



**Maryland State Arts Council grant funds provided to the
Baltimore Mayor's Office of Art and Culture or to the
Baltimore Office of Promotion and the Arts**

As required by the 2025 Joint Chairmen's Report, page 270

Respectfully submitted by the Maryland Department of Commerce

January 2026



Wes Moore | Governor
Aruna Miller | Lt. Governor
Harry Coker, Jr. | Secretary of Commerce

January 16, 2026

The Honorable Guy J. Guzzone
Senate Budget and Taxation Committee
3 West Miller Senate Office Building
11 Bladen Street
Annapolis, MD 21401

The Honorable Ben Barnes
House Appropriations Committee
121 Taylor House Office Building
6 Bladen Street
Annapolis, MD 21401

RE: Report on grant funds provided to the Baltimore Mayor's Office of Art and Culture or to the Baltimore Office of Promotion and the Arts, 2025 JCR p.270

Dear Chairs Guzzone and Barnes:

In accordance with page 270 of the 2025 Joint Chairmen's Report, the Maryland Department of Commerce is pleased to submit the report on grant funds provided to the Baltimore Mayor's Office of Art and Culture or to the Baltimore Office of Promotion and the Arts (BOPA) for Fiscal Years 2024 through 2026. As required, the report includes detail on how those funds have been used by the recipients, including details on expenses for which employees were reimbursed.

If you have any questions or need additional information, please feel free to contact me at 410-767-6301.

Sincerely,

Signed by:

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Harry Coker Jr.
Secretary

Enclosure

cc: Members, Senate Budget and Taxation Committee
Members, House Appropriations Committee
Elizabeth Waibel, Department of Legislative Services

Summary of Maryland State Arts Council grantmaking to Baltimore Office Promotion on the Arts (now Create Baltimore) and Baltimore Festival of the Arts Inc. from FY24 - FY25

Prepared January 12, 2026 by the Maryland State Arts Council

Steven Skerritt-Davis, Executive Director
Cathy Teixeira, Grants Director
Jess Porter, Senior Program Director
Emily Sollenberger Dobbins, Program Director, Arts Services
David D. Mitchell, Program Director, County Arts Development and Arts & Entertainment Districts

Baltimore Office Promotion of the Arts (BOPA) now, Create Baltimore and the associated non-profit Baltimore Festival of the Arts (BFAI) are recipients of general operating grants from the Maryland State Arts Council (MSAC) for separate activities. As the designated arts council for the city of Baltimore BOPA/Create Baltimore receives annual funding through MSAC’s County Arts Development (CAD) program. BFAI receives annual funding through MSAC’s Grants for Organizations (GFO) program for arts events, such as Artscape. CAD and GFO have distinct program guidelines, reporting schedules, requirements, and funding formulas. Grant award amounts and payments for BOPA/Create Baltimore and BFAI for the fiscal years 2024-2026 are shown in the table below.

Grantee	Grant Type	FY24 awarded	FY24 paid	FY25 awarded	FY25 paid	FY26 awarded	FY26 paid
BOPA/Create Baltimore	County Arts Development	\$233,726	\$233,726	\$235,562	\$235,562	\$239,333	\$179,499.75
BFAI	Grants for Organizations	\$65,157.88	\$65,157.88	\$19,801	\$19,801	\$19,058	\$0

Below are brief overviews of the two grant programs, including eligible uses of funding, and an overview of how BOPA/Create Baltimore and BFAI utilize the funding.

County Arts Development (CAD) Program - BOPA/Create Baltimore

The County Arts Development Grant program provides annual funding to county arts agencies within each of Maryland’s 24 counties and jurisdictions. CAD grant funds can be used towards regranting to local organizations, artists, and schools for arts programming or projects that benefit county residents, delivering direct arts programming, providing services to artists and arts organizations, and up to 60% towards administration and operational expenses.

CAD requires an on-year application every three years and off-year applications in between. Additionally, organizations experiencing leadership changes or compliance challenges are required to submit quarterly reports, including a financial statement and progress report to the CAD Program Director. BOPA/Create Baltimore is currently on a quarterly reporting schedule. Payments for all CAD organizations required to submit quarterly reports are made in two installments and are contingent upon the timely submission and approval of reports. BOPA/Create Baltimore has submitted its first Quarterly Report for FY26. A mid-year, in-person check-in is currently pending.

