Teaching Artist Roster FY2025 Guidelines

DEADLINES: September 5, 2024
December 5, 2024
April 5, 2025

NATIONAL ENDOWMENT for the ARTS
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Program Overview

Purpose

Teaching Artists are integral to the arts education ecosystem in providing supplementary arts education experiences that deepen learning in Maryland's school and community settings. The Teaching Artist Roster is a list of Maryland-based teaching artists who have experience providing group or classroom arts instruction and/or performances in a variety of educational settings. Teaching artists who join the Roster have been selected through a panel review process.

The benefits of becoming an MSAC Teaching Artist include:
- Members of the Teaching Artist Roster are eligible to receive funding opportunities through the Arts in Education Grant program, which covers the cost of teaching artist fees to provide financial incentive for Maryland schools and community groups to book teaching artists.
  - **Please note that Arts in Education grants are awarded through a separate application process. Successful membership to the Teaching Artist Roster does not guarantee funding through the Arts in Education grant program.**
- Connections to a statewide network of organizations and nonprofits that lead professional development for teaching artists
- Individualized feedback and evaluation sessions that help teaching artists strengthen their programming
- Heightened visibility through MSAC's Arts Directory

Artists new to the teaching artist profession are encouraged to contact the Arts in Education Program Director for information and resources.[1]

Application Cycle

Application Period
This application is for those seeking to join the Teaching Artist Roster; there is no financial grant or compensation provided for joining the Roster.

Those who are selected to join the Teaching Artist Roster will become eligible to receive funding through the Arts in Education Grant program; however, funding is not guaranteed. Funding through the Arts in Education Grant Program (in addition to all other MSAC programs) requires separate applications, which go through separate panel review processes.

The Teaching Artist Roster applications are accepted between July 1, 2024-April 5, 2025.

Timeline
The timelines below are estimates and may change according to application volume, constituent needs, staff capacity, or other factors. Refer to information published on grant pages on msac.org for up to date information. Click here to learn more or subscribe to MSAC communications to be notified of any public information sessions and other program updates.

- Application publication: July 2024

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[1] A resource to assist with understanding this document is the MSAC Glossary, which provides an overview of terms commonly used in MSAC grant guidelines, on the website, and in other published materials. Access the Glossary by clicking here.

- Fall timeline:
    - Application deadline: September 5, 2024
    - Application review: September-October
    - Application notification: November 2024
- Winter timeline:
    - Application deadline: December 5, 2024
    - Application review: December-January
    - Application notification: February 2025
- Spring timeline:
    - Application deadline: April 5, 2025
    - Application review: April-May
    - Application notification: June 2025

Eligibility

Eligible applicants must meet the requirements listed below.

Independent artists must be:
- Maryland residents (i.e., owning or renting residential property in Maryland six months prior to the application's submission and, if approved, continue to be Maryland residents while active on the Teaching Artist Roster) who are 18 or older; those experiencing homelessness are encouraged to reach out to MSAC staff for details on how to apply
    - Ensembles or collaborative groups must be composed of artists who are 18 or older. 50% of artists in a collaborative group must meet the residency requirement above
- Not enrolled in any matriculated high school, undergraduate or graduate degree program at the time of application

Arts organizations must be one of the following:
- A 501(c)3 with tax exempt status from the U.S. Internal Revenue Service and incorporated in Maryland
- A unit of Government based in Maryland
- A member institution in the University System of Maryland

AND
- The organization must be in operation as an arts organization or arts program for at least one full fiscal year at the time of application

    Note: If you are applying as an organization and would like to have several of your teaching artists considered for the MSAC Teaching Artist Roster, a separate application for each teaching artist is required.

The eligibility guidelines listed above provide an overview only. In some cases, MSAC staff might make eligibility determinations addressing situations not described here but in support of the mission of the agency and the Department of Commerce.

