



Arts in Education Grant FY2022 Guidelines

DEADLINE: Rolling*
SUPPORT PERIOD: Rolling



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.

***Note: After notification of award approval, payment may take up to 90 days.**

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

Signe Pringle, Deputy 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 MSAC at msac.commerce@maryland.gov.

Grievance Procedures

For programs or services provided by MSAC

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

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

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

- Communicate the grievance to the sponsoring organization.
- If you think your grievance was not handled appropriately by the sponsoring organization, or if you have not received a response from the organization within thirty (30) days, contact MSAC to file a formal grievance at 410.767.6555 or msac.commerce@maryland.gov.

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 report 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, marital 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.
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.

Arts in Education Program Overview

Mission

The Arts in Education (AiE) Program is designed to promote, strengthen, and enhance the arts and arts education in Maryland's schools, nonprofits and other community settings. To accomplish its mission, the AiE Program:

- Identifies and provides access to educational arts resources available outside the school system
- Offers financial and technical support for arts education programs in schools and community settings for the benefit of youth, adults, teachers, and communities. Assists in the professional development of teaching artists
- Stimulates support for integrating the arts as a vital and effective element in the curriculum

The Arts in Education Grant

The Arts in Education Grant is a grant program of the Maryland State Arts Council that provides matching funds to eligible Maryland-based non-profit organizations and government entities to financially support educational engagements led by Teaching Artists on MSAC's Teaching Artist Roster.

To streamline the payment process for independent artists and organizations, MSAC acts as the financial intermediary for the Arts in Education Grant. The awarded site organization will pay MSAC for the amount they normally would pay out of pocket to the Teaching Artist. MSAC then pays the Teaching Artist the total cost of their approved budget for MSAC funding (up to \$5,000.)

With this model Teaching Artists are the sole recipients of grant monies, not the site organization.

Eligibility

In order to apply for an AiE Grant, an applicant must:

- Be any of the following:
 - A 501(c)3 with tax exempt status from the U.S. Internal Revenue Service and is incorporated in Maryland
 - A unit of government based in Maryland
 - A member institution in the University System of Maryland
- Have one completed and documented fiscal year at the date of application submission with ongoing arts activities.

And for Previously Funded Applicants:

- Have satisfied all financial obligations for all previous years' programs.
- Have filed a final report for all previous years' programs through the Maryland State Arts Council's Arts in Education Program

All activities described in project-based application submissions to any funding program at the Maryland State Arts Council must demonstrate alignment with the Maryland Strong: Roadmap to Recovery plan to be considered eligible.

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

The Teaching Artist Roster

The Teaching Artist Roster is a listing of Maryland-based independent artists and organizations who have been selected through a panel review process. View profiles of Teaching Artists on the MSAC Artist Registry at www.msac.org.

The Arts in Education Grant and the Teaching Artist Roster work together to accomplish the Arts in Education program's mission.

Arts in Education (AiE) Grant Fund Use

When collaborating with Teaching Artists and confirming your budget, applicants must keep in mind what is and is not acceptable for grant fund use.

Grant Funds May Be Used For:

Expenses directly associated with the proposed eligible arts education engagements, including but not limited to artist payment/stipends; field trip admission costs; consultant fees; honoraria; contractual services; transportation; disposable art materials

Grant Funds May Not Be Used For:

Re-granting; capital improvements; space rental; non-disposable art supplies and equipment; activities that are principally recreational, therapeutic, or rehabilitative; travel outside Maryland (except Washington, D.C.) to present or produce arts; projects chiefly for classroom use or in school activities; 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 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.

Arts in Education Equitable Funding Formula

MSAC has budgeted a maximum funding allotment per county according to the Arts in Education Equitable Funding Formula. Funding for your Arts in Education educational engagements are contingent upon availability of funds for your county. The formula applies to educational engagements based in school (public or private) settings only. Learn more about the Arts in Education Equitable Funding Formula at msac.org.

Matching Requirement

The Arts in Education grants must be matched dollar for dollar and paid by check.

