



# MARYLAND STATE ARTS COUNCIL

PART OF THE MARYLAND DEPARTMENT OF COMMERCE

## FY2020 INDEPENDENT ARTIST AWARDS Program Guidelines

Maryland State Arts Council's Independent Artist Awards recognize achievement by Maryland artists making work independent of an institution or organization. The awards are accompanied by grants that encourage artistic growth and sustained practice.

### Performing Arts

#### **Application Deadline:**

Friday, November 15, 2019, 5:00 PM EST

Applications will not be accepted after the deadline.



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@maryland.gov](mailto:msac.commerce@maryland.gov)



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

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Voice: 410-767-6555, Fax: 410-333-1062, Email: [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)  
Office Hours: Monday-Friday, 8:00 A.M. to 4:00 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 to not-for-profit, tax-exempt organizations 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

## 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.

The 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, MSAC publishes an open call, and 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, Independent Artist Awards, and Community Arts Development. Anyone wishing to serve should visit [msac.org](http://msac.org) 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 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](http://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 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: 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.

# Independent Artist Awards Program Overview

Maryland State Arts Council (MSAC) Independent Artist Awards (IAAs) recognize achievement by Maryland artists making work independent of an institution or organization. The awards are accompanied by grants that encourage artistic growth and sustained practice.

## Eligibility

### Who May Apply:

- Artists 18 years of age or older who meet the Maryland residency requirement below.
- Collaborative groups that are comprised of artists who are 18 years or older. 50% of artists in a collaborative group must meet the residency requirement below.
- **Maryland Residency Requirement:** Applicants must have established residence and be living in Maryland at least six months prior to the application deadline and must be residents living in Maryland at the time the award is granted by MSAC. Proof of residency may be required.
- The applicant or collaborative group must be the artist(s) whose original work or performance is represented in the work samples.

### Who May Not Apply:

- Artists enrolled in high school or any undergraduate classes or programs during FY 2020 (July 1, 2019 - June 30, 2020).
- Individuals pursuing graduate instruction in any artistic category during FY 2020 (July 1, 2019 – June 30, 2020). This includes visual, performing, and literary arts.
- Artists who received a \$6,000 MSAC Individual Artist Award in FY 2018 or FY 2019.
- Artists who received a State IAA in previous years. (This award can only be received once in an artist's lifetime.)
- Artists who received a \$10,000 Regional IAA in the past 5 years.

### Additional Information:

- Applicants may only submit or be named in one application per year.
- An artist may receive up to three \$2,000 Regional Awards, two \$10,000 Regional Awards, and one State Award in their lifetime.
- All work samples must have been produced within the past five years.
- Previous MSAC IAA recipients may not resubmit winning work, including any portion or variation of winning work. If an IAA recipient resubmits winning work or any portion or variation of winning work, the application will be considered ineligible.
- Work completed while pursuing a high school diploma or an undergraduate or graduate degree in any MSAC IAA artistic category may not be submitted.
- Only completed work may be submitted. Works in progress and project proposals are not considered eligible. For the purposes of this program, "complete" is considered to be the point at which the work is ready for public presentation.
- When submitting as a collaborative group, applicants must identify all collaborators. Individual applicants submitting work samples of collaborative work must identify their contribution in the work sample's technical information.
- The Geographic Region of an applicant is determined by the address provided on the application.

## Types of Awards

Award recipients are selected through an anonymous, highly competitive adjudication process.

- Applicants will be reviewed and awarded based on their residency within five Geographic Regions:
  - Western (Garrett, Allegany, Washington)
  - Washington Metro (Frederick, Montgomery, Prince George's)
  - Baltimore Metro (Carroll, Baltimore, Baltimore City, Anne Arundel, Harford, Howard)
  - Southern (Calvert, Charles, St. Mary's)
  - Eastern Shore (Cecil, Kent, Queen Anne's, Caroline, Talbot, Dorchester, Wicomico, Somerset, Worcester)
- Within each Geographic Region, the following awards will be available:
  - \$2,000 Regional Awards - awarded in each region to encourage an artist's pursuit of promising and/or innovative work
  - \$10,000 Regional Awards - awarded in each region to recognize notable artistic achievement by an individual artist
  - \$10,000 Regional Collaboration Awards - awarded in each region to recognize notable artistic achievement by two or more artists
- All \$10,000 Regional Award winners will be eligible for the State Award(s):
  - \$15,000 State Award(s) - awarded to up to two (2) artists or collaborative groups per year to recognize outstanding artistic achievement
- The funding available in each region is determined by the number of applications received and the total funding allocated to the program by the Council.

## Artistic Categories

Artistic categories rotate in a three-year cycle. Applicants self-select the category which they feel best represents their work. Applicants' work should be *primarily based* in the category (performance, visual, literary) in which it is submitted, even if the components of the work are interdisciplinary. If, upon review, the panelists feel the applicant's work would be better represented by a category different than the one in which it was submitted, they may choose to lower the overall score of the application. MSAC staff reserve the final right to determine whether or not the work submitted is eligible in any given category.

### FY 2020 Artistic Category

This is the only category offered for the November 15, 2019 deadline. See below for the other categories that will be offered in coming years.

- Performance

### FY 2021 Artistic Category

Do not apply in this category for the November 15, 2019 deadline. Applications will be denied.

