

INFORMATION SESSION

**FY25 “How to Apply” Webinar
GFO “Off Year” Application**

Monday, October 30, 12:00pm

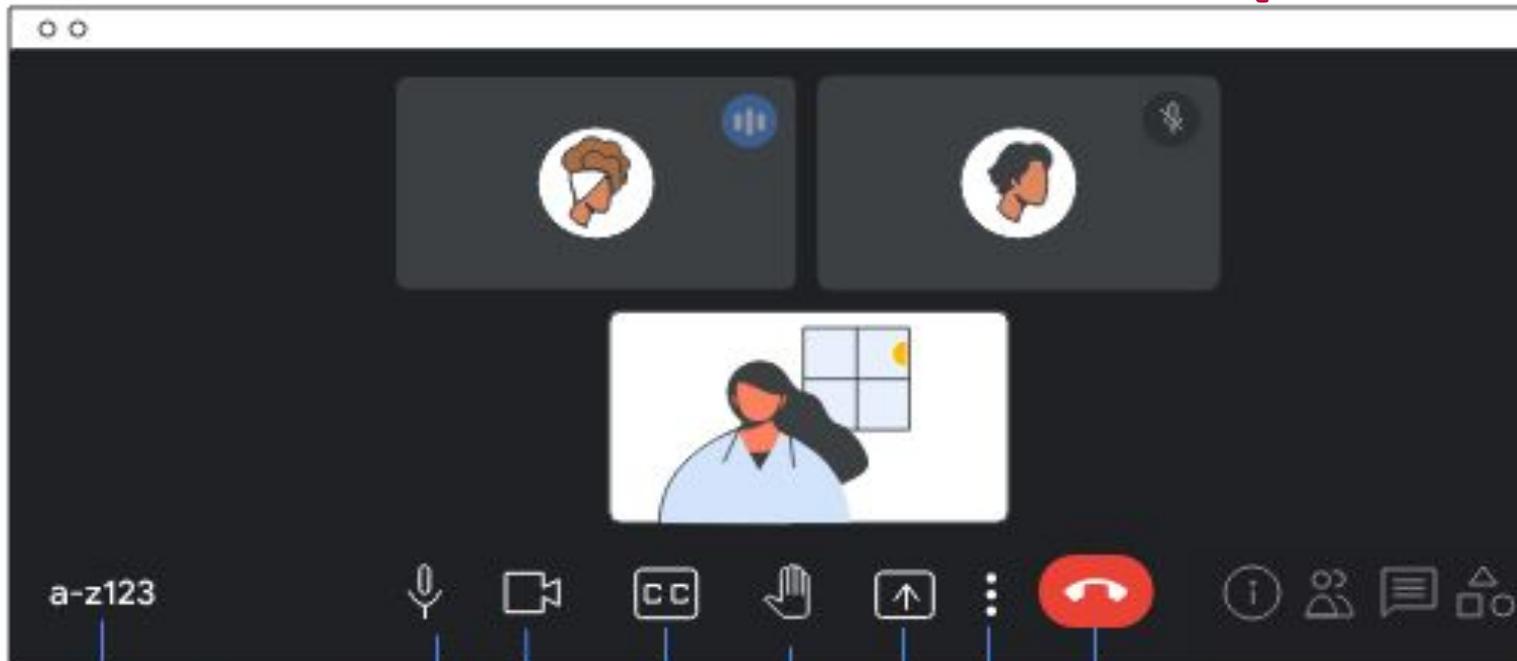
Presented by:

Emily Sollenberger & Laura Weiss
Program Directors, Arts Services



**GRANTS FOR
ORGANIZATIONS**

Reference Shot of Features (1 of 2)

