INFORMATION SESSION

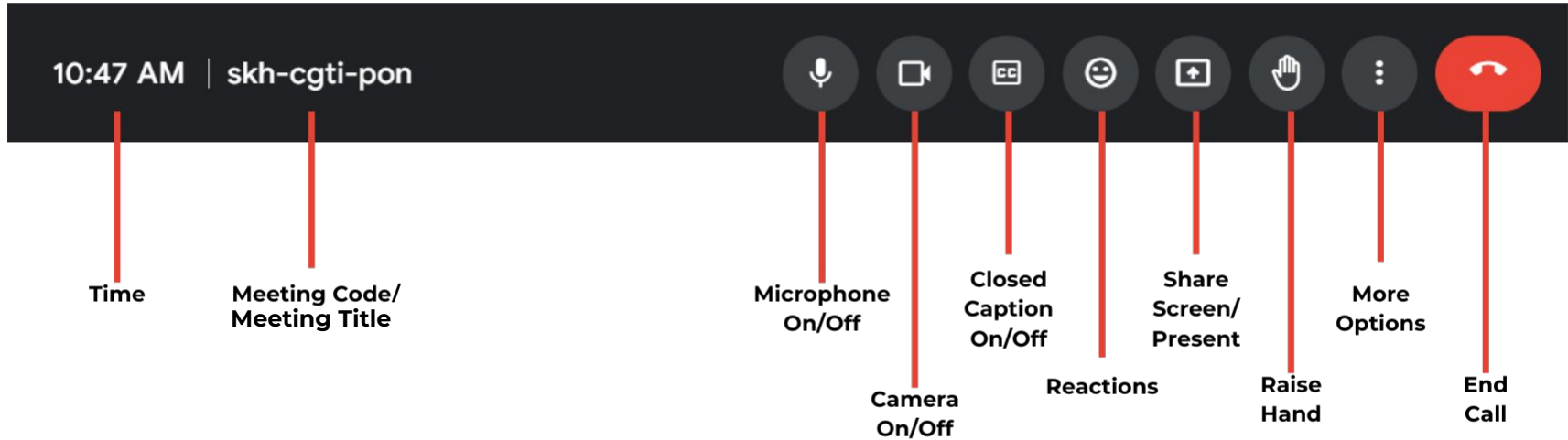## FY25 "How to Apply" – Touring Grant & Touring Roster

Tuesday, June 18, 2024

Presented by:
Emily Sollenberger & Laura Weiss
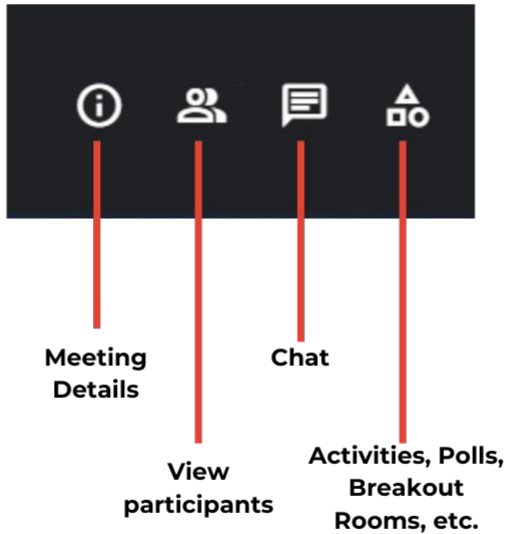Program Directors, Arts Services

MARYLAND
PRESENTING & TOURING

Reference Shot of Features (1 of 2)

10:47 AM | skh-cgti-pon

Time

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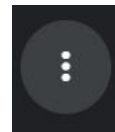On/Off

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Reference Shot of Features (2 of 2)

Land Acknowledgement Statement

We acknowledge the lands and waters now known as Maryland are the home of its first peoples: the Accohannock Indian Tribe, Assateague People's Tribe, Cedarville Band of Piscataway Indians, Choptico Band of Indians, Lenape Tribe, Nanticoke Tribe, Nause-Waiwash Band of Indians, Piscataway Conoy Tribe, Piscataway Indian Nation, Pocomoke Indian Nation, Susquehannock Indians, Youghiogheny River Band of Shawnee, and tribes in the Chesapeake watershed who have seemingly vanished since the coming of colonialism. We acknowledge that this land is now home to other tribal peoples living here in diaspora. We acknowledge the forced removal of many from the lands and waterways that nurtured them as kin. We acknowledge the degradation that continues to be wrought on the land and waters in pursuit of resources. We acknowledge the right of the land and waterways to heal so that they can continue to provide food and medicine for all. We acknowledge that it is our collective obligation to pursue policies and practices that respect the land and waters so that our reciprocal relationship with them can be fully restored.

