Arts in Education Teaching Artist Roster FY2024 Guidelines

DEADLINES: September 1, 2023
December 1, 2023
April 1, 2024
SUPPORT PERIOD: Rolling

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 IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must have filed a satisfactory reporting with MSAC for the most recently completed fiscal year.
- Must file a final report in alignment with the program requirements. Necessary reporting methods will be provided by MSAC in ample time to meet the deadline. Failure to report may jeopardize any future

grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC in accordance with the [Recognition Guidelines](#) whenever and wherever credit is being given.
- Must notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project.

Accessibility Requirements for Grant Recipients

Grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements. Grantees are required to:

1. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
2. Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, material status, race, color, creed, sexual orientation, or national origin: of (b) gender expression, sex, or age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
3. Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the Point of Contact to the public.
4. Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible.
5. Upon request, submit documentation of operations and compliance with the above.

Notice: Certain personal information requested by the Department of Commerce is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.

Appeals Process

MSAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:
- A decision based on review criteria other than those stated in these guidelines.
- A decision based on material provided to panelists and/or Councilors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:
- The applicant must discuss the problem with the program director who handled the application.

- To pursue an appeal, the applicant must write a letter to the MSAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the Council's decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.

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 Arts in Education Program includes the Arts in Education Grant and the Arts in Education Teaching Artist Roster, which promotes and strengthens lifelong learning in the arts. MSAC believes Teaching Artists are integral to the arts education ecosystem in providing supplementary arts education experiences that deepen learning in Maryland's school and community settings.

Description

The Arts in Education Teaching Artist Roster is a list of Maryland-based teaching artists who have experience providing group or classroom arts instruction and/or performances in a variety of educational settings. Teaching artists who join the Roster have been selected through a panel review process.

The Teaching Artist Roster application review process requires applicants to include the following in their application materials:

- Information on the artist's training and/or experience in their arts discipline(s) and audience(s)
- Examples of the artist's arts education programs/activities for workshops, residencies, out of school time programs, visiting performances, lecture/lecture demonstrations, and/or online programs
- Answers to a series of questions that addresses an artist's inspirations, values, and ability to adapt their work to engage with students of different learning styles and abilities
- A sample recording of arts education instruction, performance, and/or online programs

The benefits of becoming an MSAC Teaching Artist include:

- Members of the Teaching Artist Roster are eligible to receive funding opportunities through the Arts in Education Grant program, which covers the cost of Teaching Artist fees to provide financial incentive for Maryland schools and community groups to book Teaching Artists.
  - **Please note that Arts in Education grants are awarded through a separate application process. Successful membership to the Teaching Artist Roster does not guarantee funding through the Arts in Education grant program.**
- Connections to a statewide network of organizations and nonprofits that lead professional development for Teaching Artists.
- Individualized feedback and evaluation sessions that help Teaching Artists strengthen their programming.
- Heightened visibility through MSAC's Arts Directory.

Artists new to the teaching artist profession are encouraged to contact the Arts in Education Program Director for information and resources.

Grant Cycle

Funding Eligibility

This application is for those seeking to join the Teaching Artist Roster; there is no financial grant or compensation provided for joining the Roster.

Those who are selected to join the Teaching Artist Roster will become eligible to receive funding through the Arts in Education Grant program; however, funding is not guaranteed. Funding through the Arts in Education Grant Program (in addition to all other MSAC programs) requires separate applications, which go through separate panel review processes.

Timeline
- Application publication: early July 2023
- Fall timeline:
    - Application deadline: September 1, 2023
    - Application review: September-October
    - Application notification: November
- Winter timeline:
    - Application deadline: December 1, 2023
    - Application review: December-January
    - Application notification: February
- Spring timeline:
    - Application deadline: April 1, 2024
    - Application review: April-May
    - Application notification: June

Eligibility

For Independent Artists interested in applying for the Teaching Artist Roster, applicants must:
- Must be Maryland residents (owning or renting residential property in Maryland six months prior to the application's submission) and must be 18 years of age or older; those experiencing homelessness are encouraged to reach out to MSAC directly for details on how to apply.
    - Ensembles or collaborative groups must be composed of artists who are 18 or older. 50% of artists in a collaborative group must meet the residency requirement above.
- Continue to be Maryland residents while active on AiE Teaching Artist Roster and for the duration of any funded Arts in Education Grant-supported activities.

For Organizations interested in applying for the Teaching Artist Roster, the organization must:
- Be any of the following:
    - A 501(c)3 with tax exempt status from the U.S. Internal Revenue Service and is incorporated in Maryland
    - A unit of Government based in Maryland
    - A member institution in the University System of Maryland
- Have one completed and documented fiscal year at the date of application submission with ongoing arts activities.
- **If you are applying as an organization and would like to have several of your teaching artists considered for the MSAC Teaching Artist Roster, a separate application for each teaching artist is required.**

Contact Information

MSAC staff offer the following technical assistance throughout the application process:
- One-on-one conversations, questions, and application feedback:
    - Lizzie Morales, Arts in Education Program Director:
        - elizabeth.morales@maryland.gov
        - 443.794.7564
- 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
- Professional development related to grant writing and program requirements
  - ○ Professional Development Opportunity grant: https://www.msac.org/programs/professional-development
  - ○ Online offerings: Click here to view upcoming events

Application Process, Review, and Reporting

Process

Before You Apply
The Teaching Artist Roster is for Teaching Artists who provide arts education programming in school and community settings. Any applicant with questions about preparing an application is encouraged to reach out to relevant MSAC staff, as listed above.

Interested applicants are highly encouraged to schedule a virtual meeting or attend office hours with Arts in Education staff or consultants in advance of beginning an application.

The purpose of the call is to assist applicants in making their applications as strong as possible before submission.

