



FY2022 Grants for Organizations (GFO) Guidelines

DEADLINES:

September 15, 2020: Intent to Apply Form

November 15, 2020: On Year Application

December 15, 2020: Off Year Application



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

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

GFO FY2022 Guidelines

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.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

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) political or religious opinion or affiliation, 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 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.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

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.

Grants for Organizations (GFO) Program Overview

The Grants for Organizations (GFO) program provides annual operating grants to organizations that produce or present the arts to the general public through public programs or services. The purpose of the GFO program is to strengthen the vitality and sustainability of Maryland's cultural organizations to maintain a strong and stable arts infrastructure in the State of Maryland. Eligible organizations may apply for a single GFO grant per year. The deadlines to apply are offered annually.

Eligibility

All Applicants to the GFO program must:

- Produce or present the arts to the public through ongoing arts programming.
- Have 501(c)3 tax exempt status from the U.S. Internal Revenue Service at the time of application, except for units of local government and colleges and universities.
- Be incorporated in Maryland as a nonprofit or have significant physical presence in Maryland. Organizations that are not incorporated in Maryland but have a significant physical presence in Maryland may not be eligible for a General Operating Grant, but may be eligible for an Arts Program Grant to support activities taking place in Maryland. For more information please contact the program director for the artistic category for which this scenario applies.
- Have operated as an arts organization or arts program for one full fiscal year and be able to submit a financial statement* for their most recently completed fiscal year at the time of application.
- Establish that the majority of the arts activities it produces and/or presents take place in Maryland and that most of the arts organization's or the arts program's annual expenditures are devoted to activities that occur within the State of Maryland.
- Must be governed by a legally-liable board of directors acting under a mission statement and budget specific to the organization.
- Organizations with fiscal sponsorships can be funded if:
 - The Fiscal Agency and the Organization operate within a Model A sponsorship.(The Fiscal Agency has direct and active involvement in the oversight and accountability of the organization's finances and programming.)
 - Organizations with fiscal sponsorships cannot be funded if: The Fiscal Agency and the Organization operate within a Model C sponsorship. (The Fiscal Agency has minimal or no oversight and/or accountability regarding the organization's finances and programming.)

Public, private and charter K-12 schools, and pre-schools are not eligible to apply.

Types of GFO Grants

General Operating Grants (GOG)

GOG provides operating support to nonprofit organizations whose purpose is producing or presenting the arts through public programs or services. Applicants must be arts organizations, organizations whose mission/purpose is producing or presenting the arts through public programs or services, such as art museums, orchestras, galleries, theaters, arts centers, etc.

Organizations applying for General Operating Grants (GOG) must have allowable* operating income of more than \$50,000 to be eligible. The minimum General Operating Grants (GOG) will be \$1,000 and require a three to one cash match from non-state funds.

Arts Program Grants (PRG)

PRG provides arts program support to nonprofit organizations whose primary purpose is other than producing or presenting the arts, but who provide ongoing public arts activities through public programs. The mission of these organizations is not specifically dedicated to the arts but they do have ongoing arts programming. These are considered non-arts organizations for MSAC purposes. Examples include: community centers, churches, non-art museums, libraries, universities, etc.

These organizations may apply for an Arts Program Grant for the costs of their ongoing arts activities produced or presented for general audiences through public programs. Units of local government, colleges, and universities are also eligible to apply. Curricular activities or activities required of students are not eligible to be covered by an Arts Program Grant.

E.g., A Library is not an arts organization but it has an annual concert series that has been in place for a number of years. The library may apply for an Arts Program Grant specifically for the costs of their concert series.

Organizations applying for Arts Program Grants (PRG) must have allowable* operating expenses of more than \$50,000 for their Arts Program to be eligible. The minimum Arts Program Grant will be \$1,000. Arts Program Grants require a three to one cash match from non-state funds.

