



## GRANT INFORMATION GUIDE

# Fine Arts Initiative Grant Fiscal Year 2024

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

**Deadline**  
October 16, 2023  
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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## Program Description

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The Fine Arts Initiative Program was established in Fiscal Year 2000 by the Maryland General Assembly for all local education agencies (LEAs) and is aligned with the Maryland State Standards for Fine Arts for grades prekindergarten-12.

The Fine Arts Initiative Grant funding supplements LEA funding and enables all students to achieve or exceed state standards in the arts (defined as dance, media arts, music, theater, and visual art). Applicants for funding must show alignment to [COMAR 13A.04.16 Programs in Fine Arts](#) certification procedures for Fine Arts: “Each local school system shall report annually their goals, objectives, and strategies regarding the implementation of fine arts instructional programming and methods for measuring progress.”

### Authorization

MD Education [Article §2-205](#) and [COMAR 13A.04.16 Programs in Fine Arts](#)

## GRANT OVERVIEW

### Name of Grant Program

Fine Arts Initiative Grant

### Purpose

The purpose of the grant funding is to expand programs in the five arts disciplines (defined as dance, media arts, music, theatre, and visual arts) and ensure that all students have access to arts programming aligned to the state standards and aligned to LEA goals for fine arts. Each LEA is required by COMAR 13A.04.16.01 to provide an instructional program in fine arts each year for all students in grades prekindergarten-8 as follows:

- Within the prekindergarten-5 grade span, students shall have experiences in the fine art forms of dance, media arts, music, theater, and visual arts.
- Within grades 6-8, students may specialize in one or more of the fine art forms of dance, media arts, music, theatre, and visual art.

The LEAs must provide an instructional program that enables all students in grades 9-12 to meet graduation requirements, and to select from among fine arts elective courses of dance, media arts, music, theatre, and visual art that will prepare them for postsecondary education and careers.

### Dissemination

This Grant Information Guide (GIG) was released on September 1, 2023

### Deadline

Proposals are due no later than 5:00 p.m. on October 16, 2023

### **Grant Period**

July 1, 2023 - June 30, 2024

### **Funding Amount Available**

\$494,072

### **Estimated Number of Grants**

Twenty-five (25)

### **Grant Amount**

The grant amount is determined by a formula based on enrollment in the LEA and historic allocations. See Attachment 1: LEA Funding Amounts.

### **Submission Instructions**

Grant applications must be submitted by 5:00 p.m. October 16, 2023, via email to Elizabeth Devereux at [elizabeth.devereux@maryland.gov](mailto:elizabeth.devereux@maryland.gov).

### **State Responsibilities**

MSDE will review all applications for eligibility and selection for awards. MSDE will monitor grantee progress through interim reports, technical assistance, financial reports, and monitoring visits.

### **Program Contact**

#### **Elizabeth Devereux**

Director of Comprehensive Arts Education

410-767-1036

[elizabeth.devereux@maryland.gov](mailto:elizabeth.devereux@maryland.gov)

### **Eligibility**

This funding is for local education agencies to support Fine Arts instructional programs.

## Use of Funds

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Funds may be used for:

- Salaries and/or stipends
- Course development and curriculum writing
- Supplies and materials
- Professional learning
- Contractual services, including artists in residencies
- Festivals, events, and exhibitions

Funds may not be used for:

- Purchase of equipment for administrative purposes
- Construction
- Out-of-state travel and transportation
- Food and beverage

## Program Requirements

The Fine Arts Initiative Program supplements overall local education agency (LEA) arts funding to enable all students to achieve or exceed state standards in the arts (defined as dance, media arts, music, theatre, and visual art). The purpose of the grant funding is to expand arts education opportunities to ensure that all Maryland students have access to arts programming that aligns with: the requirements of COMAR 13A.04.16; the Maryland State Standards for Fine Arts; and LEA goals for fine arts.

Proposals for funding must identify a specific need(s) within the fine arts that the LEA is addressing and include information about the activities the funding will support and how they will address the identified need(s).

Below are examples of **programs** that address a specific **need(s)** and meet the above criteria:

	Example LEA Identified Need	Program Example
1	Student enrollment in arts programs dropped during the pandemic and has not recovered to pre-pandemic levels.	Expand student events, exhibitions, and performances to build recruitment and retention efforts, using grant funding to create opportunities inclusive of student populations historically lacking access to arts programming.
2	Visual and media arts curricula lack sufficient resources to support students with disabilities and English learners.	Develop curricular documents and trainings, in collaboration with appropriate LEA content leads and field experts, to ensure equitable access for all students in visual and media arts courses.
3	Teachers across five arts disciplines cite need for increased offerings for high-quality, content-specific professional learning.	Create arts discipline-specific professional learning sessions through partnership with local retired arts educators and guest community artists to deepen teachers' expertise in their art practice and applications to the classroom.

