Arts & Entertainment Districts Technical Assistance Grant Guidelines

DEADLINES:

MAY 9, 2013
JULY 25, 2013
SEPTEMBER 12, 2013
JANUARY 23, 2013
Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. Telephone: 410-767-6555

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

This publication is available as a PDF file on the MSAC Web site: [www.msac.org](http://www.msac.org).

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**NEW THIS YEAR**

All required items noted on the *Attachments* page in eGrant.net must be attached to the eGrant.net application. Formerly these were the items that you sent to MSAC with your hardcopy application. Items you are unable to attach, along with a printed copy of the application, must be postmarked or delivered to MSAC by 5:00 PM on the day following the application deadline. **If you attach all required documents, you do not have to send in a hardcopy of the application.**
# Arts & Entertainment Districts Technical Assistance

## Table of Contents

- Maryland State Arts Council Information ................................................................. 5
- Requirements for Organizations Receiving Arts & Entertainment Districts Technical Assistance
  - Grants from the Maryland State Arts Council .......................................................... 6
- Arts & Entertainment Districts Technical Assistance Grants Information ...................... 8
  - Purpose .................................................................................................................. 8
  - Support Period ....................................................................................................... 8
  - Application Deadlines ............................................................................................ 8
  - Eligibility ................................................................................................................ 8
  - Funding May Be Used For ..................................................................................... 8
  - Grant Funds May Not Be Used For ....................................................................... 8
  - Review Criteria ...................................................................................................... 9
  - Funding Amount ..................................................................................................... 9
  - Matching Requirements ....................................................................................... 9
  - Evaluation ............................................................................................................. 9
  - Notification ........................................................................................................... 9
  - Reporting Requirements ....................................................................................... 9
  - Contact Information ............................................................................................. 9
- Application Procedure: eGRANT .............................................................................. 10
- FY 2014 Arts & Entertainment Districts Technical Assistance Grant Application Form ........ 11
- National Standard For Arts Information Exchange Form ........................................... 15
MARYLAND STATE ARTS COUNCIL

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Email: msac@msac.org
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Office Hours: Monday through Friday, 8:00 AM – 5:00 PM

An agency of the Maryland Department of Business and Economic Development
Division of Tourism, Film and the Arts

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Anthony G. Brown, Lt. Governor
Dominick E. Murray, Secretary of Business and Economic Development
Robert Walker, Deputy Secretary of Business and Economic Development

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FY 2014 ATA Guidelines - 5
REQUIREMENTS FOR ORGANIZATIONS RECEIVING ARTS & ENTERTAINMENT DISTRICTS TECHNICAL ASSISTANCE GRANTS FROM THE MARYLAND STATE ARTS COUNCIL

- Must have been designated by the State of Maryland as an Arts and Entertainment District.

- 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 Arts & Entertainment Districts Annual Report for the most recently completed fiscal year.

- Must file a final report, both narrative and financial, within 30 days of the completion of the project. 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 whenever and wherever credit is being given (e.g., flyers, brochures, posters, radio and television commercials, etc.).

- Must notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project.
**Notice:** In accordance with Executive Order 01.01.1983.18, the Department of Business and Economic Development advises as follows regarding the collection of personal information:

Certain personal information requested by the Department of Business and Economic Development 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, State Government Article, Sections 10-611 et seq 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.
Purpose: This program supports organizational development for Maryland Arts & Entertainment Districts.

Support Period: July 1, 2013 through June 30, 2014

Application Deadlines: Activities must begin or take place prior to July 1, 2014.

May 9, 2013
For activities that will begin or take place between July 1, 2013 and June 30, 2014

July 25, 2013
For activities that will begin or take place between October 1, 2013 and June 30, 2014

September 12, 2013
For activities that will begin or take place between January 1, 2014 and June 30, 2014

January 23, 2013
For activities that will begin or take place between April 1, 2014 and June 30, 2014

Eligibility: The applicant must be designated as a State of Maryland Arts & Entertainment District. Arts & Entertainment Districts may receive only one Technical Assistance grant per fiscal year.

