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# Public Art Across Maryland Conservation Grant FY25 Guidelines

**DEADLINE: Thursday, December 19, 2024**

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NATIONAL  
ENDOWMENT for the ARTS  

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[arts.gov](http://arts.gov)



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)



For individuals who are deaf or hard of hearing.  
TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF on the MSAC website: [www.msac.org](http://www.msac.org).

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# Program Overview

## Purpose

The Public Art Across Maryland (PAAM) Conservation grant program supports the conservation and preservation of existing public artworks in Maryland.

The program supports conservation planning efforts including: collection inventory, conservation assessment and planning processes, and funds to support conservation implementation and relocation of artworks within the state. **The artwork must be free and publicly accessible to all.** <sup>1</sup>

## Grant Cycle

### Funding

The Public Art Across Maryland Conservation grant offers two types of support:

**Planning Grants** are up to \$10,000

**Project Grants** are up to \$30,000

The Public Art Across Maryland program accepts applications annually.

Grantees of the Public Art Across Maryland receive in one payment (100% of the award amount). Please note that if approved for funding, 100% of the requested amount will be funded (this program does not offer a portion/percentage of the requested amount)

### Support Period

Grantees agree to spend or obligate all funds by the final report due date March 30, 2026 (for Planning Grant awards); or September 30, 2026 (for Project Grant awards).

Obligation means that awarded funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

### Use of Funds

**Conservation Planning Grants** may be used to support conservation planning efforts for the proposed public artwork located in Maryland. Grants may be used for:

- **Administrative fees** related to project management and planning
- **Consultant fee(s)** such as:
  - Professional Conservator
  - Artist
  - Structural Engineer
  - Materials specialist (painter, welder, etc.)
  - Historian
  - Preservationist
- **Community Engagement** includes:
  - Public meetings

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<sup>1</sup> A resource to assist with understanding this document is the MSAC Glossary, which provides an overview of terms commonly used in MSAC grant guidelines, on the website, and in other published materials. Access the Glossary by [clicking here](#).

- Community Education
- Information campaigns
- **Collection Management Activities & Technology** including:
  - Collection Management consultant
  - Local survey or inventory work
  - Inventory file digitization
  - Creation or update of an artwork database
  - Purchase or lease of collection management software

**Conservation Project Grants** may be used to support the execution of a fully developed and planned conservation work on the proposed public artwork located in Maryland. Grant funds may be used for:

- **Relocating a public artwork** within or to Maryland to increase public access to the artwork and its long-term preservation. It is intended the artwork be conserved as part of this process.
- **Conservation and maintenance activities** that will contribute to the long-term appreciation and sustainability of the artwork including but not limited to:
  - Cleaning, waxing, coating, and painting conducted by professional service providers
  - Replacement or addition of components to provide structural integrity to the artwork, frame, plinth, pedestal, base, or foundation integral to the display of the artwork
- **Landscape site improvements** such as drainage, plant pruning, maintenance, and/or replacement
- **Lighting and electrical work** that contributes to public accessibility by increasing visibility and safety, or improves energy efficiency of outdated lighting and digital components
- Conservation of existing or the creation of new **identification and interpretive signage**, including writers, designers, fabrication, and installation
- Organization administration/project management fee (cannot exceed 10% of the grant request)

Grant funds may not be used for:

- Signage (artwork can include a sign component or interpretive plaque) however the grant can not fund signage in and of itself
- Artworks that have a final sited location outside of Maryland
- Artworks that do not fall under MSAC's definition of public art. Refer to the Glossary [here](#)
- Purchase, lease, or exhibition of 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
- Acquisition of capital assets
- Capital improvements or purchases of permanent equipment
- Activities for the exclusive benefit of an organization's members
- 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
- Expenses for activities or projects already completed at the time of grant application
- Expenses for which the applicant has been awarded funds through another MSAC grant program (i.e., an applicant may only be awarded MSAC funds once for any individual project expense; contact MSAC staff with questions)
- Organization's indirect costs over 10 percent of the total grant request
- Stipends or honorariums to youth or student participants
- Multi-phased artworks that have received prior PAAM grant funding

## Timeline

The grant timelines below are estimates and may change according to application volume, funding changes, constituent needs, staff capacity, or other factors. Learn more on MSAC's site [by clicking here](#). Subscribe to MSAC communications to be notified of any public information sessions and other program updates [by clicking here](#).

