



Grants for Artists FY2024 Guidelines

DEADLINE: Feb. 29, 2024

SUPPORT PERIOD: April 1, 2024 - June 30, 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



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
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 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.

Grant Cycle

Funding

Grants for Artists are \$2,500 each. Grantees will be chosen at random from eligible applications. 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 FY 2024 must then wait until FY 2026 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

MSAC's Fiscal Year 2024 dates are July 1, 2023 - June 30, 2024.

If awarded funds, grantee agrees to spend or obligate all funds by June 30, 2024. 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

- Application publication: Jan. 2, 2024
- Application deadline: Feb. 29, 2024
- Application reviews: March 2024
- Award notifications: Approx. April 2024

Eligibility

Independent Artist

- Must be an artist not directly affiliated with a larger arts organization or program.
- 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 property in Maryland six months prior to the application's 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.
- Must have met all reporting and obligations for MSAC grants previously received.
- Must not have been awarded Grant for Artists funding in the prior fiscal year (FY23: July 1, 2022 - June 30, 2023).

Collaborative Groups

- Collaborative groups are not eligible for support through the Grants for Artists program, though multiple members of collaborative groups may apply individually, provided they meet eligibility requirements.

Arts Organizations or Arts Programs

- Entities (e.g., non-profit organizations, LLCs, institutions, government agencies, etc.) 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, Deputy Director
 - chad.buterbaugh@maryland.gov
 - 443.469.8239
- 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 Amaral Snow, Grants Management Associate
 - kirk.snow@maryland.gov
 - 410.767.8865

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.
 - Applicants must click the “Submit” button and SmartSimple must accept the application by 11:59P.M. to meet the deadline. Upon successful submission, applicants will receive an onscreen confirmation message and an email from SmartSimple with a copy of the application within one hour. Please check spam or junk folders if the messages do not appear in email inboxes within this timeframe.
- 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 may be used for:

- 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, website development, and other costs associated with independent artists' working and living expenses
- 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 for:

- Activities performed as part of regular, continuing employment with an entity (e.g., non-profit organizations, LLCs, institutions, government agencies, etc.)
- Capital improvements or purchases of permanent equipment
- Acquisition of capital assets
- Contributions to:
 - Any persons who hold, or are candidates for, elected office
 - Any political party, organization, or action committee
 - Any political campaign or referendum
- Lobbying activities
- Expenses for which the applicant has been awarded funds through another MSAC grant program (i.e., funds received through the Grants for Artists program may not be spent on projects that are supported by funds from MSAC grant programs other than Grants for Artists).

Eligibility Criteria

In addition to an introductory, basic eligibility check, there are two Grants for Artists eligibility criteria. Applicants receiving an "Eligible" mark for both criteria are moved forward for consideration. Thus, all eligible applicants have the same chance at receiving a grant. Application form prompts and eligibility criteria are listed below.

Eligibility

- Are you a Maryland resident (i.e., have you owned or rented residential property in Maryland six months prior to this application's submission), and are you 18 years of age or older?
 - Applicants who answer "No" are ineligible for the Grants for Artists program.
- Are you enrolled in a degree-granting high school, undergraduate, or graduate program?
 - Applicants who answer "Yes" are ineligible for the Grants for Artists program.
- Are you applying for this grant in support of activities that are affiliated with or on behalf of an entity (e.g., nonprofit organization, LLC, institution, government agency, etc.)?
 - Applicants who answer "Yes" are ineligible for the Grants for Artists program.

Artist details

- Select each discipline in which you regularly make work as an independent artist [applicant may check all relevant boxes from a list including: dance, music, visual art, public art, traditional arts, media arts, literary arts, theatre, and "other," with an option to explain the latter].
- Include a brief, basic description of the type of art you create.
- Provide a link or upload a document providing proof of your status as an independent artist. Acceptable materials include but are not limited to a link to a website or social media page documenting your artistic work; or an uploaded resume or work sample [applicant will receive further instructions on uploading or linking to materials].

- Eligible: Applicant makes work within an artistic category supported by MSAC and provides a description of and proof of involvement with that work.
- Ineligible: Applicant does not make work within an artistic category supported by MSAC, and provides an unclear or no description and proof of involvement with that work.

Financial information

- Briefly describe how you would use Grants for Artists funding.
 - Eligible: Applicant includes a spending plan consisting of allowable expenditures.
 - Ineligible: Applicant spending plan is either missing, unclear, or unallowable per program guidelines.

Financial Requirements

All applicants are required to submit a current, signed [W9 Form](#) upon application submission. The address on the W9 Form must match the address of the applicant information entered in SmartSimple. If awarded, grant funds will be made payable to the person and address indicated on the W9.

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.

Funding Amounts

If awarded, 100 percent of the grant amount will be paid to the grantee at once.

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.

All applicants will be notified of their status as quickly as possible after the completion of the drawing.

The grantee will receive payment within 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 MSAC grant recipients can elect to receive grant payments via direct deposit. To sign up for direct deposit, please follow the instructions and complete the required GADX-10 form 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 may find more info and discuss options with the Central Collections Unit (CCU) at 410-767-1642.

Reporting

Final Report

If awarded, the grantee must file a final report online in SmartSimple. The report will be added to the grantee's SmartSimple profile as soon as the Grant Agreement Form is fully executed.

The final report deadline is August 15, 2024. It will ask grantees how funds were spent and will collect 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 to be eligible for other MSAC grant programs, including subsequent cycles of the Grants for Artists program.

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