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.

Vision

The Maryland State Arts Council plays an essential role ensuring every person has access to the transformative power of the arts.

Mission

Maryland State Arts Council 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.

Goal 1. Increase Participation: Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement

Goal 2. Provide Intentional Support: Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents

Goal 3. Build Capacity: Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission

Goal 4. Leverage Connections: Further enhance current relationships and involve additional partners, collaborators, and constituents who will benefit from and advance the work of MSAC

Goal 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

Creative Meeting Actions

Celebrate being in the space with other creative people.

Engage with everyone's presence as a gift.

Acknowledge that together we know a lot.

Enter the conversation with curiosity and inquiry.

Share your idea and trust that it will be heard.

Use "I" statements.

Focus your language on the task at hand.

Hold one another accountable with care.

Apply "Yes, and!" - "I hear your idea and I'm going to add to it!"

Balance speaking and listening.

MSAC Professional Development

Follow MSAC's Eventbrite page for updates about free professional development opportunities

- Topic-specific sessions on Financial Management, Legal Advice, Marketing Strategies, Strategic Planning, Board Engagement, and more.
- Coffee with the Council
- Creative Conversations
- Regional Office Hours
- Maryland Arts Summit (visit mdarts.org)

Propose a topic by emailing msac.commerce@maryland.gov
Sign up for our mailing list at tinyurl.com/MSACMailingList

Maryland State Arts Council

Hosted 245 events total
761 followers

Follow

The Maryland State Arts Council'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

Ways to Get Involved

MSAC relies on a diverse array of constituents from across the state to give input in a variety of ways.

- Panelists review and score applications
- Editors give input on program policies
- Schedule of public calls and details at msac.org/about/ways-get-involved
- Apply in SmartSimple
- Training and support
- Compensation provided for service

Today's Agenda

- Review of Presenting & Touring Program
- Touring Roster application
- Touring Grant application
- Monthly review process
- Smart Simple
- Q&A

Full Circle Dance Company

Presenting & Touring - Overview

Purpose of programs:

- Support a rich and artistically diverse network of Maryland professional artists and performing arts organizations.

- Two different opportunities within the Presenting and Touring program:

  - Maryland Touring Grant *(for organizations)*
  - Maryland Touring Artist Roster *(for artists/groups)*

- Maryland Touring Grant supports the presentation of Touring Roster artists

Maryland Touring Artist Roster

Roster - Overview

Maryland Touring Roster: Listing of touring artists from across MD

- Both solo performers and Performing Companies/Groups (more than 1 performer) may be on the Roster
- All types of performers are welcome to apply
- MSAC promotes the Roster and funding opportunities to presenters
- Receive bookings/artist fees while working collaboratively with presenters, who can receive funding through the Touring Grant
- Roster applications are reviewed monthly, rolling deadline (July 1, 2024 - April 30, 2025)

Touring Roster - Who Can Apply?

- Must be a Maryland resident and 18+ (if a group, all members must be 18+ and at least 50% must be MD residents)
- If a group, 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
- Review all eligibility requirements in the program guidelines on MSAC's website

Touring Roster - Who Can Apply?

In addition to the age and residency requirements, 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 and within the State of Maryland. This includes both one-time performances and longer, multi-engagement tours.
- "Tour" does not equal national/international travel in this context!

Touring Roster Application

Includes 5 narrative questions + supplemental materials

Focuses on:

- Artistic goals and how touring fits into those goals
- Touring management and programming arrangements
- Basic space requirements
- Educational/residency offerings (optional - not scored)
- Supplemental materials: work samples, list of touring engagements, example contract, example promotional materials

The full application & scoring rubric can be found on msac.org

Touring Roster - FAQs

I've been accepted onto the Touring Roster - when do I receive my grant?
The Touring Roster itself is not a grant program or funding opportunity; it works in conjunction with the Touring Grant, which is awarded to an organization or venue to present you/your group at their location.

