



MARYLAND STATE ARTS COUNCIL

PART OF THE MARYLAND DEPARTMENT OF COMMERCE

FY2020 Public Art Across Maryland Grant Guidelines

Maryland State Arts Council's Public Art Across Maryland was formerly titled the Public Art Project program. The program supports communities planning and creating public art

Application Deadlines for Fiscal Year 2020:

Friday, November 15, 2019, 4:00 PM EST

Wednesday, February 12, 2020 4:00 PM EST

Tuesday, May 12, 2020 4:00 PM EST

Applications will not be accepted after the deadline



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

Maryland State Arts Council | 175 W. Ostend Street, Suite E, Baltimore, MD 21230
Voice: 410-767-6555, Fax: 410-333-1062, Email: msac.commerce@maryland.gov
Office Hours: Monday-Friday, 8:00 A.M. to 4:00 P.M.

Maryland State Arts Council

Overview

The Maryland State Arts Council (MSAC) encourages and invests in the advancement of the arts for all Marylanders. Its grants and programs support artists and arts organizations in their pursuit of artistic excellence, ensure the accessibility of the arts to all citizens, and promote statewide awareness of arts resources and opportunities. Programs are aimed at all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

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. The MSAC also awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council reserves the right to prioritize grants awards.

The MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. The Council may also receive contributions from private, non-governmental sources.

Authority

Maryland State Arts Council is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Larry Hogan, Governor | Boyd K. Rutherford, Lieutenant Governor
Kelly M. Schulz, Secretary | Ben Wu, Deputy Secretary
Thomas B. Riford | Assistant Secretary, Division of Tourism, Film and the Arts

Mission Statement and Goals

The mission of MSAC is to encourage and invest in the advancement of the arts for the people of our state. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens and to promote statewide awareness of arts resources and opportunities.

The MSAC's programs are aimed at benefiting all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

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, Folk and Traditional Arts, Independent Artist Awards, and Community Arts Development. Anyone wishing to serve should visit msac.org for detailed information and nomination forms.

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 comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- 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.

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.

Public Art Across Maryland Program Overview

The Public Art Across Maryland program supports communities planning and creating public art. The program supports community visioning activities and planning processes to develop a public art concept idea, as well as funds to create and produce the final public artwork. The resulting work may be in any media, temporary or permanent, and inside or outside. The artwork must be free and publicly accessible to all.

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

The artwork may be sited in or on any interior or exterior space accessible to the public, such as: parks and trails, plazas, sidewalks, community centers, libraries and local government buildings. Check local government agencies for artwork siting approval(s).

Applicant Eligibility

Who May Apply:

Maryland non-profit organizations, departments of local government, County Arts Councils, and/or Arts & Entertainment Districts are eligible to apply. Applicant may apply with a project partner. Only one organization may serve as the lead applicant and will be the recipient of grant funds and responsible for report requirements.

The organization must fit one of the following criteria: Has a 501(c)3 tax exempt status from the U.S. Internal Revenue Service and is in good standing with the Maryland State Department of Assessments and Taxations; a unit of Maryland local government; or college or university.

Applicant must provide Tax ID number as well as State and Federal district numbers.

Individual Artists interested in public art project funding should partner with any one of the types of organizations listed above.

Who May Not Apply:

- For Implementation Grant, selected artist(s) creating the proposed public artwork may not be enrolled in high school or college during FY 2020 (July 1, 2019 - June 30, 2020).
- Organizations that have received a Public Art Across Maryland Implementation Grant in FY 2020

How To Apply

Apply on SmartSimple.com. It is recommended the applicant start their application early by setting up a log-in ID before the submission deadline.

Planning Grant

Awards of up to \$2500 support the community visioning process including the identification of a site location for the artwork, articulation of artwork goals and themes, administration of a Call-to-Artist solicitation, artist selection process, and artist honorariums for the development of artwork concept proposal(s).

Implementation Grant

Awards of up to \$10,000 requiring a 1:1 match, supports fabrication and installation of a public artwork. The artwork concept must be fully developed including identification of the artist(s) creating the work. It is not required the applicant have received a Planning Grant to apply for an Implementation Grant. An organization may receive a Planning Grant and subsequent Implementation Grant in the same fiscal year. An organization cannot receive two Implementation Grants in FY 2020.

For both Planning and Implementation grants the proposed public art project site must be in Maryland and the selected artist(s) must be a resident of Maryland.

