



# Grant Information Guide

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## Arts Education in Maryland Schools Fine Arts Initiative FY 2026

**Maryland State Department of Education**  
200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

June 30, 2025  
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

### **Tenette Smith, Ed.D.**

Deputy State Superintendent  
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## Program Description

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This grant is intended to support the Maryland Centers for Creative Classrooms (MC3) initiatives directed by Arts Education in Maryland Schools (AEMS). In collaboration with the Maryland State Department of Education (MSDE), AEMS develops professional learning activities that align with COMAR 13A.04.16 Programs in Fine Arts. AEMS' mission is to increase student access to courses in all art forms through purposeful action.

The professional learning activities supported by this grant, in addition to aligning with COMAR 13A.04.16 Programs in Fine Arts, should be designed to meet Maryland arts educators' professional learning needs and should aim to improve the quality of arts instructional programs across the state.

### AUTHORIZATION

Fine Arts Initiative Program budget for Maryland Centers for Creative Classrooms (MC3) in alignment with [COMAR 13A.04.16 Programs in Fine Arts](#).

### GRANT OVERVIEW

#### Name of Grant Program

Arts Education in Maryland Schools (AEMS) Fine Arts Initiative Grant FY 2026

#### Purpose

The purpose of the MC3 program funding is to support planning and implementation of professional learning for arts educators in Maryland.

#### Dissemination

This Grant Information Guide (GIG) was released on May 15, 2025.

#### Deadline

Proposals are due no later than 5:00 pm on June 30, 2025.

#### Grant Period

July 1, 2025 – June 30, 2026

#### Funding Amount Available

\$237,458

#### Estimated Number of Grants

One (1)

#### Eligibility

The funding opportunity is for Arts Education in Maryland Schools (AEMS), a 501 (c)(3) Maryland nonprofit organization.

**Submission Instructions**

Grant applications must be submitted by 5:00 p.m. on June 30, 2025 via email to [elizabeth.devereux@maryland.gov](mailto:elizabeth.devereux@maryland.gov).

**PROGRAM CONTACT****Elizabeth Devereux**

Director of Comprehensive Arts Education  
Office of Instructional Programs and Services  
Phone: (410) 767-1036  
[elizabeth.devereux@maryland.gov](mailto:elizabeth.devereux@maryland.gov)

**State Responsibilities**

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE program staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period. In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each grantee is on target to meet its goals and fully expend its awarded program resources.

## Use of Funds

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The following are examples of approved uses for the grant funds in accordance with the purpose of the grant. Other costs not listed here may be presented to the grant manager for determination of allowable expenditures.

**Funds may be used for:**

- Contractual services for vendors, educators, and staff related to program delivery
- Support of operating expenses related to program delivery
- Purchase of materials and supplies to support educators' engagement in programming
- Travel reimbursement and stipends to present at or attend "train-the-trainer"-related professional development
- Out-of-state travel and transportation, with travel details shared in advance and pre-approved by MSDE Comprehensive Arts Branch

**Funds may not be used for:**

- Construction of temporary or permanent structures
- Activities not related to professional learning for Maryland arts educators

# Project Proposal

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## GRANT APPLICATION

As a requirement for this program, applicants must address the following areas in the grant application.

### Project Description

The Project Description should be factual, brief, and focused on the organization's selected project. The Project Description should provide an overview of the proposed project, summarizing its activities and overall purpose. The Project Description should be 1 page or less.

### Narrative and Purpose

Provide a more detailed narrative of your project, breaking it down into the proposed activities with descriptions of what each activity is and the purpose for the activities. This section should clearly describe the "what" and the "why" of the project and, for each project activity, the narrative should answer the question, *"How does this activity support our organization's yearlong, or multi-year, goals for arts professional learning in Maryland?"* Grant activities described in the Narrative and Purpose section should be supported by the goals listed in the Goals and Measurable Outcomes section and should align clearly with line items in the Budget and Budget Narrative.

### Goals and Measurable Outcomes

State the overall goal(s) of the project. The goal(s) should be broad and should align with the purpose of the project, described in the Narrative and Purpose section of the application, and should be supported by your budget items. Aim for crafting 2-4 clearly defined goals that articulate what your project will accomplish.

For each goal, define measurable outcomes that are specific, quantifiable, and indicate your progress toward meeting the goal. Each goal should have at least one accompanying measurable outcome. Align your outcomes to evaluation methods (see Evaluation and Dissemination section below).

#### NOTES:

- Avoid language such as "increase awareness" without defining how awareness will be measured.
- Do not confuse activities with outcomes. (I.e., "Hold five workshops" is an activity; "80% of participants demonstrate increased knowledge" is an outcome.)

### Activity Plan and Timeline

For each activity described in the Narrative and Purpose section, the Activity Plan should share key information: who is responsible for the activity, the activity timeline, and any specific notes on planned spending patterns to complete the activity (for example, "the activity is ongoing and the total cost for the activity will be divided up equally over 6 months"). The Timeline should indicate whether an activity has a deadline or completion date or is ongoing over the grant period.

### Evaluation and Dissemination

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goals, activity plan, and timeline. Keep in mind that the final evaluation should consider the entire project over the course of the fiscal year. During the evaluation, consider the following questions and what data should be collected and tracked in order to assess results:

- How are MC3 professional learning offerings being responsive to Maryland arts educators' needs?
- How do we know MC3 professional learning offerings are effective at meeting Maryland arts educators' needs?
- How are MC3 professional learning offerings improving Maryland arts educator instructional practice/classroom effectiveness?
- What data will be collected to prove that the project has had the intended effects?
- How will this data be collected?

