your application.** You will receive an onscreen confirmation message when you submit, and an email from eGrant with a copy of your application within an hour. Please check your spam/junk folder if the confirmation email does not appear in your mailbox.

- Technical support for eGrant is available during regular office hours, 8:00 AM through 5:00 PM, Monday through Friday. **Technical support will not be available after 5:00 PM on the stated deadline.**

MSAC STAFF USE ONLY
AED 2018/_____

**ARTS & ENTERTAINMENT DISTRICTS ANNUAL REPORT FY 2017
DEADLINE: OCTOBER 15, 2018, 5:00 PM**

**THIS ANNUAL REPORT MUST BE COMPLETED IN EGRANT
PLEASE REFER TO THE "FINAL REPORT PROCEDURE" SECTION ON PAGE 4
FOLLOW INSTRUCTIONS BELOW WHEN FORMATTING RESPONSES**

**ANSWER ALL QUESTIONS AS THEY PERTAIN TO THE REPORTING PERIOD:
JULY 1, 2017 - JUNE 30, 2018**

GENERAL INFORMATION

District Name:	
County:	Year Authorized:
Re-Designation Date (if completed):	Expansion Date (if granted):
Re-Designation Due:	Total Acreage:
Managing Entity:	
Tax Exempt Number:	
Website:	
A&E DISTRICT PRIMARY CONTACT PERSON	BOARD CHAIR/MANAGEMENT TEAM CHAIR
Name:	Name:
Title:	Title:
Address:	Address:
City:	City:
State: MD	State: MD
Zip Code:	Zip Code:
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:
Fax:	Fax:

Stakeholders: List your district’s stakeholders and partners, including a contact name and email address for each entity.

Stakeholders may include your district’s County Arts Council, Local Tourism Office, Community Development Corporation, Downtown Partnership, Chamber of Commerce, Major Arts Venues, Arts Organizations you collaborate with, etc.

*Provide your response in a list in the following format:
Stakeholder/Partner; Contact Name; E-Mail Address
Stakeholder/Partner; Contact Name; E-Mail Address
(etc...)*

**ANSWER ALL QUESTIONS AS THEY PERTAIN TO THE REPORTING PERIOD:
FY 2018 (JULY 1, 2017 - JUNE 30, 2018)**

SECTION I: DISTRICT OVERVIEW

- A. Provide a narrative overview of your district's accomplishments during the reporting period.
(Maximum 8000 characters, including spaces. Suggested minimum length 3000 characters.)

Overall, this response should illustrate district accomplishments within the reporting period. Refer to the list below and include brief descriptions for any items that pertain to your district.

- new initiatives *(e.g. strategic planning, marketing campaigns, funding secured, management changes, partnerships/collaborations, signage, etc.)*
- significant events and festivals occurring within the district
- new public art projects within the district
- new capital projects within the district
- new or significant retailers, businesses, and restaurants within the district
- activities of significant arts organizations or arts-related businesses
- changes in district management and staffing

In addition, please reference the district's goals listed in Section VIII of your previous year's annual report, reporting on district progress toward the stated goals and any new plans or goals developed or implemented since the last report.

- B. Provide a narrative overview of challenges that the district faced during the reporting period.
(Maximum 8000 characters, including spaces. Suggested minimum length 2000 characters.)

MSAC uses responses to Section I, questions A and B to inform program development, report to State officials, and provide technical assistance to districts. The A&E Districts Program Advisory Committee also reviews these and other parts of this report to select Outstanding Achievement awardees.

- C. How many capital projects were initiated, in process, or completed in the district during the reporting period? If none, enter 0.

Provide a list of all capital projects initiated, in process, or completed within the district during the reporting period. Include A&E District projects as well as those undertaken in the district by other organizations, developers, or enterprises.

*Include the name or address, CP type (see below), and phase at the end of the reporting period (see below) of each project in the following format:
Project Name/Address; CP type; Number of Units; Phase
Project Name/Address; CP type; Number of Units; Phase
Etc...*

CP Type: Residential, Commercial, Mixed-Use, Industrial, Artist Housing; Other (include as many as pertain)

Phase: Initiated, In Process, Completed

- D. How many new retailers opened in the district during the reporting period? If none, enter 0.

Provide a list of all retailers that opened in the district during the reporting period. For the purposes of this report, retailers include businesses that sell goods, whether arts-related or not.

