GRANTS FOR ORGANIZATIONS (GFO) FY2020 GUIDELINES

Application Deadlines:

Forms submitted after the deadline(s) will not be considered for funding.

September 15, 2018: Intent to Apply Form - REQUIRED - for New GFO Applicants and those that did not receive funding for FY2019

November 15, 2018: Full Application – for organizations designated on the one-year application cycle for the Fiscal Year 2020 grant cycle. Also for those deemed eligible to apply after MSAC review of Intent to Apply form.

December 15, 2018: Request for Funding (RFF) Application – for organizations designated on the three-year application cycle for the Fiscal Year 2020 grant cycle

GFO Technical Assistance Sessions
GFO Technical Assistance Sessions provide information and assist you with your application for funding in the Maryland State Arts Council GFO program. See Appendix A for details and registration information.

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

For individuals who are deaf or hard-of-hearing.
TTY: Maryland Relay 1-800-735-2258 or 711
# MARYLAND STATE ARTS COUNCIL OVERVIEW

## GRANTS FOR ORGANIZATIONS (GFO) PROGRAM OVERVIEW

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## APPENDIX A - GFO TECHNICAL ASSISTANCE INFORMATION SESSIONS

## APPENDIX B - REQUIREMENTS OF ORGANIZATIONS RECEIVING GFO GRANTS

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
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.

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
Mike Gill, Secretary | Ben Wu, Deputy Secretary
Liz Fitzsimmons | Managing Director, 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, 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 or to nominate someone to serve should contact the MSAC office for detailed information and nomination forms.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
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.
Grants for Organizations (GFO) Program Overview
The Grants for Organizations (GFO) program provides annual operating grants to organizations that produce or present the arts to the general public through public programs or services. The purpose of the GFO program is to strengthen the vitality and sustainability of Maryland’s cultural organizations to maintain a strong and stable arts infrastructure in the State of Maryland. Eligible organizations may apply for a single GFO grant per year. The deadlines to apply are offered annually.

Eligibility
Please read Appendix B: Requirements of Organizations Receiving GFO Grants to be sure you fulfill all the requirements.

All Applicants to the GFO program must:
● Produce or present the arts to the public through ongoing arts programming.
● Have 501(c)3 tax exempt status from the U.S. Internal Revenue Service by March 31, 2018, except for units of local government and colleges and universities.
● Be incorporated in Maryland as a nonprofit or have significant physical presence in Maryland. Organizations that are not incorporated in Maryland but have a significant physical presence in Maryland may not be eligible for a General Operating Grant, but may be eligible for an Arts Program Grant to support activities taking place in Maryland. For more information please contact the program director for the artistic category for which this scenario applies.
● Have operated as an arts organization or arts program for one full fiscal year and be able to submit a financial statement* for their most recently completed fiscal year at the time of application.
● Establish that the majority of the arts activities it produces and/or presents take place in Maryland and that most of the arts organization’s or the arts program’s annual expenditures are devoted to activities that occur within the State of Maryland.
● Must be governed by a legally liable board of directors acting under a mission statement and budget specific to the organization.

Public, private and charter K-12 schools and pre-schools and local arts education advocacy organizations are not eligible to apply.

Types of GFO Grants
General Operating Grants (GOG)
GOG provides operating support to nonprofit organizations whose purpose is producing or presenting the arts through public programs or services. Applicants must be arts organizations, organizations whose mission/purpose is producing or presenting the arts through public programs or services, such as art museums, orchestras, galleries, theaters, arts centers, etc.

Organizations applying for General Operating Grants (GOG) must have allowable* operating expenses of more than $50,000 to be eligible. The minimum General Operating Grants (GOG) will be $1,000 and require a three to one cash match.

Arts Program Grants (PRG)
PRG provide arts program support to nonprofit organizations whose primary purpose is other than producing or presenting the arts, but who provide ongoing public arts activities through public programs. The mission of these organizations is not specifically dedicated to the arts but they do have ongoing arts programming. These are considered non-arts organizations for MSAC purposes. Examples include: community centers, churches, non-art museums, libraries, universities, etc.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).

GFO FY2020 Guidelines
These organizations may apply for an Arts Program Grant for the direct costs* of their ongoing arts activities produced or presented for general audiences through public programs. Units of local government, colleges, and universities are also eligible to apply. Curricular activities or activities required of students are not allowed.

E.g., A Library is not an arts organization but it has an annual concert series that has been in place for a number of years. The library may apply for an Arts Program Grant specifically for the direct costs of their concert series.

Organizations applying for Arts Program Grants (PRG) must have allowable* operating expenses of more than $50,000 for their Arts Program to be eligible. The minimum Arts Program Grant will be $1,000. Arts Program Grants require a three to one cash match.

**Transitioning from Basic General Operating (BGO) or Basic Arts Program (BPR)**

For Arts Organizations or Arts Programs operating under $50,000:

The Maryland State Arts Council’s BASIC ARTS OPERATING GRANTS and BASIC ARTS PROGRAM GRANTS have been restructured into a new CREATIVITY GRANT program. The CREATIVITY GRANT application will include answers to three questions, have a maximum request amount of $3,500, require minimal economic data reporting, and have no deadline (applications will be reviewed monthly starting July 1). If you are a past BASIC GRANTS recipient, there is no action to be taken until the announcement of the CREATIVITY GRANT program on April 1. If you are a current arts organization or arts program operating under $50,000, you are eligible to complete a CREATIVITY GRANT.

**Artistic Categories**

Eligible organizations may apply for a single GFO grant per year in only one of the artistic categories listed below.

Organizations should select the artistic category that most closely characterizes the predominant activities of their organization. *Descriptions and definitions of the artistic categories are available in Appendix C.* Contact the appropriate Program Director to discuss your organization's category.

GFO grants are awarded in the following artistic categories:

- Arts Services
- Children’s Events
- Dance
- Folk and Traditional Arts
- Large Organizations
- Literary Arts
- Multi-Discipline A
- Multi-Discipline B
- Music A1
- Music A2
- Music B
- Music C
- Theater A
- Theater B
- Visual Arts/Media A
- Visual Arts/Media B
Review Criteria
The review of all GFO applications is based on the following four criteria from the lens of either the Arts Organization (General Operating: GOG) or Arts Program (Arts Program: PRG). Rubrics detailing these criteria can be found on our website.