Artistic Categories

Eligible organizations may apply for a single GFO grant per year in only one of the artistic categories listed below.

Organizations should select the artistic category that most closely characterizes the predominant activities of their organization. **Descriptions and definitions of the artistic categories are available in [Appendix B](#). Contact the appropriate Program Director to discuss your organization's category.**

GFO grants are awarded in the following artistic categories:

- Dance
- Folk and Traditional Arts
- Literary Arts
- Multi-Discipline A
- Multi-Discipline B
- Music
- Music C
- Theater
- Visual Arts/Media A
- Visual Arts/Media B
- Service

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

Those organizations that fall in the “Service” category will fill out a separate GFO application.

Review Criteria

The review of all GFO applications is based on the following four criteria from the lens of either the Arts Organization (General Operating: GOG) or Arts Program (Arts Program: PRG). Rubrics detailing these criteria can be found [on our website](#).

Why is the work of your organization important?

How does your organization design its programs?

How does your organization operate?

How does your organization evaluate what it does?

Application Cycles

MSAC uses a staggered, three-year application cycle to conduct panel reviews of the majority of GFO applications. Artistic categories are rotated on the cycle and are on an “On Year” every three years, and on “Off Years” the two years between. Applications are submitted annually by all organizations but the “Off Years” application is a simplified Request for Funding.

Three-Year Application Cycle

Organizations that are recommended for the three-year application cycle, and are in good standing with all grant reporting requirements, will go through a FULL panel review of their application once every three years. In this “On Year” the organization will be required to submit a FULL application and will receive the appropriate site visits from grant review panelists as designated by the organization’s grant type for GOG and PRG. In the two “Off Years” that follow, organizations will be required to submit a simplified Request for Funding (RFF) application and will not go through a panel review. Organizations that consistently receive favorable reviews during the panel review process and application evaluation are likely to continue to be recommended for this three-year application cycle.

One-Year Application Cycle

Organizations not eligible or recommended for inclusion in the three-year application cycle are instead required to be on the one-year application cycle. Organizations recommended for the one-year application cycle are in the “On Year” status and are required to submit a FULL application, receiving the appropriate site visits from grant review panelists, every year until they are recommended for the three-year application cycle.

Scenarios in which an organization might be recommended for the one-year application cycle:

- First time applicants to the GFO Program.
- Applicants that did not receive funding in the previous grant cycle.
- Applicants that were recommended for a one-year application cycle in the previous fiscal year grant review, as noted in their grant award notification.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

- Applicants with significant financial or organizational changes may be recommended one-year funding.

Any organization may request an on-year full panel review at any time, with the understanding that the most recent panel score, whether it is lower or higher, will be used to determine the organization's grant amount.

To confirm your application status and deadlines, please contact your Program Director.

Check the **On and Off Year** schedule below or contact the appropriate MSAC program director for more information.

On and Off Year by Artistic Categories

FY 2022

Please note: Due to the ongoing state of emergency, all current organizations in the GFO program will be placed in an "Off Year" for FY22 (unless you have been notified otherwise by your Program Director). The Discipline-specific cycle will resume for FY23 funding.

Applications: Support Period: July 1, 2021 through June 30, 2022

Deadline will be on November 15, 2020 for all new applicants, those not funded for FY2021, and grantees notified of one-year funding with FY2021 award notification.

"Off Year" application deadline will be on December 15, 2020.

FY 2023

Applications: Support Period: July 1, 2022 through June 30, 2023

"On Year" Artistic Categories submitting FULL GFO application.

Deadline will be on November 15, 2021 for:

- Dance
- Multi-Discipline A
- Music C
- New applicants, those not funded for FY2022, and grantees notified of one-year funding with FY2022 award notification

"Off Year" Application Deadline will be December 15, 2021

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

FY2024

Applications: Support Period: July 1, 2023 through June 30, 2024

“On Year” Artistic Categories submitting FULL GFO application.

