

MARYLAND STATE ARTS COUNCIL

FY 2020

ARTS & ENTERTAINMENT DISTRICTS TECHNICAL ASSISTANCE GRANT GUIDELINES

The purpose of the Arts & Entertainment Districts Technical Assistance Program is to support organizational development and marketing efforts for Maryland Arts & Entertainment Districts.



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@msac.org



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

Maryland State Arts Council | 175 W. Ostend Street, Suite E, Baltimore, MD 21230
Voice: 410-767-6555, Fax: 410-333-1062, Email: msac.commerce@maryland.gov
Office Hours: Monday-Friday, 8:30 A.M. to 5:00 P.M.

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 for ongoing arts programming and projects. The MSAC also awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council reserves the right to prioritize grants awards.

The 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.

Authority

Maryland State Arts Council 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 | Ben Wu, Deputy Secretary
Thomas B. Riford | Assistant Secretary, Division of Tourism, Film and the Arts

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, Arts in Education, Folk and Traditional Arts, Individual Artist Awards, and Community Arts Development. Anyone wishing to serve should visit msac.org for detailed information and 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 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.

Arts & Entertainment Districts Technical Assistance Grants Overview

Purpose

This program supports organizational development for Maryland Arts & Entertainment Districts.

Support Period

July 1, 2019 through June 30, 2020

Application Deadline and Grant Period

Eligible activities must begin or take place prior to July 1, 2020. Applications will be accepted on a rolling basis beginning August 16, 2019. The final deadline for FY2020 applications is April 1, 2020 at 5 pm.

Eligibility

The applicant must be designated as the management entity for a Maryland Arts & Entertainment District with no past due MSAC reports. Each Arts & Entertainment District may receive only one Technical Assistance grant per fiscal year.

Grant Funds May Be Used For

- Fees for professional consultant/consulting firms providing technical assistance services in organizational development areas such as fundraising, marketing, public relations, strategic planning, etc.
- Professional development fees (e.g. conference/workshop registration fees for board and/or staff members)
- Facilitator fees associated with board and/or staff retreats
- Production of marketing materials

Grant Funds May Not Be Used For

- Capital improvements or purchases of permanent equipment
- International conferences or travel out-of-state
- Artistic programs or activities
- Operational expenses

Review Criteria

Applications will be evaluated based on the following criteria:

- Professional merit of the activity
- Significance of the activity for the organization
- Ability of the applicant to carry out the activity
- Financial feasibility of the proposed activity

Funding Amount

Arts & Entertainment Districts may request up to 50 percent of the cash expenses associated with the proposed technical assistance activity. Grant requests may be no less than \$500 and no more than \$2,500.

Matching Requirements

All Arts & Entertainment Districts Technical Assistance Grants must be matched at least dollar for dollar in cash. Funds from the State of Maryland are not allowed as part of the match. In-kind or donated services may not be used as part of the match.

Evaluation

MSAC staff will evaluate each application and make funding recommendations based on the review criteria. Decisions are subject to the approval of the Council.

Notification and Payment

All applicants will be notified by email regarding the outcome of their application. 100% of grant funds will be disbursed upon completion of required documents.

Reporting Requirements

Arts & Entertainment Districts receiving Technical Assistance Grants must file a final report by the specified deadline. Necessary report forms will be provided by MSAC in ample time to meet deadlines. 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. Grantees must maintain complete and accurate records of all activities connected with the grant.

Contact Information

MSAC staff is available to answer questions and to assist organizations in completing the application. Please contact the A&E Districts Program Assistant or MSAC's Deputy Director with any questions regarding eligibility of the proposed activity and the content of an application. See the Application Process section of these guidelines for information about MSAC's grants system.

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 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.

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, 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.

Application Process

SmartSimple

MSAC utilizes the cloud-based grant system SmartSimple to accept grant applications. Only successfully submitted online applications will be accepted. Hard copy applications will NOT be accepted.

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature, a minimum of 90-days prior to the start of the proposed arts activities. (Example: If the proposed start date of an activity is December 1, the A&E Technical Assistance application must be received by MSAC no later than September 1.)
- Technical support for SmartSimple is available during regular office hours, 8:00 AM through 4:00 PM, Monday through Friday.
- 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.**