Folklife Network
FY2022 Guidelines

DEADLINE: November 15, 2020
SUPPORT PERIOD: July 1, 2021 - June 30, 2022

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

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.

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 in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. MSAC 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, Tourism, Film, the Arts, Marketing, and Communication

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 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 are 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 the Accessibility Coordinator at 410-767-6476 or email precious.blake@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

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's Accessibility Coordinator to file a formal grievance at 410-767-6476 or precious.blake@maryland.gov.

MSAC will work with you to provide assistance as appropriate.

Accessibility Web Page

MSAC has a dedicated accessibility page on 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.

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 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 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 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.

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) polictical or religious opinion or afflilation, material status, race, color, creed, sexual orientation, or national origin: of (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 indvidual 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.

Overview

Purpose

The purpose of the Folklife Network program is to fund organizations serving as regional folklife centers in Maryland. Grants are administered through the Maryland Traditions program and support activities that identify, document, support, or present the living cultural traditions of Maryland's diverse communities.

Regional folklife centers are defined as continuing programmatic or educational efforts made by an organization to support traditional arts, or community-based living cultural traditions handed down by example or word of mouth. Regional folklife centers' activities should:

- Serve the mission of the grantee organization
- Complement the mission of Maryland Traditions to identify, document, support, and present living cultural traditions
- Complement the mission of MSAC to provide 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
- Support equity, diversity, and inclusion by promoting equitable access to the arts, fostering awareness of communities and traditions of color, and striving to amplify the voices of historically under-resourced cultures, both programmatically and administratively

See Appendix A for further details on the purpose of the Folklife Network and regional folklife centers.

Grant Cycle

Funding

Folklife Network grants are between $10,000 and $50,000 and are disbursed annually.

Support Period

Folklife Network grants fund traditional arts activities occurring in the MSAC fiscal year (FY) following the most recently submitted application. The MSAC fiscal year runs from July 1 to June 30.

Timeline

- Applications
  - Application publication: October 1
  - Application deadline: November 15
- Panelist evaluation
  - Call for panelists opening: November 8
  - Call for panelists closing: November 22
  - Review of applications: January
- Grant processing
  - Applicants notified of status: July
  - Funds processed for successful grantees: July
- Final reports
  - Final report instructions released: June
  - Final reports due: July

Eligibility

Eligible Folklife Network grantees must be Arts Organizations or organizations with dedicated Arts Programs, as defined by MSAC. Full definitions are below.

Arts 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).
        - For fiscal sponsorships supporting an individual, the artist(s) must meet the residency requirements for Independent Artists.
    - 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)

Independent artists are not eligible to receive Folklife Network grants, though the intention of the grant is that each regional folklife center serves as a resource center for traditional artists.

For FY 2022 (July 1, 2021 - June 30, 2022), MSAC will accept applications to support continuing activities at eight existing regional folklife centers:

- Chesapeake Bay Maritime Museum (Talbot County)
- Common Ground on the Hill (Carroll County)
- Creative Alliance at the Patterson (Baltimore City)
- Frostburg State University (Allegany County)
- Sandy Spring Museum (Montgomery County)
- St. Mary's College of Maryland (St. Mary's County)
- University of Maryland, Baltimore County (Baltimore County)
- Ward Museum of Wildfowl Art, Salisbury University (Wicomico County)

Applications for new regional folklife centers will be accepted pending future growth of the Folklife Network program and availability of funds.