Application, Review, and Notification

Application and Review

SmartSimple
Applications are submitted via the secure, online grants and application management system, SmartSimple. Log in or create a free account by clicking here.

- Except in the situation of certain accessibility requests, as described later in this document, applicants are required to complete and submit applications by electronic means, including the use of an electronic signature
- Technical support for SmartSimple is available during regular office hours
- Lost, misdirected, or late applications are the sole responsibility of the applicant
- Applicants must meet any revision deadlines requested after submission, as specified in writing, or the application will be withdrawn

Panelist service

MSAC convenes panelists, representing a range of arts expertise statewide, to evaluate applications electronically. Panelists are selected via public application process based on relevant experience and/or expertise. Opportunities to serve as panelists for various programs are posted throughout the year; individuals interested in panel service are encouraged to learn more and apply on MSAC's Ways to Get Involved page here.

Application form and review criteria

The application is a digital form available in SmartSimple and consisting of prompts requiring dropdown menu selections, fill-in answers, and external file uploads.

Applicants are highly encouraged to schedule a virtual meeting or attend a "How To Apply" webinar with Arts in Education staff or consultants in advance of beginning an application. The purpose of the meeting and webinar is to assist applicants in making applications as strong as possible before submission.

Application evaluation is based on review criteria that correspond with the prompts in the application form. The review criteria provide guidance on rating an applicant's response to a prompt.

Application prompts and review criteria are provided below, for reference.

Application prompt	Review criteria
Select your primary artistic discipline(s) Selection includes: Dance, Literary Arts, Music, Theatre, Visual Art, Media Arts, Arts Integration, Other (please explain)	Not scored.
Select the audiences that you currently serve through your work as a teaching artist: Selection includes: Early Childhood (0-3 years old), Grades PreK-2, Grades 3-5, Middle School (6-8 grade), High School (9-12 grade), Veterans/Military, Adult Learners, Intergenerational, Creative Aging (Older Adults), People Experiencing Incarceration/Re-entry, People who have Disabilities, People from the LGBTQ+ community, People experiencing Homelessness, English Language Learners, Educators, Other Audiences (please explain)	Not scored.

1. Upload documents that demonstrate your background and experience in both a) your arts discipline(s) and b) working with the audiences selected above. You may upload a maximum of 3 documents. Documents may include resume, Curricula Vitae, list of presented programs (including audiences and locations), artist biography, letters of support, and/or examples of teacher and/or student work. Applicants may combine or merge documents together to create fewer files to upload to the application.	Excellent to Outstanding - 10 Points The information demonstrates a wide ranging and/or deep experience in the arts discipline(s) and working with the audiences selected.
Select the activity types that you currently offer audiences. Selection includes: Workshops (1-2 sessions), Residencies (2 or more sessions), Visiting Performances, Out of School Time Programs, Online Programs, Lecture/Lecture Demonstrations *Definitions of the different activity types may be found on the Teaching Artist Roster page under "Resources."*	Not scored.
2. For each activity you selected above, upload a sample lesson plan and/or program that includes a description and sequence of instruction/performance. For school programs, include connections to State standards and/or learning competencies. *Definition of sequence of instruction/performance: The order in which ideas, concepts, and topics are introduced and taught during an arts learning activity through a step by step process.*	Excellent to Outstanding - 10 Points The samples provide a clear, thoughtful, and detailed description of arts education activities. Sequence of instruction/performance is clear, appropriate, and thoughtful for content delivery and audience. For school programs, samples include relevant and clear connections to specific State standards and/or learning competencies
3. What are your inspirations as a teaching artist? Include any of your social, cultural, historical, or other factors/experiences that inform your instruction and/or performance.	Excellent to Outstanding - 5 Points The description provides a clear, thoughtful, and detailed statement of inspiration that informs the artist's instruction and/or performances.
4. Describe how your content, instruction, and/or performance demonstrates a commitment to one or both of the following topics: diversity and/or equity and justice (according to MSAC's definitions below). *Diversity: A measure of human difference within a group, encompassing the varying characteristics that make a group or individual different from another.*	Excellent to Outstanding - 5 Points The description provides a clear, thoughtful, and detailed commitment to one or more of the topics (diversity, equity & justice) and is demonstrated in the artist's instruction and/or performances.