- Applications
  - Publication: September 3, 2024
  - Deadline: December 19, 2024
- Application review
  - January-February 2025
- Notification
  - March 2025
- Reports
  - Deadline:
    - Planning Grants: March 30, 2026
    - Project Grants September 30, 2026

## Eligibility

Eligible applicants for Conservation grants must be an organization, as outlined below.

Organizations or Art Programs must be one of the following:

- Nonprofit organization (i.e., an organization with an IRS-designated 501(c)3 status) based in Maryland
- Nonprofit, Maryland-based fiscal sponsor organization applying on behalf of a Maryland-based group, project, or artist(s) with whom it has a Model A fiscal sponsorship agreement in place (i.e., comprehensive sponsorship, in which the assets, liabilities, and exempt activities collectively referred to as “the project” are housed within the fiscal sponsor)
- Unit of government (e.g., town, city, county, state, etc., with the capacity to undertake an arts program)
- College or university (i.e., an established higher education institution in Maryland)
- School (i.e., a public or private school serving students in grades pre-kindergarten through 12)

**Applicants may only submit one PAAM grant application per fiscal year.**

**Grantees receiving Project Grants (New Artworks and Conservation) in the prior fiscal year (FY24) are not eligible to apply for any PAAM Project Grant in the subsequent fiscal year (FY25).**

- The following organizations listed under the FY24 New Artworks Project grants at the link [here](#) and under the FY24 Conservation Project grants at the link [here](#) are ineligible to apply for any PAAM Project grant in FY25.

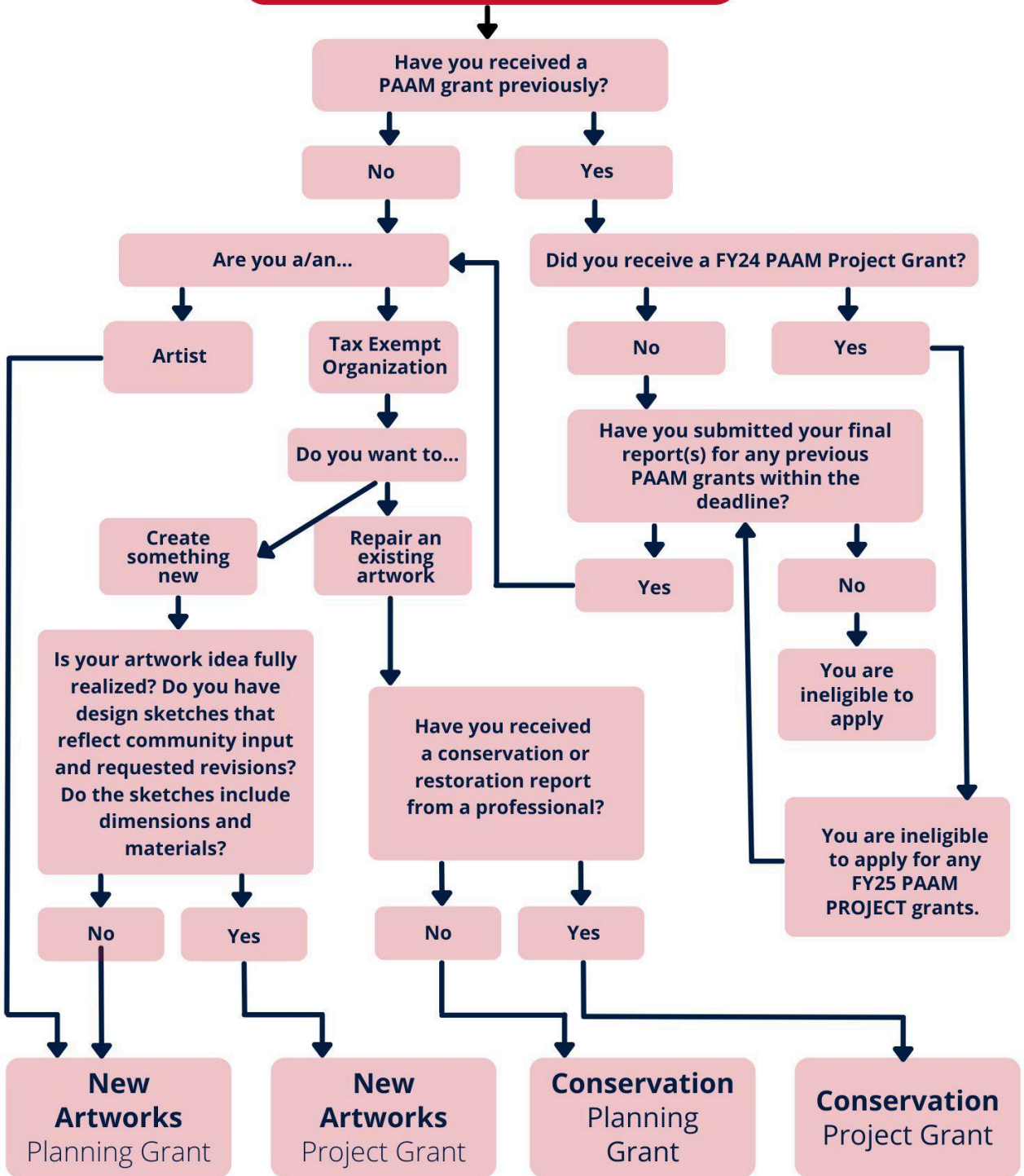
Artwork Eligibility:

