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# Public Art Across Maryland Conservation Grant FY2024 Guidelines

**DEADLINE: January 26, 2024**

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NATIONAL  
ENDOWMENT for the ARTS  

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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 on the MSAC website: [www.msac.org](http://www.msac.org).

# Maryland State Arts Council

## Overview

The Maryland State Arts Council (MSAC) advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

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. MSAC also awards grants to individual artists and provides technical and advisory assistance to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds from an annual appropriation from the State of Maryland, grants from the National Endowment for the Arts, a federal agency. and, on occasion, 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.

Wes Moore, Governor  
Aruna Miller, Lieutenant Governor  
Kevin Anderson, Secretary  
Signe Pringle, Deputy Secretary  
Thomas B. Riford, Assistant Secretary  
Steven Skerritt-Davis, Executive Director, MSAC

## Mission and Goals

MSAC's mission is to advance the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

MSAC's most recent strategic plan outlines five goals:

1. Increase Participation: Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement.
2. Provide Intentional Support: Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents.
3. Build Capacity: Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission.
4. Leverage Connections: Further enhance current relationships and involve additional collaborators, and constituents who will benefit from and advance the work of MSAC.
5. Bolster Maryland Arts: Showcase the high caliber, diverse and relevant work of Maryland's artists and arts organizations; their contributions to community vitality and MSAC's role as a catalyst.

Visit the About Us page at [msac.org](https://msac.org) to read the full strategic plan and learn more about implementation actions.

## Equity and Justice Statement

The arts celebrate our state's diversity, connect our shared humanity, and transform individuals and communities. The Maryland State Arts Council (MSAC) and its supporting collaborators are committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our organizations and across communities of our state.

MSAC and its grantees are committed to embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

The driving goals of MSAC's granting processes are:

- To yield a greater variety of funded projects
- To eliminate biases that may be found in any part of the granting process (e.g., applications, panelist procedures, adjudication systems)
- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks
- To expand deliberations to include criteria beyond current conventions or Western traditions

## Accessibility Policy

The Maryland State Arts Council (MSAC) is committed to making sure all Marylanders can access our programs and services. Everyone is welcome, and all events and activities sponsored by or operated within MSAC must be fully accessible both physically and programmatically. MSAC complies with all applicable disability-related statutes and regulations and seeks to ensure meaningful participation by all Marylanders regardless of need or ability.

### Feedback Procedures

If guests would like to provide general feedback to MSAC about accessibility for MSAC's programs or programs funded by MSAC, contact MSAC at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov).

### Grievance Procedures

#### **For programs or services provided by MSAC**

If a program or service operated by MSAC, facilities operated by MSAC, or public meetings conducted by MSAC are inaccessible to persons with a disability or is illegally discriminatory and you want to file a grievance:

- If you have any questions or would like to discuss the situation before filing a grievance, contact the Accessibility Coordinator.
- To file a formal grievance, contact Dan Leonard, Director of EEO & Fair Practices and ADA Coordinator: [daniel.leonard@maryland.gov](mailto:daniel.leonard@maryland.gov)

#### **For programs or services that are not provided by, but are funded by MSAC**

- Communicate the grievance to the sponsoring organization.
- If you think your grievance was not handled appropriately by the sponsoring organization, or if you have not received a response from the organization within thirty (30) days, contact MSAC to file a formal grievance at 410-767-6555 or [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov).

MSAC will work with you to provide assistance as appropriate.

### Accessibility Web Page

MSAC has a dedicated accessibility page on [msac.org](http://msac.org) that includes contact information for the accessibility coordinator, federal and state regulations, the organization's Equity and Justice statement, grievance procedures, an emergency preparedness plan, accommodation policies, and other accessibility resources for artists and arts organizations, and PECS images.

## Language Access

MSAC makes language accessibility services available. Services include making translations of grant materials, remote American Sign Language (ASL) interpretation, subtitles, braille translation, translation into languages other than English, and more. Please contact [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) 로 연락 주시기 바랍니다.

## 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, Independent Artist Awards, Public Art Across Maryland, Creativity Grants, Maryland Touring Grants, Maryland Touring Artist Roster, Maryland Traditions grants, and County Arts Development. Anyone wishing to serve should visit [msac.org](http://msac.org) for detailed information and application forms for any open calls.

## 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 IX, Section 1681 et seq. of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101-6107, which prohibit discrimination on the basis of sex or age.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must have filed 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.