Contact Information

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

- Traditional arts application strategy and programming or budgeting guidance
    - Chad Buterbaugh, State Folklorist
        - chad.buterbaugh@maryland.gov
        - 410.767.6450 (O); 443.469.8239 (C)
    - Ryan Koons, Folklife Specialist
        - ryan.koons@maryland.gov
        - 410.767.6568 (O); 443.536.8368 (C)
- Accessibility requests

    - Precious Blake, Accessibility Coordinator & Arts in Education Program Director
        - precious.blake@maryland.gov
        - 410.767.6476
- Grants logistics and technological assistance
    - Dana Parsons, Director of Grants and Professional Development
        - dana.parsons@maryland.gov
        - 410.767.6557 (O)
    - Tammy Oppel, Grants Management Associate
        - tammy.oppel@maryland.gov
        - 410.767.8851 (O)
- Professional development related to grant writing and program requirements
    - Professional Development Opportunity grant: https://www.msac.org/programs/professional-development
    - Online offerings: https://www.msac.org/events/virtual-events

Application Process, Review, and Reporting

Process

Before You Apply

The purpose of the Folklife Network is to maintain a stable, statewide traditional arts infrastructure through the establishment of regional folklife centers. Grantees serve as a designated regional folklife center following a successful application. Grantees may continue to serve as the designated regional folklife center based on continued strong performance, as illustrated through favorable panelist review of subsequent applications and fulfillment of grant requirements. In regions without regional folklife centers, and pending availability of funds, MSAC will advertise the vacancy and accept applications to establish a new Folklife Network grantee within the region. Organizations interested in serving as a regional folklife center in the future should contact the state folklorist to discuss their ideas.

SmartSimple

All applications are submitted via the secure online grants management system SmartSimple. Log in or create a free account at 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.

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.

Matching

Folklife Network grants must be matched in cash by applicant funds at a ratio of 4:1. For example, an applicant requesting a $50,000 Folklife Network grant must demonstrate that a cash value of $12,500

has been budgeted to match the requested grant amount. A cash match is defined as any expenditure that is directly related to financial transaction, including salary, wages, fringe, and cost of materials used in traditional arts activities. Staffing costs pro-rated for time spent on traditional arts activities are allowable. Indirect costs (e.g., facility fees, overhead, etc.) are allowable but may make up no more than 10 percent of an applicant's total budget for traditional arts activities, as proposed in the application. In-kind or donated goods or services are not allowable as part of the applicant match but may be listed on the budget for reference. Other MSAC grants are not allowable as part of the applicant match.

Use of Funds

Folklife Network funds may be used for any aspect of traditional arts work benefitting and open to the public. Typical types of traditional arts activities include but are not limited to:

- Exhibitions
- Performances
- Festivals
- Workshops
- Lectures
- Field schools
- Oral histories
- Ethnographies
- Archiving

Folklife Network funds may not be used for:

- Programming not in support of traditional arts
- Activities not benefitting and open to the public

Applicants are encouraged to consult with the state folklorist in advance of making an application in order to discuss their ideas for contributing to the Folklife Network as a regional folklife center.

See Appendix B for further details on the roles and responsibilities of the state folklorist and regional folklife centers in the administration of Folklife Network grants.

Application Types

There are two types of Folklife Network applications: Full and Request for Funding. Full applications require complete narrative, budget, and administrative information, with the option to submit supplemental materials. Requests for Funding require similar information in substantially abbreviated format and are offered for grantees with track records of continuing success in terms of application, evaluation, and reporting.

Full application components

A completed Full application consists of the following components:

- Answers to prompts soliciting a complete description of the applicant's proposed traditional arts activities for the upcoming granting period
    - Activities should be described with as much detail as is available to the applicant at the time of application. Applicants who might use funds to respond to unexpected opportunities should state this intention

    - Institutional Review Board (IRB) documentation for traditional arts activities at colleges and universities is not required, though each grantee is expected to remain in compliance with its own internal ethical standards, as well as those set out earlier in this document
- A budget proposing traditional arts expenditures for the upcoming grant period, including both MSAC and applicant contributions, in accordance with matching requirements
- Resumes of key artistic and administrative personnel, compiled into a single PDF not exceeding 10 pages
- Proof of incorporation as an eligible MSAC grant recipient (i.e., Maryland nonprofit organization, college or university, or unit of government)
- Optional supplemental materials
    - Supplemental materials include but are not limited to catalogs, reviews, programs, brochures, audiovisual productions, or promotional materials not exceeding 20 pages and 10 minutes of audiovisual review time