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

Grant Funds May Not Be Used For: Support of capital improvements or purchases of permanent equipment; international conferences, travel out-of-state; artistic programs or activities; and/or any other ongoing operational expenses.
**Review Criteria**

Applications will be evaluated based on the following criteria:
- Professional merit of the activity
- Significance of the activity for the organization
- Ability of the applicant to carry out the activity
- Financial feasibility of the proposed activity
- If applicable, strength of partnership with local tourism organizations

**Funding Amount:** Arts & Entertainment Districts may request up to 50 percent of the cash expenses associated with the proposed technical assistance activity. However, requests can be no less than $200 and no more than $2,500.

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

**Evaluation:** MSAC staff will evaluate each application and make funding recommendations. Recommendations are forwarded to the Council for final approval. MSAC is interested in funding projects that further development of local and regional partnerships throughout the state.

**Notification:** After final Council approval, all applicants will be notified in writing regarding the outcome of their application. Funds will be disbursed upon demonstration of a required match and completion of other required documents.

**Reporting Requirements:** Arts & Entertainment Districts receiving Technical Assistance Grants must file a final report, both narrative and financial, by the specified deadline. Necessary report forms will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.

**Contact Information:** MSAC staff is available to answer questions regarding eligibility of the proposed activity and to assist organizations in completing the application.

Please contact Pamela Dunne at 410-767-6484 or pdunne@msac.org
APPLICATION PROCEDURE: eGRANT

eGRANT is a requirement for all Arts & Entertainment Districts Technical Assistance Grant applications. Only successfully submitted eGRANT applications will be accepted.

- Organizations are required to submit their application electronically using MSAC’s eGRANT system, available on the Internet at http://msac.egrant.net/. The completed application must be submitted successfully by 5:00 PM on the stated deadline.

- All required items noted on the Attachments page in eGrant.net must be attached to the eGrant.net application. Formerly these were the items that you sent to MSAC with your hardcopy application. Items you are unable to attach, along with a printed copy of the application, must be postmarked or delivered to MSAC by 5:00 PM on the day following the application deadline. If you attach all required documents, you do not have to send in a hardcopy of the application.

For activities that will begin or take place between July 1, 2013 and June 30, 2014
Application must be submitted in eGRANT before 5:00 PM on: MAY 9, 2013

For activities that will begin or take place between October 1, 2013 and June 30, 2014
Application must be submitted in eGRANT before 5:00 PM on: JULY 25, 2013

For activities that will begin or take place between January 1, 2014 and June 30, 2014
Application must be submitted in eGRANT before 5:00 PM on: SEPTEMBER 12, 2013

For activities that will begin or take place between April 1, 2014 and June 30, 2014
Application must be submitted in eGRANT before 5:00 PM on: JANUARY 23, 2014
MARYLAND STATE ARTS COUNCIL  
FY 2014 ARTS & ENTERTAINMENT DISTRICTS  
TECHNICAL ASSISTANCE GRANT APPLICATION FORM

**THIS APPLICATION MUST BE COMPLETED IN EGRANT.  PLEASE REFER TO THE “APPLICATION PROCEDURE” SECTION ON PAGE 10.**

Please check the deadline for which you are applying.