For each program proposed, applications must include a SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) **goal** accompanied by **measurable outcomes** that will result from achieving the stated goal, and **milestones** to track interim progress towards that goal during the year.

Below are examples of **goals, measurable outcomes, and milestones** that meet the above criteria:

For Program Example #1: Across All Arts Disciplines		
Expand student events, exhibitions, and performances to build recruitment and retention efforts, using grant funding to create opportunities inclusive of student populations historically lacking access to arts programming.		
Example Goal	Example Measurable Outcomes	Example Milestones
Hold one districtwide spring arts showcase, to include student artwork and performances across arts disciplines	During SY23-24, increase number of students from historically underserved populations (including Title I, students with disabilities, and English learners) who have access to arts presenting / performing opportunities by 50% over SY22-23 (ie, if 100 underserved students had access in SY22-23, then 150 will have access in SY23-24)	By Nov. 2023, identify up to 4 schools with high proportions of underserved student populations to provide increased material and curricular support in preparation for spring showcase.  By Feb. 2024, hold two planning sessions to determine resources and organize student works/performances for spring showcase

Each section of the application must be addressed and include evidence-based, effective arts education practices.

**\*Please note that the Reporting Requirements section aligned to COMAR 13A.04.16. Section .03 Certification Procedures and included in the FY23 Fine Arts Initiative Program application has been moved from this application to the Consolidated Entitlement Programs application.**



# Application Requirements

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## COVER PAGE

Applications must include the Proposal Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. The Proposal Cover Page should be printed and signed by the appropriate leadership for your organization.

## PROJECT ABSTRACT (1 PAGE)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization's efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

## PROJECT NARRATIVE (10-PAGE LIMIT)

The project narrative consists of the following sections. Reviewers will score these sections.

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

### Extent of Need

Describe the conditions or needs to be addressed through the Fine Arts Initiative Grant program. Include a clearly defined problem. Document current or past efforts to address the problem.

### Goals, Measurable Outcomes, and Milestones

For each program proposed in the Fine Arts Initiative Grant, state the overall goal(s). The goal(s) should address the main problem defined in the Extent of Need section and be in alignment with LEA arts goals. In addition, the goals must address The Blueprint for Maryland's Future - Pillar 1: *Early Childhood Education*, Pillar 2: *High Quality and Diverse Teachers and Leaders*, or Pillar 3: *College and Career Readiness*. For each program goal statement, identify outcomes to be accomplished with grant funds. Establish milestones that can be evaluated either quarterly or throughout the year. Complete the chart provided in the application and identify each applicable arts discipline. Examples of goals, outcomes, and milestones are:

For Program Example #1: Across All Arts Disciplines		
Expand student events, exhibitions, and performances to build recruitment and retention efforts, using grant funding to create opportunities inclusive of student populations historically lacking access to arts programming.		
Example Goal	Example Measurable Outcomes	Example Milestones
Hold one districtwide spring arts showcase, to include student artwork and performances across arts disciplines	During SY23-24, increase number of students from historically underserved populations (including Title I, students with disabilities, and English learners) who have access to arts presenting / performing opportunities by 50% over SY22-23 (ie, if 100 underserved students had access in SY22-23, then 150 will have access in SY23-24)	<p>By Nov. 2023, identify up to 4 schools with high proportions of underserved student populations to provide increased material and curricular support in preparation for spring showcase.</p> <p>By Feb. 2024, hold two planning sessions to determine resources and organize student works/performances for spring showcase</p>

### Plan of Operation, Key Personnel, and Timeline

The Plan of Operation includes the strategies and activities that will be implemented to achieve the project's goals, outcomes, and milestones. For each project goal, describe the activities and plan of operation that addresses, at a minimum, the key components of the program's implementation or expansion; and include a timeline and the key personnel associated with each component of the plan of operation. For key personnel, provide the names and titles of key staff and partners, their respective roles, and the specific contributions and responsibilities for each in relation to the project.

### Evaluation and Dissemination

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project's goal and objective(s). An effective ongoing evaluation plan that evaluates milestones quarterly leads to making informed decisions about needed changes. Describe how the project will be evaluated and how results will be communicated to major stakeholders and individuals interested in the project. In addition, provide a performance measure for each project goal. For example, a goal may be to update and expand the curriculum in dance levels 1-5 at the secondary level. The Evaluation Performance Measures could be: Increase the number of students participating in dance at the secondary level. Teachers implementing new curriculum as demonstrated in direct observations.

