Public Art Across Maryland
New Artworks Grants
FY2024 Guidelines

DEADLINE: Friday, January 26, 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 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.

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 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 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: 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.

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 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

Purpose

The Public Art Across Maryland (PAAM) New Artworks program supports independent artists and organizations planning and creating new public artworks with communities in Maryland. The program supports community and artist visioning activities, planning, and design processes to develop a public art proposal as well as funds to create and install the final public artwork. The resulting artwork may be in any media, temporary or permanent, be located inside or outside, and may include multiple artworks such as for a downtown or a public art exhibition or festival. The artwork must be free and publicly accessible to all.

Description

- The **New Artworks Planning Grant** awards up to $10,000 to support independent artists and/or organizations developing public art project ideas and proposals with communities. The grant supports artist fees for seeking and working with an organization partner, artwork design and proposal development including services such as: digital renderings, shop drawings design/engineering reviews, permit applications and/or organization administrative fee(s) to support a Call-to-Artists process.

- The **New Artworks Project Grant** awards up to $30,000 to organizations to support the fabrication and installation of new public artwork(s). The artist(s) creating the public art must be identified and the artwork must be fully designed and have proof of permission to be installed at time of application. The project must have been developed through a community process.

For both Planning and Project Grants the proposed public art project site must be in Maryland and the lead artist must be a resident of Maryland (please refer to Eligibility section).

Grant Cycle

Funding

The PAAM New Artworks grant offers two types of support:

Planning Grants support requests up to $10,000.

Project Grants support requests up to $30,000.

It is not required that the applicant have received a Planning Grant to apply for a Project Grant. An applicant cannot apply for both a Planning and Project Grant for the same project in the same fiscal year.

Support Period

If awarded funds, grantee agrees to spend or obligate all funds by the final report deadline dates for their respective award: March 26, 2025 (for Planning Grant awards); or September 26, 2025 (for Project Grant awards). This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

Timeline
- Guidelines Posted/Applications Open: August 17, 2023
- Application Deadline: January 26, 2024
- Application Review: January 27 - mid March, 2024
- Panel Meeting: mid March 2024

- Grant Status Notification: late March, 2024
  - Note: PAAM grant supported activities cannot take place until after grant notification.
- Grant Payment: Awarded grantees will receive payment 6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form and should consider this timeline in their Project Schedule.

Eligibility

Artwork Eligibility

Public art in any media is eligible for the New Artworks grant. Please refer to MSAC's definition of public art in the Glossary: https://www.msac.org/resources/msac-glossary.

The artwork must be original and designed and fabricated for the Public Art Across Maryland program. The artwork type may include, but not be limited to: sculpture, mural/painting, tile mosaic, mixed media, photography, and digital works. The artwork may also be functional amenities such as: benches, bike racks, creative way-finding, fences, screens, gateways, lightworks, awnings, and trellises.

The artwork may be temporary or permanent but must be intended for the public realm, and may be sited in or on any interior or exterior space accessible to the public, such as: parks and trails, plazas, sidewalks, community centers, libraries, schools and local government buildings.

Applicants are required to do their own research into <u>local regulations, permissions, and permitting requirements for siting and installing artwork(s) on public or private property.</u>

Applicant Eligibility

Independent Artist (for Planning Grants)
- Must be an artist or collaborative group not directly affiliated with a larger arts organization or program.
- Must be 18 years of age or older
  - Collaborative groups must be composed of artists who are 18 or older.
- Must produce or present projects or programs that are relevant to the community and accessible to the public.
- Must be the lead artist whose original work is included in the project or program.
- Must be Maryland residents (owning or renting residential property in Maryland six months prior to the application's submission and throughout the funded project or program); those experiencing homelessness are encouraged to reach out to MSAC directly for details on how to apply.
  - 50% of artists in a collaborative group must meet the residency requirement above.
- May submit only one application per project or program, per granting period.
- May not be enrolled in any matriculated high school, undergraduate or graduate degree program.