Request for funding (RFF) components

A completed RFF consists of the following components:

- Answers to prompts soliciting an overview of the applicant's proposed traditional arts activities for the upcoming granting period
- A budget proposing traditional arts expenditures for the upcoming grant period, including both MSAC and applicant contributions, in accordance with matching requirements
- Optional supplemental materials

Three-year funding cycle

The Folklife Network operates on a three-year funding cycle. In a three-year funding cycle, Full applications are required every three years, and RFFs are required in the intervening years. Grantees are placed on a three year-funding cycle when they have demonstrated a strong track record of continuing success in terms of application, evaluation, and reporting. The process for being placed on a three-year funding cycle is below.

- Panelists score organization's first Full application at 39 or higher
- MSAC logs organization's on-time reporting and fulfillment of grant requirements throughout granting period
- Panelists score organization's second Full application in the immediately subsequent granting period at 39 or higher
- MSAC logs organization's on-time reporting and fulfillment of grant requirements throughout the immediately subsequent granting period
- Limited fiscal fluctuation and staff turnover at organization during the two-year period described above
- MSAC places organization on three-year funding cycle through written notification

Removal and reinstatement of three-year funding cycle

MSAC may choose at any time to require organizations to submit a Full application, even if they have been placed on a three-year cycle. Organizations in a state of fiscal or personnel transition are more likely to be required to submit a Full application to demonstrate their change management plan. If an organization previously on a three-year cycle has been required to submit a Full application, it returns to the three-year cycle when the following two requirements are met:

- Panelists score the application at 39 or higher
- Fiscal and/or personnel issues stabilize

Review Criteria

The review of Folklife Network applications is based on the following three criteria. Rubrics detailing these criteria are below. Panelists will score Full applications for Folklife Network funds according to the rubrics below. The questions accompanying each criterion are taken directly from the application form.

Criterion 1: Evidence of engagement with traditional arts

- Application questions:
    - Describe the traditional arts activities planned for the upcoming granting period.
    - Describe how the planned traditional arts activities identify, document, support, or present community-based living cultural traditions handed down by example or word of mouth.

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Proposed activities clearly identify, document, support, or present one or more living cultural traditions handed down by example or word of mouth	Proposed activities adequately identify, document, support, or present one or more living cultural traditions handed down by example or word of mouth	Proposed activities somewhat identify, document, support, or present one or more living cultural traditions handed down by example or word of mouth	Proposed activities unclearly or do not identify, document, support, or present one or more living cultural traditions handed down by example or word of mouth

Criterion 2: Logistical and financial feasibility

- Application questions
    - List the grant request and applicant match, noting that Folklife Network grants must be matched in cash by applicant funds at a ratio of 4:1 (e.g., a $50,000 grant must be matched by at least $12,500 from the applicant).
    - Provide a categorized budget for proposed traditional arts expenditures. Categories may include but are not limited to staffing; equipment; facilities; artist, contractor, or consultant fees; marketing and communications; or transportation of personnel or materials in Maryland.
    - Upload resumes of key artistic and administrative personnel, compiled into a single PDF not exceeding 10 pages.
    - Describe measures taken to keep personnel working within their capacity as paid employees or volunteers.

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Proposed activities are clearly organized,	Proposed activities are adequately organized,	Proposed activities are somewhat organized,	Proposed activities and support personnel are

scoped, and budgeted; and supported by expert artistic and administrative personnel working within capacity for fair compensation	scoped, and budgeted; and supported by artistic and administrative personnel working within capacity for fair compensation	scoped, and budgeted; and supported by personnel whose qualifications and compensation are somewhat clear	partially or unclearly described in terms of scope, budget, expertise, and compensation

Criterion 3: Evidence of engagement with and awareness of residents in regional area of service

- Application questions
    - Describe the communities served by the planned traditional arts activities.
    - How did your organization develop an awareness of these communities?
    - How do the planned traditional arts activities represent a strategic response to these communities' needs?