Throughout this period, BOPA/Create Baltimore has primarily utilized their CAD grant for regranting - some specifically to support Arts in Education programming and administration/operations, as well as administration and operations as allowed. During difficult operational and financial years, final reports indicate fewer funds were regranted due to capacity to implement those programs and the need for operational funds.

Grants for Organizations - BFAI

The GFO granting program provides general operating support to nonprofit and tax-exempt organizations, as well as to units of government that produce or present ongoing arts programming open to the public. The goal of this program is to strengthen Maryland's arts infrastructure.

GFO funding for BFAI includes general operating support of the programs under BFAI, such as programming costs, personnel, marketing/promotions, administrative, and operations expenses. Over the past few years, GFO primarily supported the annual Artscape festival and associated activities.

Note: In FY24, BFAI did not meet the GFO program's required 3:1 match, resulting in it returning \$33,501.65 in grant funds. In addition, BFAI's FY25 final report has not been approved as of the submission of this report. MSAC's program director is working with the grantee to clarify the carryover funds it spent during the grant period prior to approving. Commerce's Office of Internal Audits also recently resolved an Office of Legislative Audits inquiry related to BOPA without any findings. FY26 funds will be paid once the FY25 final report is approved.

Financial Reporting

Please note that financial statements provided for each program do not require the grantee to submit detailed expenses or receipt back-ups for grant-related expenditures, though MSAC does reserve the right to request such documentation if necessary. At this time, MSAC has not identified any documentation pointing to grant funds being utilized to reimburse BOPA/Create Baltimore or BFAI employees.

Copies of applications (FY24, FY25, and FY26) and final reports (FY24 and FY25) accompany this report.

Commerce/MSAC did not provide funds to the Mayor's Office of Art and Culture.



Fiscal Year: 2024

Application ID

2024-18656

Application Type

Grants for Organizations

Organization Information

Organization Name: BALTIMORE FESTIVAL OF THE ARTS INC

Address:

7 Saint Paul Street Suite 100
Baltimore, MD
21202

Phone: 410-752-8632

County: Baltimore City

Federal Tax ID Number: 521559145

DUNS Number: 055093794

UEI Number: Y7JCNYMR1Y11

Website: promotionandarts.org



Key People Involved

Name	Title
Donna Drew-Sawyer	CEO/Executive Director
Tonya Miller-Hall	Chief of Marketing and Programs
Carlos-deShaun Brown	Director of Live Events & Public Engagement
Delaney Cate	Event Manager
Sam Huber	Program & Logistics Manager
Brian Wentz	Chief Financial Officer
Brian Lyles	Board President
Mike Schechter	Board Vice President
Frank McNeill	Board Secretary
Jack Lewin	Board Treasurer

Contact Information

Grant Contact Name: Sarah Gibbons

Phone: 443-263-4319

Email: bfaigrants@promotionandarts.org

Address: 7 Saint Paul Street Suite 100

City: Baltimore

State: MD

Zip Code: 21202-1647

Is the information above the same as the Grant Applicant information?

Yes

Applicant County

Baltimore City

Is your organization fiscally sponsored?

No



Authorizing Official

Authorizing Official Name

Stacy Handler

Authorizing Official Phone

443-263-4312

Authorizing Official Email

shandler@promotionandarts.org

Program Details

Narrative Questions

National arts organizations (National Endowment for the Arts, National Assembly of State Arts Agencies, Americans for the Arts) have clarified and shared approaches to uncover cultural bias in the procedures and policies of state arts organizations. In response, the Maryland State Arts Council has committed to equity, diversity, and inclusion in grantmaking as all funding mechanisms continue to be examined and updated. The design of the Grants for Organizations application is meant to inspire authentic reflection and internal analysis for each applying organization, with the knowledge that the Maryland State Arts Council is to be seen and utilized as a collaborative partner in the process. The driving goals of this new vision for the granting processes connect to the application in the following ways:

- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks.
- To yield a greater variety of funded projects.
- To eliminate biases that may be found in any part of the granting process (i.e. - applications, panelist procedures, adjudication systems).
- To expand the deliberations about rigor beyond current conventions or Western traditions.
- To aspire to make investments that contribute to social change and demonstrate aesthetic excellence in terms relevant to context and intent.

Questions A1 - A4 and the chart below address why the work of your



organization is important.

A1. What are the vision, mission, goals and/or values of the organization?