Include each retailer's name, industry (see below), and if available the number of full and part-time jobs employed by the retailer in the following format:

Retailer Name; Retailer Industry; #FT; #PT

Retailer Name; Retailer Industry; #FT; #PT

Etc...

Retailer Industry: General, Specialty (e.g. art supplies, sporting goods, books, music), Clothing, Food/Beverage, Health (e.g. drug stores), Other.

- E. How many new businesses opened in the district during the reporting period? If none, enter 0.

Provide a list of all businesses (other than retailers and restaurants) that opened in the district during the reporting period.

Include each business' name, industry (see below), and if available the number of full and part-time jobs employed by the business in the following format:

Business Name; Business Industry; #FT; #PT

Business Name; Business Industry; #FT; #PT

Etc...

Business Industry: Accommodations (e.g. hotels, b&bs, etc.), Arts-Related, Attraction (specify Museum, Historical Site, Amusement, etc.), Education, Financial, Fitness, Medical, Real Estate, Other.

- F. How many new restaurants opened in the district during the reporting period? If none, enter 0.

Provide a list of all restaurants that opened in the district during the reporting period.

Include each restaurant's name, whether it provides full, counter, or bar service, and if available the number of full and part-time jobs employed by the restaurant in the following format:

Restaurant Name; Full/Counter/Bar; #FT; #PT

Restaurant Name; Full/Counter/Bar; #FT; #PT

Etc...

- G. How many organizations newly located in the district during the reporting period? If none, enter 0.

Provide a list of all organizations that opened a physical office or space in the district during the reporting period. Organizations may include not-for-profit arts or service organizations and any other organizations not included in any of the categories above.

Include each organization's name, type (see below) and if available the number of full and part-time jobs employed by the organization in the following format:

Organization Name; Org Type; #FT; #PT

Organization Name; Org Type; #FT; #PT

Etc...

Org type: Arts-Related, Not-For-Profit, Community, Other (include all types that pertain)

SECTION II: CLOSINGS

- A. How many retailers closed in the district during the reporting period? If none, enter 0.

Provide a list of all retailers that closed in the district during the reporting period. For the purposes of this report, retailers include businesses that sell goods, whether arts-related or not.

Include each retailer's name, industry (see below) and if available the number of full and part-time jobs lost because of the retailer's closing in the following format:

Retailer Name; Retailer Industry; #FT; #PT

Retailer Name; Retailer Industry; #FT; #PT

Etc...

Retailer Industry: General, Specialty (e.g. art supplies, sporting goods, books, music), Clothing, Food/Beverage, Health (e.g. drug stores), Other.

- B. How many businesses closed in the district during the reporting period? If none, enter 0.

Provide a list of all businesses (other than retailers and restaurants) that closed in the district during the reporting period.

Include each business' name, industry (see below), and if available the number of full and part-time jobs lost because of the business' closing in the following format:

Business Name; Business Industry; #FT; #PT

Business Name; Business Industry; #FT; #PT

Etc...

Business Industry: Accommodations (e.g. hotels, b&bs, etc.), Arts-Related, Attraction (specify Museum, Historical Site, Amusement, etc.), Education, Financial, Fitness, Medical, Real Estate, Other.

- C. How many restaurants closed in the district during the reporting period? If none, enter 0.

Provide a list of all restaurants that closed in the district during the reporting period.

Include each restaurant's name, whether it provided full, counter, or bar service, and if available the number of full and part-time jobs lost because of the restaurant's closing in the following format:

Restaurant Name; Full/Counter/Bar; #FT; #PT

Restaurant Name; Full/Counter/Bar; #FT; #PT

Etc...

- D. How many organizations closed or moved outside the district during the reporting period? If none, enter 0.

Provide a list of all organizations that closed a physical office or space in the district during the reporting period. Organizations may include not-for-profit arts or service organizations and any other organizations not included in any of the categories above.

Include each organization's name, type (see below) and if available the number of full and part-time jobs lost because of the organization's closing in the following format:

Organization Name; Org Type; #FT; #PT

Organization Name; Org Type; #FT; #PT

Etc...

Org type: Arts-Related, Not-For-Profit, Community, Other (include all that pertain)

SECTION III: DISTRICT EVENTS AND FESTIVALS

A. How many events occurred within the district during the reporting period?

Provide a list of all public events that occurred within the district during the reporting period. Include events presented by district management as well those presented by other organizations or enterprises.

