

# **INFORMATION SESSION: PROFESSIONAL DEVELOPMENT OPPORTUNITY GRANT**



**Hosted by:**

**Emily Sollenberger, Program Director, Arts Services**

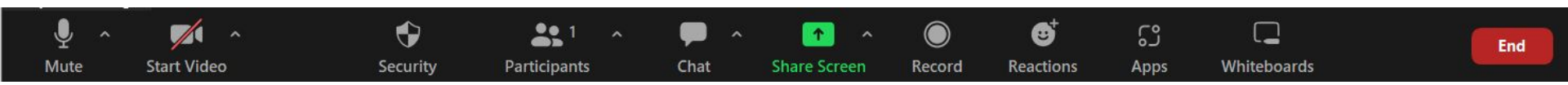
**Laura Weiss, Program Director, Arts Services**

# Reference Shot of Zoom Features

Microphone and Video

Chat

Raise Hand & Reactions



End Meeting

End

## 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.

## Land Acknowledgement Statement

We acknowledge the lands and waters now known as Maryland are the home of its first peoples: the Accohannock Indian Tribe, Assateague People's Tribe, Cedarville Band of Piscataway Indians, Choptico Band of Indians, Lenape Tribe, Nanticoke Tribe, Nause-Waiwash Band of Indians, Piscataway Conoy Tribe, Piscataway Indian Nation, Pocomoke Indian Nation, Susquehannock Indians, Youghiogheny River Band of Shawnee, and tribes in the Chesapeake watershed who have seemingly vanished since the coming of colonialism. We acknowledge that this land is now home to other tribal peoples living here in diaspora. We acknowledge the forced removal of many from the lands and waterways that nurtured them as kin. We acknowledge the degradation that continues to be wrought on the land and waters in pursuit of resources. We acknowledge the right of the land and waterways to heal so that they can continue to provide food and medicine for all. We acknowledge that it is our collective obligation to pursue policies and practices that respect the land and waters so that our reciprocal relationship with them can be fully restored.

## **Vision**

The Maryland State Arts Council plays an essential role ensuring every person has access to the transformative power of the arts.

## **Mission**

Maryland State Arts Council 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.

**Goal 1. Increase Participation:** Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement

**Goal 2. Provide Intentional Support:** Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents

**Goal 3. Build Capacity:** Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission

**Goal 4. Leverage Connections:** Further enhance current relationships and involve additional partners, collaborators, and constituents who will benefit from and advance the work of MSAC

**Goal 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

# Creative Meeting Actions

**Celebrate** being in the space with other creative people.

**Engage** with everyone's presence as a gift.

**Acknowledge** that together we know a lot.

**Enter** the conversation with curiosity and inquiry.

**Share** your idea and trust that it will be heard.

**Use** "I" statements.

**Focus** your language on the task at hand.

**Hold** one another accountable with care.

**Apply** "Yes, and!" - "I hear your idea and I'm going to add to it!"

**Balance** speaking and listening.

# Join us as a Panelist!

**MSAC relies on a diverse array of constituents from across the state of Maryland to do the important work of evaluating applications.**

- **Public Call for each MSAC Program - Apply in Smart Simple**
- **Training & Support is provided by MSAC Staff**
- **Role includes Review and Scoring of Applications in connection to Rubric**
- **Required Attendance at the Public Panel Meeting(s)**
- **Compensation Provided for Service (*\$50/training, \$100/panel meeting, \$200/review period + additional fees for different programs.*)**



# Today's Agenda

- Review of Professional Development Program & Guidelines
- Professional Development Application
- Monthly review process
- Smart Simple
- Q&A

# Professional Development Overview

## Purpose of programs:

- Respond to the needs of the Maryland arts sector with an array of Professional Development opportunities.
- Two different opportunities within the Professional Development:
  - Gatherings and online offerings open to the public (*MSAC providing opportunities to the sector*)
  - Professional Development Opportunity Grant program (*Organizations/Artists apply to opportunities for them*)

## MSAC Professional Development

Follow MSAC's Eventbrite page for updates about free professional development opportunities

