



GRANTS FOR ORGANIZATIONS (GFO) FY2021 GUIDELINES

Application Deadlines:

- September 15, 2019:** **Intent to Apply Form - REQUIRED** - for New GFO Applicants and those that did not receive funding for FY2020
- November 15, 2019:** **Full Application** – for organizations designated on the one-year application cycle, or on an ‘on-year’ for the three-year application cycle for the Fiscal Year 2021 grant cycle. Also for those deemed eligible to apply after MSAC review of Intent to Apply form.
- December 15, 2019:** **Request for Funding (RFF) Application** – for organizations in years 2 or 3 of the designated three-year application cycle for the Fiscal Year 2021 grant cycle

Applications submitted after the deadline will not be considered for funding.

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

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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
Kelly M. Schulz, Secretary | Ben Wu, Deputy Secretary

Thomas B. Riford, Assistant Secretary, Division of Tourism, Film and the Arts
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 selected to serve on a variety of grants review panels, based on qualifications and experience from the open call for panelists. The function of panels is to

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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, Independent Artist Awards, and Community Arts Development.

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.

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.

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 at the time of application, 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 income 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 from non-state-funds.

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

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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.

These organizations may apply for an Arts Program Grant for the 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 eligible to be covered by an Arts Program Grant.

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 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.

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 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?

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GFO FY2021 Guidelines

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.

Any organization may request an on-year full panel review at any time, with the understanding that the most recent panel score, whether it is lower or higher, will be used to determine the organization’s grant amount.

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.

On and Off Year by Artistic Categories

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

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- 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.

FY2023 Applications: Support Period: July 1, 2022 through June 30, 2023

“On Year” Artistic Categories submitting FULL GFO application.

Deadline will be in Fall 2021 for:

- Arts Services
- Folk and Traditional Arts
- Large Organizations
- Multi-Discipline B
- Theater A and B
- New applicants, those not funded for FY2022, and grantees notified of one-year funding with FY2022 award notification

“Off Year” Artistic Categories submitting Request for Funding (RFF) application.

Deadline will be in December 2021.

Application Process

New Applicants

Applicants are considered “new” if they did not apply for, or did not receive a Fiscal Year 2020 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, 2019, 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

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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 Smart Simple.

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 15, 2019. See details below for the FULL application process.

Returning Applicants – FULL Application

FULL Application: Deadline - Friday, November 15, 2019, 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: FY17 \$100,000 to FY18 \$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; prorated salaries, rent, or utilities or other prorated expenses. Revenues may include but are not limited to ticket 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*,

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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;. 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 - Sunday, December 15, 2019, 5pm

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 FY2020.

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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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

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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

SmartSimple

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

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature by the authorizing official* of the organization or arts program.
- **DEADLINES:** Completed applications must be submitted via SmartSimple with all required attachments by the appropriate deadline:
 - Intent to Apply form deadline is 5 P.M. on September 15, 2019.
 - FULL GFO Application deadline is 5 P.M. on November 15, 2019.
 - Request for Funding (RFF) Application deadline is 5 P.M. on December 15, 2019.
- Applicants must click the “Submit” button and SmartSimple 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 SmartSimple 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 SmartSimple is available during regular office hours, 8:00 AM through 4:00 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.**

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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 Phone Call – a panelist will speak with organizational personnel and/or project directors to develop an informed opinion about how the proposed activities in the grant application meet the 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 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 FY2021 GFO program will receive notification by email of their grant award or denial after July 1, 2020.

Reporting Requirements

If awarded a GFO grant, recipient organizations must file an interim and a final report in SmartSimple by the 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. Submitting a late interim or final report may cause ineligibility for funding in the following year.

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Payments

Grant agreement* forms are prepared and emailed after July 1, 2020 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 the 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.

If your organization is identified as having experienced a significant budget increase from the previous fiscal year, the total allowable income will be adjusted in the following way to account for the significant change:

Final Total Allowable Income = (Previous Fiscal Year Allowable Income + 50% of Current Fiscal Year Increase)

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, an elected office; to any political party, organization, or action

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committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

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 FY2021 Grants for Organizations (GFO) program provides 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 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 4-101 through 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.