The total cost of your requested educational engagements supported by MSAC can be no more than \$5,000. This means that MSAC will provide grant funds up to \$2,500 per application. It is the applicant's responsibility to pay their grant match (up to \$2,500) to MSAC.

When completing the budget portion of your application, be prepared to list all income sources that will be used to pay for your match requirement.

Matching Waiver

Applicants may request a waiver from the dollar for dollar match by submitting a Match Waiver Request Form with their application's budget. The Match Waiver Request may include up to 25% of the cash match being met through In-Kind Services.

Match waivers, including the entirety of the Arts in Education Grant Application, will be reviewed by the AiE Grants Panel based on criteria published on msac.org. If an applicant is approved for funding but their match waiver request is not approved, they have the option to accept the grant without the match waiver or decline the grant.

Application Process and Requirements

1. Select a Teaching Artist

All applications must specify an artist currently on the MSAC Teaching Artist roster. MSAC approved Teaching Artists have contact information, supporting documentation, and artist fees on the online Arts Directory. Teaching Artists' fees may vary.

Teaching Artists not currently approved by MSAC are encouraged to apply to the MSAC Teaching Artist roster. The MSAC Teaching Artist Roster review and approval process takes approximately 4-6 months.

2. Identify a Site Coordinator

Applicants must identify a Site Coordinator (an individual employed by the site organization) who submits the application in collaboration with their selected Teaching Artist.

Applications may not be submitted by board members, trustees, Parent Teacher Associations, volunteers, or other entities not employed directly by the site organization.

The Site Coordinator's responsibilities include, but are not limited to:

- Submitting Arts in Education Grant application
- Organizing and overseeing activities at the educational site
- Artist selection
- Planning
- Ordering materials
- Scheduling
- Monitoring
- Communicating with the Teaching Artist
- Communicating with their site's administration
- Communicating with the AiE Program staff
- Completing MSAC reports

- Coordinating MSAC Match payment process

3. Confirm Teaching Artist

Before submitting an application, all applicants must contact and confirm their selected Teaching Artist's:

- Availability
- Educational engagement(s)
- Negotiated budget

4. Application Submission

Applicants must select only one MSAC Teaching Artist per application. The applicant may identify multiple educational engagements with their selected Teaching Artist. If an applicant wishes to receive funding for different Teaching Artists in one fiscal year, they must submit a separate application. Up to two grant requests per applicant may be awarded in any fiscal year (July 1 - June 30).

- **Note:** If an applicant wants to request funds for a Field Trip and Professional Development, they must identify a related Educational Engagement Type in their application.
- **Note:** Either you or the Teaching Artist must begin the application and instruct MSAC Staff to invite the appropriate parties to collaboratively edit and submit.

Please contact the AiE Program Director for application content assistance. Adjustments to the application will not be considered once an application has been successfully submitted and a review period has begun.

5. Teaching Artist Status

The role of the Teaching Artist is that of a consultant and not an employee of the site organization; therefore, an employee of the site organization must be present at all times while the Teaching Artist is working. The Site Coordinator or site organization employee remains responsible for the participants AT ALL TIMES – even when the Teaching Artist is present. If the site organization cannot have an employee present at all times when the Teaching Artist is working, the Educational Engagement will be canceled.

Notification

Arts in Education Grant applications submitted by the fifth day of the month will be reviewed by the panel within the same month. Applications received after the fifth day of the month will be reviewed by the panel in the following month. After the monthly panel review, applicants and their selected Teaching Artist will be notified of grant status by the end of the month in which it was reviewed. The grant will be considered declined if, after one month and 3 notifications, the grantee does not accept the award for funding.

If an applicant has not been selected to receive a grant after a monthly review, they may request a feedback appointment with the AiE Program Director and can apply again at any time.

SmartSimple

MSAC utilizes the SmartSimple system to accept grant applications. 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.

- 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.
- Adjustments to the application will not be considered once an application has been successfully submitted and a review period has begun.

Arts in Education Grant Review Criteria

All applications will be reviewed by the Arts in Education Grants Panel based upon the strength of the materials submitted in the application and the following review criteria. Find the full rubric on msac.org.