Include the event's name, date(s), number of occurrences during the reporting period, estimated total attendance (total for all occurrences during the reporting period), and event type (see below). Mark with an asterisk () events that took place for the first time during the reporting period. Please use the following formats:*

For new events:

**Event Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
*Event Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
Etc...*

For reoccurring/annual events:

*Event Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
Event Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
Etc...*

Event Type: Community, Culture, Film, Fine Art, Food, Holiday, Performing Arts, Other

B. How many festivals occurred within the district during the reporting period?

Provide a list of all public festivals that occurred within the district during the reporting period. Include festivals presented by district management as well those presented by other organizations or enterprises.

Include the festival's name, date(s), number of occurrences during the reporting period, estimated total attendance (total for all occurrences during the reporting period), and festival type (see below). Mark with an asterisk () festivals that were presented for the first time during the reporting period. Please use the following formats:*

For new festivals:

**Festival Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
*Festival Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
Etc...*

For reoccurring/annual festivals:

*Festival Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
Festival Name; Date(s); Number of Occurrences; Estimated Total Attendance; Type
Etc...*

Festival Type: Community, Culture, Film, Fine Art, Food, Holiday, Performing Arts, Other

SECTION IV: DISTRICT ASSETS

A. DISTRICT ARTS AND ENTERTAINMENT ENTERPRISES

Provide a list of all arts-related enterprises within the district by type.

Enter each enterprise once under the appropriate enterprise type. Omit any types that do not apply. Enter an enterprise under "Other" if it does not fit any of the first seven types.

Enterprise Types: Galleries/Co-ops; Performance Venues; Museums; Arts Organizations; Arts Education Organizations; Public Art Pieces; Art Suppliers/Services; Other

For each type, include the name and annual attendance/patronage/visitation of each enterprise in the following format:

Galleries/Co-ops

Name; Estimated Total Annual Attendance/Patronage/Visitation

Name; Estimated Total Annual Attendance/Patronage/Visitation

Etc...

Performance Venues

Name; Estimated Total Annual Attendance/Patronage/Visitation

Name; Estimated Total Annual Attendance/Patronage/Visitation

Etc...

ETC...

Note: For those organizations that perform, exhibit, or provide services outside of the district, only include attendance that occurs within the district in your estimate.

B. ARTIST HOUSING

Provide a list of housing in the district that is built for or marketed to artists. Include affordable housing and any explanatory information as necessary.

Include name or address, type (see below) and number of units in the following format:

Name/Address; Housing Type; Number of Units

Name/Address; Housing Type; Number of Units

Etc.

Housing Type: Artist; Affordable; Market-rate; Apartment; Condominium; Other (include all that pertain)

C. OCCUPANCY RATE

Estimate the percentage of occupied real estate at the end of the current reporting period for each type of building stock in the district:

Storefront/Commercial	_____	%	<input type="checkbox"/> N/A
Residential	_____	%	<input type="checkbox"/> N/A
Industrial/Manufacturing	_____	%	<input type="checkbox"/> N/A
Mixed Use*	_____	%	<input type="checkbox"/> N/A

**Mixed Use is defined as a combination of land uses on the same site. Occupancy for this report can be estimated based on information from local real estate or licensing offices or best estimates based on district manager knowledge of the district.*

SECTION V: DISTRICT BENEFIT INFORMATION

- A.** Does the district maintain an artist registry? Yes/No

What is the total number of registered artists working in the district?
How many artists registered during the reporting period?

- B.** Estimate the total number of artists working in the district.

This estimate should include all registered artists (if the district maintains a registry) and an estimate of all artists regularly working within the district during the reporting period.

- C.** Does the district have an artist relocation program? Yes/No

How many artists relocated to the district during the reporting period as a result of the program?

- D.** How many businesses in the district take advantage of the Admission and Amusement Tax abatement? If none, enter 0.

Provide a list all businesses taking advantage of the abatement.

- E.** How many property tax credits were applied for during the reporting period?

Provide a list of property addresses for which property tax credits applications were submitted.

To confirm whether or not a construction project applied for A&E property tax credits, contact the tax office for your county, city, or town. County contact information can be found at <http://dat.maryland.gov/realproperty/Pages/Local-Tax-Billing-Collection-Offices.aspx>. Contact the Program Director for help finding this information.

- F.** Other than the A&E tax incentives, list all additional incentives available in the district.

List all incentives available within the district that are offered by state, county, or local government, by business groups, or through designations that overlap the A&E District.

- G.** Communication tools: check all that apply.