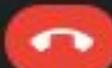


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Meeting code

Turn mic on or off

Turn camera on or off



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on or off

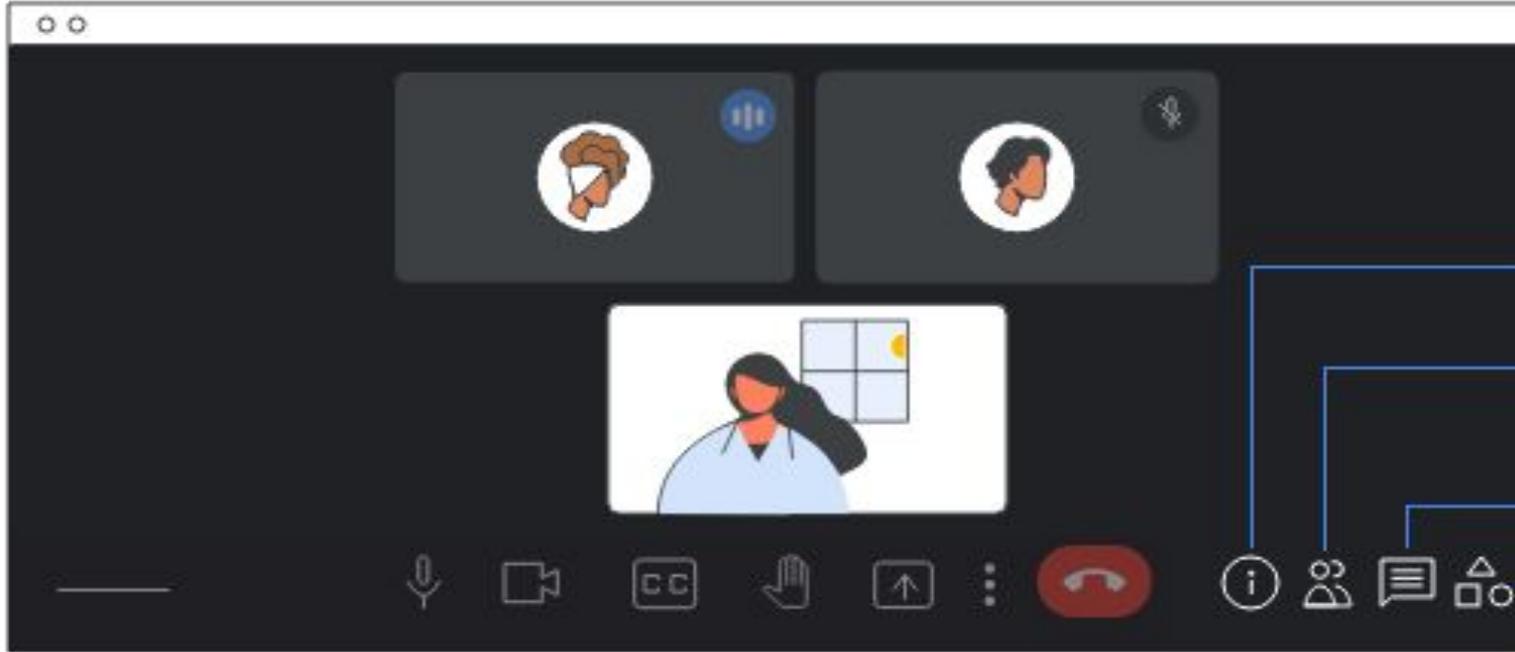
Raise your hand

Leave meeting

Change settings, background, layout, and more

Share your screen or give presentations

Reference Shot of Features (2 of 2)



- Share meeting details with guests
- View, remove, and pin participants, and invite more people
- Send chat messages
- Use Breakout rooms, Polls, Q&A and other meeting features

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 Arts Summits (in the fall)
- Maryland Arts Summit (visit mdarts.org)