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.

Application Types
Applications for the Teaching Artist Roster are accepted on a rolling basis and reviewed biannually in September-October and April-May.

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

1. **Select your primary artistic discipline(s):** Dance, Literary Arts, Music, Theatre, Visual Art, Media Arts, Arts Integration, Other (please explain)

   This is an unscored question.

2. **Select the audiences that you currently serve through your work as a teaching artist:**
Early Childhood (0-3 years old), Grades PreK-2, Grades 3-5, Middle School (6-8 grade), High School (9-12 grade), Veterans/Military, Adult Learners, Intergenerational, Creative Aging (Older Adults), People Experiencing Incarceration/Re-entry, People who have Disabilities, People from the LGBTQ+ community, People experiencing Homelessness, English Language Learners, Educators, Other Audiences (please explain)

   This is an unscored question.

3. **Upload documents that demonstrate your training and experience in your arts discipline(s) and with the intended audiences selected above (you may upload a maximum of 3 documents). Documents may include resume, Curricula Vitae, list of presented programs (including audiences and locations), artist biography, letters of support, examples of teacher and/or student work.**

   Excellent/Outstanding Answer: The information demonstrates a wide ranging and/or deep training experience in arts discipline(s) and working with intended audiences.

4. **Select the activity types that you currently offer audiences:**
(Definitions of the different activity types may be found on the [Teaching Artist Roster](#) webpage)
Workshop (1-2 sessions), Residency (2 or more sessions), Visiting Performance, Out of School Time Programs, Online Programs, Lecture, Field Trip

   This is an unscored question.

5. **For each activity you selected above, upload a sample lesson plan and/or program that includes a description and outline/sequence of instruction. For school programs, include connections to Maryland State standards and/or learning competencies.**

   Excellent/Outstanding Answer: The examples provide a clear, thoughtful, and detailed description of arts education activities; Outline or sequence of instruction is clear, appropriate, and thoughtful for content delivery and audience; For school programs, examples include relevant and clear connections to specific State standards and/or learning competencies.

6. **What are your inspirations as a teaching artist? Include any relevant social, cultural, historical or other factors/experiences that inform your instruction and/or performance.**

   Excellent/Outstanding Answer: The description provides a clear, thoughtful, and detailed statement of inspiration that informs the artist's instruction and/or performances.

7. **Describe how your content, instruction, and/or performance demonstrates a commitment to one or more of the following topics: diversity, equity, and justice. ([Click here](#) for MSAC's Glossary of definitions for diversity, equity, and justice.)**

   Excellent/Outstanding Answer: The description provides a clear, thoughtful, and detailed commitment to one or more of the topics (diversity, equity, and justice) and is demonstrated in the artist's instruction and/or performances.

8. **Describe how your work demonstrates a commitment to inclusion and accessibility in how you adapt content, instruction, and/or performances to support learners' needs. ([Click here](#) for MSAC's Glossary of definitions for inclusion and accessibility)**

   Excellent/Outstanding Answer: The description provides a clear, thoughtful, and detailed commitment to inclusion and accessibility and is appropriately demonstrated in the artist's content, instruction, and/or performances.

9. **Video Example of Instruction and/or Educational Performance (Required):**

   If you currently offer **workshops, residencies, out of school time programs, or lectures**, include link(s) to a recording of your arts education instruction. This can be a sample with an actual audience or mock audience.
   > The panel will review a maximum of 10 minutes. If your recording is longer, please indicate the timestamps to review in the comment box provided.

   If you currently offer **visiting performances**, include link(s) to a recording of your arts education performance. This can be a sample with an actual audience or mock audience.
   > The panel will review a maximum of 10 minutes. If your recording is longer, please indicate the timestamps to review in the comment box provided.

   If you currently offer **online programs**, include link(s) to a sample recording of your arts education online instruction. This can be a sample with an actual audience or mock audience.
   > The panel will review a maximum of 10 minutes. If your recording is longer, please indicate the timestamps to review in the comment box provided.

   Excellent/Outstanding Answer: Artist clearly, effectively, and appropriately delivers instruction and/or performance, engages audiences, and demonstrates artistry of the activity; In addition, for online programs, artist effectively uses virtual platforms, tools, and techniques (such as lighting, space, and sound) to deliver quality instruction and/or performances.

The complete scoring rubric may be found on the [Teaching Artist Roster Program](#) page.

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.

Applications are reviewed biannually in September-October and April-May.

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.

Applications received between July 1 - September 1, 2023
> Applications reviewed/scored in September - October
> Notifications sent to applicants in November

Applications received between September 2, 2023 - December 1, 2024

> Applications reviewed/scored in December - January
>
> Notifications sent to applicants in February

Applications received between December 2, 2023 - April 1, 2024

> Applications reviewed/scored in April - May
>
> Notifications sent to applicants in June

Roster Requirements

After the Teaching Artist is selected for the roster they must:

- **Participate in a formal orientation** with the AiE Program Director
- **Create and consistently maintain their Artist Profile** on MSAC's website to include teaching artist offerings for each approved educational engagement type.
- **Be responsible for MSAC required documentation/reporting** of grant agreements and final reports. For each Arts in Education Grant a Roster Teaching Artist is approved for, MSAC will disburse 100% of the payment at time of full execution of grant agreement.
- **Collaborate with Site Coordinators and Lead Artists (if applicable)** in submitting their Arts in Education Grant application and Final Report.
- **Agree to scheduled periodic site visits** by MSAC staff and consultants to observe and give feedback about maintaining professional standards. Artists are notified in advance of any scheduled site visits.
- **Complete at least one arts education activity** in a fiscal year (funded by MSAC or not) to remain listed on the roster **or schedule a check in meeting** with the AiE Program Director or AiE Consultants.