- The artwork must be considered public art, as defined in the MSAC glossary - refer to glossary [here](#)
- The final location of the artwork to be conserved must be in Maryland
- 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, light works, awnings, and trellises
- Artwork must be publicly accessible
- Artwork must comply with the local jurisdiction's regulations, permissions, and permitting requirements for conserving artwork(s) on public or private property. Applicants are required to do their own research in this regard.

- Artworks installed on private property must describe how the site is significant to the community and is accessible to and benefits the greater public

The eligibility guidelines listed above provide an overview only. There may be instances where MSAC staff make eligibility determinations based on situations not described here but in support of the mission of the agency and the Department of Commerce.

**FOR WHICH PUBLIC ART ACROSS MARYLAND (PAAM) GRANT SHOULD YOU APPLY?**



# Application, Review, and Award

## Application and Review

### SmartSimple

Applications are submitted via the secure, online grants management system, SmartSimple. Log in or create a free account by [clicking here](#).

- Except in the situation of certain accessibility requests, as described later in this document, 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 any revision deadlines requested after submission, as specified in writing, or the application will be withdrawn

### Panelist service

MSAC convenes panelists, representing a range of arts expertise statewide, to evaluate applications electronically. Panelists are selected via a public application process based on their relevant experience and/or expertise. Opportunities to serve as panelists for various grant programs are posted throughout the year; individuals interested in panel service are encouraged to learn more and apply on MSAC's Ways to Get Involved page [here](#).

### Application form and review criteria

The grant application is a digital form available in SmartSimple and consists of prompts requiring dropdown menu selections, fill-in answers, and external file uploads.

Application evaluation is based on review criteria that correspond with the prompts in the application form. The review criteria guide rating an applicant's response to a prompt.

Application prompts and review criteria are provided below, for reference.

Conservation Planning Grant Questions	
Application prompt	Review criteria
<p><b>1. Describe the artwork(s) to be conserved, the proposed planning process, and intended goals, including:</b></p> <ul style="list-style-type: none"><li>• Why the artwork is important to the collection it is a part of and the community where it is located</li><li>• Description of the community that will be impacted by the proposed public artwork conservation, including the primary stakeholders who will be involved in and affected by this project</li><li>• Any additional information about the historical and/or cultural relevance of the artwork</li></ul>	<p><b>Excellent to Outstanding - 30 Points</b></p> <p>Clear, specific, and detailed description of the artwork, planning process, and community, demonstrating strong importance to the collection and community with strong evidence of community partner involvement.</p>



<p><b>2. Conservation Planning Schedule</b> In SmartSimple fill out the schedule chart with dates for the planning process outlined in Question 1. Activities cannot start until grant status notification mid-March, 2025.</p>	<p><b>Excellent to Outstanding - 15 Points</b> A clear, specific, and realistic planning schedule including dates and activities/tasks in strong alignment with the planning process outlined in Question 1.</p>
<p><b>3. Conservation Planning Budget</b> In SmartSimple, fill out the budget chart and list budget expenses and income applicable to the planning process outlined in Question 1.</p>	<p><b>Excellent to Outstanding - 15 Points</b> A clear, specific, and realistic planning of expenses and income in strong alignment with the planning process outlined in Question 1.</p>