Organizations or Arts Programs (for Planning or Project Grants)
- 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)

Contact Information

MSAC staff offer the following technical assistance throughout the application process:
- Professional development related to public art including mural best practices:
  - Public Art Resources Webpage: https://www.msac.org/public-art-resources

- Program staff will host a webinar and a recording will be posted under Public Art Resources:
  - PAAM Grants How to Apply webinar on September 8, 2023, Noon - 1:00 pm. The recording will be viewable on the MSAC YouTube channel, here.
  - PAAM Grant Office Hours are held the second Thursday of the month from Noon - 1:00 pm and will cover artist selection processes, budgets, schedules and we'll take your questions about your project. To register: https://www.eventbrite.com/o/maryland-state-arts-council-17190128438

- For feedback and technical assistance:
  A meeting can be scheduled with the Public Art Program Director to discuss your application. To schedule time to speak about a PAAM grant application, please contact:
  - Liesel Fenner, Public Art Program Director
    - liesel.fenner@maryland.gov
    - 443.447.5533
  Grants logistics and technological assistance:
  - Catherine Teixeira, Grants Director
    - catherine.teixeira@maryland.gov
    - 443.799.7256
  - Tammy Oppel, Grants Management Associate
    - tammy.oppel@maryland.gov
    - 410.767.8851
  - Kirk Snow, Grants Management Associate
    - kirk.snow@maryland.gov
    - 410.767.8865

Application Process, Review, and Reporting

Process

Before You Apply
For those applying for the New Artworks Project Grants:
  To be eligible to apply the following are required:
  - ☐ The artist must have been selected and the artwork fully designed with drawings
  - ☐ An Organization must be the applicant, independent artists are not eligible to apply. Either the Organization applicant or a Partner Organization must be identified and agree to oversee and be responsible for the final artwork and its maintenance (cannot be the artist).
  - ☐ Letter(s) of Permission to install the artwork from the property owner where artwork will be located. Applicant may be required to obtain permission from local government, arts council, Arts & Entertainment district or historic district. Applicants must research local regulations prior to application.

If you are not at a stage in which any of the above are ready, please consider applying for a Planning Grant.

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.

Matching

There is no matching requirement for the Public Art Across Maryland New Artworks Grant Program.

Use of Funds

New Artworks Planning Grants may be used for:

- Administrative fees related to community engagement activities and/or selection of the artist, and garnering artwork permits/approvals and determining who will oversee and fund maintenance
- Artist fees and/or honorariums for seeking and working with an organizational partner, artwork design and proposal development
- Consultant fee(s) such as: public art consultant, design services from architects or landscape architects, engineering services, digital graphics services...
- Facility/equipment rentals for community meetings
- Online application software fees

New Artworks Project Grants may be used for:

- Artist(s) fee(s)
- Contracted services such as: studio assistants, fabricator, contractor, artwork installers, photographer...
- Renting equipment and/or space needed for fabrication and/or installation
- Purchasing artwork materials and/or tools for fabrication and/or installation
- Transportation of the artwork to the site
- Insurance, permitting fees
- Organizational Administration/Project Management fee
- Artwork Dedication Expenses, including signage plaque

Public Art Across Maryland may not support:

- Artworks that do not fall under MSAC's definition of public art. Refer to Glossary here.
- Purchase, lease, or exhibition of pre-existing artwork or editions
- Ongoing operational expenses of the applicant or partner
- Capital improvements not directly related to the public artwork
- Artwork that is not publicly accessible
- Expenses for which the applicant has been awarded MSAC grant funds. (An applicant may apply for project support for the same project from any MSAC program for which the project or applicant is eligible but may only be awarded MSAC funds once for any individual project expense. Contact MSAC program staff with questions.)
- Contributions to any persons who hold, or are candidates for, elected office
- Contributions to any political party, organization, or action committee
- Activities in connection with any political campaign or referendum
- Lobbying activities

Application Types

The Public Art Across Maryland New Artworks program provides two types of support:

- **Planning Grant** awards of up to $10,000 to independent artists and/or organizations

- **Project Grant** awards of up to $30,000 to organizations

For both Planning and Project Grants, the proposed public art project site must be in Maryland and the lead artist must be a resident of Maryland.

