



GRANT INFORMATION GUIDE

Fine Arts Initiative Grant (FY23)

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

October 31, 2022
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Secretary-Treasurer, Maryland State Board
of Education

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Program Description

The Fine Arts Initiative grant program was established by the Maryland General Assembly to supplement Local Education Agencies (LEA) funding for fine arts programs. Supplemental funding is aligned with the Maryland State Standards for Fine Arts for grades Pre-kindergarten-12 as approved by the Maryland State Board of Education.

The Fine Arts Initiative grant funding will enable all students to achieve state standards in the arts (defined as dance, media arts, music, theater, and visual art). Applicants for funding must show alignment to [COMAR 13A.04.16 Programs in Fine Arts](#) certification procedures for Fine Arts.

NAME OF GRANT PROGRAM

Fine Arts Initiative Grant

PURPOSE

The purpose of the grant funding is to expand programs in the five arts disciplines (**defined as dance, media arts, music, theater, and visual arts**) and ensure that all students have access to arts programming aligned to the state standards and aligned to LEA goals for fine arts. Each LEA is required to provide an instructional program in fine arts each year for all students in grades pre-kindergarten–8. Within the pre-kindergarten–5 grade span, students shall have experiences in the fine art forms of dance, media arts, music, theater, and visual arts. Within grades 6–8, students may specialize in one or more of the fine art forms, and the LEA must provide an instructional program that enables all students in grades 9–12 to meet graduation requirements, and to select from among fine arts elective courses that will prepare them for postsecondary education and careers.

AUTHORIZATION

[COMAR 13A.04.16 Programs in Fine Arts](#)

DISSEMINATION

This Grant Information Guide (GIG) was released on September 30, 2022.

DEADLINE

Proposals are due no later than 5:00 p.m. on October 31, 2022.

GRANT PERIOD

July 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

\$439,072.00

ESTIMATED NUMBER OF GRANTS

24 - based on LEA formula-based funding

GRANT AMOUNT

See attachment A for LEA formula-based funding amounts.

SUBMISSION INSTRUCTIONS

Grant applications must be submitted by 5:00 p.m. on October 31, 2022, via email to Susan.spinnato@maryland.gov

STATE RESPONSIBILITIES

MSDE will review all applications for eligibility and selection for awards. MSDE will monitor grantee progress through interim reports to ensure that programs are being implemented according to their approved plan and with fidelity. MSDE will ensure that funds are spent down on schedule, monitoring student outcomes, as well as technical assistance, financial reports, and on-site or virtual monitoring visits.

PROGRAM CONTACTS

Susan Spinnato
Director of Instructional Programs
410-767-0349
Susan.spinnato@maryland.gov

Eligibility

This funding is for Local Education Agencies (LEAs) to support Fine Arts instructional programs.

Use of Funds

Funds may be used for:

- Salaries and/or stipends
- Course development and curriculum writing
- Supplies and materials
- Professional learning
- Contractual services, including artists in residencies
- Festivals, events, and exhibitions

Funds May Not be used for:

- Purchase of equipment for administrative purposes
- Construction
- Out-of-State travel and transportation; and
- Food and Beverage

Program Requirements

Proposals for funding must contain discipline-specific goals to improve access for all students to fine arts programming that meets the requirements of COMAR 13A.04.16. Grant activities should promote meaningful engagement and innovative learning models in fine arts education.

Applications also include reporting requirements for the school year FY23.

Reporting Requirement: School Year 2022-2023 Annual Implementation Goals

As stated in [COMAR 13A.01.16. Section .03 Certification Procedures](#), each local school system shall report annually their goals, objectives, and strategies regarding the implementation of fine arts instructional programming and methods for measuring progress.” Provide a summary outlining 2022-2023 goals, objectives, strategies, and methods for measuring progress of the LEA **using all funding sources** to meet the requirements outlined in COMAR 13A.04.16, Programs in Fine Arts for dance, media arts, music, theater, and visual art by 2024.

Proposal for Funding

PROPOSAL COVER PAGE

Proposals must have the Proposal Cover Sheet provided in the application.

GRANT PROJECT ABSTRACT

In the Project Abstract, introduce the project to the reader. It should be factual, brief, and focused on the organization’s efforts. The project abstract should cover the core aspects of the proposed project, such as the population, services, brief description of the goals, strategies to meet them, and the roles of the partners.

PROJECT NARRATIVE

Extent of Need

Describe the conditions or needs to be addressed through the Fine Arts Initiative Grant program. Include a clearly defined problem. Document current or past efforts to address the problem.

