



---

## Heritage Awards FY2025 Guidelines

**DEADLINE: October 11, 2024**

---



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or [msac.commerce@maryland.gov](mailto:msac.commerce@maryland.gov)



For individuals who are deaf or hard-of-hearing.  
TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF on the MSAC website: [www.msac.org](http://www.msac.org).

# Table of Contents

<b>Program Overview.....</b>	<b>3</b>
Purpose.....	3
Grant Cycle.....	3
Funding.....	3
Use of Funds.....	3
Timeline.....	4
Eligibility.....	4
<b>Nomination Process, Review, and Award.....</b>	<b>4</b>
Process.....	4
Nomination and Review.....	4
SmartSimple.....	4
Nominator expectation.....	5
Panelist service.....	5
Nomination form and review criteria.....	5
Financial Requirements.....	6
Award.....	7
Notification.....	7
Payment.....	7
Payment Status.....	7
Documentation.....	8
Reporting.....	8
Ineligible and Declined Nominations.....	9
Nomination Feedback.....	9
<b>Contact Information.....</b>	<b>9</b>
<b>MSAC Overview.....</b>	<b>10</b>
Description.....	10
Authority.....	10
Staff.....	10
Meetings.....	10
Mission and Goals.....	10
Equity and Justice Statement.....	11
Accessibility.....	11
Accessibility Web Page.....	11
Language Access.....	11
Feedback.....	12
Grievances.....	12
Grantmaking.....	12
Appeals.....	13
Grantee requirements.....	13
Disclosure of personal information.....	14

# Program Overview

## Purpose

Heritage Awards recognize long-term achievement in the traditional arts.<sup>1</sup> MSAC defines traditional arts as community-based living cultural traditions handed down by example or word of mouth. Awards recognize up to six Award recipients annually from among the categories of Person/People, Place, and Tradition.

Awards in the Person/People category are given to individuals or groups whose efforts demonstrate long-term achievement in:

- Artistry
- Community leadership
- Creative practice
- Documentation
- Entrepreneurship
- Presentation
- Performance
- Research

Awards in the Place category are given to locations that:

- Achieve long-term prominence over a period of generations
- Serve as gathering spaces for community fellowship
- Serve as sites for traditional practices

Awards in the Tradition category are given in broad recognition of activities that connect communities to folklife in areas such as:

- Traditional practices
- Recurring events
- Occupations
- Local knowledge
- Cultural movements
- Organizations

## Grant Cycle

### Funding

Heritage Awards are \$10,000 each and are disbursed annually.

### Use of Funds

Each Heritage Award includes an unrestricted grant of \$10,000. Funds may be expended at the awardee's discretion.

Grant funds may not be used for:

- 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

---

<sup>1</sup> 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](#).

## Timeline

The timelines below are estimates and may change according to nomination volume, funding changes, constituent needs, staff capacity, or other factors. Learn more on MSAC's site [by clicking here](#). Subscribe to MSAC communications to be notified of any public information sessions and other program updates [by clicking here](#).

- Nominations
  - Publication: August 26, 2024
  - Deadline: October 11, 2024
- Nomination review
  - November–December 2024
  - Panel meeting: December 17, 2024
- Award Notification
  - January 2025
- Final reports
  - Deadline: August 15, 2025

## Eligibility

Eligible Heritage Award nominees are people, places, and traditions located in Maryland that demonstrate long-term achievement in the traditional arts. Nominees may be people, places, and traditions that have been features of Maryland cultures for many generations, as may people, places, and traditions that have come to Maryland more recently through patterns of migration, immigration, or the movement of refugees.

- People, places, and traditions may receive the Heritage Award only once
- Heritage Awards are not given posthumously
- Self-nominations are accepted
- There is no limit to the number of nominations that may be made in connection with a single traditional art. Multiple nominations of the same nominee are reviewed by staff prior to going to panel, with only the strongest nomination going to the panel for review.

All Heritage Award funds must be disbursed to individuals who reside in Maryland (i.e., own or rent residential property in Maryland) who are age 18 or older, or to nonprofits, colleges and universities, or units of government located in Maryland. MSAC staff work with awardees to determine the preferred recipient of funds.

## Nomination Process, Review, and Award

### Process

#### Before You Nominate

Those interested in making a Heritage Award nomination are encouraged to contact the Folklife Specialist to discuss their nomination ideas prior to submission.

