



FY 2010
SPECIAL FUND FOR THE PRESERVATION
OF CULTURAL ARTS IN MARYLAND
GUIDELINES AND APPLICATION FORM
DEADLINE: April 8, 2010



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



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**SPECIAL FUND FOR THE PRESERVATION OF CULTURAL ARTS
IN MARYLAND – TABLE OF CONTENTS**

Maryland State Arts Council Information 4

Requirements for Arts Organizations Receiving Special Fund for the Preservation
of Cultural Arts in Maryland Grants from the Maryland State Arts Council 5

Special Fund for the Preservation of Cultural Arts in Maryland Grant Information..... 7

Maryland State Arts Council FY 2010 Special Fund for the Preservation of Cultural Arts
in Maryland Grant Application Form..... 9

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

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**REQUIREMENTS FOR ARTS ORGANIZATIONS RECEIVING
SPECIAL FUND FOR THE PRESERVATION OF CULTURAL ARTS IN MARYLAND
GRANTS FROM THE MARYLAND STATE ARTS COUNCIL**

- Must have been designated by the Maryland State Arts Council (MSAC) as eligible to apply for a Special Fund for the Preservation of Cultural Arts in Maryland grant.
- Must have been both incorporated in Maryland as not for profit and have received tax exempt status from the U. S. Internal Revenue Service. Units of government, colleges, universities, and county arts councils are **NOT** 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.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must file a final report, both narrative and financial. Necessary report methods will be provided by MSAC in ample time to meet deadlines. Failure to report may jeopardize any future grants 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., electronic media, flyers, brochures, posters, radio and television commercials, etc.).
- Organizations that receive grants may be provided with specific requirements for acknowledgment of this initiative.
- Must notify MSAC in writing if a significant change is made in any grant activity funded through the Special Fund for the Preservation of Cultural Arts in Maryland.

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.

SPECIAL FUND FOR THE PRESERVATION OF CULTURAL ARTS IN MARYLAND – GRANT INFORMATION

Introduction: The State of Maryland recognizes that the non-profit arts sector contributes greatly to the economic development, education and overall quality of life for the citizens of our state. Non-profit organizations rely on a mix of both public and private funding. Due to the economic downturn, private giving (individual, corporate, foundation) to non-profit arts organizations has declined significantly. Due to the impact of the recession on philanthropic support, the stability of the non-profit arts sector has been jeopardized and could lead to closure or termination of a cultural arts organization. In response, the State of Maryland has established the **Special Fund for the Preservation of Cultural Arts in Maryland**.

Purpose: The purpose of this program is to provide emergency grants to eligible cultural arts organizations, including museums, or similar entities in the State to prevent the closure or termination of a cultural arts organization. The Department of Business and Economic Development (DBED) will administer the Fund. These funds are supplemental and are not intended to take the place of funding that would otherwise be appropriated for these organizations.

Support Period: Fiscal Year 2010

Application Deadline: April 8, 2010

Eligibility:

- Must be an arts organization as defined by MSAC. MSAC defines an arts organization as an organization whose purpose is producing or presenting the arts through public programs or services.
- Must have received a general operating support grant from MSAC in the fiscal year in which the applicant is applying for this emergency grant.
- Must be in compliance with all MSAC reporting requirements.

In the inaugural application round, all arts organizations that have received a Fiscal Year 2010 general operating support grant from MSAC are eligible to apply. Arts program grantees (such as universities and units of government) and county arts councils are NOT eligible to apply at this time.

Grant Funds May Only Be Used to:

- Prevent the closure or termination of an arts organization

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, travel outside Maryland, projects chiefly for classroom use, activities not open to the general public or scholarships awarded by the applicant organization for its own activities.

Review Criteria

Applications will be reviewed to assess the organizational and financial stability of the organization and the likelihood of its closure or termination within the next 6-12 months. Criteria to be considered include, but are not limited to:

- Financial resources of applicant demonstrated by projected cash flow and other financial reports that indicate the likelihood of the organization's closure or termination
- Appropriateness and effectiveness of management actions in response to the economic downturn
- Likelihood of the emergency grant and proposed plan to prevent the closure or termination of the arts organization

Funding Amounts: Requests may not exceed 20% of an arts organization's allowable operating expenses for FY2008 or CY2007, as determined by MSAC. Organizations can receive Preservation of Cultural Arts funds only once per fiscal year.

Matching Requirements: Preservation of Cultural Arts Grant awards are non-matching.

Evaluation: Applications will be evaluated by a review panel consisting of representatives from the Department of Business and Economic Development, Division of Tourism, Film and the Arts and MSAC. Panel funding recommendations will be forwarded to the DBED Secretary for final approval. A budget amendment transferring the funds to DBED must then be submitted to the Senate Budget and Taxation Committee and the House Appropriations Committee and be approved by the Legislative Policy Committee.