<b>Conservation Project Grant Questions</b>	
<b>Application prompt</b>	<b>Review criteria</b>
<p><b>1. Describe the artwork(s) to be conserved and intended goals, including:</b></p> <ul style="list-style-type: none"> <li>● Why the artwork is important to the collection it is a part of and the community where it is located</li> <li>● Description of the community that will be impacted by the proposed artwork conservation, including the primary stakeholders who will be involved in and/or affected by this project</li> <li>● Any additional info about the historical and/or cultural relevance of the artwork</li> </ul>	<p><b>Excellent to Outstanding - 35 Points</b></p> <p>Clear, specific, and detailed description of the artwork and community, demonstrating strong importance to the collection and community with strong evidence of community partner involvement</p>
<p><b>2. Describe the proposed conservation work to be performed and the outcomes of the work</b></p> <p>Description can include a narrative from the Conservator’s proposed Scope of Work.</p>	<p><b>Excellent to Outstanding - 20 Points</b></p> <p>Clear, specific, and detailed description of the proposed conservation work to be performed and the outcomes of the work.</p>
<p><b>3. Provide a roster with the names of the conservation team members and a brief narrative of relevant education and experience.</b></p> <ul style="list-style-type: none"> <li>● Artist, or Artist's representative (member of artist's estate or closest living relative, or gallery rep). <i>If Artist or representative cannot be identified or included please describe the reason why, and/or the best efforts taken by the applicant.</i></li> <li>● Professional Conservator(s)</li> <li>● Owner of artwork or owner’s rep (i.e. local public art administrator, collection manager, applicant organization’s property attorney, etc.)</li> </ul>	<p><b>Excellent to Outstanding - 15 Points</b></p> <p>Clear, specific, and detailed description of the conservation team and their education/experience communicates the strong feasibility of completing the project.</p>

<p><b>4. Conservation Project Schedule</b></p> <p>In SmartSimple, fill out the schedule template. Provide details of how the work will be staged and implemented in alignment with Question 2. Activities cannot start until grant status notification, in mid-March 2025.</p>	<p><b>Excellent to Outstanding - 15 Points</b></p> <p>Clear, specific, and realistic schedule of dates and activities that demonstrate strong project feasibility and align with Question 2 and Attachment B.</p>
<p><b>5. Conservation Project Budget</b></p> <p>In SmartSimple, fill out the budget template detailing project expenses and income. Expenses may include: Administrative fees; Transportation (personnel or materials); Artwork and Conservation Materials; Equipment &amp; Site Preparation; Installation Costs; Conservator, Artist, contractor, or consultant fees; Plaque/signage, Dedication event costs, Marketing and Communications; Other (applicants must list) that align with Question 2 and Attachment B.</p>	<p><b>Excellent to Outstanding - 15 Points</b></p> <p>Clear, specific, and realistic project expenses and income that demonstrate strong project feasibility and align with Question 2 and Attachment B.</p>
<p><b>Attachments Required</b></p>	
<p>A. Upload one (1) PDF file with the following:</p> <ul style="list-style-type: none"> <li>● A map of the artwork location (can be a Google Map)</li> </ul> <p>B. Upload one (1) PDF file with the following:</p> <ul style="list-style-type: none"> <li>● Photos of the artwork to be conserved, including an overall perspective of the artwork as well as detailed close-ups of critical areas for conservation focus. (May include original installation documentation and/or current photos to help demonstrate conservation needs and/or what the work may look like after conservation treatment).</li> <li>● If applicable, include plans, drawings, renderings or other specifications that illustrate proposed public art conservation project.</li> </ul> <p>C. Letter of Permission from site owner and/or artwork overseer/owner citing that the applicant has permission to conserve and/or relocate the artwork.</p>	

The complete scoring rubric can be found on the program website [here](#).

In addition to responding to the prompts above, 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 entered in SmartSimple, both on the application form and under the SmartSimple account profile. If awarded, grant funds will be made payable to the person or entity indicated on the W-9 and sent to the address listed in the form.

## Award

### Notification

After application review, applicants will be notified of the grant status as soon as possible, and, if approved, receive instructions to access a Grant Agreement Form (GAF) to review and sign electronically via SmartSimple.

The individual listed as the primary contact in the application will receive all notifications; for organizational applicants, notifications will be sent to the primary contact and any other contacts on the organization's account. Automated notifications from SmartSimple will be sent from [noreply@smartsimple.com](mailto:noreply@smartsimple.com). Please adjust email notification and security settings to ensure receipt of these notifications. Check your spam folder if a notification has not arrived to your inbox.

### Payment

The payment process begins when the GAF has been fully executed. The grantee will receive notification of full execution from SmartSimple. This notification will include a PDF copy of the fully executed GAF, which will also be accessible in the grantee's SmartSimple profile.