Equity & Justice: The guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of some groups.	
5. Describe how your work demonstrates a commitment to inclusion and accessibility (according to MSAC's definitions below) in how you adapt content, instruction, and/or performances to support learners' needs. *Inclusion: Creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.* *Accessibility: Providing inclusive participation of people with disabilities in cultural and creative spaces.*	Excellent to Outstanding - 5 Points The description provides a clear, thoughtful, and detailed commitment to inclusion and accessibility and is appropriately demonstrated in the artist's content, instruction, and/or performances.

6. Recording of Instruction and/or Performance:
 	
If you currently offer **workshops, residencies, out of school time programs, or lectures,** include link(s) to a recording of your arts education instruction. This can be a sample with an actual audience or mock audience.
 	
If you currently offer **visiting performances,** include link(s) to a recording of your arts education performance. This can be a sample with an actual audience or mock audience.
 	
If you currently offer **online programs**, include link(s) to a sample recording of your arts education online instruction. This can be a sample with an actual audience or mock audience.
 	
For each recording link submitted in the application:
  1) Please include a brief description that describes the audience and provides context for the part of the activity that the panelists are viewing.
  2) The panel will review up to 10 minutes. If your recording is longer, please indicate the timestamps to review in the comment box provided.
	Excellent to Outstanding - 15 Points
	
	Artist clearly, effectively, and appropriately delivers instruction and/or performance in an engaging manner and demonstrates artistry in the activity.
	
	In addition, for online programs, the artist effectively uses virtual platforms, tools, and techniques (such as lighting, space, and sound) to deliver quality instruction and/or performances.

The complete scoring rubric can be found on the program website [here](.).

Application Status Notification

Notification

After application review, applicants will be notified of the application status as soon as possible, and, if approved, receive instructions from the Arts in Education Program Director on next steps and requirements.

The individual listed as the primary contact in the will receive all application notifications; for organizational applicants, notifications will be sent to the primary contact and any other contacts on the organization's account. Automated notifications from SmartSimple will be sent from noreply@smartsimple.com. Please adjust email notification and security settings to ensure receipt of these notifications. Check your spam folder if a notification has not arrived to your inbox.

Ineligible and Declined Applications

Applications that are not approved for the Teaching Artist Roster generally fall into one of two categories: ineligible or declined.

An application is marked ineligible if it is not complete or does not comply with the eligibility requirements of a particular program. A rating of ineligible is typically made by staff early in the review process. However, an application can be marked ineligible at any time during the review process.

An application is declined if it is eligible and reviewed according to the review criteria but did not meet the program's requirement (for example, minimum panel score, panel recommendation, etc.).

Application Feedback

Applicants may request feedback on their applications—whether ineligible, declined, or approved for the roster—by submitting a feedback request form; a link to this form will be provided in grant notification emails.

Applicants may reapply at any time.

Roster Requirements

After the Teaching Artist is selected for the roster they must:

- Participate in an orientation with the AiE Program Director
- Create and consistently maintain an Artist Profile on MSAC's website that includes teaching artist offerings for each approved arts learning activity.
- Be responsible for required documentation/reporting of any MSAC grants awarded
- Collaborate with School and Organization Coordinators and Lead Artists (if applicable) in submitting their Arts in Education Grant application and Final Report
- Agree to scheduled periodic site visits by MSAC staff and consultants regarding observation and feedback about maintaining professional standards. Artists are notified in advance of any scheduled site visits.
- Complete at least one arts education activity in a fiscal year (not required to be MSAC-funded) to remain listed on the roster or schedule a check in meeting with the AiE Program Director or AiE Consultants.