- Visual/Media

### FY 2022 Artistic Category

Do not apply in this category for the November 15, 2019 deadline. Applications will be denied.

- Literary

## Review Process

Each application is reviewed anonymously by a panel of evaluators with a wide range of experience in the artistic category. Panelists score each applicant based on a rubric and make final recommendations for Regional and State Awards based on the combined scores and discussion of applicants' work. Panel meetings are directed and overseen by Council staff.

## Panel Review Meetings Open to Public

In accordance with Maryland's Open Meetings Act, IAA panel meetings are open to the public for observation only. Artists are encouraged to attend and hear the panel's comments about applications. If you are interested in observing a panel meeting discussion, please visit [www.msac.org](http://www.msac.org) for updated information about meeting dates, times, and locations and/or call MSAC for details.

## Grant Recommendations and Approval

After the panel reviews are completed, recommendations are presented to the Council for approval at the March Council meeting where recommendations are reviewed and final funding decisions are made. The Council's decisions are forwarded to the Secretary of Commerce for final approval.

## Notification of Awards

Applicants will be notified of award decisions in writing no later than **April 15, 2020**. MSAC notifies all applicants, whether they receive an award or not.

## How To Apply

All IAA applicants must submit an online application through MSAC's Smart Simple system. Applicants must create an account and login in order to access the application.

- The IAA application consists of:
  - Applicant contact information
  - Collaborator Information (for collaborative groups)
  - Creative Process Statement (100 word limit)
  - Up to 8 work samples with technical information and work sample description

## 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 in its entirety by electronic means, including the use of an electronic signature, by the deadline listed in the guidelines.
- All work samples are accepted digitally as uploads within the online application in SmartSimple.
- 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.**

## Deadline

**5:00 PM EST on November 15, 2019**

All 2020 IAA applications must be successfully submitted by the deadline. Applications submitted after the deadline will not be considered. No exceptions will be made to the deadline.

## Work Samples

Applicants may provide up to eight work samples in whichever file type (audio, image, video, or PDF) or combination of file types they feel best showcases their work. Technical information may be provided for each work sample.

Applicants should refrain from identifying themselves or providing crediting information in their work samples or in the work sample technical information in the online application. Unless the artist's identity is integral to the work, information such as, but not limited to, the artist's name or signature, identifying initials or symbols, professional affiliations, and biographical information, may render the application ineligible.

## Work Sample File Requirements

All files uploaded into the application must be formatted according to the following specifications.

All files types and sizes will be accepted. The total combined length of all audio and video files may not exceed 10 minutes per application. The total combined length of manuscripts and compositions may not exceed 20 pages per application. The following file types and sizes are preferred:

### AUDIO FILES:

- File type: .MP3
- File size: 20 MB maximum for each upload
- File must be stripped of any identifying metadata

### IMAGE FILES:

- File type: .JPG
- Recommended dimensions: 1240 pixels in the longest dimension
- Recommended file size: 2 MB maximum for each image

### VIDEO FILES:

- File type: .MP4 or .MOV
- File size: 250MB per video file
- File must be stripped of any identifying metadata

### MANUSCRIPTS and COMPOSITIONS:

- File type: .PDF
- All pages of the manuscript or composition should be compiled into a single .PDF document

### ALL FILES

To help avoid errors in the online application, the names of all uploaded in the application should follow these guidelines. When naming your work sample files:

- Do not use punctuation marks, symbols or any other non-alphanumeric characters
- Do not include any accents or non-Latin letters (e.g. è, Ø, þ, ü, ñ, etc.)
- Do not include applicant's name in the work sample's file name

## Creative Process Statement

Within the application, it is required for artists to provide a creative process/vision statement. This statement should convey to the panel information that further informs any additional processes, inspiration, intention, philosophy, evolution of style, current direction of the artist's work that is being submitted for review.

## Contacting MSAC

If you have reviewed the available resources and need assistance with the content of your application, or have questions pertaining to the program guideline requirements, please contact:

Emily Sollenberger  
Program Director, Arts Services  
Visual/Media Arts  
Maryland State Arts Council  
[emily.sollenberger@maryland.gov](mailto:emily.sollenberger@maryland.gov)  
410-767-6484

Laura Weiss  
Program Director, Arts Services  
Literary Arts, Performing Arts  
Maryland State Arts Council  
[laura.weiss@maryland.gov](mailto:laura.weiss@maryland.gov)  
410-767-6545

If you have questions about Smart Simple or need assistance submitting your application, please contact:

Tammy Oppel  
Grants Management Associate  
Maryland State Arts Council  
[tammy.oppel@maryland.gov](mailto:tammy.oppel@maryland.gov)  
410-767-8851

- Support is available 8:00 AM through 4:00 PM EST, Monday through Friday.
- *Applicants are encouraged to request assistance as early in the application process as possible.* Applicants receive assistance from MSAC staff on a first-come, first-served basis and should be aware that demand increases significantly as the deadline approaches.
- MSAC is not able to assist with the recording or editing of work sample content.
- Due to the high volume of applications, MSAC is not able to verify receipt of applications by telephone. The online SmartSimple application provides electronic notification via email of application submission. If you do not receive a confirmation email, please check your email spam folder then contact Tammy Oppel via email to request confirmation of receipt.