The grantee will receive payment six to eight weeks from the date of notification of the fully executed GAF. More information on MSAC's payment processing timeline can be found by [clicking here](#).

MSAC grants are generally considered taxable income. Payments are issued directly by the State of Maryland, not by MSAC, and no Social Security, state, or federal income taxes are withheld. Individuals receiving grant awards over \$600 will receive via mail a 1099 from the State of Maryland after the end of the calendar year in which the grant was paid. To request or access your 1099 electronically, register and login on the General Accounting Division (GAD) Online Service Center site by [clicking here](#). Specific questions regarding the taxability of your award should be directed to the IRS, the Office of the Maryland Comptroller, or your tax advisor.

Grantees are encouraged to sign up to receive payment via Electronic Funds Transfer (EFT). Those with existing State vendor profiles (typically, those that have received prior MSAC grants) can sign up for EFT payments by completing the relevant forms found on the Comptroller's site [here](#).

New grant recipients will receive grant funds via check made payable to the name and address indicated on the grantee's W-9. They will be able to sign up for EFT for any subsequent payments.

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.

### Payment Status

Grantees are encouraged to deposit grant payment checks immediately. If the grantee has not received payment within eight weeks of notification of a fully executed GAF, the grantee should contact MSAC to inquire about payment status. The grantee is responsible for following up with MSAC staff if payment is not received within the fiscal year in which it was awarded. If the payment was lost in transit, the State of Maryland can re-issue payment. However, MSAC is unable to guarantee that funds will be available for re-issue after the end of the fiscal year in which a grant was awarded.

If the grantee owes any Maryland State taxes or other state liabilities, GAD might intercept grant payments and hold them until the liability is resolved. In such cases, GAD will send written notice of interception directly to the grantee via mail. MSAC is not provided with further information on interception, as it is confidential. Grantees may find more information and discuss options with the Central Collections Unit at (410) 767-1642.

### Changes in Funded Activities

If there are significant changes to the proposed activities for which a grant has been awarded, the grantee is responsible for contacting the relevant staff member to inform them of such changes before proceeding. Staff will help ensure that any proposed changes remain in alignment with the GAF and program guidelines.

### Reporting

All grantees must file a final report in SmartSimple. The report will be added to the grantee's SmartSimple profile as soon as the GAF is fully executed.

The final report deadline for Conservation Planning grants is March 30, 2026 and for Project grants, September 30, 2026.

The final report form collects information about the grantee and grant activities, including optional demographic information, data for the National Endowment for the Arts, summary of activities and use of grant funds, and other program-specific information and documents, as relevant.

Grant funds may not be used to offset grantees' State liabilities; as such, grantees whose grant payments were intercepted by GAD due to Maryland state taxes or other state liabilities (as outlined in the Payments section) are not exempt from submitting the required report(s). Grantees must either return the funds to MSAC or follow through with their proposed grant activities and submit report(s) accordingly.

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 or future MSAC grants and may result in the required return of grant funds to the State of Maryland.** Before any funds are distributed, grantees are also required to submit any outstanding reports or address requirements for any other MSAC grants they have received.

### Ineligible and Declined Applications

Applications that do not receive funding generally fall into one of two categories: ineligible or declined.

An application is marked ineligible if it is not complete or does not comply with the eligibility requirements of a particular grant program. A rating of ineligible is typically made by staff early in the review process. However, an application can be marked ineligible at any time during the review process.

An application is declined if it is eligible and reviewed according to the review criteria but did not meet the grant program's requirement for funding (for example, minimum panel score, panel recommendation, etc.). The level of MSAC's funding does not allow for the funding of all eligible applications.

### Application Feedback

Applicants may request feedback on their declined applications by submitting a feedback request form – a link to this form will be provided in grant notification emails.

## Contact Information

MSAC staff offer technical assistance throughout the application process. This includes professional development related to grant writing and program requirements; one-on-one conversations; and tailored feedback.