Deadline will be on November 15, 2022 for:

- Service
- Folk and Traditional Arts
- Multi-Discipline B
- Theater
- New applicants, those not funded for FY2023, and grantees notified of one-year funding with FY2023 award notification

“Off Year” Application Deadline will be on December 15, 2022.

FY 2025

Applications: Support Period: July 1, 2024 through June 30, 2025

“On Year” Artistic Categories submitting FULL GFO application.

Deadline will be on November 15, 2023 for:

- Literary Arts
- Music
- Visual Arts/Media A and B
- New applicants, those not funded for FY2024, and grantees notified of one-year funding with FY2024 award notification

“Off Year” Application deadline will be on December 15, 2023

Application Process

New Applicants

Applicants are considered “new” if they did not apply for, or did not receive a Fiscal Year 2021 GFO grant award. All new applicants are required to complete and submit the Intent to Apply Form along with the required additional documents. (Appendix D)

Intent to Apply Form - REQUIRED: Deadline September 15, 2020, 5pm

The Intent to Apply form and additional documents will be reviewed by the appropriate GFO program director to determine eligibility to apply for a GFO grant. You may contact the appropriate program director if you have questions. A list of arts council program directors with contact information for each artistic category is available in [Appendix B](#). The Intent to Apply form must be submitted via Smart Simple.

New applicants who attempt to submit an application without first verifying their eligibility by submitting an Intent to Apply form will be deemed ineligible.

You will be notified of your eligibility. If the organization is deemed eligible for the GFO program, it must submit a FULL Application by November 15, 2020. See details below for the FULL application process.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

Returning Applicants – FULL Application

FULL Application: Deadline - Friday, November 15, 2020, 5pm

If your organization is on an “on year” because it was designated as participating in the one-year cycle this year, you must complete a FULL application. Submissions received after the deadline will not be considered for funding.

Preparing Your FULL Application

Please refer to the Review Criteria as you prepare your narrative and other required documents. All materials should tell the same story and represent your organization at its best. Panelists look for evidence of your commitment to your mission and artistic excellence, as well as sound governance, management and operations, based on your strategic planning. Grant review panelists look for evidence of your organization’s understanding of, and responsiveness to, its community. During the panel meeting, panelists discuss and rate your application based on how your organization demonstrates that it meets the Review Criteria. A sample “On Year” and “Off Year” application is found in Smart Simple and the MSAC website, which included descriptions of the required documents that must be included for General Operating and Arts Program grant applicants.

Financials

Financial information is an essential part of your application. You must submit a financial statement or audit* for your last completed fiscal year at the time of your application submission. Due to the ongoing state of emergency, you may submit a financial statement or audit from FY19 (pre-COVID 19) as part of your application. If your organization operates on a calendar year, then use the last completed calendar year or CY2019.

Allowable* expenses and income include but are not limited to artist fees, salaries, technical fees, marketing, exhibition materials, theater sets, musical scores, rentals on space and objects necessary to production and administration, educational fees, supplies for classes and productions and other costs to maintain an arts organizations or arts program; prorated salaries, rent, or utilities or other prorated expenses. Revenues may include but are not limited to ticket sales, tuition, donations, foundation support, corporate support, public support, gift shop sales, fundraisers, etc.

Arts Programs should include direct costs* of the arts program as well as expenses that are prorated.

Non-allowable* Income or Expenses are those deemed by MSAC to be non-permissible in figuring total operating expenses and operating income when calculating a grant amount. Non-allowable* as operating expenses include but are not limited to re-granting*, accessions, acquisition of capital assets*, allocations to cash reserves*, capital improvements*, depreciation*, deficits, loan principal payments, contributions to endowments* or scholarships awarded by the applicant organization for its own activities. Non-allowable* as operating income includes but are not limited to are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses;. Other items may be deemed non-allowable*. These items may be included in your financial statement* or budgets but will not be used to determine your “total allowable* income” when calculating your organization’s grant amount.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

Returning Applicants – Off Year Application

Off Year Application: **Deadline - Sunday, December 15, 2020, 5pm**

The abbreviated Off Year application will be submitted by only those organizations that were recommended for the three-year application cycle during their discipline's "Off Year." For FY22, this includes all current grantees unless you have been notified otherwise by your Program Director.

