



Arts in Education Grant FY2025 Guidelines

DEADLINE: Applications accepted July 1, 2024 - March 5, 2025

SUPPORT PERIOD: Rolling

**NATIONAL
ENDOWMENT** for the **ARTS**
arts.gov



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TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF on the MSAC website: www.msac.org.

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Program Overview

Purpose

The purpose of the Arts in Education Grant is to strengthen and promote lifelong learning in the arts. The Arts in Education Grant Program provides financial support to teaching artists on [MSAC's Teaching Artist Roster](#) to implement arts education programs in school and community settings across the state of Maryland.

The MSAC Teaching Artist Roster can be found within the Maryland Arts Directory ([click here to access the Arts Directory](#)), and by clicking on "View the Teaching Artist Roster." Another listing of the MSAC Teaching Artist Roster may be found under "Resources" on the MSAC Arts in Education Grant webpage [by clicking here](#).

Grant Cycle

Funding

The Arts in Education Grant supports eligible activities of MSAC Teaching Artist Roster participants, with grants up to \$6,000.

The Arts in Education Grant program accepts applications from July 1, 2024 - March 5, 2025. Applications are panel reviewed on a monthly-basis between August-November, 2024 and January-March, 2025, with grants being awarded throughout the fiscal year until allocated funding is depleted.

Grantees of the Arts in Education grant receive funding in one payment (100% of the award amount) of the total grant amount requested. Please note that, if approved for funding, 100% of the requested amount will be funded (this program does not offer a portion/percentage of the requested amount). Grant payments are made to the applying member of the MSAC Teaching Artist Roster.

Support Period

Arts in Education grant funds support activities taking place during the fiscal year (FY) in which funds are awarded. MSAC's FY 2025 is July 1, 2024 to June 30, 2025.

Grantees agree to spend or obligate all funds by August 15, 2025. Obligation means that awarded funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

Use of Funds

Grant funds may be used for expenses directly associated with the proposed eligible arts in education activities, including but not limited to:

- Artist payment/stipends
- Honoraria
- Consultant fees
- Contractual services
- Transportation costs (train, taxi, bus, etc.) or mileage (for personal vehicles)
- Per diem (for guidance on rates, please visit the GSA site for current rates: [mileage](#) and [per diem](#))
- Hotel/lodging accommodation costs for programs further than 50 miles from an artist's residence
- Art materials directly associated with the proposed activities
- Field trip admission costs
- Software licensing for media arts and/or virtual programs.

Grant funds may not be used for:

- Re-granting
- Space rental
- Capital improvements
- Expenses for activities or projects already completed at the time of grant application
- Activities that are principally recreational, therapeutic, or rehabilitative
- Travel outside Maryland (except Washington, D.C.) to present or produce arts
- Projects chiefly for classroom use or in school activities
- Scholarships awarded by the applicant organization for its own activities
- Contributions to any persons who hold, or are candidates for, elected office
- Contributions to any political party, organization, or action committee
- Activities in connection with any political campaign or referendum
- Lobbying activities

Timeline

The grant timelines below are estimates and may change according to application volume, funding changes, constituent needs, staff capacity, or other factors. Refer to information published on grant pages on mscac.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.

- Applications
 - Publication: July 2024
 - Deadline: Applications through March 5, 2025
- Application review and notifications
 - Reviewed monthly between August - November 2024 and January - March 2025 according to the following schedule:

Applications received July 1 - August 5, 2024

Applications reviewed/scored August 6 - late August

Notifications sent to applicants late August/early September

Applications received August 6 - September 5, 2024

Applications reviewed/scored September 6 - late September

Notifications sent to applicants late September/early October

Applications received September 6 - October 5, 2024

Applications reviewed/scored October 6 - late October

Notifications sent to applicants late October/early November

Applications received October 6 - November 5, 2024

Applications reviewed/scored November 6 - late November

Notifications sent to applicants late November/early December

Applications received November 6, 2024 - January 5, 2025

Applications reviewed/scored January 6 - late January

Notifications sent to applicants late January/early February

**Note: There is no application review in December 2024.*

Applications received January 6 - February 5, 2025

Applications reviewed/scored February 6 - late February
Notifications sent to applicants late February/early March

Applications received February 6 - March 5, 2025

Applications reviewed/scored March 6 - late March
Notifications sent to applicants late March/early April

Final Report

- Deadline: August 15, 2025

Eligibility

Eligible applicants must meet the requirements listed below in order to apply for an Arts in Education Grant.