Excellent to Outstanding response: Clear, specific, and thorough evidence of vision, mission, goals and/or values (4 points)

The mission of Baltimore Festival of the Arts (BFAI) is to promote public participation and appreciation of art in its many forms. BFAI introduces artists to new audiences and audiences to a vast spectrum of artistic disciplines, while raising the visibility of Baltimore as a cultural destination. Our past accomplishments include: the production of Artscape, America's largest free arts festival; Light City, America's first large-scale light festival celebrating art and innovation; and Baltimore Book Festival, which features hundreds of appearances by local, celebrity and nationally known authors as well as demonstrations by culinary authors and literary workshops. We also produce the monthly B Side performance series at the Baltimore Farmers' Market, and annual civic events for the City of Baltimore such as fireworks celebrations at the Inner Harbor for 4th of July and New Year's Eve. BFAI maintains longstanding partnerships with the Baltimore Office of Promotion & the Arts (BOPA) and the City of Baltimore, which grant us access to municipal resources and enhance our capacity to produce successful large events.

BFAI's goals are:

- To produce art-focused festivals, special events, and promotions for Baltimore City.
- To ensure art is always accessible for a Baltimore City population with diverse needs and interests.
- To develop more consistent, equitable, and artist-led evaluation methods.

BOPA is currently undergoing a strategic plan, in which BFAI's mission, goals, and values are also being evaluated. The strategic planning process has been under way for almost a year, and has revealed some initial insight into BFAI's vision for the future, including providing innovative programming that directly involves local artists and grassroots arts organizations during all stages of event production and helping to retain local talent to Baltimore City by providing ample creative career development opportunities.

A2. How have the vision, mission, goals, and/or values of the organization evolved over the last two years?

Excellent to Outstanding response: Clear, specific, and thorough explanation of growth/evolution over the past 2 years (4 points)

BFAI has endured significant challenges to event planning and production and capacity-building since the



outbreak of the pandemic. From these adversities, BFAI recognized the need to clarify and focus its organizational priorities. Through this internal evaluation, and coupled with the preliminary findings of the strategic plan, BFAI identified four objectives that will drive programming decisions: increased creative placemaking initiatives, more direct investment in artists, finding new ways to engage with the public, and examining the assets currently at our disposal to achieve these ends. In FY24, the most efficient and engaging vehicles through which to achieve BFAI's goals are Artscape and the B Side series.

In planning for Artscape, our staff has invested a portion of their time doing field research of arts festivals in other cities, including Detroit, Cleveland, Philadelphia, and Richmond. The juxtaposition of experiences provided a wealth of insight for BFAI. We witnessed the ways that creative placemaking- whether it be an art festival or a community mural- can transform communities by employing artists, beautifying blighted neighborhoods, stimulating both visitorship and commercial activity, and strengthening a sense of pride among residents. We are thinking beyond the 5 days of a festival and what long-term, positive impact we can leave behind in the neighborhoods where we produce events.

As our partner organization, BOPA moves through the strategic planning process, constituent feedback has been collected that guides BFAI's programs. Recurring themes included an increase in direct investment in local artists, a greater focus on accessibility, and the idea that the arts are crucial to the livelihood of residents and the development and revitalization of Baltimore. BFAI has incorporated this feedback in both Artscape and the B Side programs. Artscape planning involved local artists earlier in the decision making process, expanded the footprint to areas more accessible via public transportation, embedded accessibility services for differently-abled individuals into our safety plan, and designed creative placemaking projects with the goal of stimulating further community investment.

While BFAI has always ambitiously pursued extraordinary programming for cultural festivals, the pandemic forced us to reevaluate how we engage with the public. The B Side performance series was created upon the platform for local art that BOPA already maintains at Baltimore Farmers' Market each week. BFAI worked with BOPA to maximize the limited resources at our disposal to keep the spirit of Artscape alive. Our goal was to inspire a ripple effect of citywide impact through small events, beginning with live programming presented to the audience of Farmers' Market attendees, whose diversity is unparalleled among similar events in Baltimore City.

The first Artscape Festival since 2019 will occur in September 2023, during the first quarter of FY24. Exact dates for the next iterations of Light City and Baltimore Book Festival are yet to be determined. We want to proceed thoughtfully with these other, highly anticipated events; a thorough evaluation of Artscape and the B Side series will illuminate lessons learned for other festivals. Our evaluation methods are being adjusted in direct response to constituent feedback.



A3. a. What is the Geographic Area of Service for your organization (specific community(ies), county(ies), city(ies), statewide)?

Not Scored: Your response to this questions will be used to guide understanding throughout the application.

BFAI primarily serves the residents of Baltimore City. BFAI's larger programming, including Artscape, Baltimore Book Festival, and Light City, also attracts statewide audiences.

