MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

GRANT INFORMATION GUIDE

Maggie McIntosh School Arts Fund

.

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
June 20, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Secretary-Treasurer, Maryland State Board of Education

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Program Description

During the 2022 Legislative Session, the Maryland General Assembly established the Maggie McIntosh School Arts Fund for the purpose of expanding arts programs for students in Baltimore City Public Schools. This grant program is intended to be administered by Arts Every Day, a non-profit organization.

Arts Every Day serves as a strategic partner to the Baltimore City Public Schools in advancing equitable access to the arts and implementing the 2018 Fine Arts Strategic Plan. The organization provides teachers with professional development, arts integration technical assistance, funding for student arts experiences, school-based public art projects, arts equipment, and supplies. The success of the work relies on the vibrant partnerships with district leaders, schools, educators, parents, students, artists, community, and cultural organizations.

Authorization

House Bill 1469 (2022)

GRANT OVERVIEW

Name of Grant Program

FY23 Maggie McIntosh School Arts Fund

Purpose

The funds shall be used to expand the arts curriculum for students in public schools in Baltimore City with grants to schools to:

1. Purchase art supplies for classrooms; and
2. Provide arts experiences.

Dissemination

This Grant Information Guide (GIG) will be released on May 9, 2023.

Deadline

Proposals are due no later than 5 p.m. on June 20, 2023

Grant Period

June 28, 2023 - June 30, 2024

Funding Amount Available

There is $250,000 in funding available.

Estimated Number of Grants

One (1)

Submission Instructions

The Fiscal Year 2023 Maggie McIntosh School Arts Fund Application can be downloaded from the [MSDE Office of Administration and Compliance website](). 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.

Program Contact

Susan Spinnato
Project Manager for Teaching and Learning
410-767-0349
[susan.spinnato@maryland.gov]()

Eligibility

Arts Every Day is eligible to apply.

Use of Funds

This Fiscal Year 2023 grant is to be administered by Arts Every Day and they can use funds for:

- Grants to Baltimore City Public Schools to purchase art supplies for classrooms and to provide arts experiences;

- Salary and Fringe Benefits; and

- Indirect Costs.

Funds may not be used for:

- Capital expenditures; and

- Equipment purchase.

Program Requirements

ARTS EVERY DAY WILL:

- Disseminate information about the grant program to eligible schools;

- Develop an application and review process;

- Award grants to selected schools in the Baltimore City Public School System; and

- Document grant expenditures.

Application Requirements

COVER 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.

PROJECT NARRATIVE

The project narrative consists of the following sections. These sections will be scored by reviewers.

- Extent of Need (20 Points)
- Goals, Measurable Outcomes and Milestones (20 Points)
- Plan of Operation, Key Personnel and Project Timeline (20 Points)
- Evidence of Impact (10 Points)
- Evaluation (15 Points)

EXTENT OF NEED

Identify a clearly defined problem and explain how the use of these funds will address the problem. The applicant should include the target audience and expected outcomes.

GOALS AND OUTCOMES

State the overall goals of the program; goals should address the needs identified and align to the program requirements. For each goal statement, identify anticipated outcomes to be accomplished. Examples of Goals are:

Goals:

- Public Schools in Baltimore City will be able to purchase additional art supplies to enhance their curriculum and allow students to create works of art in either painting, sculpting, photography, theatre, and drawings.

- Public Schools in Baltimore City will be able increase the art experience for students by paying for field trips to art museums and theatres that ties in with the classroom curriculum and will allow the students to grow their appreciation for art. Students will also benefit from learning about various career options e.g., stage manager, lighting coordinator, actors/actresses, and museum curator.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Discuss the strategies and activities to be used to accomplish the goals and outcomes. 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

The grantee is required to submit an annual evaluation report and quarterly progress reports that are consistent with the project's goals and outcomes. 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.

Budget and Budget Narrative

A budget and budget narrative (15 Points) are required. Submit the budget on the MSDE Grant Budget C-1-25 form and a separate document for the budget narrative.