### 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 impact of the LEA's Fiscal Year 2024 Fine Arts Initiative Grant leading to the desired outcomes. Provide measures of success for your program goals, whether quantitative (increased student arts enrollment for targeted groups; increased attendance for arts students, etc.) or qualitative (surveys on arts teacher preparedness, story of student accepted to a higher education arts program).

## Budget and Budget Narrative

The project’s budget and budget narrative (10 points) should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable and cost-effective. 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. The itemized budget form (C-1-25) can be accessed through the [MSDE grants webpage](#), and a proposed budget narrative must be submitted with the application.

Group line items according to the following categories: Salaries & Wages, Contracted Services, Supplies & Materials, Other Charges, Equipment, and Transfers (indirect costs). *Total each category.* 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 narrative, so be as detailed as possible. Clearly show the requested funds and in-kind contributions for each line item if applicable. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expenses were calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. See a sample budget below:

### 1. Salaries & Wages (list separately for each position)

Discipline	Line item	Calculation	Requested	In-Kind	Total
Visual Art	Exhibition Manager, LEA staff member	\$25/hr. x 20 hrs. per week x 52 weeks	\$26,000.00	\$10,000.00 (LEA budget)	\$16,000.00
	Total for other charges:		\$26,000.00	\$10,000.00	\$16,000.00

### 2. Contracted Services

Discipline	Line item	Calculation	Requested	In-Kind	Total
All	Stipends for Professional Development	100 participants x \$120.00	\$12,000.00	\$4,000.00 (MSAC)	\$8,000.00
Dance	Contracted Services for Annual Dance Secondary Showcase	10 consultants x \$300.00	\$3,000.00	0	\$3,000.00
Media Arts	Conference fees for Media Arts staff to further develop Media Arts programming	2 staff members x \$340.00	\$680.00	0	\$680.00
	Total for other charges:		\$15,680.00	\$4,000.00	\$11,680.00

**3. Supplies & Materials**

Discipline	Line item	Calculation	Requested	In-Kind	Total
Music	Materials and Supplies	60 @ \$56.00	\$3,360.00	0	\$3,360.00
		Total for other charges:	\$3,360.00	0	\$3,360.00

**4. Other Charges**

Discipline	Line item	Calculation	Requested	In-Kind	Total
All	Fixed charges for part-time elementary theater instructor	7.65% x \$35,000.00	\$2,677.50	0	\$2,677.50
		Total for other charges:	\$2,677.50	0	\$2,677.50

**5. Equipment**

Discipline	Line item	Calculation	Requested	In-Kind	Total
All	Portable sound system for outdoor arts festival	1 @ \$499.95	\$499.95	0	\$499.95
		Total for equipment:	\$499.95	0	\$499.95

## Appendices

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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 MSDE [C-1-25 Budget Form](#)

## The Review Process

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The review of proposals will be a four-part process:

- Written applications will be pre-screened for submission requirements and inclusion of all required sections.
- A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and its intended impact on the target population.
- Final approval for awards will be determined by the review committee.
- Award letters and NOGA will be disseminated to all grant recipients.

### REVIEW COMMITTEE

The committee will be composed of representatives from MSDE. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric.

### SELECTION CRITERIA

Applications will be reviewed and scored based on the criteria on the scoring rubric. A total of 100 points may be awarded.