Goals, Measurable Objectives and Milestones

For each arts discipline that you will address with the **Fine Arts Initiative Grant funding**, state the overall goal. The goal should address the main problem and be in alignment with LEA goals. For each project goal statement, identify objectives to be accomplished with grant funds. Establish milestones that can be evaluated either quarterly or throughout the project. Complete the chart provided for each applicable arts discipline.

Plan of Operation

For each project goal, discuss the activities, timeline, and key personnel to be used to accomplish the objectives.

- Activities are specific steps taken to accomplish the project objectives, and involve direct service to stakeholders, students, teachers, and/or parents. Examples include specific teacher professional development opportunities, parent nights, and mentoring sessions.
- Assign an approximate date or range of dates to complete each activity.
- Provide the name and title of the project team member who is responsible for each activity.

Evidence of Impact

For each activity and project goal, a summary of the efficacy of the proposed activity is required. The summary should present a detailed description of evidence-based or research that suggests the program is likely to be successful.

Evaluation Plan

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project's goal and objective(s). An effective ongoing evaluation plan that evaluates milestones quarterly lends to making informed decisions about needed changes.

In this section, provide a performance measure for each project goal. For example, a goal may be to update the curriculum in dance in levels 1-5 at the secondary level. The Evaluation Performance Measures: Increase in the number of students participating in dance at the secondary level. Teachers implementing new curriculum as demonstrated in direct observations.

Key Personnel

In this section, provide the names and titles of key staff and partners, respective roles in the project and the specific contributions each will make to the project.

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 narrative 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 activities and the budget line items.

Group line items according to the following categories: Salaries & Wages, Contracted Services, Supplies & 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. For example, "meeting expenses" can be broken down into room rental, photocopying, and refreshments. There is no page limit for the budget, so be as detailed as possible.

Clearly show the requested funds and in-kind contributions for each line item if applicable. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expenses were calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. See a sample budget below:

1. Salaries & wages (list separately for each position)

Discipline	Line item	Calculation	Requested	In-Kind	Total
Visual Art	Exhibition Manager, LEA staff member	\$25/hrs. x 20 hrs. per week x 52 weeks	\$26,000.00	\$10,000.00 (LEA budget)	\$16,000.00
Total for salaries & wages:			\$26,000.00	\$10,000.00	\$16,000.00

2. Contracted Services

Discipline	Line item	Calculation	Requested	In-Kind	Total
All	Stipends for Professional Development	100 participants x \$120.00	\$12,000.00	\$4,000.00 (MSAC)	\$8,000.00
Dance	Contracted Services for Annual Dance Secondary Showcase	10 consultants x \$300.00	\$3,000.00	0	\$3,000.00
Media Arts	Conference fees for Media Arts staff to further develop Media Arts programming	2 staff members x \$340.00	\$680.00	0	\$680.00
Visual Art	Curriculum writing stipends	2 writers x \$1,000.00	\$2,000.00	0	\$2,000.00
Total for contracted services:			\$17,680.00	\$4,000.00	\$13,680.00

3. Supplies & Materials

Discipline	Line item	Calculation	Requested	In-Kind	Total
Music	Materials and Supplies: Instruments	60 @ \$56	\$3,360.00	0	\$3,600.00
Total for supplies & materials:			\$3,360.00	0	\$3,360.00

4. Other Charges

Discipline	Line item	Calculation	Requested	In-Kind	Total
All	Fixed charges for part-time elementary theater instructor	7.65% x \$35,000	\$2,677.50	0	\$2,677.50
Total for other charges:			\$2,677.50	0	\$2,677.50

5. Equipment

Discipline	Line item	Calculation	Requested	In-Kind	Total
All	Portable sound system for outdoor arts festival	1 @ \$499.95	\$499.95	0	\$499.95
Total for equipment:			\$499.95		\$499.95

Appendix

The following appendices must be included in the proposal for funding. Include other appendices as deemed necessary.

- [C-1-25 MSDE budget form](#)
- MSDE Assurances Page

The Review Process

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

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections.
2. 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.
3. Final approval for awards will be determined by the review committee.

Review Committee

The committee will be composed of representatives from MSDE. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric.

Selection Criteria

Applications will be reviewed and scored based on the following criteria for the grant program. A total of 100 points may be awarded. Applicants must meet a minimum score of 75.

