



Folklife Network FY2024 Guidelines

DEADLINE: February 15, 2023

SUPPORT PERIOD: July 1, 2023 - June 30, 2024

NATIONAL
ENDOWMENT for the ARTS

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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 from an annual appropriation from the State of Maryland, grants from the National Endowment for the Arts, a federal agency, and, on occasion, 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
R. Michael Gill, Secretary
Signe Pringle, Deputy Secretary
Thomas B. Riford, Assistant Secretary
Steven Skerritt-Davis, Executive Director, MSAC

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.

Language Access

MSAC makes language accessibility services available. Services include making translations of grant materials, remote American Sign Language (ASL) interpretation, subtitles, braille translation, translation into languages other than English, and more. Please contact msac.commerce@maryland.gov for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte msac.commerce@maryland.gov para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 msac.commerce@maryland.gov 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 msac.commerce@maryland.gov 로 연락 주시기 바랍니다.

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, material status, race, color, creed, sexual orientation, or national origin; or (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.

Overview

MSAC's Folklife Network supports Maryland's 8 regional folklife centers by providing funding and technical assistance to meet network goals. Regional folklife centers are defined as continuing programmatic or educational efforts made by an organization to support traditional arts, or community-based living cultural traditions handed down by example or word of mouth.

Network Purpose and Goals

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

Regional folklife centers' activities should:

- Serve the mission of the grantee organization
- Complement the mission of Maryland Traditions to identify, document, support, and present living cultural traditions
- Complement the mission of MSAC to provide leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland
- Support equity, diversity, and inclusion by promoting equitable access to the arts, fostering awareness of communities and traditions of color, and striving to amplify the voices of historically under-resourced cultures, both programmatically and administratively

Regional folklife centers fulfill the purpose of the Folklife Network by:

- Providing equitable and accessible support to traditional artists living or working in their region
- Engaging with MSAC in ways that strengthen and enhance an inclusive, collegial network of regional folklife centers across Maryland
- Encouraging and supporting traditional arts activity while championing creative expression, diverse programming, and lifelong learning throughout their jurisdictions
- Providing leadership that allows community artists to connect with broader networks of artists and cultural workers

Network Expectations

Folklife Network grants represent unique collaborations between MSAC and local organizations supporting the traditional arts. Grants are reserved for organizations that demonstrate a strong awareness of the traditional arts needs and expectations in their areas of service, as well the ability to broadly align with the MSAC goal to ensure that every Marylander has access to the transformative power of the arts.

In each Folklife Network collaboration, MSAC is responsible for:

- Providing funding, guidance, resources, and support to aid in the creation and implementation of regional folklife centers' three-year plans
- Providing tools and resources to aid in regional folklife centers' infusion of equity, diversity, inclusion, and access in all aspects of their work

- Maintaining grantmaking and reporting schedules, facilitating regional folklife centers' access to MSAC application and reporting materials, and providing technical support as needed
- Making site visits to regional folklife centers as needed in order to discuss successes and challenges, log grantees' logistical needs for use in future MSAC policy and procedure revisions, and make public addresses at events on behalf of the State of Maryland
- Facilitating and encouraging creative exchanges among regional folklife centers in an effort to increase inter-region collaboration
- Publicizing regional folklife centers' programs, events, and other activities
- Providing branding materials that identify grantees as regional folklife centers

In each Folklife Network collaboration, the regional folklife center is responsible for:

- Adhering to all grantmaking and reporting requirements, as communicated by MSAC
- Identifying, documenting, supporting, and presenting traditional arts in a way that addresses the needs of the communities served by the regional folklife center
- Regularly sending local programming information for sharing through MSAC marketing and communication channels
- Providing MSAC with ongoing updates of local needs and concerns through scheduled reports and additional communications
- Delivering traditional arts fieldwork and collateral, including hard copy and digital materials, to Maryland Traditions for later archival deposit
- Facilitating the attendance and constituent address by relevant MSAC staff at a minimum of two traditional arts events per granting period (e.g., festivals, performances, demonstrations, workshops, board meetings, staff meetings, or other convenings of regional constituents)
- Facilitating either one Folklife Apprenticeship grant application or one Heritage Award nomination per grant cycle
- Using MSAC-provided branding materials to identify activities supported by grant funds

Grant Cycle

Funding

Folklife Network grants are \$85,000 and are disbursed annually.