Off Year Application

The Off Year Application has a simplified narrative section for indicating any changes in the organization, and noting accomplishments. There is no panel review or site visits in the "Off Year". Organizations submitting an Off Year application are required to attach the documents specified in the application found in Smart Simple.

Financials

Financial information is an essential part of your application. You must submit a financial statement or audit* for your last completed fiscal year at the time of application submission. Due to the ongoing state of emergency, you may submit a financial statement or audit from FY19 (pre-COVID 19) as part of your application. If your organization operates on a calendar year, then use the last completed calendar year or CY2019.

Allowable* expenses and income include but are not limited to artist fees, salaries, technical fees, marketing, exhibition materials, theater sets, musical scores, rentals on space and objects necessary to production and administration, educational fees, supplies for classes and productions and other costs to maintain an arts organizations or arts program. Revenues may include but are not limited to ticket sales, tuition, donations, foundation support, corporate support, public support, gift shop sales, fundraisers, etc.

Arts Programs should include direct costs* of the arts program as well as expenses that are prorated.

Non-allowable* Income or Expenses are those deemed by MSAC to be non-permissible in figuring total operating expenses and operating income when calculating a grant amount. Non-allowable* as operating expenses include but are not limited to re-granting*, accessions, acquisition of capital assets*, allocations to cash reserves*, capital improvements*, depreciation*, deficits, loan principal payments, contributions to endowments* or scholarships awarded by the applicant organization for its own activities. Non-allowable* as operating income include but are not limited to are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses; prorated salaries, rent, or utilities; or other prorated expenses. Other items may be deemed non-allowable*. These items may be included in your financial statement* or budgets but will not be used to determine your "total allowable* income" when calculating your organization's grant amount.

Smart Simple

MSAC utilizes the cloud-based grant system SmartSimple to accept grant applications. Only successfully submitted online applications will be accepted. Hard copy applications will NOT be accepted.

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature by the authorizing official* of the organization or arts program.
- **DEADLINES:** Completed applications must be submitted via SmartSimple with all required attachments by the appropriate deadline:
 - o Intent to Apply form deadline is 5 P.M. on September 15, 2020.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

- o “On Year” Application deadline is 5 P.M. on November 15, 2020.
- o “Off Year” Application deadline is 5 P.M. on December 15, 2020.
- Applicants must click the “Submit” button and SmartSimple must accept the application by 5 P.M. to meet the deadline. Upon successful submission, applicants will receive an onscreen confirmation message and an email from SmartSimple with a copy of the application within one hour. Please check spam or junk folders if the messages do not appear in email inboxes within this timeframe.
- Technical support for SmartSimple is available during regular office hours, 8:00 AM through 4:00 PM, Monday through Friday.
- MSAC does not accept responsibility for lost, misdirected or late applications.
- **Applications submitted after the deadline will not be considered for funding.**
- **Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be considered withdrawn.**

Sample applications and descriptions of required electronic attachments are available in Smart Simple:

- “On Year” FULL Application for General Operating Grants and Arts Program Grants
- “Off Year” Request for Funding Application for all grant types

Grant Review and Evaluation Process

Staff Review

After both the On Year applications and Off Year applications are received electronically they are reviewed by staff for completeness and adherence to GFO guidelines. Applicants will be notified if their application is incomplete and if additional information or corrections are necessary and be given a specific deadline in writing to provide any revisions and/or other necessary information. **Applicants must meet all of these specified deadlines for completing/providing revisions and information or the application will be considered withdrawn.**

On Year Applications - Grants Review Panel Evaluation

One multi-disciplinary panel will review all FY22 On Year applications. MSAC utilizes a peer Grants Review Panel to aid in its decision-making. The Panel is engaged to review and evaluate On Year applications only. Off Year applications do not receive a panel review as they are on a simplified schedule.