Can being on the Touring Roster help with national/international bookings?
The Presenting and Touring program is focused on Maryland-based presentations of Maryland-based artists

Touring Roster - FAQs

I don't have a "professional" video or work sample to share. Is that okay?
Yes! Panelists are not scoring the quality of the video; they are looking at your work as a performer. A "professional" reel or video is not required. *(Just be sure that the performers can be seen and heard clearly.)*

How do I connect with potential presenters?
We are currently working to increase opportunities for presenters to connect with Touring Artists! In 2022 and 2023, we offered a virtual Touring Artist Showcase, and we are planning to do this again soon. More to come!

Maryland Touring Grant

Opportunities for Presenters

Maryland Touring Grant: Grant that supports an organization's presentation of an artist(s) from the Touring Roster, rolling deadline

- Helps subsidize the presentation of any performer(s) on the Maryland Performing Artist Touring Roster
- Application can be for multiple performers/events
- Available for up to $5,000 total
- Grant applications are accepted on a rolling basis and reviewed monthly (July 1, 2024 - April 30, 2025)
- Organizations can only receive one grant per fiscal year
- FY25 Touring Grants support presentations that take place between July 1, 2024 and December 31, 2025 (goes beyond FY25)

Touring Grant - Who Can Apply?

- The Maryland Touring Grant is available to nonprofit organizations/programs only; it is not available to Independent Artists
- Must be a 501(c)3 nonprofit organization, unit of government, college/university, school *(not limited to arts organizations)*
  - Not available to for-profit venues
- The proposed presentation must be open to the public and take place in Maryland

Touring Grant - Application

- The Applicant (the presenting organization) completes Contact Information & Organizational Information.
- For each selected Roster Artist, a separate narrative is completed by the applicant.
  - Applicants are able to select as many artists within their full application totalling up to $5,000 request.
- Attachments include w-9, IRS letter of tax determination
- Electronic Signature

Touring Grant - Application

- 5 questions + booking information/fees/dates
- Questions focus on:
  - Collaboration between the Touring Artist & Organization
  - Public Value of the presentation
  - Emotional/sensory experience
  - Non-dominant norms/values/narratives
  - Engagement of audiences not currently served

The full application & scoring rubric can be found on msac.org

Touring Grant - Grant Amount

- Touring Grants are available for up to $5,000
- One grant can support multiple artists
- Each org is eligible for one grant per fiscal year - plan accordingly!
  - If you know you will have multiple presentations in one fiscal year, submit the application to support multiple artists
- Touring Grants are an "all or none" grant
  - If awarded, you will receive the requested amount
  - We do not offer a percentage or portion of requested amount

Touring Grant - FAQs

Can a Touring Grant support a Touring Roster member performing at my child's school?
The performance supported by a Touring Grant must be open to the public. If the performance happens during the school day, it would not be considered eligible for a Touring Grant.

Can a non-arts nonprofit apply for a Touring Grant?
Yes! The nonprofit does not necessarily have to be an arts organization to apply for a Touring Grant. This would be considered an "arts program." Some examples that we frequently see include libraries, community centers, neighborhood associations, etc.

Touring Grant - FAQs

My organization receives GFO or Creativity general operating support from MSAC. Can I apply for a Touring Grant?
Yes! An organization can receive both general operating support and a Touring Grant in the same fiscal year.

Are there any matching requirements for the Touring Grant?
No! Since Spring 2020 and the onset of the pandemic, we have eliminated the previous matching requirement that was a part of the Touring Grant. The match has been permanently eliminated as of FY24.

Touring Grant - FAQs

Can my organization apply for multiple Touring Artists for different events throughout the fiscal year?

Yes - just make sure everything is within the context of one application. You're only eligible for funding once in the fiscal year. It can cover the presentation of multiple artists for multiple events though, up to $5000 total.

Monthly Application Review Process

Applications are accepted on a rolling basis, reviewed and awarded monthly.