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: Emily Sollenberger 410-767-6484; emily.sollenberger@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: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Dance: Grants in this category support organizations that produce or present dance. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Folk and Traditional Arts: Grants in this category support organizations that primarily document, produce, and/or present folk and traditional arts. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@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 Director: Emily Sollenberger 410-767-6484; emily.sollenberger@maryland.gov

Literary Arts: Grants in this category support organizations that present, publish, or disseminate all literary forms. Program Director: Laura Weiss, 410-767-6545; laura.weiss@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: Emily Sollenberger, 410-767-6484; emily.sollenberger@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: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Music A1: Grants in this category support organizations that self-produce music with allowable* income of \$150,000 or more. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Music A2: Grants in this category support organizations that self-produce music with allowable* income of \$50,000 to \$150,000 or more. Program Director: Laura Weiss 410-767-6545; laura.weiss@maryland.gov

Music C: Grants in this category support organizations that present music programs. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Theater A: Grants in this category support organizations that produce or present theater with allowable* income of \$150,000 or more. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Theater B: Grants in this category support organizations that produce or present theater with allowable* income of less than \$150,000. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix D).*
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Visual Arts/Media A: Grants in this category support arts organizations that produce or present visual/media arts. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Visual Arts/Media B: Grants in this category support non-arts organizations that produce or present visual/media arts. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

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, prorated salaries, rent, or utilities; or other prorated expenses. 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 to 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-direct costs: Those expenses not directly billed to the applicant's arts program by invoice and/or transfer of funds.

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*, 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. 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, an 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.

[Allegany Arts Council](#)

[Arts Council of Anne Arundel County](#)

[Baltimore City, Office of Promotion & The Arts](#)

[Baltimore County Commission On Arts & Sciences](#)

[Arts Council of Calvert County](#)

[Caroline County Council of Arts](#)

[Carroll County Arts Council](#)

[Cecil County Arts Council](#)

[Charles County Arts Alliance](#)

[Dorchester Arts Center](#)

[Frederick Arts Council, Inc.](#)

[Garrett County Arts Council](#)

[Harford County Cultural Arts Board](#)

[Howard County Arts Council](#)

[Kent County Arts Council](#)

[Arts and Humanities Council of Montgomery County](#)

[Prince George's Arts and Humanities Council](#)

[Queen Anne's County Arts Council](#)

[Somerset County Arts Council](#)

[St. Mary's County Arts Council](#)

[Talbot County Arts Council](#)

[Washington County Arts Council](#)

[Salisbury Wicomico Arts Council](#)

[Worcester County Arts Council](#)

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

Appendix F – Sample Intent to Apply Form for all NEW GFO Applicants to the MSAC Grants for Organizations Program

SUBMISSION DEADLINE: SEPTEMBER 15, 2019 submit via www.marylandarts.smartsimple.com

If your organization is a NEW Applicant or if your organization DID NOT receive a Fiscal Year (FY) 2020 MSAC GFO Grant, your organization is required to complete this form in order to be eligible to apply for an MSAC FY2021 GFO Grant.

A sample Intent to Apply form may be found by registering in Smart Simple.

Appendix G - Sample FY2021 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, 2019 at 5 P.M. via SmartSimple (marylandarts.smartsimple.com)

A sample Full GFO Application form may be found by registering in Smart Simple.

Appendix H - Sample FY2021 Request for Funding (RFF) Application for ALL Grant Types

DEADLINE: December 15, 2019 at 5 P.M. via SmartSimple (marylandarts.smartsimple.com)

A sample Request for Funding (RFF) form may be found by registering in Smart Simple.

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.

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

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix D).*
GFO FY2021 Guidelines

Anne Winter West, Baltimore County

Staff

Ken Skrzysz, Executive Director

Precious Blake

Arthur Brown

Chad Buterbaugh

Rosa Chang

Liesel Fenner

Tammy Oppel

Dana Parsons

Keyonna Penick

Derrick Quevedo

Amelia Rambissoon

Shaunte Roper

Steven Skerritt-Davis

Emily Sollenberger

Laura Weiss

GFO program staff contact information is detailed in **Appendix C**.

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

GFO FY2021 Guidelines