



# Maryland Touring Grant FY 2021 Guidelines

**Application Deadline: Rolling**  
Applications are reviewed quarterly after  
July 1, October 1, January 1, and April 1



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)



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

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

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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.

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

MSAC 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

Thomas B. Riford | Assistant Secretary, Division of Tourism, Film and the Arts

## Mission Statement and Goals

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

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

## Professional Grants Review Panels

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

## Staff

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

## Meetings

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

## Requirements For Grant Recipients

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

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

## 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.

# Maryland Touring Grant Overview

The Maryland Touring Grant provides funding to eligible Maryland-based non-profit organizations to support the presentation of artists listed on the *Maryland Performing Artist Touring Roster*.

The Maryland Performing Artist Touring Roster is a list of juried Maryland-based artists who have a demonstrated history of successful, professional touring engagements.

The Maryland Presenting & Touring Program is designed to spark and promote the artistic collaboration between Maryland touring artists and Maryland presenters with the goal to increase opportunities for professional performing artists to obtain successful touring engagements. The Touring Roster can be found here (link: <https://www.msac.org/touring-artists-roster>)

## Applicant Eligibility

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

- The organization fits one of the following criteria:
  - Has a 501(c)3 tax exempt status from the U.S. Internal Revenue Service and is incorporated in Maryland
  - Has a 501(c)3 tax exempt status from the U.S. Internal Revenue Service, and has a significant physical presence in Maryland
  - Is a unit of Maryland local government
  - Is an arts program residing at Maryland colleges or universities.
- Organizations with fiscal sponsorships can be funded if:
  - The Fiscal Agency and the Organization operate within a Model A sponsorship.(The Fiscal Agency has direct and active involvement in the oversight and accountability of the organization's finances and programming.)
  - Organizations with fiscal sponsorships cannot be funded if: The Fiscal Agency and the Organization operate within a Model C sponsorship. (The Fiscal Agency has minimal or no oversight and/or accountability regarding the organization's finances and programming.)

## Application Submission 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](https://www.msac.org/touring-artists-roster).
- Contact the Roster artist(s) and negotiate the availability of dates, activities, fees and all other performance details.
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Step #2: Submit your application for a Maryland Touring Grant in Smart Simple: [marylandarts.smartsimple.com](http://marylandarts.smartsimple.com).

- The Maryland State Arts Council accepts applications on a rolling basis for the Maryland Touring Grant; and they are reviewed quarterly after July 1, October 1, January 1, and April 1 .
- Upon receipt of the grant, payment will take up to 90 days to process.

## 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 & Matching Requirements

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### 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 FY2021 Maryland Touring Grant supports presentations/projects that take place between July 1, 2020 and December 31, 2021,. The proposed artistic presentations/projects must be open to the public and take place in Maryland.

### 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.)

# Grant Review & Evaluation Process

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## Evaluation Criteria

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

- Clear, specific, and thorough explanation of the collaboration between the presenter and artist, with detailed examples of all aspects of planning.
- Clear, specific and realistic demonstration of ways in which proposed programming may inform and inspire constituents in the Geographic Area of Service.
- Programming process directly considers intended sensory and emotional impact.
- Programming process indicates regular consideration of non-dominant norms, values, narratives, standards, and aesthetics
- Programming activities include regular work in the Geographic Area of Service to engage constituents who are not currently involved in programming.
- Detailed proposed arts activity-specific financial information indicates realistic expenses for the successful implementation of the arts activity.

## Application Review

MSAC utilizes a multi-disciplinary, statewide grant panel to electronically review (approve or deny) applications on a quarterly basis.. 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.

## Notification Process

### 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 electronically to those that have been awarded funding. The forms must be signed electronically in the Smart Simple platform, where it is managed and saved; and the organization must meet all reporting requirements (including those of other MSAC grant programs) before Maryland Touring Grant funds are disbursed. Disbursement of funds takes approximately 6-8 weeks.

### Reporting Requirement

Organizations that are awarded a FY2021 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). This report is available in Smart Simple.