Why is the work of your organization important?
How does your organization design its programs?
How does your organization operate?
How does your organization evaluate what it does?

Application Cycles
MSAC uses a staggered, three-year application cycle to conduct panel reviews of the majority of GFO applications. Artistic categories are rotated on the cycle and are on an “On Year” every three years, and on “Off Years” the two years between. Applications are submitted annually by all organizations but the “Off Years” application is a simplified Request for Funding.

Three-Year Application Cycle
Organizations that are recommended for the three-year application cycle, and are in good standing with all grant reporting requirements, will go through a FULL panel review of their application once every three years. In this “On Year,” the organization will be required to submit a FULL application and will receive the appropriate site visits from grant review panelists as designated by the organization’s grant type for GOG and PRG. In the two “Off Years” that follow, organizations will be required to submit a simplified Request for Funding (RFF) application and will not go through a panel review. Organizations that consistently receive favorable reviews during the panel review process and application evaluation are likely to continue to be recommended for this three-year application cycle.

One-Year Application Cycle
Organizations not eligible or recommended for inclusion in the three-year application cycle are instead required to be on the one-year application cycle. Organizations recommended for the one-year application cycle are in the “On Year” status and are required to submit a FULL application, receiving the appropriate site visits from grant review panelists, every year until they are recommended for the three-year application cycle.

Scenarios in which an organization might be recommended for the one-year application cycle:

- First time applicants to the GFO Program.
- Applicants that did not receive funding in the previous grant cycle.
- Applicants that were recommended for a one-year application cycle in the previous fiscal year grant review, as noted in their grant award notification.
- Applicants with significant financial or organizational changes may be recommended one-year funding.

To confirm your application status and deadlines, please refer to your latest grant award letter.

Check the On and Off Year schedule below or contact the appropriate MSAC program director for more information.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
GFO FY2020 Guidelines
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On and Off Year by Artistic Categories

**FY2020 Applications:** Support Period: July 1, 2019 through June 30, 2020

“On Year” Artistic Categories submitting FULL GFO application.

**Deadline will be in Fall 2018 for:**
- Arts Services
- Folk and Traditional Arts
- Large Organizations
- Multi-Discipline B
- Theater A and B
- New applicants, those not funded for FY2019, and grantees notified of one-year funding with FY2019 award notification

“Off Year” Artistic Categories submitting Request for Funding (RFF) application. Deadline will be in December 2018.

**FY 2021 Applications:** Support Period: July 1, 2020 through June 30, 2021

“On Year” Artistic Categories submitting FULL GFO application.

**Deadline will be in Fall 2019 for:**
- Literary Arts
- Music A1 and A2
- Visual Arts/Media A and B
- New applicants, those not funded for FY2020, and grantees notified of one-year funding with FY2020 award notification

“Off Year” Artistic Categories submitting Request for Funding (RFF) application. Deadline will be in December 2019.

**FY 2022 Applications:** Support Period: July 1, 2021 through June 30, 2022

“On Year” Artistic Categories submitting FULL GFO application.

**Deadline will be Fall 2020 for:**
- Children's Events
- Dance
- Multi-Discipline A
- Music C
- New applicants, those not funded for FY2021, and grantees notified of one-year funding with FY2021 award notification

“Off Year” Artistic Categories submitting Request for Funding (RFF) application. Deadline will be in December 2020.
Application Process

New Applicants
Applicants are considered "new" if they did not apply for, or did not receive a Fiscal Year 2019 GFO grant award. All new applicants are required to complete and submit the Intent to Apply Form along with the required additional documents. (Appendix F)

Intent to Apply Form - REQUIRED: Deadline September 15, 2018, 5pm
The Intent to Apply form and additional documents will be reviewed by the appropriate GFO program director to determine eligibility to apply for a GFO grant. You may contact the appropriate program director if you have questions. A list of arts council program directors with contact information for each artistic category is available in Appendix C. The Intent to Apply form must be submitted via msac.grant.org.

New applicants who attempt to submit an application without first verifying their eligibility (detailed in Appendix B) by submitting an Intent to Apply form will be deemed ineligible.

You will be notified of your eligibility. If the organization is deemed eligible for the GFO program, it must submit a FULL Application by November 1, 2018. See details below for the FULL application process.

Returning Applicants – FULL Application

FULL Application: Deadline November 15, 2018, 5pm
If your organization is on an “on-year” or was designated as participating in the one-year cycle this year, you must complete a FULL application. Submissions received after the deadline will not be considered for funding.

Preparing Your FULL Application
Please refer to the Review Criteria as you prepare your narrative and other required documents. All materials should tell the same story and represent your organization at its best. Panelists look for evidence of your commitment to your mission and artistic excellence, as well as sound governance, management and operations, based on your strategic planning. Grant review panelists look for evidence of your organization’s understanding of, and responsiveness to, its community. During the panel meeting, panelists discuss and rate your application based on how your organization demonstrates that it meets the Review Criteria. A sample FULL application along with descriptions of the required documents that must be attached is available in Appendix G for General Operating and Arts Program grant applicants.

Financials
Financial information is an essential part of your application. You must submit a financial statement or audit* for your last completed fiscal year. If your organization operates on a calendar year, then use the last completed calendar year.

20% Changes in Financials from Year to Year
Changes in your financial statement/audit* that exceed 20% from year to year must be explained. Please provide a list of each line that has changed by 20% or more and an explanation.

E.g., Salary line: FY16 $100,000 to FY17 $145,000. Explanation: Hired a new education director.

Allowable* expenses and income include but are not limited to artist fees, salaries, technical fees, marketing, exhibition materials, theater sets, musical scores, rentals on space and objects necessary to production and administration, educational fees, supplies for classes and productions and other costs to maintain an arts organizations or arts program. Revenues may include but are not limited to tickets
sales, tuition, donations, foundation support, corporate support, public support, gift shop sales, fundraisers, etc.

Arts Programs should include direct costs* of the arts program as well as expenses that are prorated.

**Non-allowable* Income or Expenses** are those deemed by MSAC to be non-permissible in figuring total operating expenses and operating income when calculating a grant amount. Non-allowable* as operating expenses include but are not limited to re-granting*, accessions, acquisition of capital assets*, allocations to cash reserves*, capital improvements*, depreciation*, deficits, loan principal payments, contributions to endowments* or scholarships awarded by the applicant organization for its own activities. Non-allowable* as operating income include but are not limited to are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses; prorated salaries, rent, or utilities; or other prorated expenses. Other items may be deemed non-allowable*. These items may be included in your financial statement* or budgets but will not be used to determine your “total allowable* income” when calculating your organization’s grant amount.