On Year General Operating and Arts Program Applications

Panelists are professionals in the field with relevant knowledge and expertise in the artistic categories in which GFO grants are awarded. The multi-disciplinary panel will meet formally as a group and are instructed to evaluate applications according to MSAC’s review criteria. At the panel meeting, an evaluative discussion will occur for each application. Following the discussion, panelists rate the application based on how well it meets the Review Criteria.

Site Visits, modified for FY22, conducted by panelists are a required part of the evaluation process for General Operating and Arts Program Grants submitting an On Year Application. Each GOG and PRG applicant

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submitting an On Year application is required to receive modified site visits by assigned panelists prior to the panel meeting:

1. Modified Artistic Site Visit– a panelist will view a form of performance, exhibit or other event from the organization
2. In Depth Conversation – a panelist will speak with organizational personnel and/or project directors to develop an informed opinion about how the proposed activities in the grant application meet the criteria.

Panel Review Meetings Open to Public

Grant review panel meetings are open to the public for observation only, not for open participation. Representatives from your organization are encouraged to attend and hear the panel's comments about your application. If you are interested in observing a panel meeting discussion, please visit www.msac.org for updated information about dates, times and locations and/or call for details on the appropriate meeting.

Grant Recommendations and Approval

After the staff and panel reviews (if applicable) are completed, recommendations are presented to the Council's Grants Committee, a committee composed of Councilors appointed by the Council Chairperson. Following this review, the Grants Committee presents the funding recommendations for each category to the full Maryland State Arts Council. The Council meets in June to review the recommendations and reach funding decisions. The Council's decisions are forwarded to the Secretary of Commerce (or his/her designee) for final approval.

Notification

All applicants to the FY2022 GFO program will receive notification by email of their grant award or denial after July 1, 2021.

Reporting Requirements

If awarded a GFO grant, recipient organizations must file an interim and a final report in SmartSimple by the deadlines specified in communications from MSAC with the organization. Both reports require narrative and financial updates on arts activities conducted during the grant support period. Failure to submit reports by the specified deadlines may jeopardize current and/or future MSAC grants being received by the organization and may result in requiring repayment of grant funds. Before any funds are distributed, GFO grantees are also required to submit any outstanding reports/requirements for any other MSAC grants they have received. Submitting a late interim or final report may cause ineligibility for funding in the following year.

Payments

Grant agreement* forms are prepared and emailed after July 1, 2021 to those that have been awarded funding. The forms must be signed and the grant recipient must meet all reporting requirements before grant funds are disbursed. Funds are generally distributed in two parts – 75% after the Grant Agreement Form and reports are submitted and the remaining 25% after the Interim Report is submitted in January.

Funding Amounts

GFO Grant award amounts are calculated based on ratings received from grant review panels AND a percentage calculation.

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Ratings – (All GFO Grants)

Grant Review Panels submit ratings for each On Year GFO Application they evaluate. This percentage rating is calculated directly into the Grant Award Amount.

Percentage Calculation – (General Operating Grants and Arts Program Grants)

The budget of MSAC changes each year and is approved by the Governor and the General Assembly. Based on this budget, MSAC determines a funding percentage that becomes the percentage funding amount available to each applicant for a particular fiscal year. That is, if the percentage is determined to be 7% in a particular year, then an organization would receive 7% of its total allowable* income times its panel rating. The minimum GOG or PRG grant is \$1,000.

Allowable Income X Panel % X Cap Allocation % = Grant Award

The funding amount for applicants submitting an On Year GFO Application is determined by MSAC's review processes. For applicants in the three-year grant cycle, funding for the second and third years ("Off Years", when submitting the Request for Funding Application) will take into account the funding percentage and the organization's total allowable income* for the given fiscal year, provided the level and scope of the organization's activities remain consistent.