- Topic-specific sessions on Financial Management, Legal Advice, Marketing Strategies, Strategic Planning, Board Engagement, and more.
- Coffee with the Council
- Creative Conversations
- Regional Arts Summits (in the fall)
- Maryland Arts Summit (visit [mdarts.org](http://mdarts.org))



Propose a topic by emailing [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)  
Sign up for our mailing list at [tinyurl.com/MSACMailingList](https://tinyurl.com/MSACMailingList)

# Professional Development Opportunity Grant

# Opportunities for Organizations & Artists

**Professional Development Opportunity Grant** program encourages and supports relevant professional development opportunities for artists and arts organizations throughout Maryland.

- Embracing growth, learning, and discovery
- Available for up to \$2,000
- Grant applications are accepted on a rolling basis and reviewed monthly
- Awarded one grant per fiscal year

# PD Grant - Who Can Apply?

- Independent Artists
  - Individual (or collective) professional development opportunities that are relevant to the artist's objectives to create work that is publicly accessible
  - Applicants must be Maryland residents and must be 18 years of age or older
  - The applicant may not be enrolled in any high school, undergraduate or graduate degree program.

# PD Grant - Who Can Apply?

- Nonprofit Arts Organizations/Arts Programs
  - Professional Development opportunities in alignment with the organization's needs to better produce or present arts programs, services or projects that are relevant to its community and accessible to the public.
  - County Arts Councils and Arts & Entertainment District entities are eligible to apply.
  - 501c3 Nonprofit organizations, unit of Government, Colleges/Universities

# PD Grant - What can it support?

- Examples of eligible professional development opportunities include (but aren't limited to!):
  - Conferences
  - Workshops
  - Classes (non-credit)
  - Residencies
  - Hiring a consultant
- The grant can support expenses related to the PD opportunity such as registration fees, consultant fees, travel (transportation, hotel, etc.), materials/supplies, space/venue/equipment rental, etc.
- Check with Emily/Laura if you have questions about eligibility



# PD Grant - Application

- 4 Narrative Questions:
  - Provide information regarding the selected Professional Development Opportunity (location, date, length, etc.) How will your selected opportunity for professional development enhance your ability to better serve the public through this learning?
  - When will the professional development take place and how will you share or implement what you have learned/experienced?
  - Explain why the selection of this specific professional development opportunity best aligns with the identified need(s) for growth.
  - What is the overall budget for the opportunity and source(s) of funding beyond the MSAC request?

## PD Grant - Application

- Attachments include w-9, IRS letter of tax determination
- Electronic Signature

The full application & scoring rubric can be found on [msac.org](https://msac.org)

## PD Grant - Grant Amount

- Professional Development Grants are available for up to \$2,000
- One grant per fiscal year (July 1 - June 30)
- PD Grants are an “all or none” grant
  - If awarded, you will receive the requested amount
  - We do not offer a percentage or portion of requested amount

## PD Grant - FAQs

### **My Professional Development Opportunity takes place outside of Maryland, am I still eligible to apply?**

Yes, the professional development opportunity can take place outside the state and cover travel expenses, while in alignment with the review criteria.

### **I'm interested in facilitating my own Professional Development offerings to other people, is that eligible?**

No, hosting your own professional development offerings for others would be a better fit for a Project-based Creativity Grant. Professional Development is to support the learning and growth of the applicant.

## PD Grant - FAQs

**My organization receives GFO general operating support from MSAC. Can I apply for a Professional Development Grant?**

Yes! An organization can receive both general operating support and a PD Grant in the same fiscal year.

**I'm eligible and applying to the Creativity Grant, can I also apply for the Professional Development Grant in the same month?**

Yes! You can apply and receive both types of grants in the same fiscal year – and the same month. Each grant program has different goals and purposes to support different needs.