Review Criteria

The review of PAAM Grant New Artworks applications is based on the successful evidence of the answers to the following questions. Fuller details can be found in the Scoring Rubrics here: https://www.msac.org/programs/public-art/new-artworks-grant.

New Artworks Planning Grant Questions:

- Question 1: **Describe the Planning Process and the Intended Goals**
  Provide a detailed description of the public art planning process including:
    - Goals for the proposed project
    - Describe how the community will be engaged in the planning process
    - If the artist is to be selected, a description of the artist selection process

  Excellent/Outstanding Answer: Clear, specific and detailed description of the planning process which includes evidence of community engagement.

- Question 2: **Planning Schedule**
  In SmartSimple please fill out the schedule chart with dates and activities for the planning process described in Question 1. Activities cannot start until grant status notification, eight weeks after the application deadline.

  Excellent/Outstanding Answer: Clear, specific and realistic planning schedule including dates and activities/tasks outlined in Question 1.

- Question 3: **Planning Budget**
  In SmartSimple please fill out the budget chart.
  Expenses can include:
    - Administrative fees related to community engagement activities and/or selection of the artist
    - Artist fees and/or honorariums for artwork design and proposal development
    - Facility/equipment rentals for community activities/meetings
    - Online application software fees.
    - Consultant fee(s) such as: public art consultant, computer graphics such as a Photoshop tech, architect/landscape architect/engineer, and other services to fully communicate the proposed artwork

  Excellent/Outstanding Answer: Clear, specific and realistic project expenses in strong alignment with the planning process in Question 1.

  NO artwork proposals may be submitted with a Planning Grant application.

New Artworks Project Grant Questions:

- Question 1: **Project Description**
  Please provide a detailed description of the proposed public art project including:
    - Artwork concept/meaning
    - Creation/fabrication and installation process including materials/media
  Description should align with the submitted artwork drawings in Attachment A.

  Excellent/Outstanding Answer: Clear, specific and detailed explanation of the public art project that aligns with the project drawings in Attachment A and communicates strong feasibility.

- Question 2: **Community Engagement**
  Please describe the community/public engagement that took place during the planning process; additionally, please describe how you will continue to engage the community/public during the project implementation. Also include:
    - Related activities and programming at the dedication or following the artwork installation
    - Other activities specific to needs of the community and proposed artwork context

  Excellent/Outstanding Answer: Clear, specific and detailed description of the community engagement and related activities.

- Question 3: **Prior Experience**
  Please describe the experience of the applicant and artist(s), demonstrating their ability to successfully manage and implement the proposed project. Artist's experience should align with the proposed artwork media in the Artwork Drawings in Attachment A, and Artist's Background Work samples in Attachment B.

  Excellent/Outstanding Answer: Clear, specific, and thorough evidence of the experience of the applicant and artist's ability that communicate strong feasibility to implement the project.

- Question 4: **Project Schedule**
  Please fill out the template in SmartSimple. Include dates and description of activities for artwork creating/fabricating, site preparation, installation, and dedication of the project. Activities should align with descriptions in Questions 1 and 2 and cannot start until grant status notification, eight weeks after the application deadline (late March 2024).

  Excellent/Outstanding Answer: Clear, specific and detailed description of dates and activities that clearly align with the Project Description and Community Engagement in Questions 1 and 2 and indicate strong feasibility.

- Question 5: **Project Budget:**
  In SmartSimple fill out the budget template detailing project expenses and income sources. Expenses may include: Artist Fee(s), Organization Project Management/Administration, Community Activities, Artwork Materials, Site Preparation, Installation, Transportation, Contracted Services, Marketing, Plaque and Dedication Event Costs. Additional categories specific to the project may be added. PAAM grants do require an income match.

Excellent/Outstanding Answer: Clear, specific and realistic project expenses and income that clearly align with the Project Description and Artwork Drawings and indicate strong project feasibility.