Due to the ongoing state of emergency pandemic, the Allowable Income used in the Funding Formula may come from a financial statement or audit from FY19 (pre-COVID 19). If your organization operates on a calendar year, you may use CY2019 (pre-COVID 19).

If your organization is identified as having experienced a significant budget increase from the previous fiscal year, the total allowable income will be adjusted in the following way to account for the significant change:

Final Total Allowable Income = (Previous Fiscal Year Allowable Income + 50% of Current Fiscal Year Increase)

Matching Requirements & Allowable* Income and Expense Use:

All General Operating Grants and all Arts Program Grants must be matched at least three to one (3:1) in cash. Funds or services from the State of Maryland are not allowed as part of the match. In-kind* contributions or donated services may not be used as part of the match.

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; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland to present or produce arts; projects chiefly for classroom use; activities not open to the general public; scholarships awarded by the applicant organization for its own activities. Grant funds may not be used to make contributions to any persons who hold, or are candidates for, an elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

Appendix A - GFO Technical Assistance Sessions

The Maryland State Arts Council presents a variety of opportunities to provide organizations information on and assist you with your application for funding in the Maryland State Arts Council Grants for Organizations (GFO) program. Learn more about GFO applications, processes and ask questions directly of the GFO Program Directors.

GFO TECHNICAL ASSISTANCE SESSIONS

The Maryland State Arts Council's FY2022 Grants for Organizations (GFO) program provides operating support to arts organizations and arts programs through grant awards. Join GFO program staff for **Technical Assistance Sessions** at our Fall Regional Summits to learn more about the program. Feedback from the Summits will guide the needs for future Professional Development GFO needs. For more information and to register to attend a session, visit <https://www.msac.org/programs/grants-organizations>.

Appendix B - GFO Artistic Categories and Program Directors

Services: Grants in this category support organizations that support organizations and/or independent artists as entrepreneurs that produce and present arts and arts education programs. Program Director: Emily Sollenberger 410-767-6484; emily.sollenberger@maryland.gov

Dance: Grants in this category support organizations that produce or present dance. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Folk and Traditional Arts: Grants in this category support organizations that primarily document, produce, and/or present folk and traditional arts. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Literary Arts: Grants in this category support organizations that present, publish, or disseminate all literary forms. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Multi-Discipline* A: Grants in this category support organizations that produce or present arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines. Those with a predominant discipline should apply in that discipline. Program Director: Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Multi-Discipline* B: Grants in this category support arts festivals, and units of local

government or government agencies that produce or present arts events in two or more artistic disciplines, none of which predominate, and interdisciplinary arts activities that combine two or more artistic disciplines. Those with a predominant discipline should apply in that discipline. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Music: Grants in this category support organizations that self-produce music Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Music C: Grants in this category support organizations that present music programs. Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Theater: Grants in this category support organizations that produce or present theater Program Director: Laura Weiss, 410-767-6545; laura.weiss@maryland.gov

Visual Arts/Media A: Grants in this category support arts organizations that produce or present visual/media arts. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Visual Arts/Media B: Grants in this category support non-arts organizations that produce or present visual/media arts. Program Director: Emily Sollenberger, 410-767-6484; emily.sollenberger@maryland.gov

Appendix C - Glossary

accommodations/interpreters: Services provided to persons with disabilities in order to improve accessibility of arts programming.

administrative personnel: Individuals employed or contracted by an organization to perform duties related primarily to the management of the organization.

administrative salaries and fees: Salaries, fees, and the cost of benefits paid to administrative personnel.

advertising sales: Income an organization derives from the sale of space in printed programs or other advertisements.

allocations to cash reserves: Funds an organization places in an income-bearing account for the purpose of building cash reserves.