Support Period

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

Timeline

- Panelist call
 - Call for panelists opening: August 1
 - Call for panelists closing: August 31
- Applications
 - Application publication: January 1
 - Application deadline: February 15
- Panelist evaluation
 - Review of applications: March
- Grant processing
 - Applicants notified of status: July
 - Funds processed for successful grantees: July

- Final reports
 - Final report instructions released: June
 - Final reports due: August

Eligibility

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

Arts Organizations or Arts Programs

- Must be one of the following:
 - 501(c)3 nonprofit organization (an organization with an IRS-designated 501(c)3 status).
 - Model A Fiscal Sponsorship (comprehensive sponsorship, in which the assets, liabilities, and exempt activities collectively referred to as the project are housed within the fiscal sponsor).
 - For fiscal sponsorships supporting an individual, the artist(s) must meet the residency requirements for Independent Artists.
 - Unit of government (a unit of government [town, city, county, state] with the capacity to undertake an arts program)
 - College or university (an established higher education institution in Maryland)
 - School (a public or private school serving students in grades pre-Kindergarten through 12)

Organizations may receive one Folklife Network grant per year.

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

For FY 2024 (July 1, 2023 - June 30, 2024), MSAC will accept applications to support continuing activities at eight existing regional folklife centers:

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

Contact Information

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

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

- Accessibility requests
 - Derrick Quevedo, Office Secretary
 - derrick.quevedo@maryland.gov
 - 410.767.6555
- Grants logistics and technological assistance
 - Tammy Oppel, Grants Management Associate
 - tammy.oppel@maryland.gov
 - 410.767.8851
- Professional development related to grant writing and program requirements
 - Professional Development Opportunity grant: <https://www.msac.org/programs/professional-development>
 - Online offerings: <https://www.eventbrite.com/o/maryland-state-arts-council-17190128438>

Application Process, Review, and Reporting

Process

Before You Apply

Grantees serve as a designated regional folklife center following a successful initial application. Grantees may continue to serve as designated regional folklife centers based on continued strong performance, as illustrated through favorable panelist review of subsequent applications and fulfillment of grant requirements. In regions without regional folklife centers, and pending availability of funds, MSAC will advertise the opportunity and accept applications to establish a new Folklife Network grantee within the region. Organizations interested in serving as a regional folklife center in the future should contact relevant MSAC staff to discuss their ideas.

SmartSimple

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

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature.
- Technical support for SmartSimple is available during regular office hours.
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.

All applicants are required to submit a current signed [W-9 Form](#) upon application submission. The address on the W-9 Form must match the address of the applicant information entered in SmartSimple.

Use of Funds

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

- Exhibitions
- Performances

- Festivals
- Workshops
- Lectures
- Field schools
- Oral histories
- Ethnographies
- Archiving
- Local partnerships

Folklife Network funds may not be used for:

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

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

Financial requirements

Folklife Network grants must be matched with a cash value of \$12,500. A cash match is defined as any expenditure that is directly related to financial transaction, including salary, wages, fringe, and cost of materials used in traditional arts activities. Staffing costs pro-rated for time spent on traditional arts activities are allowable. Indirect costs (e.g., facility fees, overhead, etc.) are allowable but may make up no more than 10 percent of an applicant's total budget for traditional arts activities, as estimated in the application. In-kind or donated goods or services are not allowable as part of the applicant match but may be listed on the budget for reference. Other MSAC grants are not allowable as part of the applicant match.

MSAC must be consulted if, during the granting period, rebudgeting results in more than a 10 percent fluctuation from expenditures estimated in the application (e.g., more than \$8,500 of an \$85,000 grant being allocated to expenses other than those listed in the initial application). MSAC staff will approve, deny, or request more information on the proposed change based on the grantee's capacity to undertake proposed changes and alignment with the mission of MSAC and Maryland Traditions.