### Nomination and Review

#### SmartSimple

Nominations 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, nominators are required to complete and submit nominations by electronic means, including the use of an electronic signature
- Technical support for SmartSimple is available during regular office hours
- Lost, misdirected, or late nominations are the sole responsibility of the applicant
- Nominators must meet any revision deadlines requested after submission, as specified in writing, or the nomination will be withdrawn

**Nominator expectation**

Heritage Award nominators make nominations on behalf of nominees. Nominators may reside in Maryland or outside of Maryland and must provide contact information during the nomination process. Nominators serve as the primary point of contact for a nomination until awardees are selected.

**Panelist service**

MSAC convenes panelists, representing a range of arts expertise statewide, to evaluate applications and nominations electronically. Panelists are selected via public application process and based on relevant experience and 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 site [by clicking here](#).

**Nomination form and review criteria**

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

The nomination form includes the option of uploading an audio or video recording answering narrative questions. This option is intended as an accommodation. Instructions for uploading nomination recordings are included in SmartSimple.

- Nomination recordings must be uploaded either as .mp3, .mp4, or .mov files not exceeding 20 minutes total
- Applicants are responsible for formatting and producing nomination recordings in keeping with the technical specifications above; inaccessible or inaudible recordings are considered incomplete and will not be considered

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

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

**Criterion 1: Nomination’s identification of a form of folklife**

- Nomination questions:
  - Describe the cultural history and community of origin of the form of folklife being considered in this nomination. (250 words)
  - Describe the current community participating in the form of folklife being considered in this nomination. (250 words)

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Nomination clearly identifies a living cultural tradition strongly	Nomination identifies a living cultural tradition connected to a cultural	Nomination partially or ambiguously identifies a living cultural tradition	Nomination’s connection to folklife and cultural community of origin is

connected to a cultural community of origin over a generational period of practice	community of origin over a moderate period of practice	connected to a cultural community of origin over a limited or unclear period of practice	negligible or not present
--	--	--	---------------------------

**Criterion 2: Nominee’s connection to the folklife of a particular community of origin**

- Nomination question:
  - Explain and provide evidence of the nominee’s importance to the current community participating in the form of folklife described above. (250 words)

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Nominee’s importance to the folklife of a cultural community of origin is clearly demonstrated	Nominee’s importance to the folklife of a cultural community of origin is demonstrated	Nominee’s importance to the folklife of a cultural community of origin is somewhat demonstrated	Limited or no connection made between nominee and the folklife of a cultural community of origin

**Criterion 3: Nominee’s sustained engagement with folklife as a person or people, place, or tradition**

- Nomination question:
  - Explain and provide evidence of the nominee’s sustained engagement with the form of folklife described above, either as an individual (for Person/People nominations); a community gathering place (for Place nominations); or a traditional practice (for Tradition nominations). (250 words)

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Nominee’s engagement with folklife clearly extends over a substantial period of time	Nominee’s engagement with folklife extends over a moderate period of time	Nominee’s engagement with folklife extends over a limited or unclear period of time	Nominee’s length of engagement with folklife is negligible or not stated

**Unscored questions:**

- What is the relationship of the nominator to the nominee? (100 words)
- Describe how receiving this award provides a direct benefit to the culture from which the tradition originated. (250 words)
- Optional supplemental materials:
  - Supplemental materials include but are not limited to letters of recommendation, media coverage, or audiovisual examples of past work not exceeding 10 pages and 5 minutes of combined audiovisual review time
  - Supplemental materials may reflect any point in the nominee’s career or existence
  - Supplemental materials may be accepted in the following file formats: mp3, .mp4, .mov, .pdf, .jpg, .tif

**Financial Requirements**

All Award recipients are required to submit a current signed [W-9 form](#) upon notification of their award. The address on the W-9 Form must match the address of the nomination information entered in SmartSimple. If the nomination is a self-nomination, a completed W9 form may be uploaded at the time of nomination submission.

## Award

### Notification

After nomination review, nominators and Award recipients will be notified of their status as soon as possible; award recipients receive instructions to access a Grant Agreement Form (GAF) to review and sign electronically via SmartSimple.

Following notification, the Award recipient will be listed as the primary contact in the nomination and will receive all notifications. Automated notifications from SmartSimple will be sent from [noreply@smartsimple.com](mailto: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 Award recipient 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 awardee's SmartSimple profile.