- Question 6: **Maintenance**
  Please describe the maintenance required, and the organization or entity that will be responsible for artwork oversight and funding maintenance. Description should address theft, vandalism, durability and seasonal exposure. The artist can be contracted to do maintenance but cannot be responsible for funding and oversight.

  Excellent/Outstanding Answer: Clear and specific description of maintenance required and identification of who will be responsible for funding and oversight.

- Required Attachments:
    a. **Artwork Drawings and Location Map:** Please upload one (1) PDF file with the following:
        i. Map of the artwork location (can be a Google Map), should show the surrounding neighborhood context
        ii. Photos and/or drawings communicating the existing site and where the artwork will be located on the site
        iii. Drawings and/or renderings that FULLY communicate the proposed public artwork and how it will be installed. Text on the drawings must note the materials, colors/finishes, and artwork dimensions for scale.

    b. **Artist Background Work:** Please upload one (1) PDF file of images of prior artwork completed by the artist(s).

    c. **Letter(s) of Permission:** to install the artwork at the proposed location is required from the property owner, or owner's agent, or local municipality/government entity. Project press release statements are not permissible as a Letter of Permission. *(A formal Right of Entry Agreement may be required for final installation)*

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.

Review

Panelist Selection
MSAC convenes a group of panelists, composed 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.

Panelist Review & Scoring
Panelists use the PAAM New Artworks Scoring Rubric to evaluate eligible applications. Before submitting your application please review the FY24 PAAM New Artworks Grant Rubric document click here: https://www.msac.org/programs/public-art/new-artworks-grant for the complete scoring criteria panelists use to evaluate applications.

Round 1 Review: Panelists review and provide initial scores for applications independently. Scores from all panelists are averaged for each application; high scoring applications that meet a certain percentage threshold are advanced to Round 2.

Round 2 Review: Panelists convene for a virtual panel meeting to discuss and submit final scores for applications advanced to Round 2. Scores from all panelists are averaged for each application. The panel meeting is open to the public; applicants and guests may observe but must remain on mute and off camera for the duration of the meeting. Final awards are determined by MSAC staff following the meeting.

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 and Payment

The individual listed as the primary contact in the application will receive all notifications. Notifications from SmartSimple will be sent from noreply@smartsimple.com.

Grant status notifications will be sent late March 2024. If approved, applicants will receive a formal grant agreement form to process the grant payment. Grantees receive 100% of the award amount.

The grantee will receive payment approximately **6 to 8 weeks from the date of receipt of a fully executed Grant Agreement Form.** More info on the payment processing timeline can be found here.

Those who are prior grant recipients can elect to receive grant payments via direct deposit, please follow the instructions and complete the required forms from the Comptroller of Maryland.

New grant recipients will receive grant funds via check made payable to the name and address indicated on the grantee's W9.

MSAC grants are generally considered taxable income. Payments are issued by the State of Maryland and no Social Security, State, or Federal income taxes are withheld. Individuals receiving grant awards will receive a 1099 from the State of Maryland after the end of the calendar year in which the grant was paid. Specific questions regarding the taxability of your award should be directed to the IRS, the Office of the MD Comptroller, or your tax advisor.

If the grantee owes any Maryland state taxes or other state liabilities, the General Accounting Division (GAD) of the State Comptroller's office may intercept grant payments and hold them until the liability is resolved. Should this be the case, GAD will send written notice of this directly to the grantee via mail. MSAC is not provided further information as it is confidential; grantees will be able to find more info and discuss options with the Central Collections Unit (CCU) at 410-767-1642.

Reporting

Final Report

- Planning Grants must be complete and a report submitted within 12 months of award: March 26, 2025
- Project Grants must be complete and a report submitted within 18 months of award: September 26, 2025

The report contains: narrative description of the project impact, a final budget, artwork proposal(s) or finished artwork photos, and data requirements of the NEA (National Endowment for the Arts). Staff can provide technical assistance as projects may encounter challenges to planning and implementation and report deadlines may be extended with staff permission.

Grantees who have received a Planning Grant in a previous fiscal year must submit a final report at or prior to the time of application for a Project Grant to implement the project. 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.