Facebook

Twitter

Website

Media page

On-line events calendar

Artist registry

Other – specify:

SECTION VI: DISTRICT FUNDING

REPORT FUNDING APPLIED FOR OR RECEIVED FOR DISTRICT PROJECTS OR OPERATIONS ONLY

Enter 0 in Award/Grant Amount if an application was submitted but funding was not awarded.

- A.** Indicate any federal or national funding applications submitted and provide grant/award amounts received for district projects or operations during the reporting period.

ENTITY	APPLICATION SUBMITTED	AWARD/GRANT AMOUNT
National Endowment for the Arts	<input type="checkbox"/> Yes	\$ _____
National Trust for Historic Preservation	<input type="checkbox"/> Yes	\$ _____
ArtPlace America	<input type="checkbox"/> Yes	\$ _____
Other – Specify:	<input type="checkbox"/> Yes	\$ _____

- B.** Indicate all Maryland State Arts Council applications submitted and provide grant amounts received for projects undertaken by the district during the reporting period.

MSAC PROGRAM	APPLICATION SUBMITTED	AWARD/GRANT AMOUNT
Technical Assistance	<input type="checkbox"/> Yes	\$ _____
Grants for Organizations	<input type="checkbox"/> Yes	\$ _____
Public Art	<input type="checkbox"/> Yes	\$ _____
Maryland Touring	<input type="checkbox"/> Yes	\$ _____
Other – Specify:	<input type="checkbox"/> Yes	\$ _____

- C.** Indicate any other state funding applied for or awarded for district projects or operations during the reporting period.

ENTITY	APPLICATION SUBMITTED	AWARD/GRANT AMOUNT
Maryland Main Street	<input type="checkbox"/> Yes	\$ _____
Heritage Areas Authority/Planning	<input type="checkbox"/> Yes	\$ _____
Department of Transportation	<input type="checkbox"/> Yes	\$ _____
Department of Planning	<input type="checkbox"/> Yes	\$ _____
Capital Bond	<input type="checkbox"/> Yes	\$ _____
Other – Specify:	<input type="checkbox"/> Yes	\$ _____

- D. Indicate any local awards/grants applied for or awarded for district projects or operations during the reporting period.

ENTITY	APPLICATION SUBMITTED	AWARD/GRANT AMOUNT
_____	<input type="checkbox"/> Yes	\$ _____
_____	<input type="checkbox"/> Yes	\$ _____
_____	<input type="checkbox"/> Yes	\$ _____

- E. If your district receives direct operating support, indicate who provides the operating support and how much was provided during the reporting period.

Please enter only direct operating support provided to the district. All grants applied for and received, even if reoccurring, should be entered in A-D above.

Include the name of each entity giving support, the total dollar amount of the support given by the entity during the reporting period, and the purpose of the support in the following format:

*Entity; \$Amount; Purpose
Entity; \$Amount; Purpose
Etc...*

- F. If your district receives in-kind support, (e.g. office space, administrative support) indicate who provides the in-kind support, the type of support, and the estimated value.

Include the name of each entity giving in-kind support, the type of support (time, space, materials, discounted services, etc.), and the estimated total dollar amount of the support given by the entity during the reporting period in the following format:

*Entity; Type; Estimated \$Amount
Entity; Type; Estimated \$Amount
Etc...*

SECTION VII: GOALS FOR CURRENT FISCAL YEAR

- A. Briefly outline your district’s goals for the current fiscal year and your plans for achieving those goals. Include mention of any anticipated changes in district management or funding, new initiatives or strategies, new events or festivals, and any major capital or public art projects planned.

(Maximum 8000 characters, including spaces. Suggested minimum length 2000 characters.)

SECTION VIII: MSAC TECHNICAL ASSISTANCE

- A. Let us know what type of technical assistance MSAC could provide beyond funding that would serve to strengthen your district and help you achieve the goals listed above.

Please include topics you feel would be most relevant for annual professional development days and any other resources or ideas that would serve your district.

SECTION IX. CERTIFICATION

- The A&E District Representative agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Name _____
Title _____
Date _____

- Checking this box verifies that the name typed above is authorized to sign this Maryland State Arts Council A&E Districts Annual Report on behalf of the A&E District and certifies that all information contained in this report is true and accurate to the best of the signatory’s knowledge. Checking this box verifies that the applicant agrees to complete and submit this report by electronic means, including the use of an electronic signature.