## Accessibility Requirements for Grant Recipients

Grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements. Grantees are required to:

1. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
2. Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, material status, race, color, creed, sexual orientation, or national origin; or (b) gender expression, sex, or age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
3. Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the Point of Contact to the public.
4. Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible.
5. Upon request, submit documentation of operations and compliance with the above.

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.

## Constituent Opportunities

### Maryland Arts Directory

All MSAC constituents are invited to create a profile on the Maryland Arts Directory, an online resource for promoting, selling, and raising the profile of the work of Maryland artists and arts organizations. Joining the directory is free and available to all Maryland residents and organizations with a connection to the arts. Browse the directory at [msac.org](https://msac.org) and log in or create a profile [here](#).

### Professional Development

MSAC maintains a regular schedule of virtual and in-person professional development offerings, including webinars, networking events, regional meetings, and a statewide symposium. Follow MSAC's [Eventbrite page](#) to learn more about upcoming professional development opportunities.

# Overview

## Purpose

The Public Art Across Maryland program offers Conservation Grants to support the conservation and preservation of existing public artworks in Maryland. The program supports conservation planning efforts including: collection inventory, conservation assessment and planning processes, and funds to support conservation implementation and relocation of artworks within the state.

## Description

The Public Art Across Maryland Conservation Grant program provides two types of support:

- The **Conservation Planning Grant** awards up to \$10,000 to support artwork conservation planning efforts including: project administration, consultancy fees, community engagement, and collection management services and technology.
- The **Conservation Project Grant** awards up to \$30,000 to support the maintenance and conservation, including re-siting or relocation of existing permanent public artwork. The conservation project must be fully developed and planned - including identification of the project team and written support of the owners of the artwork and the site/property where the work is, or will be located.

For both Planning and Implementation grants, the final location of the artwork to be conserved must be in Maryland.

## Grant Cycle

### Funding

The PAAM Conservation Grant offers two types of support:

**Planning Grants** support requests up to \$10,000

**Project Grants** support requests up to \$30,000

No funding match is required.

It is not required that the applicant have received a Planning Grant to apply for a Project Grant. An applicant cannot apply for both a Planning and Project Grant for the same project in the same fiscal year.

### Support Period

If awarded funds, grantee agrees to spend or obligate all funds by the final report deadline dates for their respective award: March 26, 2025 (for Planning Grant awards); or September 26, 2025 (for Project Grant awards). This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

### Timeline

- Guidelines posted August 17, 2023
- **Application deadline: January 26, 2024**
- Application Review: January 27 - mid March, 2024
- Panel Meeting: mid March 2024
- Grant Status Notification: late March, 2024
  - PAAM grant supported activities cannot take place until after grant notification.

- Grant Payment: Grantees will receive payment 6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form and should consider this timeline in their Project Schedule.

## Eligibility

### Artwork Eligibility

Public art in any media is eligible for the Conservation grant. Please refer to MSAC's definition of public art in the Glossary: <https://www.msac.org/resources/msac-glossary>.

Artwork must be located, or be in the process of being relocated, within the State of Maryland.

Artwork types may include, but are not limited to: sculpture, mural/painting, tile mosaic, mixed media, photography and digital works. The artwork may also be functional amenities such as: benches, bike racks, creative way-finding, fences, screens, gateways, lightworks, awnings, and trellises.

Following conservation work, the artwork must be permanent, intended for the public realm, and may be sited in or on any interior or exterior space accessible to the public, such as: parks and trails, plazas, sidewalks, community centers, libraries, schools and local government buildings.

Applicants are required to do their own research into local regulations, permissions, and permitting requirements for re-siting, relocating, and/or conserving work on public or private property.

### Applicant Eligibility

Organizations or Arts Programs

- Must be one of the following:
  - 501(c)3 nonprofit organization (an organization with an IRS-designated 501(c)3 status).
    - Model A Fiscal Sponsorship (comprehensive sponsorship, in which the assets, liabilities, and exempt activities collectively referred to as the project are housed within the fiscal sponsor).
  - Unit of government (a unit of government [town, city, county, state] with the capacity to undertake an arts program)
  - College or university (an established higher education institution in Maryland)
  - School (a public or private school serving students in grades pre-Kindergarten through 12)

While all Conservation Grant applicants are expected to compose a conservation project team, only one organization may serve as the lead applicant and will be the recipient of the grant funds and responsible for reporting requirements.