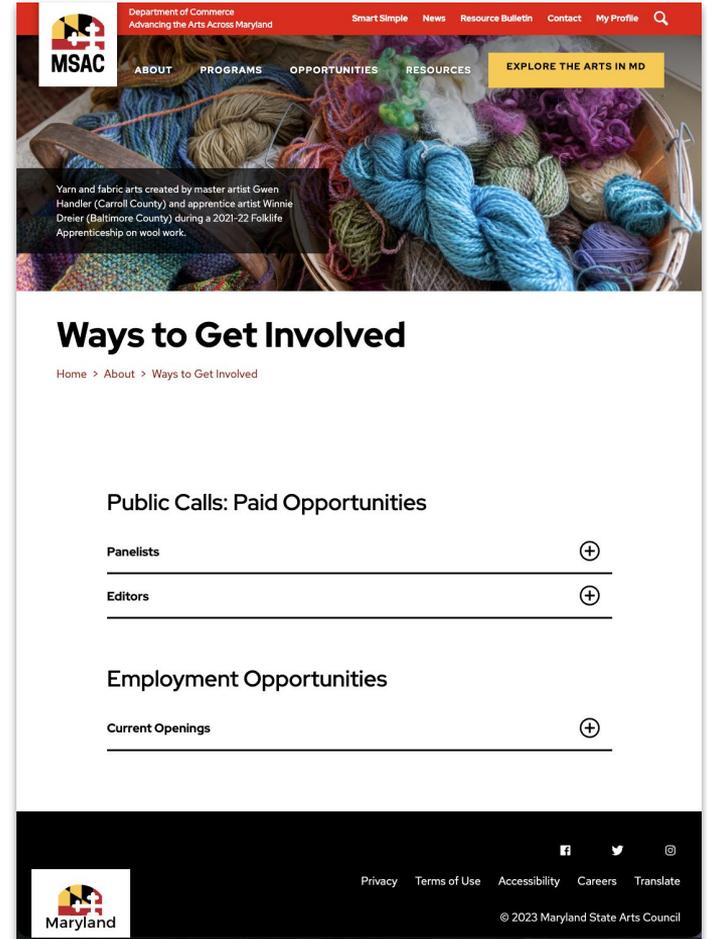


Propose a topic by emailing msac.commerce@maryland.gov
Sign up for our mailing list at tinyurl.com/MSACMailingList

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 evaluate 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



The screenshot shows the MSAC website's 'Ways to Get Involved' page. The header includes the MSAC logo, navigation links (ABOUT, PROGRAMS, OPPORTUNITIES, RESOURCES), and a search bar. A yellow button says 'EXPLORE THE ARTS IN MD'. Below the header is a large image of colorful yarn balls with a text overlay: 'Yarn and fabric arts created by master artist Gwen Handler (Carroll County) and apprentice artist Winnie Dreier (Baltimore County) during a 2021-22 Folklife Apprenticeship on wool work.' The main heading is 'Ways to Get Involved' with a breadcrumb trail 'Home > About > Ways to Get Involved'. The page lists 'Public Calls: Paid Opportunities' with expandable sections for 'Panelists' and 'Editors'. Below that is 'Employment Opportunities' with an expandable section for 'Current Openings'. The footer contains social media icons, a 'Maryland' logo, and links for Privacy, Terms of Use, Accessibility, Careers, and Translate, along with the copyright notice '© 2023 Maryland State Arts Council'.

Today's Agenda

- Review of the Grants for Organizations Program
- GFO Timeline/Next Steps
- Application and Financial Table
- Funding Formula
- Smart Simple
- Q&A

**Note - this is an overview for the Off Year Application only today. An Information Session for On Year applications was held previously. A recording can be found on msac.org.*

Grants for Organizations Overview

Purpose of program:

- Provides operating support that strengthens and sustains Maryland's arts infrastructure
- In FY24, MSAC awarded nearly \$18 million in GFO funding to 291 organizations across the state.

Application Deadline:

- Off Year: Friday, December 15, 2023 at 11:59pm (**technical assistance will not be available after normal business hours**)

“On” versus “Off” Year Cycle

GFO has a 3-year cycle by artistic discipline. During your “On Year,” your organization completes the full application process, including review by a panel, which determines your Panel Score, used to determine your funding.

During your “Off Years,” your organization completes a shorter application.