For more information on the [program name] application process, contact:

- Nora Howell, Public Art Project Manager
  - [nora.howell@maryland.gov](mailto:nora.howell@maryland.gov)
  - 410-938-1695
- Grants logistics and technological assistance
  - Catherine Teixeira, Grants Director
    - [catherine.teixeira@maryland.gov](mailto:catherine.teixeira@maryland.gov)
    - 443.799.7256
  - Tammy Oppel, Grants Management Associate
    - [tammy.oppel@maryland.gov](mailto:tammy.oppel@maryland.gov)
    - 410.326.5555
  - Kirk Amaral Snow, Grants Management Associate
    - [kirk.amaralsnow@maryland.gov](mailto:kirk.amaralsnow@maryland.gov)
    - 410.767.8865

# MSAC Overview

## Description

MSAC is an appointed body of 17 Maryland citizens, 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 nonprofit arts organizations, arts programs, and individual artists, and provides application assistance, professional development, and other resources 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 of Commerce  
Signe Pringle, Deputy Secretary of Commerce  
Steven Skerritt-Davis, Executive Director, MSAC

## Staff

MSAC maintains a professional staff to administer its programs. For staff listing, visit the MSAC website by [clicking here](#).

## Meetings

Council and panelist 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 panelist may be obtained from the MSAC website by [clicking here](#), or by contacting MSAC at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) or (410) 767-6555.

## 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 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

[Click here](#) to read MSAC's 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. 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

MSAC is committed to making sure all Marylanders can access its programs and services. Everyone is welcome, and all MSAC events and activities 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. See the "Grantee Requirements" section below for more information on the accessibility-related expectations of all grantees.

### Accessibility Web Page

MSAC has a dedicated accessibility page available by [clicking here](#). It 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, other accessibility resources for artists and arts organizations, and Picture Exchange Communication System (PECS) images.

### Language Access

MSAC offers language accessibility services. 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 at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) or (410) 767-6555 for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) 로 연락 주시기 바랍니다.

## Feedback

If constituents would like to provide general feedback about the accessibility of programs funded or produced by MSAC, contact MSAC at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) or (410) 767-6555.

## Grievances

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 a constituent wishes to file a grievance, see the following steps.

- For questions or discussion prior to filing a grievance, contact MSAC at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) or (410) 767-6555
- To file a formal grievance, contact Dan Leonard, Director of EEO & Fair Practices and ADA Coordinator for the Department of Commerce, at [daniel.leonard@maryland.gov](mailto:daniel.leonard@maryland.gov)

For programs or services that are not provided by, but are funded, by MSAC:

- Communicate the grievance to the sponsoring organization
- For situations in which a constituent feels a grievance was not handled appropriately by the sponsoring organization, or if a response from the organization has not been provided within 30 days, file a formal grievance by contacting MSAC at [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov) or (410) 767-6555

MSAC will work with constituents to provide assistance as appropriate.

## Grantmaking

### Review Panels

To assist MSAC in its decision-making, Maryland residents with expertise in the arts are selected to serve on a variety of grant application review panels. The function of panels is to evaluate applications from organizations and individuals. Each year, MSAC publishes several open calls, and approximately 150 individuals serve as panelists for MSAC grant programs, including Grants for Organizations, Arts in Education, Independent Artist Awards, Public Art Across Maryland, Creativity Grants, Presenting and Touring, Professional Development Opportunity, Folklife Network, Folklife Apprenticeships, Heritage Awards, Special Requests, Arts Capital, and County Arts Development. In addition, MSAC occasionally releases calls for residents to serve as program editors evaluating grantmaking policies and procedures, and jurors or judges for various arts activities supported by MSAC. Anyone wishing to serve is encouraged to [click here](#) for detailed information and links to application forms for any open calls.

Constituents may also get involved with MSAC by creating a profile on the Arts Directory, an online resource for raising the profile of Maryland artists and arts organizations, by [clicking here](#); or by attending regularly scheduled virtual and in-person professional development sessions by [clicking here](#).



## Appeals

MSAC strives to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal. However, an application 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 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 notification; the letter should (1) request a reconsideration of the decision, (2) state the grounds for the request, and (3) certify that the applicant first discussed the problem with the program director and provide the date and time the discussion occurred.

The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration

## Grantee requirements

All MSAC grantees 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
- 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
- Maintain complete and accurate records of all activities connected with the grant
- Give credit to MSAC in accordance with published recognition guidelines, available by [clicking here](#), whenever and wherever credit is being given
- Notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project

In addition to the requirements above, all MSAC 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:

- Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended
- Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, marital 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
- Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, as well as publish direct contact information for the Point of Contact to the public

- Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible
- Upon request, submit documentation of operations and compliance with the above

### **Disclosure of personal information**

Certain personal information requested by the Department of Commerce, MSAC's parent agency, is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all benefits or services, including funding, provided by MSAC. 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 may be shared with state, federal, and local governments if legally required.