The project's budget narrative should detail all related project expenses in an itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the project activities and the budget line items.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying, and refreshments. There is no page limit for the budget, so be as detailed as possible. See a sample budget below:

Item/Description	Quantity	Unit Cost	Total
Salaries & Wages			
Fringe			
Contractual			
Sub-Awards (grants to Baltimore City Public Schools)			
Indirect Cost			
Total Requested:			

Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

Appendix A: A signed recipient assurances page

Appendix B: A signed secondary (C-1-25 MSDE budget form)

Maggie McIntosh School Arts Grant Fund Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Extent of Need	A needs assessment was conducted that identifies multiple related problems. Both quantitative and qualitative data are presented that aligns with the selected strategy and demonstrates a need for the proposed program.	A needs assessment was conducted that identifies a problem. The extent of need clearly defines the problem and specifies how the funds will address the problem. The target audience was listed along with expected outcomes.	No needs assessment was done, or they failed to identify a problem. The applicant provides a problem, but the data presented does not align to the problem.
Goals, Outcomes, and Milestones	The application articulates multiple exemplary measurable goals, outcomes, and milestones.	Program goals are clear, measurable, and attainable. Program outcomes identify the steps to achieving the goal, and milestones measure progress towards meeting the goal(s).	Program goals, outcomes, and milestones are not clear, measurable, or attainable.
Plan of Operation, Key Personnel, and Timeline	All requirements listed in the meets criteria are listed and the applicant provides additional information, such as how the strategies and activities have evidence of success in other schools, districts and/or states.	The Plan of Operation is clear and concise. There is a timeline for all key activities. Key personnel are selected that have relevant experience in the field. The names and titles of personnel are provided and the percentage of time they will dedicate to this program.	There is no clear plan of operation. The timeline is either missing or does not include dates for all activities. Key personnel information is incomplete.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Evidence of Impact	All requirements listed under the meets criteria are met. In addition, it is clear how the program will lead to increased equitable access to transformative arts education that prepares them to join generations of artists, leaders, advocates, makers, and supporters of the arts.	The applicant describes how the proposed program goals are evidence/research-based. There is data on how students in the program have progressed in prior years, and a description of what the intended impact of the proposed activities will be on the target population.	There is no evidence that the proposed program would lead to the intended impact.
Evaluation	There is an evaluation plan that includes clear questions, a description of proposed data instruments, collection processes, and analytic methods aligned to the goals. The applicant is explicit about who is assigned to this task and timeline to complete.	There is a plan for how the applicant will measure the program's success. Evaluation measures align to the extent of need and the stated goals.	The evaluation plan does not measure the success of the program and is disconnected from the goals and plan of operation.
Budget	All requirements listed under meets criteria are met. In addition, the budget includes sufficient resources for successful execution of the proposed program.	The budget reflects all program activities with justification and does not exceed the grant amount. The costs are reasonable, allowable, allocable. All calculations are correct & list how they were derived.	The budget does not reflect all program activities, and/or exceeds the allowable amount. There may be missing calculations and/or mathematical errors.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
January 15, 2024	Initial Narrative Report
July 31, 2024	Final Narrative Report

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25-B form found in the Grant Budget Forms Workbook on the MSDE grants webpage. Final invoices must be submitted no later than 30 days after the grant period ends.

Project Timeline

A project timeline tells the reader when key activities will take place during the grant period. Applicants should consider all the key tasks or activities that need to be conducted to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. It should contain three sections: management, implementation, and evaluation.

Date	Reporting Requirements
May 9, 2023	The Grant Information Guide and the application for participating are released
May 11, 2023	MSDE will hold a virtual customer service support session for Arts Every Day
June 20, 2023	The grant application period closes
June 21, 2023	MSDE will review the application for completeness and minimum requirements and provide feedback
June 28, 2023	The grant period begins
June 30, 2024	The grant period ends

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

The General Education Provisions Act (GEPA)

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 to overcome barriers to equitable participation.

Customer Service Support Session

The MSDE will hold one customer service support session for Arts Every Day. During this session, MSDE personnel will provide an overview of the application process. The session will be on:

Thursday, May 11, 2023
10:00 a.m. – 11:00 a.m.

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Susan Spinnato at susan.spinnato@maryland.gov with questions related to the Maggie McIntosh School Arts Fund.

This funding opportunity, including all attachments and updates, can be downloaded from the MSDE Office of Grants Administration and Compliance website.

Attachment

Maggie McIntosh School Arts Fund FY23 Application for Funding