allowable*/non-allowable(as income or expenses): income or expenses deemed by MSAC to be permissible in figuring total operating expenses and income to determine funding amounts. Examples of allowable* operating income and expenses include, ticket sales income, grants, contributions, specific salaries, artist fees, marketing expenses, equipment rental, program costs, supplies, prorated salaries, rent, or utilities; or other prorated expenses. etc. See non-allowable* also

Americans with Disabilities Act, 1990 (A.D.A.): A law that protects the rights of individuals with disabilities to receive the same accommodations and benefits as individuals without disabilities. *Design for Accessibility: A Cultural Administrator's Handbook* is a resource designed to help organizations comply with Section 504 and the Americans with Disabilities Act and is available for download at www.msac.org.

artistic personnel: Individuals or groups employed by an organization to create, curate, design,

perform, or produce artistic work presented by the organization to general audiences.

artistic salaries and fees: Salaries, fees, and the cost of benefits paid to artistic personnel.

arts organization: MSAC defines an arts organization as an organization that exists to further the arts and whose purpose is producing or presenting the arts through public programs or services, as stated in their mission statement. For example, an orchestra's mission is to produce and present orchestral concerts so it is an arts organization. Also see **non-arts organization**.

audit: See Independent external audit.

authorizing official: Individual legally empowered to submit this application.

(CY) calendar year: Budget year that runs from January 1 through December 31.

capital assets: Those assets of an organization, including buildings, equipment, and facilities that are intended for long-term ownership and use.

capital improvements: Improvements to capital assets that increase their value, or otherwise benefit the owner of the improved asset.

community: The individuals or groups identified by an organization as those for whom the organization's activities are intended.

contact person: Individual who is best able to provide information regarding application content and activities described in the grant application.

contracted services: Services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

cost of goods purchased for sale: Money paid by an organization for artwork or other goods

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*
GFO FY2022 Guidelines

intended for subsequent sale, with proceeds benefiting the organization.

DUNS number: a unique 9-digit identification number assigned to businesses by Dun & Bradstreet. The federal government requires a DUNS number of all organizations receiving federal grant monies. MSAC receives a grant from the National Endowment for the Arts, a federal agency, and is therefore required to obtain a DUNS number from each of its grant applicants. To obtain a DUNS number, please visit <http://fedgov.dnb.com/webform>. There is no cost for the DUNS number.

depreciation: The systematic charging of the diminished value of fixed assets to annual expenditures.

direct costs: Those expenses directly billed to the applicant's arts program by invoice and/or transfer of funds and documented as a dollar amount on the arts program's financial statement*.

educational activities: Eligible educational activities include, but are not limited to, activities that have the primary purpose of instruction or training, including workshops, artist residencies, lessons, classes, or other educational outreach and learning activities open to the public.

Non-eligible educational activities include but are not limited to those intended for public, private and charter K-12 schools, and preschool classroom use; implementation of arts curriculum or curriculum development for schools; showcases of student school work; school fundraisers.

educational personnel: Individuals employed or contracted by an organization to perform duties related primarily to educational programming and/or teaching.

educational salaries and fees: Salaries, fees, and the cost of benefits paid to educational personnel.

endowment: Investment funds that remain in perpetuity, and generate interest income.

Federal Taxpayer Identification Number: A nine-digit account number identifying an employer for purposes of reporting wages and taxes to the Internal Revenue Service.