## Contact Information

MSAC staff offer the following technical assistance throughout the application process:

- Professional development:
  - Public Art Resources Webpage: <https://www.msac.org/programs/professional-development>
- Program staff will host a webinar and a recording will be posted under Public Art Resources:
  - PAAM Grant How to Apply webinar on September 8, 2023, Noon - 1:00 pm. This presentation will provide an overview of all the program updates for FY24 and offer guidance on preparing applications.
- One-on-one conversations, feedback and technical assistance:



Potential applicants are strongly encouraged to set up a meeting with the Public Art Program Director in advance of making an application to discuss the proposed conservation project. Staff can offer feedback to strengthen the application. To schedule time to speak about a PAAM grant application, please contact:

- Liesel Fenner, Public Art Program Director
  - [liesel.fenner@maryland.gov](mailto:liesel.fenner@maryland.gov)
  - 443.447.5533

Grants logistics and technological assistance:

- Catherine Teixeira, Grants Director
  - [catherine.teixeira@maryland.gov](mailto:catherine.teixeira@maryland.gov)
  - 443.799.7256
- Tammy Oppel, Grants Management Associate
  - [tammy.oppel@maryland.gov](mailto:tammy.oppel@maryland.gov)
  - 410.767.8851
- Kirk Snow, Grants Management Associate
  - [kirk.snow@maryland.gov](mailto:kirk.snow@maryland.gov)
  - 410.767.8865

## Application Process, Review, and Reporting

### Process

#### Before You Apply

For those applying for the Conservation Project Grant:

To be eligible to apply the following are required:

- Public art conservator or experienced professional to perform the proposed scope of work
- An assessment detailing the conservation need and scope of work to be performed including photos and/or drawings
- Letter(s) of Permission to conserve the artwork from the artwork owner, overseer or artist's estate

If you are not at a stage in which any of the above are ready, please consider applying for a Planning Grant.

#### SmartSimple

All applications are submitted via the secure online grants management system SmartSimple. Log in or create a free account at [marylandarts.smartsimple.com](http://marylandarts.smartsimple.com).

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature.
- Technical support for SmartSimple is available during regular office hours.
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.

#### Matching

There is no matching requirement for the Public Art Across Maryland Conservation Grant Program.

## Use of Funds

Public Art Across Maryland Conservation Planning Grants may be used for:

- **Administrative fees** related to project management and planning
- **Consultant fee(s)** such as: Professional Conservator, Artist, Structural Engineer, materials specialist (painter, welder, etc..), Historian or Preservationist...
- **Community Engagement** including: public meetings, community education and information campaigns
- **Collection Management Activities & Technology** including: Collection Management consultant, conducting local survey or inventory work, inventory file digitization, establishing and/or updating a database of artworks in that collection or jurisdiction, purchasing or leasing collection management software

Public Art Across Maryland Conservation Project Grants may be used for:

- **Relocating a public artwork** within, or to Maryland in an effort to increase public access to the artwork and its long-term preservation. It is intended the artwork be conserved as part of this process.
- **Conservation and maintenance activities** that will contribute to the long-term appreciation and sustainability of the artwork including but not limited to:
  - Cleaning, waxing, coating, painting conducted by professional service providers
  - Replacement or addition of components to provide structural integrity to the artwork, or the frame, plinth, pedestal, base or foundation integral to the display of the artwork
- **Landscape site improvements** such as drainage, plant pruning and maintenance and/or replacement
- **Lighting and electrical work** that contributes to public accessibility by increasing visibility and safety, or improves energy efficiency of outdated lighting and digital components
- Conservation of existing or creation of new **identification and interpretive signage** including writers, designers, fabrication and installation
- Organizational Administrative project management fee

Public Art Across Maryland Conservation Grant may not support:

- Artworks that do not fall under MSAC's definition of public art. Refer to Glossary: <https://www.msac.org/resources/msac-glossary>
- Proposed or incomplete public art projects (artworks that do not exist, or are partially installed)
- Artwork that is still under artist's warranty or has suffered significant structural or materials failure while under warranty or within one year of acquisition or accession
- Improvements not directly related to the public artwork
- Artwork that is in storage or not publicly accessible, unless the artwork is being re-sited
- Expenses for which the applicant has been awarded MSAC grant funds. (An applicant may apply for project support for the same project from any MSAC program for which the project or applicant is eligible but may only be awarded MSAC funds once for any individual project expense. Contact MSAC program staff with questions.)
- Contributions to any persons who hold, or are candidates for, elected office
- Contributions to any political party, organization, or action committee
- Activities in connection with any political campaign or referendum
- Lobbying activities

## Application Types

The Public Art Across Maryland Conservation grant program provides two types of support:

- The **Conservation Planning Grant** awards of up to \$10,000
- The **Conservation Project Grant** awards of up to \$30,000

For both Planning and Project grants, the final location of the artwork to be conserved must be within Maryland.