Updates to Teaching Artist Roster Profile
Once approved for the Teaching Artist Roster, updates to the your Teaching Artist Roster profile with new audiences types and arts learning activities may be made at any time. For instructions on how to update the Teaching Artist Roster profile, contact AiE Program Director, Lizzie Morales at elizabeth.morales@maryland.gov.

Contact Information

MSAC staff offer technical assistance throughout the application process. This includes professional development related to grant/application writing and program requirements; one-on-one conversations; and tailored feedback.

For more information on the [program name] application process, contact:
- Lizzie Morales, Arts in Education Program Director
  - elizabeth.morales@maryland.gov
  - 443.794.7564
- Grants logistics and technological assistance
  - Catherine Teixeira, Grants Director
    - catherine.teixeira@maryland.gov
    - 443.799.7256
  - Tammy Oppel, Grants Management Associate
    - tammy.oppel@maryland.gov
    - 410.326.5555
  - Kirk Amaral Snow, Grants Management Associate and Roster Assistant
    - kirk.amaralsnow@maryland.gov
    - 410.767.8865

MSAC Overview

Description

MSAC is an appointed body of 17 Maryland citizens, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to nonprofit arts organizations, arts programs, and individual artists, and provides application assistance, professional development, and other resources to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds from an annual appropriation from the State of Maryland; grants from the National Endowment for the Arts, a federal agency; and, on occasion, contributions from private, non-governmental sources.

Authority

MSAC is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Wes Moore, Governor
Aruna Miller, Lieutenant Governor
Kevin Anderson, Secretary of Commerce
Signe Pringle, Deputy Secretary of Commerce
Steven Skerritt-Davis, Executive Director, MSAC

Staff

MSAC maintains a professional staff to administer its programs. For staff listing, visit the MSAC website by [clicking here.](#)

Meetings

Council and panelist meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and panelist meetings may be obtained from the MSAC website by [clicking here](#), or by contacting MSAC at msac.commerce@maryland.gov or (410) 767-6555.

Mission and Goals

MSAC's mission is to advance 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.

MSAC's strategic plan outlines five goals:
1. Increase Participation: Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement
2. Provide Intentional Support: Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents
3. Build Capacity: Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission

4. Leverage Connections: Further enhance current relationships and involve additional collaborators, and constituents who will benefit from and advance the work of MSAC
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

Click here to read MSAC's full strategic plan and learn more about implementation actions.

Equity and Justice Statement

The arts celebrate our state's diversity, connect our shared humanity, and transform individuals and communities. 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.

The driving goals of MSAC's granting processes are:
- To yield a greater variety of funded projects
- To eliminate biases that may be found in any part of the granting process (e.g., applications, panelist procedures, adjudication systems)
- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks
- To expand deliberations to include criteria beyond current conventions or Western traditions

Accessibility

MSAC is committed to making sure all Marylanders can access its programs and services. Everyone is welcome, and all MSAC events and activities must be fully accessible both physically and programmatically. MSAC complies with all applicable disability-related statutes and regulations and seeks to ensure meaningful participation by all Marylanders, regardless of need or ability. See the "Grantee Requirements" section below for more information on the accessibility-related expectations of all grantees.

Accessibility Web Page

MSAC has a dedicated accessibility page available by clicking here. It includes contact information for the accessibility coordinator, federal and state regulations, the organization's equity and justice statement, grievance procedures, an emergency preparedness plan, accommodation policies, other accessibility resources for artists and arts organizations, and Picture Exchange Communication System (PECS) images.

Language Access

MSAC offers language accessibility services. Services include making translations of grant materials, remote American Sign Language (ASL) interpretation, subtitles, braille translation, translation into languages other than English, and more. Please contact MSAC at msac.commerce@maryland.gov or (410) 767-6555 for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte msac.commerce@maryland.gov para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 msac.commerce@maryland.gov 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 msac.commerce@maryland.gov 로 연락 주시기 바랍니다.

