



GRANT INFORMATION GUIDE

FY23 Grant to Arts Education in Maryland Schools (AEMS)

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

November 21, 2022
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

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

Artlook Map Maryland Project is a systemic, data-driven approach to charting the future direction for arts education in Maryland. Artlook Map will allow users to access and search arts education data in any city or region in Maryland and will illustrate the location and concentration of arts programs; The Artlook Map Maryland project serves to increase student participation in arts education in all schools across the state.

NAME OF GRANT PROGRAM

FY23 Grant to Arts Education in Maryland Schools (AEMS)

AUTHORIZATION

- [House Bill 657](#) (2019) Arts Education in Maryland Schools Alliance Grant for Artlook Map Maryland Project
- Fine Arts Initiative Program budget for Maryland Centers for Creative Classrooms

PURPOSE

The purpose of the MC3 program funding is to provide operating costs to plan and implement professional learning for arts educators in Maryland. The purpose of the Artlook Map Maryland funding is to develop, implement and maintain a dashboard system utilized by MSDE and other education stakeholders to determine the extent to which local school systems are in compliance with state regulations and assist in direct targeted resources to schools that might need additional support. In addition, it would facilitate the tracking of trends over time to support more informed decision making, and the enhancement of curricula.

DISSEMINATION

This grant program was released on October 20, 2022.

DEADLINE

The grant application is due no later than 5:00 p.m. on November 21, 2022.

GRANT PERIOD

July 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

Maryland Centers for Creative Classrooms (MC3): \$237,458.00

Artlook Map Maryland Project (Artlook): \$100,000.00

SUBMISSION INSTRUCTIONS

The FY23 AEMS Grant Information Guide (GIG) and Application can be downloaded from the [MSDE grants page](#). A signed electronic copy in PDF format, must be submitted by email to susan.spinnato@maryland.gov.

STATE RESPONSIBILITIES

MSDE will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals. The MSDE will monitor grant program activities, ensure that programs are being implemented according to their approved plan and with fidelity, ensure that funds are being spent down on schedule, and monitor student outcomes.

PROGRAM CONTACT

Susan Spinnato
susan.spinnato@maryland.gov
410-767-0439 (office)

Use of Funds

This is a one-time grant for FY23. Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation.

Funds may be used to:

- Contractual services for vendors, educators, and staff related to program delivery.
- Support operating expenses related to program delivery.
- Purchase materials and supplies to support educator engagement in programming.

Funds may not be used for:

- Construction of temporary or permanent structures

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 must include a description of how AEMS will support arts education in Maryland.

MC3 Professional Development and Learning Program: MC3 provides research-based professional development series designed to support arts educators in developing skills, knowledge, and dispositions needed to lead quality arts-based instruction for 21st century learners.

Artlook Map Maryland Project: Artlook Maryland will allow for comprehensive arts education mapping, tracking and elimination of program funding gaps, as well as connecting cultural services to schools more frequently and effectively. The database will allow users to target resources and additional supports for arts educators in Maryland. Artlook would facilitate the tracking of trends over time to support more informed decision making and the enhancement of curricula.

Application for Funding

REQUIRED COMPONENTS

A. Application Cover Page (1 page)

The cover page includes all contact information and grant partnership information including the total amount of the grant and the organization’s Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number if available.

B. Project Narrative

The FY23 Grant to AEMS is to support the MC3 professional learning program and the Artlook map Maryland Project. The application for funding must include information about each program to be supported by the funding as well as the outcomes expected.

- Extent of Need

Describe the conditions or needs to be addressed through the FY23 Grant to AEMS. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the Operating Grant funds will address the problem and show how those efforts are effective.

- Goals and Measurable Outcomes

State the goal(s) of the FY23 Grant to AEMS. The goal(s) should address the main need. While there should be at least one goal, it is possible to have multiple goals. For each goal statement, identify outcomes or anticipated outcomes to be accomplished. For instance, if the project seeks to increase student access to arts and the number of teachers trained, there must be measurable outcomes for both students and teachers. See example table below:

Activity	Identified Need	Milestone(s)	Expected Outcome(s)

- Plan of Operation, Key Personnel, and Timeline

Discuss the strategies and activities to be used to accomplish the outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served?

In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

- Evidence of Impact

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization's experience in terms of effective practices (research-based strategies) leading to the desired outcomes.

- Evaluation and Dissemination Plan

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goal and objective(s). Keep in mind that the final evaluation will consider the entire project, beginning to end. It should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation.

C. Budget and Budget Narrative (2-page limit)

The [itemized budget form \(C-1-25\)](#) can be accessed through the MSDE grants website, and a proposed budget must be submitted with the application. The application form includes a space for applicants to provide the program's budget and a budget narrative. All costs described in the narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget.

D. Attachments and Supporting Documentation:

- [Signed Recipient Assurances](#) - Please read and complete the Recipient Assurances page.
- An Excel version of the proposed [Itemized Budget Form \(C-1-25\)](#).
- Taxpayer Identification Number and Certification ([W-9 Form](#)).

The Review Process

The review of the FY23 Grant to AEMS Application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

Project Narrative (90 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Evidence of Impact (20 Points)	The evidence of impact is clearly described; the evidence of impact is evident 20-16	The evidence of impact is limited in its description 15-11	The application does not identify the evidence of impact 10-0
Extent of Need (15 Points)	The extent of need is clearly described; the program need is evident. 15-11	There is a limited description of the extent of need. 10-6	The extent of need is not clearly identified. 5-0
Goals and Measurable Objectives (20 Points)	Identifies multiple, measurable goals, and objectives. Includes a clear narrative to achieve these goals. Objective statements are clear and tell how the project's target population would improve. 20-16	Partially lists goals and objectives and does not include measures of progress towards the goal. Notes outcomes does not align to the problem/need. 15-7	Incomplete identification of goals and objectives. 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 each goal. item identified in the GIG. Activities occur within the grant period. 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
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 awards will be sent by email in November 2022. Processing of the official Notice of Grant Awards (NOGA) will begin on July 1, 2022. Please note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Within 30 days of Notice of Grant Award	Signed C-1-25 and Assurances due
Q1 – October 15, 2022 Q2 – January 15, 2023 Q3 – April 15, 2023	Signed Quarterly (Q1-3) Interim Reports C-1-25 C are due
July 30, 2023	Signed Final Program and Expenditure Report C-1-25 D is 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 webpage](#).

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.

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

Customer Service Support Session

The MSDE will provide customer service support to Thread regarding the completion of the application on Thursday, November 10, 2022. During this session, MSDE personnel will provide an overview of the grant funding, the requirements, and the application process.

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the [MSDE website](#).

Date	Program Milestone
October 20, 2022	MSDE disseminates the grant information and opens the application submission window
November 10, 2022	The MSDE will hold an information session from 10-11am to answer questions and provide customer service and support
November 21, 2022	The grant application period closes – Application and all attachments are due to MSDE
November 29, 2022	MSDE completes application review and notifies awardees
July 1, 2022 – June 30, 2023	Grant Period

Submission

Proposals for funding must include a completed application with all required components and attachments. Applications must be submitted in pdf format by email to the program contact at susan.spinnato@maryland.gov and due by 5:00 p.m. on November 21, 2022.

Attachments

- MSDE [Recipient Assurances](#) page
- MSDE [Itemized Budget Form \(C-1-25\)](#)
- Taxpayer Identification Number and Certification ([W-9 Form](#)).