**Returning Applicants – Request for Funding (RFF) Application**

**Request for Funding (RFF): Deadline December 15, 2018**

The RFF will be submitted by only those organizations that were recommended for the three-year application cycle during their discipline’s “Off Year.” This status is noted in your Action Item List for FY2019.

**Preparing your Request for Funding (RFF)**

The RFF has a simplified narrative section for indicating any changes in the organization, and noting accomplishments. There is no panel review or site visits in the “Off Year”. Organizations submitting an RFF are required to attach the documents specified in the sample application in Appendix H.

**Financials**

Financial information is an essential part of your application. You must submit a financial statement or audit* for your last completed fiscal year. If your organization operates on a calendar year, then use the last completed calendar year.

20% Changes in Financials from Year to Year

Changes in your financial statement/audit* that exceed 20% from year to year must be explained. Please provide a list of each line that has changed by 20% or more and an explanation.

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Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).

GFO FY2020 Guidelines
allocations to cash reserves*, capital improvements*, depreciation*, deficits, loan principal payments, contributions to endowments* or scholarships awarded by the applicant organization for its own activities. Non-allowable* as operating income include but are not limited to are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses; prorated salaries, rent, or utilities; or other prorated expenses. Other items may be deemed non-allowable*. These items may be included in your financial statement* or budgets but will not be used to determine your “total allowable* income” when calculating your organization’s grant amount.

All Applicants

eGrant (msac.egrant.net)

MSAC utilizes the Internet-based eGrant system to accept grant applications and Intent to Apply forms. Only successfully submitted eGrant 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 by the authorizing official* of the organization or arts program.
- **DEADLINES:** Completed applications must be submitted via eGrant with all required attachments by the appropriate deadline:
  - Intent to Apply form deadline is 5 P.M. on September 15, 2018.
  - FULL GFO Application deadline is 5 P.M. on November 15, 2018.
  - Request for Funding (RFF) Application deadline is 5 P.M. on December 15, 2018.
- Applicants must click the “Submit My Application” button and eGrant must accept the application by 5 P.M. to meet the deadline. Upon successful submission, applicants will receive an onscreen confirmation message and an email from eGrant with a copy of the application within one hour. Please check spam or junk folders if the messages do not appear in email inboxes within this timeframe.
- Technical support for eGrant is available during regular office hours, 9:00 AM through 5:00 PM, Monday through Friday.
- MSAC does not accept responsibility for lost, misdirected or late applications.
- **Applications submitted after the deadline will not be considered for funding.**
- **Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be considered withdrawn.**

Sample applications and descriptions of required electronic attachments are available in the Appendices:

- FULL Application for General Operating Grants and Arts Program Grants (Appendix G)
- Request for Funding (RFF) Application for all grant types (Appendix H)

DataArts

The DataArts funder report is no longer required for GFO applications.
Grant Review and Evaluation Process

Staff Review
After both the FULL applications and RFF applications are received electronically they are reviewed by staff for completeness and adherence to GFO guidelines. Applicants will be notified if their application is incomplete and if additional information or corrections are necessary and be given a specific deadline in writing to provide any revisions and/or other necessary information. Applicants must meet all of these specified deadlines for completing/providing revisions and information or the application will be considered withdrawn.

FULL Applications - Grants Review Panel Evaluation
MSAC utilizes peer Grants Review Panels to aid in its decision-making. Panels are engaged to review and evaluate FULL applications only. Request for Funding applications do not receive a panel review as they are on a simplified schedule.

FULL General Operating and Arts Program Applications
Panelists are professionals in the field with relevant knowledge and expertise in the artistic categories in which GFO grants are awarded. Grant review panels meet formally as a group and are instructed to evaluate applications according to MSAC’s review criteria. At the panel meeting, an evaluative discussion will occur for each application. Following the discussion, panelists rate the application based on how well it meets the Review Criteria.

Site visits conducted by panelists are a required part of the evaluation process for General Operating and Arts Program Grants submitting a FULL Application. Each GOG and PRG applicant submitting a FULL application is required to receive site visits by assigned panelists prior to the panel meeting:

1. Artistic Site Visit – a panelist will attend a performance, exhibit or other event in person
2. In Depth Site Visit – a panelist will meet with organizational personnel and/or project directors to develop an informed opinion about how the proposed activities in the grant application meet each of the three review criteria.

Panel Review Meetings Open to Public
Grant review panel meetings are open to the public for observation only, not for open participation. Representatives from your organization are encouraged to attend and hear the panel’s comments about your application. If you are interested in observing a panel meeting discussion, please visit [www.msac.org](http://www.msac.org) for updated information about dates, times and locations and/or call for details on the appropriate meeting.

Grant Recommendations and Approval
After the staff and panel reviews (if applicable) are completed, recommendations are presented to the Council’s Grants Committee, a committee composed of Councilors appointed by the Council Chairperson. Following this review, the Grants Committee presents the funding recommendations for each category to the full Maryland State Arts Council. The Council meets in early June to review the recommendations and reach funding decisions. The Council’s decisions are forwarded to the Secretary of Commerce (or his/her designee) for final approval.
**Notification**
All applicants to the FY2020 GFO program will receive notification by email of their grant award or denial after July 1, 2019.

**Reporting Requirements**
If awarded a GFO grant, recipient organizations must file an interim and a final report in eGrant by deadlines specified in communications from MSAC with the organization. Both reports require narrative and financial updates on arts activities conducted during the grant support period. Failure to submit reports by the specified deadlines may jeopardize current and/or future MSAC grants being received by the organization and may result in requiring repayment of grant funds. Before any funds are distributed, GFO grantees are also required to submit any outstanding reports/requirements for any other MSAC grants they have received.

**Payments**
Grant agreement* forms are prepared and emailed after July 1, 2019 to those that have been awarded funding. The forms must be signed and the grant recipient must meet all reporting requirements before grant funds are disbursed. Funds are generally distributed in two parts – 75% after the Grant Agreement Form and reports are submitted and the remaining 25% after the Interim Report is submitted in January.

**Funding Amounts**
GFO Grant award amounts are calculated based on ratings received from grant review panels AND a percentage calculation.