All activities described in project-based application submissions to any funding program at the Maryland State Arts Council must demonstrate alignment with the Maryland Strong: Roadmap to Recovery [plan](#) to be considered eligible.

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

1. Describe the program you are requesting funds for and how it will support your selected population/community's needs.

Excellent/Outstanding Answer: The request for funding

- Clearly and specifically describes the community of learners being served and their needs and desires.
- Provides a thoughtful overview of the learning experience, including how it is designed to serve and adapt to the stated needs and/or desires of the intended learners.

2. How will your program be delivered?

- In-person
- Virtually
- Hybrid

3. What is the timeline of activities? How does your planning and delivery account for learner safety and access in alignment with school/site, local, and state reopening guidelines? Include dates even if they are tentative or estimates and consider activities from planning the experience (e.g. initial meeting via phone, virtual

conference, a site visit) to any follow-up activities (e.g. reflection meetings).

Excellent/Outstanding Answer: Clear, specific, and realistic timeline demonstrates:

- Individual and collaborative planning with key stakeholders (such as a teacher, administrator, Principal, Executive Director, etc.)
- Final implementation

4. Attach supplemental documents that demonstrate school/site wide support for the engagement. Examples include (but are not limited to) a letter of support, a recorded video, a draft of the teaching artist contract with the school/site, site coordinator correspondence, or an electronic signature in this application from the Site Executive Director/Principal.

Excellent to Outstanding Answer: Supplemental documents highly demonstrate:

- Full school/site wide support (and if applicable, fiscal agent) for the implementation of the experience and the teaching artist's needs. (i.e. a letter of support, principal/executive director/fiscal agent signature(s) in application, site coordinator correspondence, and/or draft of the teaching artist contract with school/site)

5. Outline and provide context for all of your expenses and income by category and amount (such as Teaching Artist Fee: \$1000, Travel: \$217, Disposable Materials: \$475). Include any anticipated income outside of the MSAC grant award.

Excellent to Outstanding Answer: Financial information is:

- Clearly tied to the request for funding
- Indicates realistic expenses for its implementation and anticipated/pending income

6. Total Cash Expenses of the Education Engagement

Your total cash expenses will be used to determine your final grant amount and should not include in-kind support costs.

7. Is the school/site offering any in-kind support (such as teacher time, labor, disposable art supplies, etc)?

- Yes
- No

If yes, please list what support will be provided and the associated costs. Please note the total costs of these donations should be less than or at most 25% of the total cost of the engagement.

8. Are you requesting a Match Waiver to reduce the site's financial contribution to less than 50% of the total engagement costs?

- Yes
- No

If yes is selected, questions 9-10 will appear.

Match Waiver Review Criteria

All applications that submit a Match Waiver Request will be reviewed by the Arts in Education Grants Panel based upon the strength of the materials submitted in the application and the following review criteria. Find the full rubric on msac.org.

9. School/Site Contribution Amount: How much can the school/site contribute towards the total engagement costs via a check to MSAC?

- Please note: if a match waiver is not approved, the school/site will have to contribute funds equaling 50% of the total engagement costs

10. Describe the financial circumstances leading you to request a match waiver. If you do not receive the waiver but are awarded a grant, how would that affect your program?

Excellent to Outstanding Answer: The statement of need identifies a clear and substantial financial circumstance of the community/population being served. The statement of need includes clear, specific evidence that supports the Match Waiver requested in the application.

AiE Grant Awardee Requirements

Once an applicant receives an award confirmation email, the following steps are necessary:

- Within 60 days of the educational engagement(s)' completion date, mail a check in the amount of the Match to MSAC. Your award confirmation email will include an invoice.
 - If MSAC does not receive an applicant's grant match amount via check by June 1st at the end of the fiscal year, the applicant is ineligible to apply the following year and payment is due immediately.
- Submit a Final Report form through SmartSimple, in collaboration with the Teaching Artist, following the completion of the educational engagement(s).
 - If MSAC does not receive an applicant's final report form by June 1st at the end of the fiscal year, the applicant is ineligible to apply the following year.