FY25: Music, Literary, Visual/Media Arts

FY26: Music C, Dance, Multi-Discipline A

FY27: Theatre, Service, Folk/Traditional, Multi-Discipline B

FY28: Music, Literary, Visual/Media Arts

GFO Timeline

October/November: (You are here!) Application open within Smart Simple

December 15th at 11:59pm: Off Year Application due (**Tech support not available after regular business hours**)

January - April: MSAC staff review all Off Year applications and financials

January 31st: FY24 Interim Report due; FY24 second disbursement processed following the approval of the Interim Report

May/June: Recommendations for funding are made to the Council by staff; grant amounts are determined based on MSAC's budget

After July 1st (start of FY25): Notifications of grants are sent via Smart Simple

August 15th: FY24 Final Report due; FY25 first disbursement processed following the approval of the Final Report

Ongoing: MSAC staff are available to answer questions, provide support, meet with staff/board, attend programs and events, etc.

GFO Timeline

Heads Up!

Emily and Laura will be attending the Grantmakers in the Arts (GIA) Conference in early November. They will have very limited access to email on November 6th, 7th, and 8th. Please keep this in mind when planning and preparing your applications!

“Off Year” GFO Application

GFO - Off Year Application

Application includes:

- Contact/Organizational Information
 - ****The new UEI must be included** with your application. Enter this information on your Organizational Profile in Smart Simple**
- Brief Narrative
- Financials
- Attachments
- Authorization Signature

Resources posted on the website: Guidelines, Narrative/Rubric (word doc), financial template (excel) & this info session slide deck and recording to be posted after session.

GFO - Off Year Application

The Off Year application does not involve scoring from panelists; MSAC staff only reviews applications.

The Off Year application and review process does not involve extension assignments.

- Artistic Activity Visits and In-Depth Conversations only occur during the On Year reviews.

This year's Off Year application is significantly streamlined!

GFO - Off Year Application

Has your mission/vision/goals/values significantly changed since your last application? Yes / No

If Yes: Please explain the changes to your mission/vision/goals/values. In your response, please address what the changes are, the reasoning behind the changes, and how those changes have impacted the organization and its programming.

If No: no narrative

GFO - Off Year Application

Has your organization's programming significantly changed since your last application? Significant changes would include adding or removing a program from the Activities Chart included in your last On Year application. Yes / No

If Yes: Please explain the changes in your organization's programming. In your response, please address what the changes are, the reasoning behind the changes, and how those changes have impacted the organization.

If No: no narrative

GFO - Off Year Application

Have there been any additional challenges or updates (changes in operations, staff, leadership, etc) since your last application that you feel MSAC should know at this time? Yes/No

If Yes: Please briefly explain the challenges and/or updates, the steps the organization has taken to address these challenges and/or updates, and any additional details to why these activities occurred.

If No: no narrative

Financial Statement

If Total Allowable Income is Under \$600K:

A submission of the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.

If Total Allowable Income Is Over \$600K:

A submission of the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit should be submitted by the application deadline. (***Note if you are in the middle of your audit and it's not finalized by the deadline, be in touch with your Program Director before December 15 to discuss sending an updated audit by March 1, 2024 at the latest***)

Financial Table

In the Financial Table, using the submitted financial statement/audit, enter the income and expenses for your arts organization's or arts program's most recently completed Fiscal Year (FY23 or CY22). The table should match the submitted financial statement/audit.

Within the Table, include clear notes/instructions so we can connect the various lines of the Table to the information provided in the submitted financial statement/audit.

Arts Programs – the table should reflect your Arts Program financial statement reflecting your arts-based income and expenses (*and not the full organizational financial statements*)

- Template is available on the website or request from Emily or Laura.
- Financial Table Tutorial video - available on msac.org

Other Attachments

You will also need to submit the following as attachments:

- IRS Letter of Determination
- Signed Form W-9

Helpful Hint - Application Feedback

Before submitting your application, Emily/Laura are available to review portions of your application and offer feedback.

Email your Program Director to request feedback on your draft. Allow for up to 15 business days to receive written feedback. *Please request application feedback no later than December 1st. Requests after this time will not be accommodated.*

Reach out to Emily/Laura to discuss their availability.

