



Grant Information Guide

Fine Arts Initiative FY 2026

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

August 1, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Fine Arts Initiative Program was established in Fiscal Year 2000 by the Maryland General Assembly for all local education agencies (LEAs) and is aligned with the Maryland State Standards for Fine Arts for grades prekindergarten-12.

The Fine Arts Initiative Grant funding supplements LEA funding and enables all students to achieve or exceed 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.

AUTHORIZATION

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

GRANT OVERVIEW

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, theatre, 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 by COMAR 13A.04.16.01 to provide an instructional program in fine arts each year for all students in grades prekindergarten-8 as follows:

- Within the prekindergarten-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 of dance, media arts, music, theatre, and visual art.

The LEAs 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 of dance, media arts, music, theatre, and visual art that will prepare them for postsecondary education and careers.

Dissemination

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

Deadline

Proposals are due no later than 5:00 pm on August 1, 2025

Grant Period

July 1, 2025 – June 30, 2026

Funding Amount Available

\$494,072

Estimated Number of Grants

Twenty-five (25)

Eligibility

The funding opportunity is for Local Education Agencies (LEAs) to support Fine Arts Instructional programs. The grant is designed for the 25 LEAs in the amounts listed on page 12 of this document.

Submission Instructions

Grant applications must be submitted by 5:00 p.m. on August 1, 2025 via email to 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

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

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:

- Salaries and/or stipends
- Course development and curriculum writing
- Materials and supplies
- Professional learning
- Contractual services, including artists in residencies
- Festivals, events, and exhibitions
- Travel reimbursement, and stipends to attend professional development
- Substitute wages needed to allow teachers to attend 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:

- Purchase of equipment for administrative purposes
- Construction
- Food and beverage
- Indirect costs

Project Proposal

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 LEA's selected project. The Project Description should provide an overview of the proposed project, summarizing the activities and overall purpose of the project. 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 LEA's yearlong, or multi-year, goals for arts instructional programs?* Grant activities described in the Narrative and Purpose section should align clearly with line items in the Budget and Budget Narrative.

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.

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

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.

Fine Arts Initiative Grant Scoring Rubric

PROJECT DESCRIPTION

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project description is clear and addresses required components, and is aligned to COMAR 13A.04.16 Programs in Fine Arts.	The project description is missing, does not address required components, or is not aligned to COMAR 13A.04.16 Programs in Fine Arts.

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 LEA goals for arts instructional programs.</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 LEA goals for arts instructional programs.</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>

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.</p> <p>Expenses are reasonable and allowable.</p>	<p>Budget does not align with the proposal, includes cost 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 for participating are released.
May 16, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 12, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 23, 2025	MSDE will hold a virtual customer service support session for interested applicants.
July 1, 2025	The grant period begins.
August 1, 2025	The grant application is due.
August 29, 2025	MSDE will notify applicants of the award status.
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
January 15, 2026	Interim Report (C-1-25C)
July 31, 2026	Final Progress Report (C-1-25D)

LEA Funding Amounts

LEA	Award Amount
Allegany County	\$14,859.00
Anne Arundel County	\$25,885.00
Baltimore City	\$55,886.00
Baltimore County	\$46,911.00
Calvert County	\$14,940.00
Caroline County	\$11,711.00
Carroll County	\$19,928.00
Cecil County	\$15,727.00
Charles County	\$20,225.00
Dorchester County	\$9,638.00
Frederick County	\$24,657.00
Garrett County	\$8,053.00
Harford County	\$25,432.00
Howard County	\$22,711.00
Kent County	\$3,822.00
Montgomery County	\$29,684.00
Prince George's County	\$70,367.00
Queen Anne's County	\$7,753.00
Somerset County	\$9,992.00
St. Mary's County	\$15,425.00
Talbot County	\$2,188.00
Washington County	\$18,468.00
Wicomico County	\$16,908.00
Worcester County	\$1,902.00
SEED School of MD	\$1,000.00

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 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

MSDE will hold three 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:

Friday, May 16, 2025

11:00 a.m. – 12:00 p.m.

Video call link: <https://meet.google.com/yru-aanr-yhd>

Thursday, June 12, 2025

1:00 p.m. – 2:00 p.m.

Video call link: <https://meet.google.com/kdf-mnvm-pmz>

Monday, June 23, 2025

9:00 a.m. – 10:00 a.m.

Video call link: <https://meet.google.com/jxr-evns-fnz>

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:

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