- The teaching artist or teaching artist organization must be listed on the MSAC Teaching Artist Roster.
 - The collaborating school or community site must be based in Maryland and must be one of the following:
 - Nonprofit organization (i.e., an organization with an IRS-designated 501(c)3 status)
 - Note: Private schools with 501(c)3 status are eligible.
 - Unit of government (e.g., town, city, county, state, etc., with the capacity to undertake an arts program)
 - Note: Public schools are eligible.
 - College or university (i.e., an established higher education institution in Maryland)
- AND
- Have operated for one completed and documented fiscal year at the date of application submission.
 - The collaborating school or community site may participate in up to two grants per fiscal year (July 1, 2024 - June 30, 2025).
 - Lead Artists (defined as the person who is responsible for leading the arts learning activity) may receive grant awards up to 4% of MSAC's overall annual Arts in Education grant budget.
 - Teaching artist organizations may receive grant awards totaling up to 15% of MSAC's overall Arts in Education annual grant budget, while also observing the 4% maximum per Lead Artist outlined above.

For current information on the FY 2025 Arts in Education grant budget, please [click here](#).

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 Award

Application and Review

SmartSimple

Applications are submitted via the secure, online grants 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 grant 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 grant application is a digital form available in SmartSimple and consisting of prompts requiring dropdown menu selections, fill-in answers, and external file uploads.

Primary Contact: The MSAC Teaching Artist Roster independent artist or organization may start the online application (the primary contact will be the recipient of funds, if awarded) and serves as the primary contact on the application.

Lead Artists: Applications must specify an artist, ensemble, or organization currently on the MSAC Teaching Artist Roster. Ensembles and organizations must indicate a Lead Artist on the application. The Lead Artist is responsible for leading the arts education activities with the collaborating school or organization. The Lead Artist signature is required on the application; therefore, if the Lead Artist is not the primary contact on the application, the Artist's affiliated organization must email the AiE Program Director, Lizzie Morales at elizabeth.morales@maryland.gov, to give the Lead Artist access to the application.

Note: Teaching Artists not currently approved by MSAC are encouraged to apply to the [MSAC Teaching Artist Roster](#). The MSAC Teaching Artist Roster review and approval process occurs three times a year, in September-October, December-January, and April-May.

School/Organization Coordinator: Applicants must identify a coordinator at the collaborating school or organization in each application. Coordinators are affiliated with the collaborating school or organization and are responsible for coordinating logistics and materials with the Lead Artist, if an application is funded.

The School/Organization Coordinator's responsibilities may include, but are not limited to:

- Collaborating with the selected teaching artist on the Arts in Education Grant application
- Providing evidence of the collaborating school/organization's support for the arts learning activities (examples include a letter of support or letter of intent, draft teaching artist contract with the school/organization, or email correspondence between the school/organization and artist) for the AiE Grant application
- Organizing and overseeing activities at the location of the arts learning activities.
- Artist selection
- Planning/scheduling
- Ordering materials

- Communicating with the teaching artist, school/organization’s administration, and AiE program director
- Working with the teaching artist to provide data for MSAC Final Reports

Please note that the School or Organization Coordinator is responsible for participants—the role of the Teaching Artist is that of a consultant and not an employee of the collaborating school or organization; therefore, the Coordinator or another employee of the collaborating school or organization must be present at all times while the Teaching Artist is working with minors (participants under the age of 18).

Collaborative Application Process: If the collaborating organization or school would like to contribute to or complete the grant application on behalf of an artist, the teaching artist will need to email the AiE Program Director, Lizzie Morales at elizabeth.morales@maryland.gov, to give collaborative editing privileges to the collaborating school or organization and their grant writers.

Application Evaluation: 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
1. Describe the proposed arts learning activities.	Excellent to Outstanding - 10 Points <i>The description of the proposed arts learning activities is clear, specific, and thorough.</i>
2. Describe the objectives of the proposed arts learning activities. For in-school programs, include references to State standards or learning competencies.	Excellent to Outstanding - 10 Points <i>The description of the objectives, standards, and/or competencies is clear, specific, and connected to the proposed arts learning activities.</i>
3. Describe the intended audience and how the objectives will align with the audience’s needs.	Excellent to Outstanding - 10 Points <i>The description of the intended audience is clear and specific. The objectives, standards, and/or competencies strongly align with the audience’s needs.</i>
4. What is the timeline of the proposed arts learning activities? Specify dates even if they are tentative, and include evidence of individual and collaborative planning, implementation, and follow-up/reflection with key stakeholders.	Excellent to Outstanding - 10 Points <i>The timeline of activities is clear, specific, and realistic and includes strong evidence of individual and collaborative planning with key stakeholders.</i>
5. What is the budget for the arts learning activities? Include all expenses and any anticipated income. Provide context and itemize expenses by category and amount.	Excellent to Outstanding - 10 Points <i>Financial information provided is detailed, realistic, and clearly tied to the successful implementation of the proposed arts learning activities.</i>

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

Underrepresented Counties in Maryland: In order to demonstrate MSAC's commitment to serving all citizens throughout the State of Maryland, applications received from underrepresented counties will be awarded one (1) additional point (or two (2) percentage points) on the final application score. Underrepresented counties are determined by the number of applications received during MSAC's previous fiscal year. The FY25 list of underrepresented counties include: Allegany, Caroline, Carroll, Dorchester, Queen Anne's, Somerset, St. Mary's, Talbot, Washington, and Worcester.

