

Fine Arts Initiative Grant  
Fiscal Year 2024

**APPLICATION FOR PARTICIPATION**

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

Deadline  
October 16, 2023  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Deann Collins, Ed.D.**Deputy Superintendent of Teaching and Learning

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

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Rachel L. McCusker

Samir Paul, Esq.

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

[Instructions 3](#_Toc143694879)

[Proposal Cover Page 4](#_Toc143694880)

[Project Narrative 5](#_Toc143694881)

[General Education Provisions Act (GEPA) 15](#_Toc143694882)

[Appendices 16](#_Toc143694883)

# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The completed Application should be saved as a pdf and emailed to Elizabeth Devereux, [elizabeth.devereux@maryland.gov](mailto:elizabeth.devereux@maryland.gov) by 5:00 p.m. on October 16, 2023.

# Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Financial Contact Name:

Financial Contact email:

Grant Office Contact Name:

Grants Office Contact email:

UEI (Unique Entity Identifier) and Expiration Date:

Please see Attachment A: Fiscal Year 2024 formula-based funding amounts for Fine Arts Grants to LEAs.

Amount of the request for grant period (July 1, 2023 – June 30, 2024):

$

Estimated Annual Cost of Program/Project and Type of Funds

Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Head of Agency Printed Name Title Date

Head of Agency Signature Date

# Project Narrative

## PROJECT ABSTRACT (250 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization’s efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

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## EXTENT OF NEED - (20 POINTS)

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the impact of the LEA’s Fiscal Year 2024 Fine Arts Initiative Grant leading to the desired outcomes.

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## GOALS, MEASURABLE outcomes, AND MILESTONES - (20 POINTS)

**LEA School Year 2023-2024**

For each program proposed, applications must include a SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) **goal** accompanied by **measurable outcomes** that will result from achieving the stated goal, and **milestones** to track interim progress towards that goal during the year. Describe the goals, measurable outcomes, and milestones of the **fine arts initiative grant funding** for each applicable arts discipline in the table(s) below.

|  |  |  |
| --- | --- | --- |
| **Program Activity: Applicable Arts Discipline(s) (I.e., Dance, Media arts, Music, Theatre, Visual Arts, All)** | | |
|  | | |
| **Goal(s)** | **Measurable Outcomes** | **Milestones** |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| **Program Activity: Applicable Arts Discipline(s) (I.e., Dance, Media arts, Music, Theatre, Visual Arts, All)** | | |
|  | | |
| **Goal(s)** | **Measurable Outcomes** | **Milestones** |
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| --- | --- | --- |
| **Program Activity: Applicable Arts Discipline(s) (I.e., Dance, Media arts, Music, Theatre, Visual Arts, All)** | | |
|  | | |
| **Goal(s)** | **Measurable Outcomes** | **Milestones** |
|  |  |  |
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## Plan of Operation, Key Personnel and Timeline - (20 Points)

The Plan of Operation includes the strategies, activities, and timeline that will be implemented to achieve your goals, outcomes, and milestones. Use the table below to address the key components of the program implementation or expansion. For each program goal listed above, provide the activities, timeline, and personnel to be used to accomplish the objectives.

| **Discipline** | **Goal(s)** | **Strategy/Activities** | **Timeline** | **Person Responsible** |
| --- | --- | --- | --- | --- |
| Dance |  |  |  |  |
| Media Arts |  |  |  |  |
| Music |  |  |  |  |
| Theater |  |  |  |  |
| Visual Arts |  |  |  |  |
| All |  |  |  |  |

*\*Add more rows if necessary*

Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

| **Name** | **Title** | **Roles and Responsibilities** |
| --- | --- | --- |
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|  |  |  |
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*\*Add more rows if necessary*

## EVALUATION AND DISSEMINATION – (15 points)

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project’s goals and outcomes. Describe how the program will be evaluated and how results will be communicated to major stakeholders and individuals interested in the project.

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## Evidence of Impact - (15 Points)

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the impact of the LEA’s Fiscal Year 2024 Fine Arts Initiative Grant leading to the desired outcomes.

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## BUDGET AND BUDGET NARRATIVE - (10 POINTS)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be submitted as an appendix. Note: When completing this section, Use of Funds in the Grant Information Guide.

**1. Salaries & Wages (list each position separately)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Discipline** | **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| All |  |  |  |  |  |
| Dance |  |  |  |  |  |
| Media Arts |  |  |  |  |  |
| Music |  |  |  |  |  |
| Theater |  |  |  |  |  |
| Visual Arts |  |  |  |  |  |
|  |  | Total for Salaries & Wages: |  |  |  |

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

|  |
| --- |
| Type response here. |

**2. Contracted Services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Discipline** | **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| All |  |  |  |  |  |
| Dance |  |  |  |  |  |
| Media Arts |  |  |  |  |  |
| Music |  |  |  |  |  |
| Theater |  |  |  |  |  |
| Visual Arts |  |  |  |  |  |
|  |  | Total for Contracted Services: |  |  |  |

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

|  |
| --- |
| Type response here. |

**3. Supplies & Materials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Discipline** | **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| All |  |  |  |  |  |
| Dance |  |  |  |  |  |
| Media Arts |  |  |  |  |  |
| Music |  |  |  |  |  |
| Theater |  |  |  |  |  |
| Visual Arts |  |  |  |  |  |
|  |  | Total for Supplies & Materials: |  |  |  |

Using the space below, explain how the costs for supplies & materials above are necessary, reasonable, and cost-effective.

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| Type response here. |

1. **Other Charges**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Discipline** | **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| All |  |  |  |  |  |
| Dance |  |  |  |  |  |
| Media Arts |  |  |  |  |  |
| Music |  |  |  |  |  |
| Theater |  |  |  |  |  |
| Visual Arts |  |  |  |  |  |
|  |  | Total for Other Charges: |  |  |  |

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

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| Type response here. |

**5. Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Discipline** | **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| All |  |  |  |  |  |
| Dance |  |  |  |  |  |
| Media Arts |  |  |  |  |  |
| Music |  |  |  |  |  |
| Theater |  |  |  |  |  |
| Visual Arts |  |  |  |  |  |
|  |  | Total for Equipment: |  |  |  |

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

|  |
| --- |
| Type response here. |

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| --- |
| Total amount requested: |

# General Education Provisions Act (GEPA)

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the [GEPA](https://oese.ed.gov/gepa/) (gender, race, national origin, color, disability, and age).

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# Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

Appendix A: A signed [Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: A signed MSDE [C-1-25 Budget Form](https://marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)