Grantees must also include a plan for how results will be disseminated.



## Budget and Budget Narrative

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the Project Proposal should appear in the Budget Narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the Project Proposal and the budget line items.

Provide content justifying any line-item expenses that are not obvious from the Project Proposal. Discuss and align line-item activities in the Budget Narrative. Explain how the estimated cost of each line item was derived if the rationale is not obvious. An MSDE [Grant Budget C-1-25](#) form must also be completed, signed, and submitted as an appendix.

Following the Budget Narrative, include a line-item description. Group line items according to the following categories: Salaries and Wages, Contracted Services, Supplies and Materials, Other Charges, Equipment, and Transfers (indirect costs). Total each category. Each line must be detailed and specific. General expenses should be broken down into specific line items. There is no page limit for the budget, so be as detailed as possible. Here is an example of the Budget and Budget Narrative template:

### 1. SALARIES AND WAGES (LIST)

Line Item	Calculation	Requested	In-Kind	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total for Salaries and Wages:		\$	\$	\$

Using the space below, explain how the costs for salaries and wages above are necessary, reasonable, and cost-effective.

Type response here.

## The Review Process

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The review of proposals will be a three-part process:

- Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applications not meeting all pre-screen requirements may be returned to the applicant for revisions.
- A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
- Final approval for awards will be determined by the review committee.

MSDE reserves the right to take into consideration geographic distribution when making awards.

## AEMS Fine Arts Initiative Grant Scoring Rubric

### PROJECT DESCRIPTION

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project description is clear and aligned to the grant purpose as outlined in the Program Description section.	The project description is missing or does not show alignment with the grant purpose.

### NARRATIVE AND PURPOSE

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The narrative clearly describes the proposed grant activities and their purpose.</p> <p>The narrative describes how the activities support broader organizational goals for arts professional learning.</p>	<p>The narrative does not describe the proposed grant activities and their purpose.</p> <p>The narrative fails to describe how the activities support broader organizational goals for arts professional learning.</p>

### GOALS AND MEASURABLE OUTCOMES

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The goal(s) are measurable and aligned to the project purpose.</p> <p>Outcomes are realistic and attainable.</p>	<p>The goal(s) are not measurable or are not aligned to the project purpose.</p> <p>Outcomes are not realistic or attainable.</p>

**ACTIVITY PLAN AND TIMELINE**

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The plan is clear, concise, and reasonable.</p> <p>Personnel responsible are named for each activity.</p> <p>The timeline is named and appropriate for the given task.</p>	<p>The plan does not clearly explain how and when each activity will be accomplished in the grant cycle.</p> <p>Personnel responsible are missing.</p> <p>The timeline is not provided, is unclear, or is unreasonable for the given task.</p>

**EVALUATION AND DISSEMINATION**

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>Evaluation questions are based around the goal(s) and outcomes.</p> <p>A clear evaluation strategy is provided.</p> <p>Data fields and collection methods are identified/described.</p> <p>The dissemination plan includes how the findings will be shared with stakeholders and the public.</p>	<p>Limited or no examples of evaluation questions are included.</p> <p>No evidence of a clear evaluation strategy is provided.</p> <p>Data fields and collection methods are missing or not identified.</p> <p>The dissemination plan is missing or does not clearly state how the findings will be shared.</p>

**BUDGET AND BUDGET NARRATIVE**

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The budget is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.</p>	<p>Budget does not align with the proposal, includes costs that are not reasonable or allowable, or has several mathematical errors.</p>

## Timeline and Reporting Requirements

### GRANT APPLICATION TIMELINE

Date	Timeline Event
May 15, 2025	The Grant Information Guide and Application are released.
May 15, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 6, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 30, 2025	The grant application is due.
July 18, 2025	MSDE will notify applicants of the award status.
July 1, 2025	The grant period begins.
June 30, 2026	The grant period ends.
September 30, 2026	The funds will need to be liquidated.

### REPORTING REQUIREMENTS

**Notes:** Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25B form found in the Grant Forms Workbook MSDE Grants webpage. Final invoices must be submitted no later than 60 days after the grant period ends.

Date	Reporting Requirements
Ongoing	Fiscal and programmatic monitoring
October 15, 2025	Q1: Quarterly Interim Report (C-1-25C)
January 15, 2026	Q2: Quarterly Interim Report (C-1-25C)
April 15, 2026	Q3: Quarterly Interim Report (C-1-25C)
July 31, 2026	Final Progress Report (C-1-25D)

## Non-Discrimination Statement

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The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

**Equity Assurance and Compliance Office****Office of the Deputy State Superintendent for Finance and Operations**

Maryland State Department of Education  
200 W. Baltimore Street - 2nd Floor  
Baltimore, Maryland 21201-2595

410-767-0123 - voice

410-767-0431 - fax

Deaf and hard of hearing use Relay.

## Customer Service Support Sessions

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MSDE will hold two customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. The sessions will be on:

**Thursday, May 15, 2025**

11:00 a.m. – 12:00 p.m.

Video call link: <https://meet.google.com/ijr-jgiq-xjp>

**Thursday, June 6, 2025**

11:00 a.m. – 12:00 p.m.

Video call link: <https://meet.google.com/izd-fhvg-ykk>

MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact:

**Elizabeth Devereux**

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(410) 767-1036

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