In addition to responding to the prompts above, all applicants are required to submit a current, signed [W-9 form](#) upon application submission. The address on the W-9 form must match the address entered in SmartSimple, both on the application form and under the SmartSimple account profile. If awarded, grant funds will be made payable to the person or entity indicated on the W-9 and sent to the address listed in the form.

Award

Notification

After application review, applicants will be notified of the grant status as soon as possible, and, if approved, receive instructions to access a Grant Agreement Form (GAF) to review and sign electronically via SmartSimple.

The individual listed as the primary contact in the application will receive all 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.

Payment

The payment process begins when the GAF has been fully executed. The grantee will receive notification of full execution from SmartSimple. This notification will include a PDF copy of the fully executed GAF, which will also be accessible in the grantee's SmartSimple profile.

The grantee will receive payment six to eight weeks from the date of notification of the fully executed GAF. More information on MSAC's payment processing timeline can be found by [clicking here](#).

MSAC grants are generally considered taxable income. Payments are issued directly by the State of Maryland, not by MSAC, and no Social Security, state, or federal income taxes are withheld. Individuals receiving grant awards over \$600 will receive via mail a 1099 from the State of Maryland after the end of the calendar year in which the grant was paid. To request or access your 1099 electronically, register and login on the General Accounting Division (GAD) Online Service Center site by [clicking here](#). Specific questions regarding the taxability of your award should be directed to the IRS, the Office of the Maryland Comptroller, or your tax advisor.

Grantees are encouraged to sign up to receive payment via Electronic Funds Transfer (EFT). Those with existing State vendor profiles (typically, those that have received prior MSAC grants) can sign up for EFT payments by completing the relevant forms found on the Comptroller's site [here](#).

New grant recipients will receive grant funds via check made payable to the name and address indicated on the grantee's W-9. They will be able to sign up for EFT for any subsequent payments.

Payment Status

Grantees are encouraged to deposit grant payment checks immediately. If the grantee has not received payment within eight weeks of notification of a fully executed GAF, the grantee should contact MSAC to inquire about payment status. The grantee is responsible for following up with MSAC staff if payment is not received within the fiscal year in which it was awarded. If the payment was lost in transit, the State of Maryland is able to re-issue payment. However, MSAC is unable to guarantee that funds will be available for re-issue after the end of the fiscal year in which a grant was awarded.

If the grantee owes any Maryland state taxes or other state liabilities, the General Accounting Division (GAD) of the State Comptroller's office may intercept grant payments and hold them until the liability is resolved. Should this be the case, GAD will send written notice of this directly to the grantee via mail. MSAC is not provided further information as it is confidential; grantees will be able to find more info and discuss options with the Central Collections Unit (CCU) at 410-767-1220 or 888-248-0345.

Changes in Funded Activities

If there are significant changes to the proposed activities for which a grant has been awarded, the grantee is responsible for contacting the relevant staff member to inform them of such changes before proceeding. Staff will help ensure that any proposed changes remain in alignment with the GAF and program guidelines.

Reporting

All grantees must file a final report in SmartSimple. The report will be added to the grantee's SmartSimple profile as soon as the GAF is fully executed.

The final report deadline for Arts in Education grants is August 15, 2025.

The final report form collects information about the grantee and grant activities, including optional demographic information, data for the National Endowment for the Arts, summary of activities and use of grant funds, and other program-specific information and documents, as relevant.

Grant funds may not be used to offset grantees' State liabilities; as such, grantees whose grant payments were intercepted by GAD due to Maryland state taxes or other state liabilities (as outlined in the Payments section) are not exempt from submitting required report(s). Grantees must either return the funds to MSAC or follow through with their proposed grant activities and submit report(s) accordingly.

Failure to submit reports may jeopardize current or future MSAC grants and may result in the required return of grant funds to the State of Maryland. Before any funds are distributed, grantees are also required to submit any outstanding reports or address requirements for any other MSAC grants they have received.

Ineligible and Declined Applications

Applications that do not receive funding 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 grant 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 grant program's requirement for funding (for example, minimum panel score, panel recommendation, etc.). The level of MSAC's funding does not allow for the funding of all eligible applications.

Application Feedback

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

Applicants may reapply at any time during the FY 2025 funding cycle.

Contact Information

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

For more information on the Arts in Education grant 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
 - 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.