Allowable Grant Fund Uses:

Planning Grant: Administrative fees related to community visioning and selection of the artist including:

- Consultant fee(s)
- Facility/equipment rentals for public meetings
- Online application software fees
- Artist honorariums for project proposal development
- Applicant organization and partner (if applicable) public art planning administration

Implementation Grant:

- Paying artists, fabricators, and individuals to design and/or coordinate the fabrication and/or installation of the artwork
- Renting equipment and/or space needed for fabrication and/or installation
- Purchasing artwork materials and/or tools for fabrication and installation
- Transportation of the artwork to the site
- Administration/Project Management fee may not exceed 15% of the implementation budget

Non-Allowable Grant Fund Uses:

- This program does not fund the purchase, lease, or exhibition of pre-existing artwork or editions, or any ongoing operational expenses of the applicant organization or partner
- Capital improvements not directly related to the public artwork
- Artwork that is not publicly accessible

SmartSimple

MSAC utilizes the cloud-based grant system SmartSimple to accept grant applications. Only successfully submitted online applications will be accepted. Hard copy applications will NOT be accepted.

- Applicants are required to complete and submit their applications in its entirety by electronic means, including the use of an electronic signature, by the deadline listed in the guidelines.
- All work samples are accepted digitally as uploads within the online application in SmartSimple.
- Technical support for SmartSimple is available during regular office hours, 8:00 AM through 4:00 PM, Monday through Friday.
- 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.**

Funding and Matching Requirements

Matching funds are required for Implementation Grants and may include: cash donations, grants or contributions from foundations, businesses or non-state government agencies. In-kind contributions may constitute 33% of the match.

For Planning Grants no match is required.

Review Process and Award Notification

Planning Grant Review Criteria:

Successful evidence of response to Application Questions:

- Description of public art planning process, including community engagement
- Planning Timeline
- Planning Budget

Implementation Grant Review Criteria:

Successful evidence of response based on the following criteria:

- Demonstrated alignment of public artwork to the project goals and relevance to the community
- Durability of the proposed public artwork relative to maintenance, theft, vandalism, and seasonal exposure;
- Demonstrated experience of applicant and selected artist to execute the project
- Feasibility of the project budget and schedule

Application Review

Complete applications are assigned to the Public Art Across Maryland Grant Review Panel applying the evaluation criteria. Applicants will be notified whether their application is

complete or if additional information or corrections are necessary. The organization must meet all subsequent deadlines as specific in writing or the application will be considered withdrawn.

Council Decision

The full Council will review program funding recommendations.

Notification

Applicants to the Public Art Across Maryland grant program will receive electronic notification of their grant award or denial within seven business days of Council approval.

For grants submitted:	Applicant will be notified:
November 15, 2019	Applicant will be notified of grant status by January 17, 2020
February 12, 2020	Applicant will be notified of grant status by March 20, 2020
May 12, 2020	Applicant will be notified of grant status by June 19, 2020

Payment

Grant agreement forms will be sent via SmartSimple within 30-days to those that have been awarded funding. The forms must be signed and the organization must meet all reporting requirements (including those of other MSAC grant programs) before Public Art Across Maryland funds are disbursed.

Planning Grant: Grant is awarded in full upon signing of grant agreement form.

Implementation Grant: 50% of grant award issued upon signing of grant agreement form. Remaining 50% is issued upon submission of an interim report. The report deadline is specified by the applicant in the Project Schedule at a mid-point date in project implementation. MSAC staff is available to provide an optional site visit for technical assistance and check-in at the interim report stage.

Reporting Requirement

Organizations that are awarded a FY20 Public Art Across Maryland grant must submit the required final report data sections.

Planning Grant recipients must complete the public art project planning process within 12 months from grant award notification. A final report is due within 30 days of completion of planning.

Implementation Grant recipients must complete the proposed public art project within 18 months of grant award notification. A final report is due within 30 days of the dedication and completion of the funded project.

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 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.

Contacting MSAC

If you have reviewed the available resources and need assistance with the content of your application, or have questions pertaining to the Public Art Across Maryland program guideline requirements, please contact:

Liesel Fenner
Public Art Program Director
Maryland State Arts Council
liesel.fenner@maryland.gov
410-767-6544

If you have questions about Smart Simple or need assistance submitting your application, please contact:

Tammy Oppel
Grants Management Associate
Maryland State Arts Council
tammy.oppel@maryland.gov
410-767-8851

continued

- Support is available 8:00 AM through 4:00 PM EST, Monday through Friday.
- *Applicants are encouraged to request assistance as early in the application process as possible.* Applicants receive assistance from MSAC staff on a first-come, first-served basis and should be aware that demand increases significantly as the deadline approaches.
- MSAC is not able to assist with the recording or editing of work sample content.
- Due to the high volume of applications, MSAC is not able to verify receipt of applications by telephone. The online SmartSimple application provides electronic notification via email of application submission. If you do not receive a confirmation email, please check your email spam folder then contact Tammy Oppel via email to request confirmation of receipt.