



Grants for Artists FY2023 Guidelines

DEADLINE: Feb. 1, 2023 (Round 1); April 1, 2023 (Round 2)
SUPPORT PERIOD: Feb. 1, 2023 - June 30, 2023



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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 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 must be 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, marital 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

Purpose

The purpose of the Grants for Artists program is to contribute to the sustainability of artists' livelihoods by providing funds that support working or living expenses. A primary aim of the program is to provide holistic support rather than restrict resources to the creative work that artists produce. A primary goal of the program is to bolster a creative workforce that composes a significant portion of Maryland's creative and economic activity.

Description

The Grants for Artists program provides financial support accompanied by recommended, MSAC-supported professional development offerings tailored to meet the needs of artists working in various genres and media.

Types of support include but are not limited to:

- Grant funding
- Professional development sessions customized by genre
- Tailored technical assistance from MSAC for navigating MSAC and other funding opportunities
- Other networking and mentoring opportunities

Grant Cycle

Funding

Grants for Artists are \$6,000 each and are disbursed on a rolling basis. Grantees will be chosen at random from eligible applications over two rounds of granting. Eligible applications not drawn for funding in Round 1 will remain under consideration in Round 2. Applications deemed ineligible for funding consideration will be eligible to seek feedback and re-apply in a subsequent round. After receiving funding from the Grants for Artists program, grantees are ineligible for further support from this program for the entirety of the following fiscal year (i.e., a grantee receiving funds in any round of FY 2023 must then wait until FY 2025 to re-apply to the Grants for Artists program). Grants for Artists funding does not prohibit grantees from seeking support through other MSAC grant programs.

Support Period

Funds must be used or allocated by the close of the fiscal year in which they were awarded. The MSAC fiscal year runs from July 1 to June 30.

Timeline

- Application deadline for FY 2023 Round 1: February 1
- Application deadline for FY 2023 Round 2: April 1

Eligibility

Independent Artist

- Must be an artist providing evidence of regular creative practice.
- Must produce or present projects or programs that are relevant to the community and accessible to the public.

- Must be Maryland residents (owning or renting residential real property in Maryland at the time of application submission and throughout the funded project or program) and must be 18 years of age or older.
- May not be enrolled in any matriculated high school, undergraduate or graduate degree program.

Arts Organizations or Arts Programs

- Organizations are not eligible for support through the Grants for Artists program.

Contact Information

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

- Professional development related to grant writing and program requirements
- One-on-one conversations and feedback
 - Chad Buterbaugh, Senior Program Director
 - chad.buterbaugh@maryland.gov
 - 443.469.8239

Application Process, Review, and Reporting

Process

Before You Apply

The Grants for Artists program is open to the public, in alignment with the eligibility requirements listed above. Any applicant with questions about preparing an application is encouraged to reach out to relevant MSAC staff, as listed above.

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.

Use of Funds

Grants for Artists funds are intended to encourage artistic growth and sustained practice. Common expenses include but are not limited to: administrative costs, consultant fees, contractual services, daycare services, entry fees, equipment rental, exhibition costs, financial tools or planning, food, housing, insurance, studio or workspace costs, materials and supplies, marketing costs, medical costs, payment to technical crews, fabricators, or

collaborators, professional memberships, performance costs, production costs, student loans, submission fees for grant or residency applications, travel and transportation, utilities, and website development. Any applicant with questions about eligible uses of funds is encouraged to reach out to relevant MSAC staff, as listed above.

Grants for Artists funds may not be used to compensate activities performed as part of regular, continuing employment; make contributions to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; in connection with any political campaign or referendum; or for any lobbying activities.

Review Criteria

Grants for Artists review criteria ensure that applicants are eligible to receive funds. Applicants receiving an “Eligible” mark for all three criteria are moved forward for consideration. Thus, all eligible applicants have the same chance at receiving a grant.

- Describe your work as an independent artist (i.e., performing, creating, teaching, etc.), as well as how you derive an income from this practice.
 - Eligible: Applicant clearly describes creative activities in one or more artistic genres over the past year.
 - Ineligible: Applicant provides unclear description of creative activities in one or more artistic genres over the past year, or the description is missing.
- What is the typical monthly income for your artistic work created independent of an organization or institution?
 - Eligible: Applicant receives monthly income from artistic work created independent of an organization or institution
 - Ineligible: Applicant does not receive monthly income from artistic work created independent of an organization or institution
- How will you use the Grants for Artists funding, if awarded?
 - Eligible: Applicant provides a clear plan for using funding to support specific working or living expenses.
 - Ineligible: Applicant provides an unclear plan for using funding to support specific working or living expenses, or the plan is missing.

Financial Requirements

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. The completed W-9 Form should be uploaded to the applicant’s profile in SmartSimple.

Review

Panelist Review

Because Grants for Artists support is based primarily on eligibility, as described above, application review is completed by MSAC staff. Eligible applicants are then entered in a random drawing through which grantees are determined. All applicants will be notified of their status as quickly as possible after the completion of each

drawing. The grantee will receive payment 6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form. Payments will be disbursed at 100 percent of the grant amount.

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

Reporting

Final Report

An annual final report describes how funds were spent over the most recently completed granting period. The final report collects narrative, fiscal, and demographic information in keeping with MSAC and National Endowment for the Arts (NEA) requirements. Successful completion of a final report is required for eligible grantees to be able to renew Grants for Artists funds in subsequent years. 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.