(FY) fiscal year: Budget year that runs on a 12-month period other than Jan. 1 through Dec. 31.

financial stability: The ability of an organization to generate the financial resources necessary to support current and planned activities, as measured by the organization's prior record and the soundness of budgetary estimates and projections.

financial statement or audit: A document required for all MSAC applications which provides information on the applicant organization's operating budget for the most recently completed fiscal year. The statement is not narrative but a list of actual revenues and expenses. The financial statement must be signed by the organization's accountant or chief financial officer.

grant agreement: A legally-binding contract between MSAC and a successful applicant setting forth the rights and duties of the parties, which must be executed before grant funds may be disbursed.

income from goods/services sold: The total amount paid by purchasers to an organization for artwork or other goods sold and/or for services provided by the organization.

independent external audit: An audit report certified by an independent CPA firm that must include an unqualified opinion on the financial statements* of an organization.

in-direct costs: Those expenses not directly billed to the applicant's arts program by invoice and/or transfer of funds.

in-kind: Any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

donation. In-kind services may not be included in an applicant's cash budget or be used to match a MSAC grant, but may be described in the application as part of an organization's overall operations.

international activity: For the purpose of completing the "Information Exchange" form, applicants should indicate "yes" if the activities applied for conform to any of the following criteria: 1.enable applicant to visit other countries, or 2.enable applicant to facilitate visits by foreign artists to the United States, or 3.support applicant's participation in a cultural exchange program, or 4.support applicant's linkages with artists or institutions in other countries.

merit of arts services activities: Caliber of the arts services activities an organization provides.

non-allowable* (as income or expenses): Not allowable* as operating expenses are re-granting*, acquisition of capital assets*, accessions, allocations to cash reserves*, capital improvements*, depreciation*, deficits, loan principal payments, contributions to endowments* or scholarships awarded by the applicant organization for its own activities. Not allowable* as operating income are loans, carryover, debt forgiveness, transfer of funds earned in prior years, revenue raised for capital or endowment funds or funds intended for the purpose of re-granting, unrealized gains/losses. Other items may be deemed non-allowable*. Grant funds may not be used to make contributions to any persons who hold, or are candidates for, an elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

Non-arts organization: MSAC defines a non-arts organization as an organization whose primary purpose is other than producing or presenting the arts. Non-arts organizations eligible for the GFO program are ones that do have an ongoing arts program producing and presenting the arts to the public. For example, a church's mission is not to

produce or present the arts, but it may present an ongoing series of orchestral concerts. The church is considered a non-arts organization, but is eligible to apply for support only for its ongoing arts program, the orchestral concert series. Also see [arts organization](#).

organizational effectiveness: The ability of an organization to develop and organize the operational means necessary to support current and planned activities, as measured by the organization's prior record and the soundness of plans of action.

received/not received: The status of contributed support at the time a MSAC application is submitted. "Received" funds are those awarded or in-hand; "not received" includes funds applied for, pending, pledged, and/or yet to be raised.

service to the community: The degree to which an organization's operations and activities display an understanding of and responsiveness to the community, as the organization defines that community.

special constituencies: Persons with disabilities and senior citizens.

technical personnel: Individuals employed or contracted by an organization for technical management and staff services (e.g., technical directors, stage managers, exhibit preparators, installers, wardrobe, lighting, and sound crews, stagehands, video and film technicians).

technical salaries and fees: Salaries, fees, and the cost of benefits paid to technical personnel.

total cash income: For a completed fiscal year, the sum of all funds an organization received during the year through earnings and contributions; for the current fiscal year, the sum of all funds, received and/or not yet received. Organizations applying to MSAC for general operating support are required to present budgets for a planned year in which the year's total allowable* cash income and total allowable* cash expenses are equal.

Terms followed by an asterisk() throughout are defined in the Glossary (Appendix C).*

Venue: Facility or location where arts activities take place.

Appendix D – Sample Intent to Apply Form for all NEW GFO Applicants to the MSAC Grants for Organizations Program

SUBMISSION DEADLINE: SEPTEMBER 15, 2020 submit via www.marylandarts.smartsimple.com

If your organization is a NEW Applicant or if your organization DID NOT receive a Fiscal Year (FY) 2021 MSAC GFO Grant, your organization is required to complete this form in order to be eligible to apply for an MSAC FY2022 GFO Grant.

A sample Intent to Apply form may be found by registering in Smart Simple.