The Award recipient 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 and awards 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 of more than \$600 will receive, via mail, a 1099 form from the State of Maryland. This form will arrive after the end of the calendar year in which the grant was paid. To request or access your 1099 electronically, register and log in 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.

Award recipients are encouraged to sign up to receive payment electronically via Electronic Funds Transfer (EFT). Those with existing state vendor profiles can sign up for EFT payments [by clicking here](#) to complete the relevant forms on the Comptroller's site. Typically, those who have previously received MSAC grants have an existing state vendor profile.

Recipients new to MSAC or other state funding will receive award 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

Award recipients are encouraged to deposit award payment checks immediately. If the Award recipient has not received payment within eight weeks of notification of a fully executed GAF, the Award recipient should contact MSAC to inquire about payment status. The Award recipient is responsible for following up with MSAC staff if payment is not received during 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 Award recipient owes any Maryland state taxes or other state liabilities, GAD 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 can find more information and discuss options with the Central Collections Unit at 410.767.1220 or 888.248.0345.

## Documentation

To support artists and their careers, MSAC makes site visits available to Heritage Award recipients as a free service during the granting period. Site visits consist of professional photo, audio, and/or video recording to document the awardee and their tradition. Site visits are optional; waiving site visits will not negatively affect the status of the award.

MSAC staff work directly with Award recipients to arrange site visits and strive to ensure that awardees are clear about the purpose of the visit, comfortable with the duration and nature of the documentation activities, and aware of their importance to the work of MSAC. Photo, audio, and video documentation collected during site visits is deposited in the [Maryland Traditions Archives](#), a public archive of Maryland's living cultural traditions housed at the University of Maryland, Baltimore County, with MSAC oversight. Documentation is also used to promote MSAC's traditional arts work to the public.

Though each site visit is unique to each Heritage Award recipient, the following guidelines broadly describe the intention behind all site visits:

- Scheduled in accordance with dates and times of day that best illustrate the awardee (e.g., arranging to document oystering during oyster season or Cambodian New Year music during the April New Year observed in Cambodian communities)
- Illustrate awardees in the contexts in which they would normally be occurring (e.g., arranging to document traditional Irish music performance at an Irish traditional music session or gospel quartet music at a Sunday church service)
- Photo documentation site visits last approximately 3 hours
- Video documentation site visits last approximately 16 hours, and are split up to occur on multiple days

See the "Awards Awarded" section of the Heritage Award webpage at [this link](#) for examples of previous Heritage Award recipients over the past five years.

## Reporting

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

The final report deadline for the Heritage Award is August 15, 2025.

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

Award recipients whose award payments were intercepted by GAD due to state liabilities, as outlined in the Payments section above, are not exempt from submitting required reports.

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



## Ineligible and Declined Nominations

Nominations that do not receive funding generally fall into one of two categories: ineligible or declined.

A nomination 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, a nomination can be marked ineligible at any time during the review process.

A nomination is declined if it is eligible and reviewed according to the review criteria but did not meet the grant program's requirement for funding (e.g., minimum panel score, panel recommendation, etc.). The level of MSAC's funding does not allow for the funding of all eligible nominations.

## Nomination Feedback

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

Nominations that are ineligible or declined may be revised and re-submitted during the following cycle but are not automatically carried over from year to year.

## Contact Information

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

For more information on the Heritage Award nomination process, contact:

- Program and nomination strategy assistance
  - Ryan Koons, Folklife Specialist
    - [ryan.koons@maryland.gov](mailto:ryan.koons@maryland.gov)
    - 410.767.6568 (O); 443.536.8368 (C)
- Grants logistics and technological assistance
  - Catherine Teixeira, Grants Director
    - [catherine.teixeira@maryland.gov](mailto:catherine.teixeira@maryland.gov)
    - 443.799.7256
  - Tammy Oppel, Grants Management Associate
    - [tammy.oppel@maryland.gov](mailto:tammy.oppel@maryland.gov)
    - 410.326.5555
  - Kirk Amaral Snow, Grants Management Associate
    - [kirk.amaralsnow@maryland.gov](mailto: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](mailto: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](mailto: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](mailto: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](mailto:msac.commerce@maryland.gov) 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 [msac.commerce@maryland.gov](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.