- ☐ May 9, 2013
- ☐ July 25, 2013
- ☐ September 12, 2013
- ☐ January 23, 2014

### A. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>Federal Taxpayer Identification Number</td>
<td></td>
</tr>
<tr>
<td>Organization Phone - include area code and extension</td>
<td></td>
</tr>
<tr>
<td>FAX Number - include area code</td>
<td></td>
</tr>
<tr>
<td>Website URL</td>
<td></td>
</tr>
</tbody>
</table>
## B. CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Title</th>
<th>Phone – include area code and extension</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorizing Official*</td>
<td>- Dr., Mr., Mrs., Ms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorizing Official’s* Title</td>
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<tr>
<td>Authorizing Official’s* Phone</td>
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<tr>
<td>Authorizing Official’s* E-Mail</td>
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<tr>
<td>Executive Director - Dr., Mr., Mrs., Ms.</td>
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<tr>
<td>Executive Director’s Title</td>
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<td>Executive Director’s Phone</td>
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<tr>
<td>Executive Director’s E-Mail</td>
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<tr>
<td>Contact Person*</td>
<td>- Dr., Mr., Mrs., Ms.</td>
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<tr>
<td>Contact Person’s* Title</td>
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<tr>
<td>Contact Person’s* Phone</td>
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<tr>
<td>Contact Person’s* E-Mail Address</td>
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<td></td>
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</tr>
</tbody>
</table>
C. ACTIVITY INFORMATION

Describe the proposed technical assistance activity. Please address each of the questions listed below, if applicable. The answers to these questions may not exceed two 8½” x 11” sheets of paper.

- Why is technical assistance required in this specific area?
- Where and when will the proposed technical assistance activity take place?
- How will the technical assistance activity address the needs of your organization?
- Who will participate in the technical assistance activity? Please specify individual staff and/or board members and how the activity is relevant to them.
- Who will be responsible for managing the technical assistance activity?
- Who will serve as the consultant/facilitator for the technical assistance activity? Please include one copy of all pertinent bios or resumes.
- What is the name of the conference or workshop presenting organization? Please include pertinent information.

D. BUDGET

- The budget should include only anticipated cash expenses and income for the technical assistance activities for which you are applying.
- In-kind or donated services contributed to this activity may be identified, but should not be included in the budget.
- Total cash expenses and total cash income must be equal.
- MSAC grant request must be no less than $250 and no more than $2,500.
- MSAC grant request may not exceed 50 percent of total cash expenses.
- Round all figures to the nearest dollar.

<table>
<thead>
<tr>
<th>CASH EXPENSES</th>
<th>CASH INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration fees</td>
<td>7.</td>
</tr>
<tr>
<td>2. Consultant/facilitator fees</td>
<td>8</td>
</tr>
<tr>
<td>3. Travel/lodging/transportation</td>
<td>9.</td>
</tr>
<tr>
<td>4. Other-specify</td>
<td>10.</td>
</tr>
<tr>
<td>5. Other-specify</td>
<td>11. MSAC Grant Request</td>
</tr>
<tr>
<td>6. Total Cash Expenses</td>
<td>12. Total Cash Income</td>
</tr>
</tbody>
</table>

Identify below any in-kind or donated services contributed to the technical assistance activity.
E. REQUIRED DOCUMENTS CHECKLIST – ATTACH THESE DOCUMENTS TO EGRANT IN THE ATTACHMENTS SECTION

The following materials are a required part of your application. Please attach a Word or PDF version of each of the following items to your e-Grant.net application. Applications must be successfully submitted in eGrant.net before 5:00 PM on the deadline.

☐ Resumes of professional consultants and/or facilitators, if applicable.
☐ Relevant supplementary materials, e.g. conference/seminar brochures, registration information, etc.

Applicants are required to attach items on the Attachments page in eGrant.net. Formerly these were the items that you sent to MSAC with your hardcopy application. If you are unable to upload any of the required documents, you must send them as hardcopy along with a printed copy of the application. These must be postmarked or delivered to MSAC by 5:00 PM on the day following the deadline.

F. CERTIFICATION

The grantee 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 Arts & Entertainment Districts Technical Assistance Grant application on behalf of the applicant organization. I certify that all information contained in this report is true and accurate.
This information is being gathered for the National Endowment for the Arts. Each organization must submit one complete National Standard for Arts Information Exchange form as part of their final report.

Organization:

___ ___ ___ 0 0 ___
State Legislative District Number* Federal (U.S.) Congressional District Number*  

*Please provide the district numbers for your organization. PLEASE NOTE: The State Legislative District Number may also include a letter (e.g., 34A). A physical address must be used – not a PO Box address. You can use this website - http://mdelect.net/ - to look up your organization’s district numbers.