Project Narrative (90 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does not Meet Criteria
Extent of Need (20 Points)	The extent of need is clearly described; the program need is evident. 35-26	There is a limited description of the extent of need. 25-12	The extent of need is not clearly identified. 12-0
Goals and Measurable Outcomes (20 Points)	Identifies multiple, measurable goals, and outcomes. Includes a clear narrative to achieve these goals. Outcome statements are clear and tell how the project's target population would improve. 20-16	Partially lists goals and outcomes and does not include measures of progress towards the goal. Notes outcomes do not align to the problem/need. 15-7	Incomplete identification of goals and outcomes. Statements are vague and not measurable. 7-0
Plan of Operation, Key Personnel, and Project Timeline (20 Points)	Includes a detailed plan of operation and timeline that addresses activities occurring within the grant period, and each goal item identified in the GIG. 20-16	A broad plan of operation that addresses some items identified in the statement of need. 15-7	The plan of operation provided does not address the items identified in the statement of need. 7-0
Evaluation (15 Points)	The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate and report on outcomes. 15-11	The application somewhat identifies measurable program improvements and the data that will be reviewed. 10-6	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. 5-0
Evidence of Impact (15 Points)	Demonstrates continuous improvements in evaluations and practices, advances positive change 15-11	There is a partial summary of the efficacy of the program. Outcomes does not support project, goals, or implementation 10-6	The evidence of impact or the efficacy is not clearly defined or identified in statement 5-0
Budget (10 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Budget Narrative (10 Points)	The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct. 10-6	The application includes a broad budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail. 5-3	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors. 2-0

AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program as soon as the award notification is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting requirements for each year
Within 30 days of Notice of Grant Award	Signed Assurances due
3/15/23	Signed Interim Report C-1-25 C due
Within 30 days of the grant end date 7/30/23	Signed Final Narrative and Fiscal Report due

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

Non-Discrimination Statement

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 Operations
 Maryland State Department of Education
 200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595 410-767-0123 - voice
 410-767-0431 - fax
 410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by

addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Customer Service Support Sessions

The MSDE will hold two customer service support sessions for interested applicants on October 11th at 10:00 a.m. and October 19th at 1:00 p.m. During these sessions, MSDE personnel will provide an overview of the program requirements and the application process. A copy of the PowerPoint presentation will be posted on the MSDE Fine Arts page and the MSDE grants page of marylandpublicschools.org

Questions

If you have questions about the application or the process, please contact the Program Monitors:

Susan Spinnato
 Director of Instructional Programs
 410-767-0349
Susan.spinnato@maryland.gov

Grant Timeline

Date	Program Milestone
September 30, 2022	The Grant Information Guide and the Application are released.
October 11 & 19, 2022	The MSDE will hold two virtual customer service support sessions for interested applicants.
October 31, 2022	The grant application period closes.
November 3-10, 2022	The MSDE reviews applications for completeness and minimum requirements and scores applications.
November 14, 2022	The MSDE will notify applicants of the award status.

Attachments

[Attachment A: LEA Funding Amounts](#)

[Application for Participation](#)

[MSDE Assurances Page](#)

[A C-1-25 MSDE Budget Form](#)



Attachment A: FY23 LEA Formula-Based Funding Amounts for Fine Arts Grants to LEAs

Local Educational Agency	FY22 Awards	FY23 Awards (level)
Allegany	\$14,859.00	\$14,859.00
Anne Arundel	\$25,885.00	25,885.00
Baltimore City	55,886.00	55,886.00
Baltimore County	46,911.00	46,911.00
Calvert County	14,940.00	14,940.00
Caroline County	11,711.00	11,711.00
Carroll County	19,928.00	19,928.00
Cecil County	15,727.00	15,727.00
Charles County	20,225.00	20,225.00
Dorchester County	9,638.00	9,638.00
Frederick County	24,657.00	24,657.00
Garrett County	8,053.00	8,053.00
Harford County	25,432.00	25,432.00
Howard County	22,711.00	22,711.00

Kent County	3,822.00	3,822.00
Montgomery County	29,684.00	29,684.00
Prince George’s County	70,367.00	70,367.00
Queen Anne’s County	7,753.00	7,753.00
St. Mary’s County	15,425.00	15, 425.00
Somerset County	9,992.00	9,992.00
Talbot County	2,188.00.	2,188.00
Washington County	18,468.00	18,468.00
Wicomico County	16,908.00	16,908.00
Worcester County	1,902.00	1,902.00
LEA Totals	\$493,072.00	\$493,072.00