**Ratings – (All GFO Grants)**
Grant Review Panels submit ratings for each FULL GFO Application they evaluate. This percentage rating is calculated directly into the Grant Award Amount.

**Percentage Calculation – (General Operating Grants and Arts Program Grants)**
The budget of MSAC changes each year and is approved by the Governor and General Assembly. Based on this budget, MSAC determines a funding percentage that becomes the percentage funding amount available to each applicant for a particular fiscal year. That is, if the percentage is determined to be 7% in a particular year, then an organization would receive 7% of its total allowable* income times its panel rating. The minimum GOG or PRG grant is $1,000.

The funding amount for applicants submitting a FULL GFO Application is determined by MSAC’s review processes. For applicants in the three-year grant cycle, funding for the second and third years ("Off Years", when submitting the Request for Funding Application) will take into account the funding percentage and the organization’s total allowable income* for the given fiscal year, provided the level and scope of the organization’s activities remain consistent.

**Matching Requirements and Allowable* Income and Expense**
All General Operating Grants and all Arts Program Grants must be matched at least three to one (3:1) in cash. Funds or services from the State of Maryland are not allowed as part of the match. In-kind* contributions or donated services may not be used as part of the match.
**Grant Funds May Not be Used For:** Re-granting; capital improvements* or purchases of permanent equipment; acquisition of capital assets*; activities for the exclusive benefit of an organization’s members; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland to present or produce arts; projects chiefly for classroom use; activities not open to the general public; 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.

*Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).*

GFO FY2020 Guidelines
Appendix A - GFO Technical Assistance Sessions
The Maryland State Arts Council presents a variety of opportunities to provide organizations information on and assist you with your application for funding in the Maryland State Arts Council Grants for Organizations (GFO) program. Learn more about GFO applications, processes and ask questions directly of the GFO Program Directors.

GFO TECHNICAL ASSISTANCE SESSIONS
The Maryland State Arts Council’s FY2020 Grants for Organizations (GFO) program provides unrestricted operating support to arts organizations and arts programs through grant awards. Join GFO program staff for Technical Assistance Sessions at our Fall Regional Arts Institutes: Creative Conversations to learn more about the program. Feedback from the Institutes will guide the needs for future Professional Development GFO needs. For more information and to register to attend a session, visit https://www.msac.org/programs/grants-organizations.
Appendix B - Requirements of Organizations Receiving GFO Grants

- Must be a nonprofit organization and have received tax exempt 501(c)3 status from the U.S. Internal Revenue Service, and be in good standing with the Maryland Department of Assessments and Taxation (SDAT). Departments of government, colleges, and universities are also eligible to apply.
- 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. Design for Accessibility is a handbook to help organizations comply with Section 504 and the Americans with Disabilities Act and is available for download at www.msac.org.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must file interim and final reports, both narrative and financial, by the specified deadlines. Necessary reporting methods 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.
- Must give credit to MSAC whenever and wherever credit is being given and adhere to the Grant Recognition Guidelines found on the website.
- Must notify the appropriate program director in writing if a significant change is made in any MSAC-funded program or project.
- Must have a DUNS number*, a unique 9-digit identification number assigned to businesses by Dun & Bradstreet. The federal government requires a DUNS Number* of all organizations receiving federal grant monies. MSAC receives a grant from the National Endowment for the Arts, a federal agency, and is therefore required to obtain a DUNS Number* from each of its grant applicants. To obtain a DUNS Number*, please visit fedgov.dnb.com/webform. There is no cost for the DUNS Number*.

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 4-101through 4-601 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.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
Appendix C - GFO Artistic Categories and Program Directors

**Arts Services:** Grants in this category support organizations whose primary purpose is to provide services for artists, arts organizations*, or the arts community*. Program Director: Christine Stewart, 410-767-6476; [Christine.Stewart1@maryland.gov](mailto:Christine.Stewart1@maryland.gov)

**Children's Events:** Grants in this category support organizations that produce or present artistic experiences for young audiences. Applicants that feature children as performers for general audiences should not apply in this category; they should apply in the appropriate category below. Program Director: Christine Stewart, 410-767-6476; [Christine.Stewart1@maryland.gov](mailto:Christine.Stewart1@maryland.gov)

**Dance:** Grants in this category support organizations that produce or present dance. Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Folk and Traditional Arts:** Grants in this category support organizations that primarily document, produce, and/or perform folk and traditional arts. Program Director: Chad Buterbaugh, 410-767-6450; [Chad.Buturbaugh@maryland.gov](mailto:Chad.Buturbaugh@maryland.gov)

**Large:** Grants in this category support arts organizations that have a regional/national reputation in their field, that receive general operating grants from MSAC, and that have audits confirming their operating budgets have been at least $3 million for the past three completed fiscal years. Placement in the Large category is determined by MSAC. Program Directors are assigned by discipline so refer to the director listed in the appropriate category.

**Literary Arts:** Grants in this category support organizations that present, publish, or disseminate all literary forms. Program Director: Christine Stewart, 410-767-6476; [Christine.Stewart1@maryland.gov](mailto:Christine.Stewart1@maryland.gov)

**Multi-Discipline* A:** Grants in this category support organizations that produce or present arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines. Those with a predominant discipline should apply in that discipline. Program Director: Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Multi-Discipline* B:** Grants in this category support arts festivals, and units of local government or government agencies that produce or present arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines. Those with a predominant discipline should apply in that discipline. Program Director: Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Music A1:** Grants in this category support organizations that self-produce music with allowable* expenditures of $150,000 or more. Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Music A2:** Grants in this category support organizations that self-produce music with allowable* expenditures of $50,000 to $150,000 or more. Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Music C:** Grants in this category support organizations that present music programs. Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Theater A:** Grants in this category support organizations that produce or present theater with allowable* expenditures of $150,000 or more. Program Director: Dana Parsons, 410-767-6557; [Dana.Parsons@maryland.gov](mailto:Dana.Parsons@maryland.gov)

**Theater B:** Grants in this category support organizations that produce or present theater with

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).