**Applicant Status:** Check the one category which best describes your organization’s legal status.

- 02 Organization Nonprofit
- 04 Government Federal
- 05 Government State
- 06 Government Regional
- 07 Government County
- 08 Government Municipal
- 09 Government Tribal
- 99 None of the Above

**Applicant Discipline:** Check the one category which best describes your organization’s main art form.

- 01 Dance – do not include mime
- 02 Music
- 03 Opera/Music Theater
- 04 Theater
- 05 Visual Arts
- 06 Design Arts
- 07 Crafts
- 08 Photography – include holography
- 09 Media Art
- 10 Literature
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
- 13 Humanities
- 14 Multi-Disciplinary
- 15 Non-Arts/Non-Humanities – none of the above

**Project Discipline:** Check the one category which best describes the funded art form.

- 01 Dance – do not include mime
- 02 Music
- 03 Opera/Music Theater
- 04 Theater
- 05 Visual Arts
- 06 Design Arts
- 07 Crafts
- 08 Photography – include holography
- 09 Media Art
- 10 Literature
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
- 13 Humanities
- 14 Multi-Disciplinary
- 15 Non-Arts/Non-Humanities – none of the above
**Applicant Institution:** Check the one category which best describes your organization.

- □ 03 Performing Group
- □ 04 Performing Group College/University
- □ 05 Performing Group Community
- □ 06 Performing Group Youth
- □ 07 Performing Facility
- □ 08 Art Museum
- □ 09 Other Museum
- □ 10 Gallery/Exhibit Space
- □ 11 Cinema
- □ 12 Independent Press
- □ 13 Literary Magazine
- □ 14 Fair/Festival
- □ 15 Arts Center
- □ 16 Arts Council/Agency
- □ 17 Arts Service Organization
- □ 18 Union/Professional Association
- □ 19 School District
- □ 20 Parent Teacher Organization
- □ 21 Elementary School
- □ 22 Middle School
- □ 23 Secondary School
- □ 24 Vocational/Technical School
- □ 25 Other School
- □ 26 College/University
- □ 27 Library
- □ 28 Historical Society
- □ 29 Humanities Council
- □ 30 Foundation
- □ 31 Corporation
- □ 32 Community Service Organization
- □ 33 Correctional Institution
- □ 34 Health Care Facility
- □ 35 Religious Organization
- □ 36 Seniors’ Center
- □ 37 Parks and Recreation
- □ 38 Government Executive
- □ 39 Government Judicial
- □ 40 Government Legislative House
- □ 41 Government Legislative Senate
- □ 42 Media Periodical
- □ 43 Government Legislative Senate
- □ 45 Media Radio
- □ 46 Media TV
- □ 47 Cultural Series Organization
- □ 48 School of the Arts
- □ 49 Arts Camp/Institute
- □ 50 Social Service Organization
- □ 51 Child Care Provider
- □ 99 None of the Above

**Grantee Race:** For organizations, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- □ A - Asian
- □ B - Black/African American
- □ H - Hispanic/Latino
- □ N - American Indian/Alaska Native
- □ P - Native Hawaiian/Pacific Islander
- □ W - White
- □ 99 - No single group

**Project Race/Ethnicity:** If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group’s code from the list. If the grant or activity is not designated to represent or reach any one particular group, chose the terminal code “99.”

- □ A - Asian
- □ B - Black/African American
- □ H - Hispanic/Latino
- □ N - American Indian/Alaska Native
- □ P - Native Hawaiian/Pacific Islander
- □ W - White
- □ 99 - No single group
**Project Descriptors:** Mark which, if any, of the descriptors below comprise a significant portion (50% or more) of the grant’s resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

- A - Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

- I - International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

- P - Presenting/Touring: Grants or services resulting in the movement of artists or artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presenting of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

- T - Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

- Y - Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug-alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

**Activity Type:** Check the one category which best describes the funded activity/activities.

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support – Administrative
- 15 Professional Support – Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing about Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

FY 2014 ATA Guidelines - 17