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Application materials clearly demonstrate a strong awareness of and strategic response to the needs of distinct communities in the area of service	Application materials demonstrate a strong awareness of and some response to the needs of identifiable communities in the area of service	Application materials demonstration some awareness of and response to the needs of communities that are incompletely or ambiguously defined	Application materials demonstrate unclear or negligible awareness of communities and their needs in the area of service

Full application and RFF scoring

Full application scores stand until the next Full application is submitted and scored. For organizations on a three-year funding cycle, this means that a score of 52 on a Full application will be applied to any RFFs submitted in subsequent years. Organizations on a three-year funding cycle may elect at any time to submit a Full application in the interest of increasing their score, but the most recent Full application score will stand in any case. All Full applications are reviewed by a panel of experts. All RFFs are reviewed by MSAC staff only.

Financial Requirements

Folklife Network grants are between $10,000 and $50,000 each. Applications include a budget form in which applicants list proposed traditional arts expenditures. Budgets should reflect proposed spending on traditional arts activities only. Budget categories are listed below.

- Staffing
- Equipment
- Facilities
- Artist, contractor, or consultant fees
- Marketing and communications
- Transportation (personnel or materials; in-state only)
- Other (applicants must list)

Folklife Network applications do not require the demonstration of the applicant organization's overall budget. Only budgets associated directly with traditional arts activities are required in the application. Organizations may receive one Folklife Network grant per year.

MSAC must be consulted if, during the granting period, rebudgeting results in more than a 10 percent fluctuation from expenditures proposed in the application (e.g., more than $5,000 of a $50,000 grant being allocated to expenses other than those listed in the initial application). MSAC staff will approve, deny, or request more information on the proposed change based on the grantee's capacity to undertake proposed changes and alignment with the mission of MSAC and Maryland Traditions.

MSAC must also be consulted if, at the end of the granting period, more than 10 percent of the total grant award remains unspent (e.g., more than $5,000 of a $50,000 grant remaining at June 30, the end of the MSAC fiscal year). MSAC staff will take further action, if any, based on the grantee's plan to expend funds and alignment with the mission of MSAC and Maryland Traditions.

Funding formula

Folklife Network funding is request-based. Applicants request anywhere between $10,000 and $50,000 in their applications. Funding amounts are determined by multiplying the amount of the applicant request by an aggregated application score, which ranges from zero to 60. For example, an applicant request of $50,000 and an aggregate score of 42 results in a grant of $35,000, where:

- A score of 42 points on a scale of 60 possible points represents 70 percent of the highest possible score
- $35,000 represents 70 percent of an applicant's request of $50,000

Review

MSAC convenes a group of panelists to evaluate Full applications. Each Full application is evaluated using the three-part rubric above. Panelists assign as many as 20 points and supply qualitative comments for each of the three parts:

- Evidence of engagement with traditional arts
- Logistical and financial feasibility
- Evidence of engagement with and awareness of residents of the regional area of service

Panelists review Folklife Network applications twice:

- Once remotely and independently, at which time an initial score is made
- Once after conversation with other panelists at a meeting facilitated by MSAC staff, including the state folklorist, at which time all panelists will discuss applications and have the opportunity to amend their score based on discussion
- Final scores will be reviewed by the MSAC board and Department of Commerce leadership for final approval, denial, or requests for further information

Panelist Selection

Panelists are selected via public application process. Applicants who are traditional artists, folklife specialists, arts administrators, and other cultural workers possess the necessary expertise to evaluate applications, though all potential panelists are given consideration.

Notification and Payment

The grantee will receive payment 6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form.

To receive grant payments via direct deposit, please follow the instructions and complete the required forms from the Comptroller of Maryland.

See Appendix C for a full overview of the review process.

Reporting

Final Report

An annual final report describes how funds were spent over the most recently completed granting period. The Final report collects narrative, fiscal, and demographic information in keeping with MSAC and National Endowment for the Arts (NEA) requirements. Successful completion of a final report is required for organizations to be eligible to apply for future Folklife Network funds. Final reports are completed in SmartSimple, the same online grants management system used for applications. Final Reports are available at the end of each granting period. MSAC notifies grantees in writing when Final Reports are available.

