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# Maryland Touring Grant FY 2022 Guidelines

Application Deadline: Rolling  
Applications are reviewed monthly



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](mailto: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](http://www.msac.org).

## Maryland State Arts Council

## Overview

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

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. MSAC also awards grants to individual artists and provides technical and advisory assistance to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds 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](https://msac.org) to read the full strategic plan and learn more about implementation actions.

## Equity and Justice Statement

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

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

The driving goals of MSAC's granting processes are:

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

## Accessibility Policy

The Maryland State Arts Council (MSAC) is committed to making sure all Marylanders can access our programs and services. Everyone is welcome, and all events and activities sponsored by or operated within MSAC 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 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov).

### Grievance Procedures

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

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

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

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

- Communicate the grievance to the sponsoring organization.
- If you think your grievance was not handled appropriately by the sponsoring organization, or if you have not received a response from the organization within thirty (30) days, contact MSAC's Accessibility Coordinator to file a formal grievance at 410-767-6476 or [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov).

MSAC will work with you to provide assistance as appropriate.

## Accessibility Web Page

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

## Professional Grants Review Panels

To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, MSAC publishes an open call, and more than 100 individuals serve as grants review panelists for the Council's programs, including Grants for Organizations, Arts in Education, Independent Artist Awards, Public Art Across Maryland, Creativity Grants, Maryland Touring Grants, Maryland Touring Artist Roster, Maryland Traditions grants, and County Arts Development. Anyone wishing to serve should visit [msac.org](http://msac.org) for detailed information and application forms for any open calls.

## Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

## Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at [www.msac.org](http://www.msac.org) or by contacting MSAC offices at (410) 767-6555.

## Requirements For Grant Recipients

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title 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.
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.

# Maryland Touring Grant Overview

The Maryland Touring Grant provides funding to eligible Maryland-based non-profit organizations to support the presentation of artists listed on the *Maryland Touring Roster*.

The Maryland Touring Roster is a list of juried Maryland-based artists who have a demonstrated history of successful, professional touring engagements.

The Maryland Presenting & Touring Program, consisting of the Maryland Touring Grant and the Maryland Touring Roster, is designed to spark and promote the artistic collaboration between Maryland touring artists and Maryland presenters with the goal to increase opportunities for professional performing artists to obtain successful touring engagements. The Touring Roster can be found within the Maryland Arts Directory (link: <https://www.msac.org/directory#/artists>), and choosing the “Maryland Touring Grant Funding Available” under the Filter option

## Eligibility

To be eligible to apply for funding through the Maryland Touring Grant::

- The organization fits one of the following criteria:
  - Has a 501(c)3 tax exempt status from the U.S. Internal Revenue Service and is incorporated in Maryland
  - Has a 501(c)3 tax exempt status from the U.S. Internal Revenue Service, and has a significant physical presence in Maryland
  - Is a unit of Maryland local government
  - Is an arts program residing at Maryland colleges or universities.
- 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.), and operate outside of Maryland.

## Grant Review Criteria & Evaluation Process

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### Evaluation Criteria

The review of Maryland Touring Grant applications is based upon the following Evaluation Criteria:

- Clear, specific, and thorough explanation of the collaboration between the presenter and artist, with detailed examples of all aspects of planning.
- Clear, specific and realistic demonstration of ways in which proposed programming may inform and inspire constituents in the Geographic Area of Service.
- Programming process directly considers intended sensory and emotional impact.
- Programming process indicates regular consideration of non-dominant norms, values, narratives, standards, and aesthetics
- Programming activities include regular work in the Geographic Area of Service to engage constituents who are not currently involved in programming.
- Detailed proposed arts activity-specific financial information indicates realistic expenses for the successful implementation of the arts activity.

## Application Process

### Preparing Your Application

The FY20221 Maryland Touring Grant supports presentations/projects that take place between July 1, 2021 and December 31, 2022,. The proposed artistic presentations/projects must be open to the public and take place in Maryland.

Step #1: Select one or more performing artists from the Maryland Performing Artist Touring Roster.

- View the Roster through the Maryland Arts Directory here (link: <https://www.msac.org/directory#/artists>), and choose the “Maryland Touring Grant Funding Available” under the Filter options.
- Contact the Roster artist(s) and negotiate the availability of dates, activities, fees and all other performance details.

Step #2: Submit your application for a Maryland Touring Grant in Smart Simple:

[marylandarts.smartsimple.com](http://marylandarts.smartsimple.com).

- The Maryland State Arts Council accepts applications on a rolling basis for the Maryland Touring Grant; and they are reviewed monthly.
- Upon receipt of the grant, payment will take up to 90 days to process.

### SmartSimple

MSAC utilizes the Smart Simple 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 Smart Simple 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.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be considered withdrawn.

## Funding Amounts

Eligible organizations may request funds for cash expenses associated with the public presentation of the Touring Roster artist or ensemble. Organizations may combine multiple Roster artists on a single grant application. The minimum grant request per application is \$500 and the maximum grant request per application is \$5,000, with no more than one application funded per fiscal year.

### What is NOT funded through the Maryland Touring Grant?

- General operating expenses for the applicant organization
- Programs or events in which the Roster artist is not the primary focus of the performance
- Programs or events that are not open to the public
- Programs or events that are outside of Maryland
- Programs or events that are commercial in nature or in which the arts are not the primary focus (e.g., sidewalk sales, food festivals, fireworks displays, home-season engagements, etc.)

## Grant Review & Evaluation Process

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MSAC utilizes a multi-disciplinary, statewide grant panel to electronically review (approve or deny) applications on a monthly basis.. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The organization must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

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

## Notification Process

### Notification

All applicants to the Maryland Touring Grant will receive electronic notification of their grant award or denial within 90-days of application submission.

### Payment

Grant agreement forms will be prepared and sent electronically to those that have been awarded funding. The forms must be signed electronically in the Smart Simple platform, where it is managed and saved; and the organization must meet all reporting requirements (including those of other MSAC grant programs) before Maryland Touring Grant funds are disbursed. Disbursement of funds takes approximately 6-8 weeks.

**Reporting Requirement**

Organizations that are awarded a FY2022 Maryland Touring Grant must submit the required final report data sections in the application by December 31, 2021. . This report is available in Smart Simple.