GFO FY2020 Guidelines
allowable* expenditures of less than $150,000. Program Director: Dana Parsons, 410-767-6557; Dana.Parsons@maryland.gov

Visual Arts/Media A: Grants in this category support arts organizations that produce or present visual/media arts. Program Director: Dana Parsons, 410-767-6557; Dana.Parsons@maryland.gov

Visual Arts/Media B: Grants in this category support non-arts organizations that produce or present visual/media arts. Program Director: Dana Parsons, 410-767-6557; Dana.Parsons@maryland.gov

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
Appendix D - Glossary

accommodations/interpreters: Services provided to persons with disabilities in order to improve accessibility of arts programming.

administrative personnel: Individuals employed or contracted by an organization to perform duties related primarily to the management of the organization.

administrative salaries and fees: Salaries, fees, and the cost of benefits paid to administrative personnel.

advertising sales: Income an organization derives from the sale of space in printed programs or other advertisements.

allocations to cash reserves: Funds an organization places in an income-bearing account for the purpose of building cash reserves.

allowable* /non-allowable (as income or expenses): Income or expenses deemed by MSAC to be permissible in figuring total operating expenses and income to determine funding amounts. Examples of allowable* operating income and expenses include, ticket sales income, grants, contributions, specific salaries, artist fees, marketing expenses, equipment rental, program costs, supplies, etc. See non-allowable* also

Americans with Disabilities Act, 1990 (A.D.A.): A law that protects the rights of individuals with disabilities to receive the same accommodations and benefits as individuals without disabilities. Design for Accessibility: A Cultural Administrator’s Handbook is a resource designed to help organizations comply with Section 504 and the Americans with Disabilities Act and is available for download at www.msac.org.

artistic personnel: Individuals or groups employed by an organization to create, curate, design, perform, or produce artistic work presented by the organization to general audiences.

artistic salaries and fees: Salaries, fees, and the cost of benefits paid to artistic personnel.

arts organization: MSAC defines an arts organization as an organization that exists to further the arts and whose purpose is producing or presenting the arts through public programs or services, as stated in their mission statement. For example, an orchestra’s mission is produce and present orchestral concerts so it is an arts organization. Also see non-arts organization.

audit: See Independent external audit.

authorizing official: Individual legally empowered to submit this application.

(CY) calendar year: Budget year that runs from January 1 through December 31.

capital assets: Those assets of an organization, including buildings, equipment, and facilities that are intended for long-term ownership and use.

capital improvements: Improvements to capital assets that increase their value, or otherwise benefit the owner of the improved asset.

community: The individuals or groups identified by an organization as those for whom the organization’s activities are intended.

contact person: Individual who is best able to provide information regarding application content and activities described in the grant application.

contracted services: Services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

cost of goods purchased for sale: Money paid by an organization for artwork or other goods intended for subsequent sale, with proceeds benefiting the organization.

DUNS number: a unique 9-digit identification number assigned to businesses by Dun & Bradstreet.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
The federal government requires a DUNS number of all organizations receiving federal grant monies. MSAC receives a grant from the National Endowment for the Arts, a federal agency, and is therefore required to obtain a DUNS number from each of its grant applicants. To obtain a DUNS number, please visit http://fedgov.dnb.com/webform. There is no cost for the DUNS number.

depreciation: The systematic charging of the diminished value of fixed assets to annual expenditures.

direct costs: Those expenses directly billed to the applicant’s arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program’s financial statement*.

educational activities: Eligible educational activities include, but are not limited to, activities that have the primary purpose of instruction or training, including workshops, artist residencies, lessons, classes, or other educational outreach and learning activities open to the public.

Non-eligible educational activities include but are not limited to those intended for public, private and charter K-12 schools, and preschool classroom use; implementation of arts curriculum or curriculum development for schools; showcases of student school work; school fundraisers.

educational personnel: Individuals employed or contracted by an organization to perform duties related primarily to educational programming and/or teaching.

educational salaries and fees: Salaries, fees, and the cost of benefits paid to educational personnel.

endowment: Investment funds that remain in perpetuity, and generate interest income.

Federal Taxpayer Identification Number: A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service.

(FY) fiscal year: Budget year that runs on a 12-month period other than Jan. 1 through Dec. 31.

financial stability: The ability of an organization to generate the financial resources necessary to support current and planned activities, as measured by the organization’s prior record and the soundness of budgetary estimates and projections.

financial statement or audit: A document required for all MSAC applications which provides information on the applicant organization’s operating budget for the most recently completed fiscal year. The statement is not narrative but a list of actual revenues and expenses. The financial statement must be signed by the organization’s accountant or chief financial officer.

grant agreement: A legally-binding contract between MSAC and a successful applicant setting forth the rights and duties of the parties, which must be executed before grant funds may be disbursed.

income from goods/services sold: The total amount paid by purchasers to an organization for artwork or other goods sold and/or for services provided by the organization.

independent external audit: An audit report certified by an independent CPA firm that must include an unqualified opinion on the financial statements* of an organization.

in-kind: Any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary donation. In-kind services may not be included in an applicant’s cash budget or be used to match a MSAC grant, but may be described in the application as part of an organization’s overall operations.

international activity: For the purpose of completing the “Information Exchange” form, applicants should indicate “yes” if the activities applied for conform to any of the following criteria: 1.enable applicant to visit other countries, or 2.enable applicant to facilitate visits by foreign artists to the United States, or 3.support applicant’s participation in a cultural exchange program, or 4.support applicant’s linkages with artists or institutions in other countries.

merit of arts services activities: Caliber of the arts services activities an organization provides.

non-allowable* (as income or expenses): Not allowable* as operating expenses are re-granting*,

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).

GFO FY2020 Guidelines
acquisition of capital assets*, accessions, allocations to cash reserves*, capital improvements*, depreciation*, deficits, loan principal payments, contributions to endowments* or scholarships awarded by the applicant organization for its own activities. Not allowable* as operating income are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses; prorated salaries, rent, or utilities; or other prorated expenses. Other items may be deemed non-allowable*. 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.

**Non-arts organization:** MSAC defines a non-arts organization as an organization whose primary purpose is other than producing or presenting the arts. Non-arts organizations eligible for the GFO program are ones that do have an ongoing arts program producing and presenting the arts to the public. For example, a church’s mission is not to produce or present the arts, but it may present an ongoing series of orchestral concerts. The church is considered a non-arts organization, but is eligible to apply for support only for its ongoing arts program, the orchestral concert series. Also see **arts organization**.

**organizational effectiveness:** The ability of an organization to develop and organize the operational means necessary to support current and planned activities, as measured by the organization’s prior record and the soundness of plans of action.