MSAC must also be consulted if, at the end of the granting period, more than 10 percent of the total grant award remains unspent or unbudgeted (e.g., more than \$8,500 of an \$85,000 grant remaining on June 30, the end of the MSAC fiscal year). MSAC staff will take further action, if any, based on the grantee's plan to expend funds and alignment with the mission of MSAC and Maryland Traditions.

Maryland Traditions grant support

Each Folklife Network grantee is expected to support two other Maryland Traditions grants—the Heritage Award and the Folklife Apprenticeship—in their regions. Each fiscal year, grantees must assist local traditional artists in the completion of either a Heritage Award nomination or Folklife Apprenticeship application. Assistance may take many forms, including but not limited to performing artist interviews to gather and organize answers to application or nomination questions, advising on application or nomination strategy, or helping artists create and submit materials in SmartSimple. Maryland Traditions staff will reach out to Folklife Network grantees to help organize local efforts in advance of the grant opening cycle for both the Heritage Award and the Folklife Apprenticeship.

Application Submission and Review Process

There are two types of Folklife Network applications: on-year and off-year. On-year applications require a complete three-year plan for projected regional folklife center operations, including narrative, budget, and administrative information, with the option to submit supplemental materials. Off-year applications require similar information in a substantially abbreviated format. On-year applications are required every three years. Off-year applications are required in the intervening years.

MSAC staff, panelists, or councilors can recommend a regional folklife center be required to submit an on-year application in any subsequent fiscal year for reasons including but not limited to: submission of a weak three-year plan, grant noncompliance, or significant changes in budget, programming, operations, or leadership. Organizations may elect at any time to submit an on-year application.

All on-year and off-year applications are evaluated according to the following processes.

On-year

- Regional folklife centers submit a three-year plan that details planned efforts to meet constituent needs and MSAC's Folklife Network goals and expectations, and required financial reporting
- The plan is reviewed by MSAC staff and a review panel, which recommend that the application either be accepted or revised
- Any necessary revisions are made based on initial MSAC review
- Feedback is offered to all on-year applicants

Off-year

- Regional folklife centers submit a draft plan, or Request for Funding (RFF), including: any changes to the previously-submitted three-year plan, and required financial reporting
- The draft plan is reviewed by MSAC staff, after which feedback and technical assistance are provided as needed
- Any necessary revisions are made based on initial MSAC review, and any major changes are reported to the Council

On-year applications

The review of on-year Folklife Network applications is based on three criteria: constituent service, three-year plan, and traditional arts, with financial and supplemental information following later. Each criterion is addressed by the questions and prompts below, which are taken directly from the application form.

CONSTITUENT SERVICE

- State the vision, mission, goals and/or values of the regional folklife center.
- Describe the regional folklife center's area of service. Include general descriptions of the area's demographics and data points to support the description.
- What are the current needs of the regional folklife center's constituents in relation to traditional arts funding, programming, and services?
- How did the regional folklife center determine these needs?

THREE-YEAR PLAN

- Describe the process for developing the regional folklife center’s three-year plan. Who was involved in the plan’s creation, and how was community input solicited and incorporated?
- List as many as five priorities for the regional folklife center over the next three years.
- The button below activates a chart soliciting information on the regional folklife center's planned activities for the upcoming funding period. Complete the chart with as much detail as is available at the time of application [applicants will be able to click an “Activities Chart” button in SmartSimple].

Complete the chart according to the prompts at the top of each column. Add rows as needed using the Plus (+) button at the bottom left of the window. Delete rows as needed using the "X" button at the right of each row.			
Brief description of activity	How will the activity address the regional folklife center's priorities?	How will the activity address an identified constituent need?	How will the activity, project or program address the Folklife Network’s purpose and goals?

TRADITIONAL ARTS

- Describe how the planned activities identify, document, support, or present community-based living cultural traditions handed down by example or word of mouth.
- Describe how the traditional arts featured in the planned activities provide a direct benefit to the cultures from which those traditions originated.