## Review Criteria

The review of all Public Art Across Maryland Grant applications is based on successful evidence of the answers to the following application questions. Refer to the Public Art Across Maryland Conservation Grant Scoring Rubrics <https://www.msac.org/programs/public-art/conservation-grant> as you respond to the application questions and prepare attachments.

### Conservation Planning Grant Questions:

- **Question 1. Describe the planning process and the intended goals.**
  - Please describe the artwork and why it is important to the collection it is a part of, or the community where it is located?
  - Describe the community partners or stakeholders to be involved.
  - Share any additional information about the historical and/or cultural relevance of the artwork.

*Excellent/Outstanding Answer: Clear, specific and detailed description of the planning process which includes strong evidence why the artwork is relevant and important and the community partners to be involved.*

- **Question 2. Planning Schedule**  
In SmartSimple, please fill out the schedule chart with dates for the planning process described above. Activities cannot start until grant status notification, eight weeks after application deadline.

*Excellent/Outstanding Answer: Clear, specific and realistic planning schedule including dates and activities/tasks in strong alignment with the planning process in Question 1.*

- **Question 3. Planning Budget**  
In SmartSimple, please fill out the budget chart. Please list any additional budget expenses applicable to your project.

*Excellent/Outstanding Answer: Clear, specific and realistic project expenses in strong alignment with the planning process in Question 1.*

- **Required Attachments:**
  - A. Please upload one (1) PDF file including an artwork location map,
  - B. Please upload one (1) PDF file of photos of the artwork to be conserved, including an overall perspective of the artwork as well as detailed close-ups of critical areas for conservation focus.

### Conservation Project Grant Questions:

- **Question 1. Describe the artwork(s) being conserved**
  - Describe the artwork being conserved. This can include narrative from a Conservator's Assessment Report.
  - Please include why the artwork is important to the collection it is a part of, or the community where it is located.

- Describe the community partners or stakeholders to be involved.
- Share any additional information about the historical and/or cultural relevance of the artwork.
- Description should align with Attachment B, photos of the artwork and any drawings of proposed work.

*Excellent/Outstanding Answer: Clear, specific, and detailed description of the artwork prioritized for conservation and its importance to the collection and community including historical and/or cultural relevance.*

- **Question 2. Describe the proposed conservation work to be performed and outcomes of the work**  
This can include narrative from the Conservator’s proposed Scope of Work

*Excellent/Outstanding Answer: Clear, specific, and detailed description of the proposed conservation work to be performed and outcomes of the work.*

- **Question 3: Provide a roster listing the conservation team members that includes a brief narrative of relevant training or education and experience. Information must include but is not limited to:**
  - Artist, or Artist's representative (member of artist’s estate or closest living relative, gallery representative). *If Artist or representative cannot be identified or included please describe the reason why, and/or the best efforts taken by the applicant.*
  - Professional Conservator(s)
  - Owner of artwork, or owner’s rep (i.e. local public art administrator, collection manager, applicant organization’s property attorney, etc..)

*Excellent/Outstanding Answer: Clear, specific, and detailed description of the conservation team and their education and experience that communicates strong feasibility to complete the project.*

- **Question 4: Conservation Project Schedule**  
In SmartSimple, please fill out the schedule template. Provide detail of how the work will be staged and implemented in alignment with Question 2. Activities cannot start until grant status notification, eight weeks after the application deadline.