**received/not received:** The status of contributed support at the time a MSAC application is submitted. “Received” funds are those awarded or in-hand; “not received” includes funds applied for, pending, pledged, and/or yet to be raised.

**service to the community:** The degree to which an organization’s operations and activities display an understanding of and responsiveness to the community, as the organization defines that community.

**special constituencies:** Persons with disabilities and senior citizens.

**technical personnel:** Individuals employed or contracted by an organization for technical management and staff services (e.g., technical directors, stage managers, exhibit preparators, installers, wardrobe, lighting, and sound crews, stagehands, video and film technicians).

**technical salaries and fees:** Salaries, fees, and the cost of benefits paid to technical personnel.

**total cash income:** For a completed fiscal year, the sum of all funds an organization received during the year through earnings and contributions; for the current fiscal year, the sum of all funds, received and/or not yet received. Organizations applying to MSAC for general operating support are required to present budgets for a planned year in which the year’s total allowable* cash income and total allowable* cash expenses are equal.

**Venue:** Facility or location where arts activities take place.
Appendix E - County Arts Councils

Each county in the State of Maryland, as well as Baltimore City, has an Arts Council dedicated to ensuring local access to the arts for all Marylanders. County Arts Councils receive annual funding from the Maryland State Arts Council to carry out the work that best serves the needs of each distinctive community. Visit your local Art Council’s website to learn more about programs, events and grant opportunities.

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<tr>
<th>Allegany Arts Council</th>
<th>Harford County Cultural Arts Board</th>
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<td>Arts Council of Anne Arundel County</td>
<td>Howard County Arts Council</td>
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<tr>
<td>Baltimore City, Office of Promotion &amp; The Arts</td>
<td>Kent County Arts Council</td>
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<td>Baltimore County Commission On Arts &amp; Sciences</td>
<td>Arts and Humanities Council of Montgomery County</td>
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<td>Arts Council of Calvert County</td>
<td>Prince George's Arts and Humanities Council</td>
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<td>Dorchester Arts Center</td>
<td>Washington County Arts Council</td>
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<td>Frederick Arts Council, Inc.</td>
<td>Salisbury Wicomico Arts Council</td>
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<td>Garrett County Arts Council</td>
<td>Worcester County Arts Council</td>
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Appendix F – Sample Intent to Apply Form for all NEW GFO Applicants to the MSAC Grants for Organizations Program

SUBMISSION DEADLINE: SEPTEMBER 15, 2018 submit via www.msac.egrant.net

If your organization is a NEW Applicant or if your organization DID NOT receive a Fiscal Year (FY) 2019 MSAC GFO Grant, your organization is required to complete this form in order be eligible to apply for an MSAC FY2020 GFO Grant.

This form serves the interests of applicants by alerting MSAC staff to organizations new to the GFO program and enables them to provide appropriate guidance and assistance before the application deadline.

Organization Name:  
Effective Date of IRS 501c3 Exemption  
Organization Address  
Organization website  
Contact Name and title  
Work Phone, Email

Eligibility Checklist: To be eligible to apply, you must be able to answer YES to all of these questions:

1. Does your organization have ongoing programs to produce or present the arts to the public?  
2. Was your organization designated by the IRS as a 501c3 by March 31, 2018, or is it a unit of government or a college/university?  
3. Is your organization incorporated in Maryland or have a significant physical presence in Maryland?  
4. Has your organization operated for one full fiscal year?  
5. Will your organization have a financial statement or audit for its most recently completed fiscal year (FY2018 or Calendar Year 2017) at the time of application?

Check the box of the artistic category that most accurately characterizes the work of your organization:

☐ Arts Service  ☐ Folk and Traditional Arts  ☐ Multi-Discipline
☐ Children’s Events  ☐ Literary Arts  ☐ Music
☐ Dance  ☐ Visual Arts/Media  ☐ Theater

Please indicate particular questions or concerns you have regarding your MSAC application.

ATTACHMENTS

The following documents are required to be submitted with this form. Please attach a copy of each.

● If your organization is dedicated to producing or presenting the arts, attach your organization’s mission statement  
OR If your organization has a mission statement other than producing or presenting the arts, attach your organization’s mission statement and goals for those arts activities for which you are applying
● List of planned arts activities including venues and addresses for which you plan to seek MSAC support during FY2020 (July 1, 2019 – June 30, 2020) If schedule is not finalized, attach FY19 activities including venues and addresses.
● 501c3 tax exempt determination letter from the IRS  
● Financial statement (both income and expenses) for most recently completed fiscal year (FY2018 or CY2017) You may submit an audit or financial summary statement - **990 forms are not accepted.**

*Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).*

GFO FY2020 Guidelines
Appendix G - Sample FY2020 FULL GFO Application for General Operating and Arts Program Grants - Organizations or Arts Programs with allowable income of $50,000 or more

DEADLINE: November 15, 2018 at 5 P.M. via eGrant (msac.egrant.net)

Grant Type (select one):
☐ General Operating Grant (GOG) – Arts Organizations
☐ Arts Program Grant (PRG) – Non-Arts Organizations

Artistic Category (select one):
☐ Arts Service
☐ Literary Arts
☐ Music B
☐ Visual Arts/Media B
☐ Children’s Events
☐ Multi-Discipline A
☐ Music C
☐ Theater A
☐ Dance
☐ Multi-Discipline B
☐ Theater B
☐ Folk and Traditional Arts
☐ Music A1
☐ Visual Arts/Media A
☐ Music A2
☐ Visual Arts/Media B

Section A – General Information
In eGrant, you will be required to provide the following information about the applicant organization:

General Organization Information:
- Organization Name
- Mailing Address
- City
- State: MD
- Zip Code: (+Four)
- County
- Federal Taxpayer Identification Number*
- DUNS Number*
- Organization Phone
- Organization Fax
- Fiscal Year (month/day – month/day)
- Organization’s Founding Year

Website and Social Media addresses:
- Organization Website
- YouTube
- Facebook
- Twitter
- Other

Section B – Contact Information
In eGrant, you will be required to provide the name, title, phone number, and email address of the following key personnel of the applicant organization. Each role is defined in the Glossary in Appendix D.

- Contact Person*
- Authorizing Official*
- Executive Director*

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
Section C – Organization Information
In eGrant, you will be required to provide the name and title of the key people involved in the administrative, artistic and technical aspects of your organization’s operations and/or arts program. Six (6) people may be listed in this section.