FINANCIAL INFORMATION

- The button below activates a chart soliciting information on the regional folklife center's estimated total traditional arts expenditures in the upcoming funding period. Complete the chart with as much accuracy as is possible at the time of application [applicants will be able to click an “Future traditional arts expenditures chart” button in SmartSimple].

Estimate the regional folklife center’s total traditional arts operating budget for the upcoming funding period, including the use of MSAC Folklife Network funding. Be sure to include a matching figure of \$12,500 or more. In the "Other" section, add rows as needed using the Plus (+) button at the bottom left of the window. Delete rows as needed using the "X" button at the right of each row.	
Traditional arts estimated expenditures - recurring activities	
Administrative expenses	
Activity expenses	
Applicant match	
Total	

Traditional arts estimated expenditures - one-time or short-term activities	
Total	
Traditional arts estimated expenditures - total	
Total	

- For regional folklife centers with a traditional arts operating budget below \$600,000: Upload the organization’s most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization’s fiscal officer. The signed Financial Statement must be submitted by the application deadline. For regional folklife centers with a traditional arts operating budget at \$600,000 or above: Upload the organization’s most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.

ATTACHMENTS

- Applicants will be asked to provide the following materials as part of the Attachments of the application:
 - Uploaded names and short biographies for key staff and board members
 - Optional written supplemental materials, including but not limited to catalogs, reviews, programs, brochures, or promotional materials compiled into a single PDF and not exceeding 20 pages
 - Optional audiovisual supplemental materials, including but not limited to video or audio recordings, images, or slideshows linked and compiled into a single PDF with total review time not exceeding 10 minutes; if materials exceed this length, applicants must identify which portions panelists should review
 - Uploaded W9

Off-year applications

The review of off-year Folklife Network applications is based on the questions and prompts below, which are based on the same three criteria as on-year applications—constituent service, three-year plan, and traditional arts— with following financial and supplemental information. The questions and prompts are taken directly from the application form.

CONSTITUENT SERVICE

- Describe any significant changes that have occurred in the past year, or changes that are anticipated in the coming year, to the way the regional folklife center serves its constituents.

THREE-YEAR PLAN

- Summarize the regional folklife center’s proposed activities for the upcoming fiscal year. Describe how the proposed activities fit within the regional folklife center's three-year plan.

TRADITIONAL ARTS

- Describe any significant changes to the way the traditional arts featured in the planned activities provide a direct benefit to the cultures from which those traditions originated.

FINANCIAL INFORMATION [identical to on-year application requirements; see above]

ATTACHMENTS

- Applicants will be asked to provide the following materials as part of the Attachments of the application:
 - Uploaded names and short biographies for key staff and board members

Review

MSAC convenes a group of panelists to evaluate on-year applications. Each panelist supplies qualitative comments for all application questions.

Panelists review Folklife Network applications twice:

- Once remotely and independently, at which time an initial recommendation is made
- Once after conversation with other panelists at a meeting facilitated by MSAC staff, including Maryland Traditions team members, at which time all panelists will discuss applications and have the opportunity to amend their recommendations based on discussion

Off-year applications are reviewed by MSAC staff only.

Panelist Selection

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

Notification and Payment

All applicants will be notified by email regarding the outcome of their application. 100% of grant funds will be disbursed upon completion of required documents.

Applications are reviewed by program staff as they are received. If approved, applicants will receive a formal grant agreement form to process the grant payment (100% of the award amount).

The grantee will receive payment 6-8 weeks from the date of receipt of the fully executed agreement. Learn more about MSAC payment processes [here](#).

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

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 five published goals of MSAC's current Strategic Plan, as interpreted by staff. The goals are: Increase Participation; Provide Intentional Support; Build Capacity; Leverage Connections; and Bolster Maryland Arts.

Reporting

Final Report

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

Failure to submit reports may jeopardize current and/or future MSAC grants and may result in the required return of grant funds to the State of Maryland.