



## Maryland Touring Roster FY2024 Guidelines

**DEADLINE: Rolling; applications accepted June  
2023 - April 2024**



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 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.

Wes Moore, Governor

Aruna Miller, Lieutenant Governor

Kevin Anderson, 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](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 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](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 to file a formal grievance at 410-767-6555 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.

### **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](mailto: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](mailto: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](mailto:msac.commerce@maryland.gov) 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 [msac.commerce@maryland.gov](mailto: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](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 IX, Section 1681 et seq. of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101-6107, 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 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; 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.

## Constituent Opportunities

### Maryland Arts Directory

All MSAC constituents are invited to create a profile on the Maryland Arts Directory, an online resource for promoting, selling, and raising the profile of the work of Maryland artists and arts organizations. Joining the directory is free and available to all Maryland residents and organizations with a connection to the arts. Browse the directory at [msac.org](http://msac.org) and log in or create a profile [here](#).

### Professional Development

MSAC maintains a regular schedule of virtual and in-person professional development offerings, including webinars, networking events, regional meetings, and a statewide symposium. Follow MSAC's [Eventbrite page](#) to learn more about upcoming professional development opportunities.

# Overview

## Description

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 Maryland Touring Roster is a list of juried Maryland-based artists who have a demonstrated history of successful professional touring engagements. Artists who are appointed to the Roster have been selected through an internal review process, as outlined in the following sections.

Selected artists will be listed within the Maryland Arts Directory, under the “[View Presenting and Touring Roster](#)” option. The roster list may be included in various MSAC communications.

Members of the Touring Roster are eligible to receive artist fees through the Maryland Touring Grant, which provides funding to eligible Maryland-based non-profit organizations to support the presentation of Touring Roster members. Presenting organizations can request up to \$5,000 in Touring Grant funds through a separate application process. Touring Grants support the presenting organization’s costs associated with presenting their selected Maryland Touring Artist(s).

Acceptance to the roster does not guarantee bookings and/or Touring Grants. Roster artists are encouraged to mention the Touring Grant opportunity to current/potential presenters when discussing bookings.

## Eligibility

### All Applicants

- In addition to the age and residency requirements below, applicants must be able to demonstrate they have a successful history of professional touring engagements.
  - A tour is a public performance in a venue or venues that are not typically or regularly scheduled by the performer. This includes both one-time performances and longer, multi-engagement tours.

### For Independent Artists

- Must be a Maryland resident (owning or renting residential real property in Maryland) at the time of application submission and throughout any MSAC Touring Grant-funded presentations or programs, provided to the presenting organization. Proof of residency may be required.
- Must be 18 years of age or older.
- College and university-based performers must perform regularly off-campus for professional fees

### For Performing Companies/Groups (more than one performer)

- All individuals in the company or group must be 18 years of age or older

- At least 50% of the company's artists must be Maryland residents (owning or renting residential real property in Maryland) at the time of application submission and throughout any MSAC Touring Grant-funded presentations or programs, provided to the presenting organization. Proof of residency may be required.
- The company's primary place of business must be located in Maryland
- College and university-based performers must perform regularly off-campus for professional fees

If the company or group has its own nonprofit status, the makeup of the performing ensemble must meet the eligibility criteria outlined above for Performing Companies/Groups.

Artists that do not receive bookings within any fiscal year (July 1 - June 30) may be asked to submit a request for continuance on the Roster that will be reviewed by MSAC Program Directors.

## Contact Information

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

- One-on-one conversations and feedback
  - Emily Sollenberger, Program Director, Arts Services (Visual/Media Arts, Multi-Discipline, Folk/Traditional Arts, Service)
    - [emily.sollenberger@maryland.gov](mailto:emily.sollenberger@maryland.gov)
    - 443.326.5637
  - Laura Weiss, Program Director, Arts Services (Theatre, Music, Dance, Literary Arts)
    - [laura.weiss@maryland.gov](mailto:laura.weiss@maryland.gov)
    - 443.326.5564
- Grants logistics and technological assistance
  - Catherine Teixeira, Grants Director
    - [catherine.teixeira@maryland.gov](mailto:catherine.teixeira@maryland.gov)
    - 443.799.7256
  - Tammy Oppel, Grants Management Associate
    - [tammy.oppel@maryland.gov](mailto:tammy.oppel@maryland.gov)
    - 410.767.8851
  - Kirk Snow, Grants Management Associate
    - [kirk.snow@maryland.gov](mailto:kirk.snow@maryland.gov)
    - 410.767.8865
- Professional development related to grant writing and other relevant topics:
  - Professional Development Opportunity grant: <https://www.msac.org/programs/professional-development>
  - Online offerings: <https://www.msac.org/events/virtual-events>



