Maryland Touring Grant FY 2020 Guidelines

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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@maryland.gov

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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. Programs are aimed at all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. The MSAC also awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council reserves the right to prioritize grants awards.

The MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. The Council may also receive contributions from private, non-governmental sources.

Authority
Maryland State Arts Council is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Larry Hogan, Governor | Boyd K. Rutherford, Lieutenant Governor
Kelly M. Schulz, Secretary | Ben Wu, Deputy Secretary
Thomas B. Riford | Assistant Secretary, Division of Tourism, Film and the Arts

Mission Statement and Goals
The mission of MSAC is to encourage and invest in the advancement of the arts for the people of our state. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens and to promote statewide awareness of arts resources and opportunities.

The MSAC’s programs are aimed at benefiting all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

Professional Grants Review Panels
To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, MSAC publishes an open call, and more than 100 individuals serve as grants review panelists for the Council’s programs, including Grants for Organizations, Arts in Education, Folk
and Traditional Arts, Independent Artist Awards, and Community Arts Development. Anyone wishing to serve should visit msac.org for detailed information and nomination forms.

Staff
MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings
All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at www.msac.org or by contacting MSAC offices at (410) 767-6555.

Requirements For Grant Recipients

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must have filed a satisfactory reporting with MSAC for the most recently completed fiscal year.
- Must file a final report in alignment with the program requirements. Necessary reporting methods will be provided by MSAC in ample time to meet the deadline. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC in accordance with the Recognition Guidelines whenever and wherever credit is being given.
- Must notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project.

Notice: Certain personal information requested by the Department of Commerce is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.
Maryland Touring Grant Program Overview

The Maryland Touring Grant is a granting program of the Maryland State Arts Council that provides funding to eligible Maryland-based non-profit organizations to support the presentation of artists listed on the Maryland Performing Artists Touring Roster.

The Maryland Performing Artists Touring Roster is a listing of Maryland-based performing artists who have been selected through a peer review process in which they are rated on artistic merit and on a demonstrated history of successful touring engagements. View profiles of artists and ensembles listed on the Roster at www.msac.org/touring-artists-roster.

The Maryland Touring Grant and the Maryland Performing Artists Touring Roster work together to promote the artistic collaboration between Maryland artists and Maryland presenters.

Applicant Eligibility

To be eligible to apply for funding through the Maryland Touring Grant, the applicant organization must:

- be an IRS designated 501(c) (3) or unit of government based in Maryland
- be legally incorporated in Maryland, and
- have a demonstrated history of successfully presenting performing artists

Application Process

Step #1: Select one or more performing artists from the Maryland Performing Artist Touring Roster.
- View the Roster at www.msac.org/touring-artists-roster.
- Contact the Roster artist(s) and negotiate the availability of dates, activities, fees and all other performance details.
- Proposed artistic presentations/projects must be open to the public and take place within 18-months of application submission.

Step #2: Submit your application for a Maryland Touring Grant in Smart Simple: marylandarts.smartsimple.com.
- The Maryland State Arts Council accepts applications at any time and they are reviewed quarterly in July, October, January, and April for the Maryland Touring Grant one time per fiscal year.
- In order to ensure that payment is received prior to the funded activity, applications must be received 3 months prior to the first day of the review month to be evaluated during that quarter. July 1 (for activities occurring after October 1), October 1 (for activities occurring after January 1), January 1 (for activities occurring after April 1), and April 1 (for activities occurring after July 1).

SMART SIMPLE

MSAC utilizes the Smart Simple system to accept grant applications. 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.

- Technical support for Smart Simple 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.
• Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be considered withdrawn.

Funding and Matching Requirements

What is funded through the Maryland Touring Grant?
Eligible organizations may request funds for cash expenses associated with the public presentation of the Roster artist or ensemble. Organizations may combine multiple Roster artists on a single grant application. The minimum grant request per application is $500 and the maximum grant request per application is $5,000, with no more than one application per fiscal year.

Support Period
The FY 2020 Maryland Touring Grant supports presentations/projects that take place between July 1, 2019 and December 31, 2020. The proposed artistic presentations/projects must be open to the public.

Matching Requirements
All Maryland Touring 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.

What is NOT funded through the Maryland Touring Grant?
• General operating expenses for the applicant organization
• Programs or events in which the Roster artist is not the primary focus of the performance
• Programs or events that are not open to the public
• Programs or events that are outside of Maryland
• Programs or events that are commercial in nature or in which the arts are not the primary focus (e.g., sidewalk sales, food festivals, fireworks displays, home-season engagements, etc.)

Review Process and Award Notification

Evaluation Criteria
The review of Maryland Touring Grant applications is based upon the following questions and rubric:

1. Please address each of the following points in relationship to how the Touring Artist was involved in the planning of the presentation: fees, dates, developing a description of activities, establishing technical needs, making applicable travel arrangements, and any additional terms for the engagement.

   An excellent response includes a clear, specific, and thorough explanation of the collaboration between the presenter and artist, with detailed examples of all aspects of planning (5 points).

2. How does the proposed presentation demonstrate public value for the constituents of the Geographic Area of Service?

   An excellent response includes a clear, specific and realistic demonstration of ways in which proposed programming may inform and inspire constituents in the Geographic Area of Service (5 points).

3. What is the sensory or emotional experience hoped to be achieved through the proposed presentation?
An excellent response will include a programming process that directly considers intended sensory and emotional impact (5 points).

4. How does the proposed presentation consider non-dominant norms, values, narratives, standards, or aesthetics?

   An excellent response includes a programming process indicates regular consideration of non-dominant norms, values, narratives, standards, and aesthetics (5 points).

5. In its plans for the proposed presentation, how does the Presenting Organization intend to engage constituents in its Geographic Area of Service who are not currently engaged? (Note: “Outreach” often means programming that is designed to serve an identified group or community rather than including the identified group or community in the organization’s overall program design and constituency.)

   An excellent response indicates programming activities include regular work in the Geographic Area of Service to engage constituents who are not currently involved in programming (5 points).

6. Please explain the actual cost of the touring artists fees (artist fee, marketing, travel, etc.)? How will you meet the required 1:1 match?

   An excellent response includes a detailed proposed arts activity-specific financial information that indicates realistic expenses for the successful implementation of the arts activity, along with the source(s) of the financial match (5 points).

Application Review
Applications are reviewed quarterly by staff members and evaluated based on the above rubric. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The organization must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

Council Decision
The full Council meets in early-June of each year to review the program funding recommendations of the staff and reach funding decisions.

Notification
All applicants to the Maryland Touring Grant will receive electronic notification of their grant award or denial within 90-days of application submission.

Payment
Grant agreement forms will be prepared and sent within 60-days to those that have been awarded funding. The forms must be signed and the organization must meet all reporting requirements (including those of other MSAC grant programs) before Maryland Touring Grant funds are disbursed.

Reporting Requirement
Organizations that are awarded a FY2020 Maryland Touring Grant must submit the required final report data sections in the application within 30 days of the completion of the funded project(s) or presentation(s).

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.