# Monthly Application Review Process

Applications are accepted on a rolling basis - *apply any time before your activities take place!*

Applications are reviewed monthly by a panel. Batches are gathered from the 6th of the month to the 5th of the following month (i.e. apps submitted from Sept 6 - Oct 5 will be reviewed in October)

*Applications are reviewed in the middle of the month*

*Notifications are sent by the last day of each month*

## Helpful Hint - Apply early!

While you are eligible to apply any time before the PD opportunity takes place, we encourage you to plan ahead and apply early, whenever possible.

Payment is processed outside of the MSAC offices. If awarded, payment will take approximately 6-8 weeks to be received. Take this into consideration when determining when to apply.

## Helpful Hint - Application Feedback

Before submitting your application, Emily/Laura are available to review and/or meet about your application and offer feedback on your draft.

Email your Program Director to request feedback on your draft. Allow for up to 10 business days to receive written feedback.

If not awarded, Program Directors can also gather feedback from the panelists who reviewed your application, and send their recommendations, which are connected to the review criteria.



# Smart Simple

All applications must be submitted through Smart Simple  
([marylandarts.smartsimple.com](http://marylandarts.smartsimple.com))

As an applicant, you will need to register with Smart Simple to apply.

The PD Grant will be available in both organizational and independent artist profiles.

## Login

✉ Email

🔒 Password

Login

[Forgot Password?](#)

New to the System?

Register

## Welcome to Maryland State Arts Council Portal

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.

Google Chrome is the recommended browser for completing applications in SmartSimple.

Go to [marylandarts.smartsimple.com](http://marylandarts.smartsimple.com) to register and/or log-in

## My Applications

12

Funding Opportunities

0

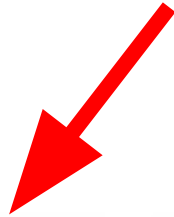
In Progress

0

Submitted

6

Approved/Declined



Click on “Funding Opportunities” on your Smart Simple dashboard

## Opportunity Details

Arts in Education Grant

Apply Now

Arts in Education Teaching Artist Roster Application

Apply Now

Creativity Grant

Apply Now

Emergency Grant

Apply Now

Presenting and Touring Roster Application

Apply Now

Professional Development Opportunity Grant

Apply Now

Public Call

Apply Now



Click the **“Apply Now”** button to open the application



1. Click "Save Draft" at the bottom of this screen to begin the application. Please note, you will not be able to begin work on the application until you click "Save Draft."
2. Click "Save Draft" after completing each tab in order to save your work.
3. To navigate between tabs, click on the desired tab or use your browser's back button.
4. Click on the MSAC logo in the top left corner to go back to your profile. Be sure to click "Save Draft" at the bottom of the application prior to returning to your profile page.

*Please note: To return to a saved draft application, click "In Progress" from the Grantee Home dashboard. From there, select the draft application to be edited and/or submitted. Do not return to the Funding Opportunities area to search for the grant application again, as this will result in creating multiple applications.*



Starting September 1, 2022, the Unique Entity ID (UEI) field will be a REQUIRED field for all organizations (including nonprofit organizations, government entities, and schools/universities) applying for funding from MSAC. This will take the place of a DUNS number, which will no longer appear on organizational profiles. After 9/1, an organization without a UEI may be considered ineligible for funding. Independent Artists do not need to obtain a UEI.

Webinar Video (~57 min): <https://www.youtube.com/watch?v=DLCuPo2cQ4U>

Quick Start Guide: <https://msac.org/media/570/download?inline>

CONTACT INFORMATION

PROGRAM DETAILS

FINANCIAL INFORMATION

ATTACHMENTS

ELECT

SIGNATURES

Grant Contact Name:

NEXT >

Save Draft

✓ Submit

You have to click **"Save Draft"** to begin any application!

**We are here to help!**

**Emily: [emily.sollenberger@maryland.gov](mailto:emily.sollenberger@maryland.gov)**

**Laura: [laura.weiss@maryland.gov](mailto:laura.weiss@maryland.gov)**

# Thank You!

To learn about similar topics, news & to keep in touch, please join our mailing list at [tinyurl.com/MSACsMailingList](https://tinyurl.com/MSACsMailingList)