GFO - Funding Formula

Three variables that make up the funding formula:

Total Allowable Income x

Panel Score % (*determined through the On Year application review process*) x

Cap Allocation % (*determined by MSAC GFO budget and organization Tier*)

= FY25 Grant Amount

Example:

$\$500,000 \times 90\% \times 7\% = \$31,500$

GFO - Equitable Funding Formula

Grant = Allowable Income x Panel % x **Cap Allocation %**

As of FY24 (Year 1), Cap Allocation %s are based on budget size, with organizations divided into five budget levels.

Tier 1: (\$50K - \$500K) - goal of 15% over 5 year transition

Tier 2: (\$500K - \$1.5M) - goal of 10% over 5 year transition

Tier 3: (\$1.5M - \$5M) - goal of 6% over 5 year transition

Tier 4: (\$5M - \$10M) - goal of 4.5% over 5 year transition

Tier 5: (\$10M+) - goal of 4% over 5 year transition

**FY25 will be Year 2 of the 5 year transition period.*

GFO - Equitable Funding Formula

Grant = Allowable Income x Panel % x **Cap Allocation %**

Grant Amount Cap:

Year 1: \$1.4M; **Year 2: \$1.3M**; Year 3: \$1.2M; Year 4: \$1.1M; Year 5: \$1M

Transition Priorities (over 5 year transition in alignment with program allocation):

- Tier 1 increases at a faster rate during the 5 year transition.
- Tier 2 increases steadily over the 5 year transition.
- Tier 3 remains stable during the transition.
- Tiers 4 & 5 do not decrease at a rate greater than 1.5% annually.

GFO - Equitable Funding Formula

What did FY24 cap allocations look like with all this in mind?

Tiers - Year 1 of 5 year transition	Cap Allocation %	Number of Orgs	Total Amount by Tier	% of funding by Tier
Tier 1 (\$50K-\$500K) - working toward 15% (cap allocation) over 5 year transition	8.3705%	183 orgs	\$2,517,577	~14%
Tier 2: (\$500K - \$1.5M) - working toward 10% (cap allocation) over 5 year transition	7.7%	65 orgs	\$3,626,143	~20%
Tier 3: (\$1.5M - \$5M) - working toward 6% (cap allocation) over 5 year transition	6.7%	32 orgs	\$4,700,015	~26%
Tier 4: (\$5M - \$10M) - working toward 4.5% (cap allocation) over 5 year transition	6.1%	6 orgs	\$2,363,502	~13%
Tier 5: (\$10M+) - working toward 4% (cap allocation) over 5 year transition	5.75%	5 orgs	\$4,792,879	~27%

Smart Simple Grant Platform

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 (you should already have this!).

Be sure you complete the organizational profile (this is where you will enter your new UEI information).

Login

✉ Email

🔑 Password

Login

[Forgot Password?](#)

New to the System?

Register

Welcome to Maryland State Arts Council Portal

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.

Google Chrome is the recommended browser for completing applications in SmartSimple.

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

My Applications

12

Funding Opportunities

0

In Progress

0

Submitted

6

Approved/Declined



Click on “Funding Opportunities” on your Smart Simple dashboard

Opportunity Details	
Arts and Entertainment District Annual Report	Apply Now
Network Organizational Development	Apply Now
Arts in Education Grant	Apply Now
Arts in Education Teaching Artist Roster Application	Apply Now
Arts Relief Funding - General Operating Support	Apply Now
Creativity Grant	Apply Now
Grants for Organizations	Apply Now - Intent to Apply
Grants for Organizations	Apply Now - Full Application
Grants for Organizations - Off-Year	Apply Now
Heritage Award	Apply Now



Click the **“Apply Now”** button to open the application

New Grant



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>

ORGANIZATION INFORMATION CONTACT INFORMATION ELIGIBILITY ELECTRONIC SIGNATURES

Organization Name:

Save Draft

NEXT >

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

**GFO Off Year Application Deadline:
December 15, 2023 at 11:59pm**

We are here to help!

Emily: emily.sollenberger@maryland.gov

Laura: laura.weiss@maryland.gov

Thank You!



GRANTS FOR
ORGANIZATIONS

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