Please Note: New deadline – April 8, 2010. Due to reductions made by the Board of Public Works, the timetable for evaluation of applications and availability of funds will be determined later in the fiscal year.

Notification: Applicants will be notified in writing regarding the outcome of their application.

Reporting Requirements: A final report, both narrative and financial, must be submitted by the specified deadline. Necessary report forms will be provided by DBED 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 and DBED staff are available to answer questions regarding the Special Fund for the Preservation of Cultural Arts Grant application. Please direct initial inquiries to Pamela Dunne, MSAC, Assistant Director - Grants and Programs, at 410-767-6484, or pdunne@msac.org. Inquiries may also be directed to Kim Mullaney, DBED Finance, at 410-767-6365 or KMullaney@choosemaryland.org.

Application Forms: Application forms are available at www.msac.org and www.choosemaryland.org.

**MARYLAND STATE ARTS COUNCIL
FY 2010 SPECIAL FUND FOR THE PRESERVATION OF
CULTURAL ARTS IN MARYLAND – GRANT APPLICATION FORM**

DEADLINE: April 8, 2010

A. GENERAL INFORMATION

Organization		
Mailing Address		
City	State MD	Zip Code + Four
County		
Federal Taxpayer Identification Number*		
Organization Phone - include area code and extension		
FAX Number - include area code		
Website URL		
Dates of Your Fiscal Year - from month and day to month and day		

B. CONTACT INFORMATION

Authorizing Official* - Dr., Mr., Mrs., Ms.
Authorizing Official's* Title
Authorizing Official's* Phone – include area code and extension
Authorizing Official's* E-Mail Address
<hr/>
Executive Director - Dr., Mr., Mrs., Ms.
Executive Director's Title
Executive Director's Phone – include area code and extension
Executive Director's E-Mail Address
<hr/>
Contact Person* - Dr., Mr., Mrs., Ms.
Contact Person's* Title
Contact Person's* Phone – include area code and extension
Contact Person's * E-Mail Address

INSTRUCTIONS FOR COMPLETING THE INTRODUCTION AND NARRATIVE

Please respond to the Introduction and Narrative sections on a total of not more than three pages. To assist panelists in reading your application, number all pages and place the organization's name in the upper right hand corner of each page. Begin each response in the Introduction and Narrative sections with the number and bolded statement. Be sure to complete information on each numbered item in the order below.

- All applications must be prepared on a computer or typed.
- Use standard (8 ½"x11") white paper, single sided copies only.
- Use minimum one-inch margins.
- Use minimum 11 point type. Standard clear fonts are recommended.
- Do not staple applications or enclose in binder of any sort. Use paper clips only.

B. INTRODUCTION

- 1. Briefly describe your organization.** Include organization mission, location, years of operation, overall budget size, number and types of paid staff, programming, and general information regarding program participants/audience including numbers served.

C. NARRATIVE

1. Describe the impact of the economic downturn on your arts organization.
2. Explain the steps your organization has taken in response to the economic downturn in the last fiscal year and/or anticipated in the current fiscal year (i.e. furlough/job terminations/salary reductions/program reductions).
3. Specify your organization's Special Fund for Preservation of Cultural Arts grant request.
4. Explain your organization's plan for the use of a Special Fund for the Preservation of Cultural Arts Grant.
5. Describe how this plan will assist in stabilizing the organizational and financial management of your organization to prevent its closure or termination.

D. REQUIRED DOCUMENTS CHECKLIST

The following materials are a required part of your application. One single-sided 8 ½” x 11” copy of each of the following documents is required.

- Completed general information and certification pages
- Introduction and Narrative (no more than three pages)
- Financial summary statement for your organization’s most recently completed fiscal year signed by a professional accountant or your organization’s fiscal officer, or independent external audit if available.
- Cash flow worksheets for previous and current fiscal year

E. CERTIFICATION

I, the undersigned, certify that all of the information contained in this application is true, complete and accurate to the best of my knowledge. I have been authorized by my Board of Directors to submit this application to the Maryland State Arts Council on its behalf. Please sign in **BLUE** ink.

Signature: _____

Typed/Printed Name of Signer: _____

Title: _____

Date: _____

The application must be received by MSAC by 5:00 PM on April 8, 2010.

PLEASE NOTE: This is NOT a postmark deadline. All applications must be received by MSAC before 5:00 PM on April 8, 2010. Applications received after 5:00 PM on April 8, 2010 – whether by US Mail, hand-delivery, or by any other method – will be declared ineligible. Late applications will not be accepted under any circumstances. E-mailed or faxed applications will not be accepted and incomplete applications will not be considered.