Section D – Narrative Questions
In eGrant, you will be required to download the narrative template and provide responses to each of the narrative questions. Your responses will be limited to a total of seven (7) pages per the instructions below.

Once completed, you will upload the narrative into e-grant. You are responsible for viewing the PDF generated by eGrant and ensuring there are no more than 7 pages used to answer the narrative questions. If you do not follow this direction, panelists may not read all of your narrative. Not following directions may influence your rating during the panel evaluation of your application.

If you are applying for a General Operating Grant, please choose the GOG (General Operating) Narrative Template. If you are applying for an Arts Program Grant, please frame your responses with respect to the arts program activities for which you are applying for funding and choose the PRG (Arts Program) Narrative Template.

The Narrative Templates can also be found here.

Financial Information
Section E – Sources of MSAC Support
In eGrant, you will be asked to provide dollar amounts for any grants or appropriations received from the Maryland State Arts Council in the last completed fiscal year, FY2018 or CY2017. Please list the full grant amount received for each program.

- MSAC GFO Grant
- Arts in Education (AiE)
- Arts & Entertainment Technical Assistance
- Maryland Touring Grant
- Maryland Traditions
- Other MSAC grant program

For the Financial Section, please provide information based on your most recently completed fiscal year. If your organization (or arts program) operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2018. If your organization or arts program operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2017.

Allowable* income or expenses are income or expenses deemed by MSAC to be permissible in determining the grant amount. Not allowable* expenses include re-granting*; acquisition of capital assets*; allocations to cash reserves*; capital improvements*; depreciation*; deficits; loan principal payments; contributions to endowments*; scholarships awarded by the applicant organization for its own activities; or (for arts programs) prorated salaries, rent, or utilities; or other prorated expenses. Not allowable* as income are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds, funds intended for the purpose of re-granting or unrealized gains/losses. Other items may be deemed not allowable*.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
Section I – Prorated Expenses - Arts Program Grant Applicants ONLY

Prorated expenses are those that are allocated or assigned based on the portion of resources dedicated to support your arts program. Example #1: One staff person works on this program only half time therefore 50% of the salary is prorated towards this program. Example #2: Your program uses two rooms out of ten in the building in which it operates, therefore 20% of the total costs of the building rental are prorated to this program.

If you have prorated expenses, you will enter them in the Prorated Expenses section in eGrant. Use your most recently completed fiscal year’s financial statement* for either FY2018 or CY2017, whichever is applicable.

Do not list direct costs in the prorated section. Direct costs are those expenses billed directly to the arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program’s financial statement*.

Information on this form must be consistent with your arts program’s financial statement* or an explanation must be included. The prorated amounts are allowable* expenses. You will also be asked how you determined the prorated expenses.

Prorated Salaries - Arts Program Grant Applicants ONLY
For each staff person working on your arts program, please be prepared to specify the name and title of the staff person, along with their total annual salary, the percentage of time they spend on your arts program, then finally the Prorated salary based on the percentage.

- Name
- Annual Salary
- % Time on Arts Program
- Prorated Salary on Arts Program

Additional Prorated Expenses - Arts Program Grant Applicants ONLY
In this section in eGrant you will also be asked to provide information about other prorated expense amounts from your most recently completed fiscal year’s financial statement* for either FY2018 or CY2017, whichever is applicable.

- Prorated Rent
- Prorated Utilities
- Prorated Other (Specify Other)
Section J – Review of Required Documents to Attach to eGrant Application

The following items are a required part of your application. Attach a Word or PDF version of each of the following items to your eGrant application. All required attachments must be attached at the time of submission or your application is incomplete.

**ATTACHMENTS for ALL Applicant ORGANIZATIONS**

1. **Financial Statements:**
   - For grantees with a Grant Amount Determination figure below $600,000:
     - A submission of the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. **The signed Financial Statement must be submitted by the application deadline.**
     - A spot check will be done for accuracy for a random selection of 1 of 30 applications.
   - For grantees with a Grant Amount Determination figure at $600,000 and above:
     - A submission of the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. **The completed audit must be submitted by the application deadline.**
     - The Grant Amount Determination is reviewed by the Internal Audits Office of the Maryland State Department of Commerce.
2. Graphic of the organization's (program's) Staffing Structure (Board, Staff, Regularly Employed Artists).
3. IRS Letter of Determination.
4. Biography paragraphs for key artistic and management personnel, all regularly employed artists, current board members and arts program committee members.

**ADDITIONAL ATTACHMENT for ARTS PROGRAM GRANT Applicants ONLY**

1. An additional, separate financial statement* that reflects ONLY your ongoing Arts Program's most recently completed fiscal or calendar year signed by a professional accountant or your Arts Program's fiscal officer.

Section K – Certification/Electronic Signature

☐ Checking this box verifies that the applicant 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 Grants for Organizations application on behalf of the applicant organization and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.

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*Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).*
Appendix H - Sample FY2020 Request for Funding (RFF)
Application for ALL Grant Types

DEADLINE: December 15, 2018 at 5 P.M. via eGrant (msac.egrant.net)

Grant Type (select one):

☐ General Operating Grant (GOG) - Arts Organizations
☐ Arts Program Grant (PRG) - Non-Arts Organizations

Artistic Category (select one):

☐ Arts Service  ☐ Literary Arts  ☐ Music B  ☐ Visual Arts/Media
☐ Children’s Events  ☐ Multi-Discipline A  ☐ Music C
☐ Dance  ☐ Multi-Discipline B  ☐ Theater A
☐ Folk and Traditional Arts  ☐ Music A1  ☐ Theater B
☐  ☐ Music A2  ☐ Visual Arts/Media A

Section A – General Information
In eGrant, you will be required to provide the following information about the applicant organization:

General Organization Information:

● Organization Name
● Mailing Address
● City
● State: MD
● Zip Code: (+Four)
● County
● Federal Taxpayer Identification Number*
● DUNS Number*
● Organization Phone
● Organization Fax
● Fiscal Year (month/day – month/day)
● Organization’s Founding Year

Website and Social Media addresses:

● Organization Website
● YouTube
● Facebook
● Twitter
● Other

Section B – Contact Information
In eGrant, you will be required to provide the name, title, phone number, and email address of the following key personnel of the applicant organization. Each role is defined in the Glossary in Appendix D.