## Fine Arts Initiative Grant Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<b>Extent of Need</b> (20 points)	The extent of need is clearly described, and multiple problems are identified that the grant funds will be used to address.	There is a clear description of the extent of need. At least one problem is identified that the grant funds will be used to address.	There is little evidence of the need. The project does not address either of the stated grant priorities.
<b>Goals, Measurable Outcomes, and Milestones</b> (20 points)	In addition to meeting the criteria listed they included a clear narrative to achieve these goals. Outcome statements are clear and tell how the project’s target population would improve.	A complete list of goals, outcomes and milestones are included. The goals and outcomes are aligned to the extent of need and program requirement.	The applicant provides a limited description of goals, objectives, and milestones. Connections to data and content standards are not included.
<b>Plan of Operation, Key Personnel, and Timeline</b> (20 points)	All items in the meets criteria are met, plus a summary of the key personnel’s experience with grant management and program specific knowledge. The project timeline also lists who is assigned to complete each phase of the project.	A detailed plan of operation is included that addresses all items identified in the statement of need. Key personnel are listed along with %FTE. Project timeline is detailed.	The plan of operation does not include strategies nor supporting activities that exhibit connections to objectives, are supported by rationale/research, and align to meet expected outcomes.
<b>Evaluation and Dissemination</b> (15 points)	All requirements in the meets criteria are met and in addition the applicant describes how they obtain parent involvement and dissemination of data to all stakeholders.	The application clearly identifies measurable program improvements and the data that will be reviewed. They describe the method used to collect, evaluate, and report on the data.	There is a partial evaluation or dissemination plan.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<b>Evidence of Impact</b>  <b>(15 points)</b>	All the requirements in meets criteria are met and in addition they can demonstrate continuous improvements in student outcomes and provide data on their success after completion of the program.	There is a summary of the efficacy of the program. Proposed outcomes are supported by research data and/or previous program data.	The evidence of impact or efficacy is not clearly defined or identified.
<b>Budget and Budget Narrative</b>  <b>(10 points)</b>	All the requirements in meets criteria are satisfied and in addition the applicant provides additional information and worksheets.	The application includes MSDE’s C-1-25 budget, and a detailed budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated, there are no errors, and all line-item costs are justified.	The budget is not clear, reasonable and/or cost effective. The budget narrative does not provide detailed explanation of expenditures. The budget contains calculation errors and/or is completed incorrectly.

**AWARD NOTIFICATION**

Notification of the award will be sent by email by November 30, 2023. Processing of the official Notice of Grant Awards (NOGA) will begin on November 30, 2023. Please note this process can take 4-6 weeks.



## Reporting Requirements

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The grantee must comply with the following reporting requirements:

Date	Reporting Requirements
Within 30 days of Notice of Grant Award	Signed Assurance Due
Ongoing	Fiscal and programmatic monitoring
March 15, 2024	Signed Interim Report Due (C-1-25-C)
July 30, 2024	Signed Final Narrative and Fiscal Report Due (C-1-25-D and AFR)

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 60 days after the grant period ends.

## Non-Discrimination Statement

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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)**

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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 Sessions

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MSDE will hold customer service support sessions. During the sessions, MSDE personnel will provide an overview of the requirements and application process. The sessions will be held on:

### Thursday, September 7, 2023

10:00 a.m. – 11:00 a.m.

Google Meet joining info:

Video call link: <https://meet.google.com/gty-crff-pjc>

Or dial: (US) +1 319-343-8614 PIN: 273 597 315#

### Tuesday, September 19, 2023

10:00 a.m. – 11:00 a.m.

Google Meet joining info:

Video call link: <https://meet.google.com/ruh-zkdr-ean>

Or dial: (US) +1 219-386-4121 PIN: 335 526 850#

### Friday, October 6, 2023

10:00 a.m. – 11:00 a.m.

Google Meet joining info:

Video call link: <https://meet.google.com/hmh-dhnx-udt>

Or dial: (US) +1 260-577-6969 PIN: 121 749 227#

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Elizabeth Devereux at [elizabeth.devereux@maryland.gov](mailto:elizabeth.devereux@maryland.gov) with questions related to the Fine Arts Initiative Grant.

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

### Attachments

1. LEA Funding Amounts
2. Fine Arts Initiative Grant Application for funding

## Grant Timeline

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

Date	Program Milestone
September 1, 2023	The Grant Information Guide and the application for participating are released
September 7, 2023 September 19, 2023 October 6, 2023	MSDE will hold virtual customer service support sessions
October 16, 2023	The grant application period closes
November 13, 2023	MSDE Review Committee will evaluate proposals
July 1, 2023	The grant period begins
June 30, 2024	The grant period ends

## Attachment 1: LEA Funding Amounts

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LEA	Award Amount
Allegany County	\$14,859.00
Anne Arundel County	\$25,885.00
Baltimore City	\$55,886.00
Baltimore County	\$46,911.00
Calvert County	\$14,940.00
Caroline County	\$11,711.00
Carroll County	\$19,928.00
Cecil County	\$15,727.00
Charles County	\$20,225.00
Dorchester County	\$9,638.00
Frederick County	\$24,657.00
Garrett County	\$8,053.00
Harford County	\$25,432.00
Howard County	\$22,711.00
Kent County	\$3,822.00
Montgomery County	\$29,684.00
Prince George's County	\$70,367.00
Queen Anne's County	\$7,753.00
Somerset County	\$9,992.00
St. Mary's County	\$15,425.00
Talbot County	\$2,188.00
Washington County	\$18,468.00
Wicomico County	\$16,908.00
Worcester County	\$1,902.00
SEED School of MD	\$1,000.00