Feedback

If constituents would like to provide general feedback about the accessibility of programs funded or produced by MSAC, contact MSAC at msac.commerce@maryland.gov or (410) 767-6555.

Grievances

For programs or services provided by MSAC:

If a program or service operated by MSAC, facilities operated by MSAC, or public meetings conducted by MSAC are inaccessible to persons with a disability, or is illegally discriminatory, and a constituent wishes to file a grievance, see the following steps.

- For questions or discussion prior to filing a grievance, contact MSAC at msac.commerce@maryland.gov or (410) 767-6555
- To file a formal grievance, contact Dan Leonard, Director of EEO & Fair Practices and ADA Coordinator for the Department of Commerce, at daniel.leonard@maryland.gov

For programs or services that are not provided by, but are funded, by MSAC:

- Communicate the grievance to the sponsoring organization
- For situations in which a constituent feels a grievance was not handled appropriately by the sponsoring organization, or if a response from the organization has not been provided within 30 days, file a formal grievance by contacting MSAC at msac.commerce@maryland.gov or (410) 767-6555

MSAC will work with constituents to provide assistance as appropriate.

Grantmaking

Review Panels

To assist MSAC in its decision-making, Maryland residents with expertise in the arts are selected to serve on a variety of grant application review panels. The function of panels is to evaluate applications from organizations and individuals. Each year, MSAC publishes several open calls, and approximately 150 individuals serve as panelists for MSAC grant programs, including Grants for Organizations, Arts in Education, Independent Artist Awards, Public Art Across Maryland, Creativity Grants, Presenting and Touring, Professional Development Opportunity, Folklife Network, Folklife Apprenticeships, Heritage Awards, Special Requests, Arts Capital, and County Arts Development. In addition, MSAC occasionally releases calls for residents to serve as program editors evaluating grantmaking policies and procedures, and jurors or judges for various arts activities supported by MSAC. Anyone wishing to serve is encouraged to click here for detailed information and links to application forms for any open calls.

Constituents may also get involved with MSAC by creating a profile on the Arts Directory, an online resource for raising the profile of Maryland artists and arts organizations, by clicking here; or by attending regularly scheduled virtual and in-person professional development sessions by clicking here.

Appeals

MSAC strives to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal. However, an application may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:
- A decision based on review criteria other than those stated in these guidelines
- A decision based on material provided to panelists or Councilors that was substantially incorrect, inaccurate, or incomplete, despite the applicant having provided the staff with correct, accurate, and complete application information

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:
- The applicant must discuss the problem with the program director who handled the application
- To pursue an appeal, the applicant must write a letter to the MSAC Executive Director within 60 days following receipt of the grant award or denial notification; the letter should (1) request a reconsideration of the decision, (2) state the grounds for the request, and (3) certify that the applicant first discussed the problem with the program director and provide the date and time the discussion occurred.

The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.

Grantee requirements

All MSAC grantees must:
- Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts
- Comply with Title IX, Section 1681 et seq. of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101-6107, which prohibit discrimination on the basis of sex or age
- Maintain complete and accurate records of all activities connected with the grant
- Give credit to MSAC in accordance with published recognition guidelines, available by clicking here, whenever and wherever credit is being given
- Notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project

In addition to the requirements above, all MSAC grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements. Grantees are required to:
- Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended
- Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, race, color, creed, sexual orientation, or national origin: of (b) gender expression, sex, or age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability
- Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, as well as publish direct contact information for the Point of Contact to the public

- Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible
- Upon request, submit documentation of operations and compliance with the above

Disclosure of personal information

Certain personal information requested by the Department of Commerce, MSAC's parent agency, is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all benefits or services, including funding, provided by MSAC. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information may be shared with state, federal, and local governments if legally required.