Touring Grant and 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

For example: Applications received in August (8/1-8/31) will be reviewed in September; notifications will be sent by early October.

Monthly Application Review Process

All applications are reviewed by the panelists

- Presenting and Touring program has a total of 10 panelists for the year.
- In a typical month, 5 of the 10 panelists will review the given batch of applications (both Roster & Grant)

Notifications

If you're awarded a Touring Grant - congratulations!

- Your org is only eligible for one Touring Grant per fiscal year
  - Once awarded an FY25 Touring Grant, you are not eligible to apply again until the FY26 cycle opens
- You must sign and return your Grant Agreement Form via Smart Simple
- Payment takes approximately 6-8 weeks from the date of receipt of a fully execute Grant Agreement Form

Notifications

Final Reports

- FY25 Touring Grant recipients must completed and submit their Final Report by 12/31/25.
- Grantee agrees to spend or obligate all funds by their assigned Final Report date. 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.

Notifications

If you're not awarded/approved - try again!

- Program Directors can gather feedback from the panelists who reviewed your application, and send their feedback and recommendations, which are connected to the review criteria
  - To request this, complete the link sent in your Decline notification email

Helpful Hint - Apply early!

We encourage you to apply for funding early, whenever possible.

Payment is processed outside of the MSAC offices. If awarded, payment will take approximately 6-8 weeks to be received. Take this into consideration when determining when to apply.

Helpful Hint - Application Draft Feedback

Before submitting your application, Emily/Laura are available to review and/or meet about your application and offer feedback on your draft.

Email your Program Director to request feedback on your draft. Allow for up several weeks to receive written feedback. At certain times throughout the year, it could take longer.

Smart Simple

All applications must be submitted through Smart Simple (marylandarts.smartsimple.com)

As an applicant, you will need to register with Smart Simple to apply.

Go to marylandarts.smartsimple.com to register and/or log-in

My Applications

2	0	1	12
Opportunities	In Progress	Submitted	Approved/Declined/Closed

Click on "Opportunities" on your Smart Simple dashboard

Opportunity Details	
Arts in Education Grant	Apply Now
Arts in Education Teaching Artist Roster Application	Apply Now
Creativity Grant	Apply Now
Emergency Grant	Apply Now
Presenting and Touring Roster Application	Apply Now
Professional Development Opportunity Grant	Apply Now
Public Call	Apply Now

Click the **"Apply Now"** button to open the application

MSAC maryland state arts council

DEPARTMENT OF COMMERCE

1. Click "Save Draft" at the bottom of this screen to begin the application. Please note, you will not be able to begin work on the application until you click "Save Draft."
2. Click "Save Draft" after completing each tab in order to save your work.
3. To navigate between tabs, click on the desired tab or use your browser's back button.
4. Click on the MSAC logo in the top left corner to go back to your profile. Be sure to click "Save Draft" at the bottom of the application prior to returning to your profile page.

Please note: To return to a saved draft application, click "In Progress" from the Grantee Home dashboard. From there, select the draft application to be edited and/or submitted. Do not return to the Funding Opportunities area to search for the grant application again, as this will result in creating multiple applications.

Starting September 1, 2022, the Unique Entity ID (UEI) field will be a REQUIRED field for all organizations (including nonprofit organizations, government entities, and schools/universities) applying for funding from MSAC. This will take the place of a DUNS number, which will no longer appear on organizational profiles. After 9/1, an organization without a UEI may be considered ineligible for funding. Independent Artists do not need to obtain a UEI.
Webinar Video (~57 min): https://www.youtube.com/watch?v=DLCuPo2cQ4U
Quick Start Guide: https://msac.org/media/570/download?inline

| CONTACT INFORMATION | PROGRAM DETAILS | FINANCIAL INFORMATION | ATTACHMENTS | ELECT... SIGNATURES |

Grant Contact Name:

NEXT ›

Save Draft   ✔ Submit

You have to click **"Save Draft"** to begin any application!

Questions

We are here to help!
Emily: emily.sollenberger@maryland.gov
Laura: laura.weiss@maryland.gov

Thank You!

MARYLAND
PRESENTING & TOURING

To learn about similar topics, news & to keep in touch, please join our mailing list at **tinyurl.com/MSACsMailingList**