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.

Appendix A

Purpose of the Folklife Network and regional folklife centers

Regional folklife centers are intended to serve as resource centers. Traditional artists, cultural workers, and organizations working in each region are encouraged to collaborate with the regional folklife center. In-region partnerships with the regional folklife center are allowable. Partnerships may be programmatic, organizational, or fiscal in nature. Programmatic partnerships bring multiple stakeholders together at the regional folklife center to produce programming reflecting the combined expertise of the constituent group. Organizational partnerships bring multiple organizations together to partner on activities of mutual benefit and serving the mission of each organization. Fiscal partnerships combine funding streams from multiple allowable funding sources to increase the capacity of traditional arts activities in the region. In fiscal partnership, funds must be administered through a single fiscal agent (i.e., the Folklife Network grantee).

Appendix B

Roles and responsibilities

Folklife Network grants are intended as ongoing, sustainable funds aimed at cultivating strong, lasting relationships between MSAC and organizations doing traditional arts work regionally in Maryland. Successful grantees participate fully in the list of roles and responsibilities listed below, as well as receive technical assistance and consultation from Maryland Traditions.

The primary point of contact for Maryland Traditions is the Maryland state folklorist, which has been a permanent, full-time position at MSAC since 1974. In addition to grantmaking, the state folklorist is responsible for visiting, convening, and facilitating conversations among regional folklife centers.

For each Folklife Network grant, MSAC is responsible for:

1. Interfacing with grantees' local networks in order to affirm the State of Maryland's investment in and support of each regional folklife center
2. Making site visits to regional folklife centers as needed in order to discuss successes and challenges, log grantees' logistical needs for use in future MSAC policy and procedure revisions, and make public addresses at events on behalf of the State of Maryland
3. Facilitating and encouraging creative exchanges among regional folklife centers in an effort to increase inter-region collaboration
4. Providing branding materials that identify grantees as regional folklife centers
5. Maintaining grantmaking and reporting schedules, facilitating grantees' access to application and reporting materials, and providing technical assistance as needed

For each Folklife Network grant, the grantee is responsible for:

1. Identifying, documenting, supporting, and presenting traditional arts in a way that addresses the needs of the communities served by the grantee organization
2. Supplying contact info and biographical sketches to MSAC for inclusion in a registry published at msac.org
3. Maintaining a schedule of in-person, as-needed site visits by the state folklorist, hosted at the regional folklife center
4. Delivering folklife fieldwork and collateral, including hard copy and digital materials, to Maryland Traditions for later archival deposit
5. Providing the state folklorist with ongoing updates on the needs of regional constituents, as collected through regular formal or informal assessments
6. Facilitating the state folklorist's attendance and constituent address at a minimum of two traditional arts events per granting period (e.g., festivals, performances, demonstrations, workshops, board meetings, staff meetings, or other convenings of regional constituents)
7. Facilitating Apprenticeship Grant applications and Heritage Award nominations as suitable candidates are identified, and within the capacity of the regional folklife center
8. Using MSAC-provided branding materials to identify activities supported by grant funds
9. Adhering to all grantmaking and reporting requirements, in keeping with regular MSAC policies and schedules

Appendix C

Review process

- Staff Review: After an application is received, it is reviewed by staff for completeness and adherence to Council guidelines. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The applicant must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.
- Grants Review Panel: When the application is complete, it is assigned to members of a Grant Review Panel for evaluation. Grant Review Panels meet formally to evaluate the applications submitted.
- Council Decision: The full Council meets in early June to reach funding decisions.
- Department of Commerce Approval: The Council's decisions are forwarded to the Department for review, analysis, and final approval by the Secretary of Commerce or a designee by July 1.
- Notification: All applicants are notified in writing of the Council's decision when final approval is obtained.
- Payment: Signed Grant Agreement Forms must be received and the grantee must meet all reporting requirements before grant funds for the next fiscal year are disbursed.