● Contact Person*

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).
GFO FY2020 Guidelines
Section C – Narrative Questions
In eGrant, you will be required to download the narrative template and provide responses to each of the two narrative questions. Your responses will be limited to a total of two (2) pages per the instructions below.

Once completed, you will upload the narrative into e-grant. You will be responsible for viewing the PDF generated by eGrant and ensuring there are no more than 2 pages used to answer the narrative questions.

**If your Request For Funding is for General Operating, please frame your responses with respect to your organization’s overall activities. If your Request For Funding is for an Arts Program, please frame your responses with respect to the arts program activities for which you are applying.**

You will be responsible for viewing the PDF generated by eGrant and ensuring there are no more than 2 pages used to answer the narrative questions. The Narrative Template can be found [here](#) for Questions A2 and A3.

Financial Information
Section E – Sources of MSAC Support
In eGrant, you will be asked to provide dollar amounts for any grants or appropriations received from the Maryland State Arts Council in the last completed fiscal year, FY2018 or CY2017. Please list the full grant amount received for each program.

- MSAC GFO Grant
- Arts in Education (AiE)
- Arts & Entertainment Technical Assistance
- Maryland Touring Grant
- Maryland Traditions
- Other MSAC grant program

For the Financial Section, please provide information based on your most recently completed fiscal year. If your organization (or arts program) operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2018. If your organization or arts program operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2017.

Allowable* income or expenses are income or expenses deemed by MSAC to be permissible in determining the grant amount. Not allowable* expenses include re-granting*; acquisition of capital assets*; allocations to cash reserves*; capital improvements*; depreciation*; deficits; loan principal payments; contributions to endowments*; scholarships awarded by the applicant organization for its own activities; or (for arts programs) prorated salaries, rent, or utilities; or other prorated expenses. Not allowable* as income are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds, funds intended for the purpose of re-granting or unrealized gains/losses. Other items may be deemed not allowable*.
Section I – **Prorated Expenses - Arts Program Grant Applicants ONLY**

Prorated expenses are those that are allocated or assigned based on the portion of resources dedicated to support your arts program. Example #1: One staff person works on this program only half time therefore 50% of the salary is prorated towards this program. Example #2: Your program uses two rooms out of ten in the building in which it operates, therefore 20% of the total costs of the building rental are prorated to this program.

If you have prorated expenses, you will enter them in the Prorated Expenses section in eGrant. Use your most recently completed fiscal year's financial statement* for either FY2018 or CY2017, whichever is applicable.

**Do not list direct costs in the prorated section.** Direct costs are those expenses billed directly to the arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program’s financial statement*.

Information on this form must be consistent with your arts program's financial statement* or an explanation must be included. The prorated amounts are allowable* expenses. You will also be asked how you determined the prorated expenses.

**Prorated Salaries - Arts Program Grant Applicants ONLY**

For each staff person working on your arts program, please be prepared to specify the name and title of the staff person, along with their total annual salary, the percentage of time they spend on your arts program, then finally the Prorated salary based on the percentage.

- Name
- Annual Salary
- % Time on Arts Program
- Prorated Salary on Arts Program

**Additional Prorated Expenses - Arts Program Grant Applicants ONLY**

In this section in eGrant you will also be asked to provide information about other prorated expense amounts from your most recently completed fiscal year’s financial statement* for either FY2018 or CY2017, whichever is applicable.

- Prorated Rent
- Prorated Utilities
- Prorated Other (Specify Other)

**Section I – Review of Required Documents to Attach to eGrant Application**

The following items are a required part of your application. Attach a Word or PDF version of each of the following items to your eGrant application. All items below must be attached at the time of submission or your application is incomplete.

**ATTACHMENTS for ALL Applicant ORGANIZATIONS**

Financial Statements:

For grantees with a Grant Amount Determination figure below $600,000:

- A submission of the organization’s most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization’s fiscal officer. **The signed Financial Statement must be submitted by the application deadline (November 1).**
- A spot check will be done for accuracy for a random selection of 1 of 30 applications.

*Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).*

GFO FY2020 Guidelines
For grantees with a Grant Amount Determination figure at $600,000 and above:

A submission of the organization’s most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. **The completed audit must be submitted by the application deadline (November 1).**

The Grant Amount Determination is reviewed by the Internal Audits Office of the Maryland State Department of Commerce.

**ADDITIONAL ATTACHMENT for ARTS PROGRAM GRANT Applicants ONLY**

An additional, separate financial statement* that reflects ONLY your ongoing Arts Program’s most recently completed fiscal or calendar year signed by a professional accountant or your Arts Program’s fiscal officer.

**Section J – Certification/Electronic Signature**

☐ Checking this box verifies that the applicant 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 Grants for Organizations application on behalf of the applicant organization and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.
Appendix J – 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 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 the Council’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.
Appendix K - Maryland State Arts Councilors and Staff

The Maryland State Arts Council is part of the Maryland Department of Commerce, Division of Tourism, Film and the Arts.

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
R. Michael Gill, Secretary of Commerce
Ben Wu, Deputy Secretary of Commerce

Maryland State Arts Councilors
Jack Rasmussen, Chair, Montgomery County
Julie Madden, Vice Chair, Howard County
Joan Lyon, Secretary-Treasurer, Garrett County

Carole Alexander, Anne Arundel County
Timothy App, Baltimore City
Lily Bengfort, Queen Anne’s County
Barbara Bershon, St. Mary’s County
Zoe Charlton, Baltimore City
Jacqueline Copeland, Baltimore County
Anthony Cornwell, Allegany County
Carla Du Pree, Howard County
Senator Richard S. Madaleno, Jr., Montgomery County
Shelley Morhaim, Baltimore County
B.G. Muhn, Montgomery County
Gary Vikan, Baltimore City
Delegate Alonzo Washington, Prince George’s County
Anne Winter West, Baltimore County

Staff
Ken Skrzesz, Executive Director
Teara Booker
Arthur Brown
Chad Buterbaugh
Rosa Chang
Dan Crawford
Liesel Fenner
Michele Hayes
Jen Menkhaus
Kayla Morgan
Dana Parsons
Steven Skerritt-Davis
Keena Stephenson
Christine Stewart

GFO program staff contact information is detailed in Appendix C.

Terms followed by an asterisk(*) throughout are defined in the Glossary (Appendix D).