*Excellent/Outstanding Answer: Clear, specific and detailed description of dates and activities that clearly align with Question 2 and Attachment B communicates strong project feasibility.*

- **Question 5: Conservation Project Budget**  
In SmartSimple, please fill out the budget template. Eligible expenses can include:
  - Administrative fees
  - Transportation (personnel or materials)
  - Artwork and Conservation Materials
  - Equipment & Site Preparation
  - Installation Costs
  - Conservator, Artist, contractor, or consultant fees
  - Plaque/signage, Dedication event costs, Marketing and Communications
  - Other (applicants must list)

*Excellent/Outstanding Answer: Clear, specific and realistic project expenses and income that clearly align with the conservation work to be done described in Question 2 and Attachment B communicates strong project feasibility.*

#### Required Attachments:

- A. Please upload one (1) PDF file with the following:
  - A map of the artwork location (can be a Google Map)
- B. Please upload one (1) PDF file with the following:
  - Photos of the artwork to be conserved, including an overall perspective of the artwork as well as detailed close-ups of critical areas for conservation focus. (May include original installation documentation and/or current photos to help demonstrate conservation needs and/or what the work may look like after conservation treatment).
  - If applicable, include plans, drawings, renderings or other specifications that illustrate proposed public art conservation project.
- C. Letter of Permission from site owner and/or artwork overseer/owner citing that the applicant has permission, to conserve and/or relocate the artwork.

## Financial Requirements

All applicants are required to submit a current signed [W-9 Form](#) upon application submission. The address on the W-9 Form must match the address of the applicant information entered in SmartSimple.

## Review

### Panelist Selection

MSAC convenes a group of panelists, composed of members of the public statewide representing a range of discipline expertise, to electronically review and score all applications according to the review criteria above.

### Panelist Review and Scoring

Panelists use the Public Art Across Maryland [Conservation Grants Scoring Rubric](#) to evaluate applications. Before submitting your application please review the separate FY24 PAAM Conservation Grant Rubric document for the complete scoring criteria panelists use to evaluate applications to ensure your grant meets the review criteria.

Round 1 Review: Panelists review and provide initial scores for applications independently. Scores from all panelists are averaged for each application; high scoring applications that meet a certain percentage threshold are advanced to Round 2.

Round 2 Review: Panelists convene for a virtual panel meeting to discuss and submit final scores for applications advanced to Round 2. Scores from all panelists are averaged for each application. The panel meeting is open to the public; applicants and guests may observe but must remain on mute and off camera for the duration of the meeting. Final awards are determined by MSAC staff following the meeting.

If multiple applications receive the same score but budget restrictions prevent all applications with that score from being funded, final selections will be based on which applications most closely align with the published strategic goals of the Maryland State Arts Council, in the determination of the MSAC staff: Increase Participation, Provide Intentional Support, Build Capacity, Leverage Connections, Bolster Maryland Arts.

### Notification and Payment

The individual listed as the primary contact in the application will receive all notifications. Notifications from SmartSimple will be sent from [noreply@smartsimple.com](mailto:noreply@smartsimple.com).

Grant status notifications will be sent late March 2024. If approved, applicants will receive a formal grant agreement form to process the grant payment. Grantees receive 100% of the award amount.

The grantee will receive payment approximately **6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form**. More info on the payment processing timeline can be found [here](#).

Those who are prior grant recipients can elect to receive grant payments via direct deposit, please follow the instructions and complete the required forms from the [Comptroller of Maryland](#).

New grant recipients will receive grant funds via check made payable to the name and address indicated on the grantee's W9.

MSAC grants are generally considered taxable income. Payments are issued by the State of Maryland and no Social Security, State, or Federal income taxes are withheld. Individuals receiving grant awards will receive a 1099 from the State of Maryland after the end of the calendar year in which the grant was paid. Specific questions regarding the taxability of your award should be directed to the IRS, the Office of the MD Comptroller, or your tax advisor.

If the grantee owes any Maryland state taxes or other state liabilities, the General Accounting Division (GAD) of the State Comptroller's office may intercept grant payments and hold them until the liability is resolved. Should this be the case, GAD will send written notice of this directly to the grantee via mail. MSAC is not provided further information as it is confidential; grantees will be able to find more info and discuss options with the Central Collections Unit (CCU) at 410-767-1642.

## Reporting

### Final Report

- [Planning Grants](#) must be complete and a report submitted within 12 months of award: March 26, 2025
- [Project Grants](#) must be complete and a report submitted within 18 months of award: September 26, 2025

The report contains: narrative description of the project impact, final budget, final assessment or planning report or final conserved project photos (for Project Grants), and data requirements of the NEA (National Endowment for the Arts). Staff can provide technical assistance as projects may encounter challenges to planning and implementation and report deadlines may be extended with staff permission.

Grantees who have received a [Planning Grant](#) in a previous fiscal year must submit a final report at or prior to the time of application for a [Project Grant](#) to implement the project. Failure to submit reports may jeopardize current and/or future MSAC grants and may result in the required return of grant funds to the State of Maryland.