# Application Process, Review, and Reporting

## Process

### SmartSimple

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

### Review Criteria

The review of Roster applications is based on successful evidence of the answers to the following application questions:

1. Describe the artist or company to a potential presenter *(An outstanding response provides a clear and concise overview of the artist/company using language that can be effectively transferred to venue marketing materials.)*
2. Describe the artistic goals, qualifications, and experience of the artist(s) involved. Address how touring fits into these goals. In the response, provide brief biographical information about the key member(s). *(An outstanding response provides clear and concise artistic goals, qualifications and experiences of the artist(s) involved; touring is authentically aligned with the goals, qualifications and experiences of the artist(s) involved; the biographies demonstrate a high level of experience and training to support the artistic goals.)*
3. Describe the artist's or the company's management regarding touring and programming arrangements. *(An outstanding response includes specific details about how tours are managed; specific details about how programming is developed, and; specific information about how programming is prepared for touring opportunities.)*
4. Describe the basic space requirements for a performance, such as: Flooring, Stage Dimensions, Backstage Needs, Amplification, Lighting, Front of House Support, Backstage Support, and any other technical requirements *(An outstanding response includes specific details outlining space requirements that support the best possible performance environment for the artist/company balanced with reasonable and informative expectations for a presenter.)*
5. Describe any community, residency, and/or educational program(s) that are offered in addition to the proposed programming (if applicable - not required or scored).

### Supplemental Materials

Supply links to the following:

- Three work samples from previous touring/performance engagements.
- A list of touring engagements that have occurred within the past three years.
- The artist/company's standard performance contract.

- Examples of promotional material.

*(Outstanding supplemental materials clearly and concisely demonstrate the applicant's artistic work. The list of touring engagements, which have occurred within the past three years, demonstrate a capacity for an expansion of engagements. The artist/company's standard performance contract is clear and detailed. The examples of promotional material clearly represent the experience of the artist/company.)*

Please review the **Scoring Rubric** located under Resources on the webpage [here](#).

## Review

### Panelist Selection and Review

MSAC convenes a group of panelists, comprised of members of the public statewide representing a range of discipline expertise, to electronically review and score all applications according to the review criteria above.

New for FY2024: Touring Roster applications submitted by the last day of the month will be reviewed by the panel in the following month, with notifications to follow early the following month. See notification section below for detailed schedule.

### Notification

The individual listed as the primary contact in the application will receive all notifications. Notifications from SmartSimple will be sent from [noreply@smartsimple.com](mailto:noreply@smartsimple.com).

After the monthly panel review, applicants will be notified of the application status as soon as possible, and, if approved, receive further instructions on how to set up their Roster profile in the Arts Directory.

#### **Applications received June 1 - 30, 2023**

Applications reviewed/scored July 1 - 31  
Notifications sent to applicants early August

#### **Applications received July 1 - 31, 2023**

Applications reviewed/scored August 1 - 31  
Notifications sent to applicants early September

#### **Applications received August 1 - 31, 2023**

Applications reviewed/scored September 1 - 30  
Notifications sent to applicants early October

#### **Applications received September 1 - 30, 2023**

Applications reviewed/scored October 1 - 31  
Notifications sent to applicants early November

#### **Applications received October 1 - 31, 2023**

Applications reviewed/scored November 1 - 30  
Notifications sent to applicants early December

#### **Applications received November 1 - 30, 2023**

Applications reviewed/scored December 1 - 31

Notifications sent to applicants early January

**Applications received December 1 - 31, 2023**

Applications reviewed/scored January 1 - 31, 2024

Notifications sent to applicants early February

**Applications received February 1 - 29, 2024**

Applications reviewed/scored March 1 - 31, 2024

Notifications sent to applicants early April 2024

**Applications received March 1 - 31, 2024**

Applications reviewed/scored April 1 - 30, 2024

Notifications sent to applicants early May 2024

**Applications received April 1 - 30, 2024**

Applications reviewed/scored May 1 - 31, 2024

Notifications sent to applicants early June