Within your Geographic Area of Service, identify % of programming serving the public (other than tuition-paying constituents), which would include free activities, along with activities that are open to the public that may be free and/or paid opportunities.

Not Scored: Tuition-paying includes programming with a fee for service model, such as classes, camps, workshops, etc. that may be intended for a specific group of people, and not open to the public.

75-100%



Activities

List of Events/Arts Activities	How does each activity connect to the vision, mission, goals, and values of the organization?	Describe the public value (importance and relevance) of the activity for the constituents in the Geographic Area of Service	How is each arts activity designed to reach yet to be known constituents in the Geographic Area of Service?	If arts activity is tuition-based, how does the activity reach beyond the tuition-paying constituents? If activity is not tuition-based, list "N/A"
Artscape Festival	Artscape is heavily art-focused. It has been adapted to employ the arts to achieve community development. The expansion of the footprint works to increase accessibility	Creative placemaking paired with community development efforts has been shown to increase residency of artists in a given neighborhood, higher earning potential for those artists, and retaining of local talent.	A principal goal behind expanding the footprint of Artscape is to reach new audiences. We achieve this by expanding into an area that provides more parking and is more accessible by public transportation, to give residents a better chance at experiencing the event.	N/A
B Side Series	BFAI leveraged the existing asset of the Farmers' Market to provide free programming that highlights Baltimore-based performing artists. When large festivals were not feasible to produce, the maximization of existing assets became a necessity.	During the hiatus of Artscape, BFAI utilized assets at its disposal to provide the public with performing arts programming. BFAI capitalized on this significant intersection of diverse resident populations; we met these folks where they already were and fulfilled a desire for live entertainment.	The Farmers' Market draws an incredibly diverse audience from across Baltimore City, every week from April to December. The B Side builds upon this diversity, at one of largest & most well known markets in the state, drawing new audiences to this space.	N/A
New Year's Eve Fireworks	This long standing civic event remains a favorable opportunity for BFAI to engage directly with the public.	NYE Fireworks are an event that folks from within and outside of Baltimore City look forward to each year.	BFAI utilizes the opportunity to incorporate art into this event through the production of live music. We are exploring additional ways to highlight other disciplines such as spoken word or dance into NYE programming.	N/A

Questions B1 - B2 below address how your organization designs its programs



B1. Describe the creative process within your organization's programming. Include a description of how artistic decisions are made (Creative Process) and how the constituents of the Geographic Area of Service are involved in the programmatic development and evaluation of the resulting artistic activities

If your organization is in the "Service" discipline, please answer the following question:

Describe the process for developing activities/programming/initiatives within your organization. Include a description of how decisions are made and how the constituents of the Geographic Area of Service are involved in the programmatic development and evaluation of the activities.

Excellent to outstanding response: Explanation clearly illustrates the creative process, which includes creative roles, responsibilities, and authentic constituent collaboration, where constituents are essential in the artistic decision making process. (8 points)

More than ever before, BFAI's creative process for programming is guided by external feedback from our constituent community. We also employ an artist-centered, collaborative approach that considers our unique position as event producers among BOPA and the City of Baltimore. The priorities that guide our creative process are audience engagement and development, creative placemaking, professional development and career support for artists, and cultural tourism.

For a large part of BFAI's history, the organization had been beholden to top down decision making processes. Rebuilding our Events team in an intentional manner has encouraged a more collaborative model for planning, execution, and evaluation. A solid team with fresh perspectives and diverse backgrounds, coupled with our partnership with an event production company, requires an effective teamwork approach. We discuss the extent to which art is centered for each event we facilitate and how this affects the application of our resources. These conversations help us stay connected to the underlying purpose for our work: presenting art to the public. We are continuously building staff capacity and external support to ensure that we are effectively accomplishing our goals.

The strategic planning process has included open forums hosted by BOPA/BFAI consultants. Over the past year, artist-led and community-driven listening sessions informed how BFAI and BOPA can address the concerns of Baltimore's creative community through Artscape and other programs/events. Our staff reviews this feedback to inform decision-making on a regular basis. One common piece of feedback we received was to make a greater effort to center Baltimore-based artists in our programming. The design of both B Side and Artscape are heavily focused on Baltimore-based talent.

The philosophy of embedding the arts into community development is shared by BFAI and BOPA, and characterizes the vision for our programs. The feedback we collected from artists showed that the City of Baltimore doesn't provide ample opportunities for artists to sustain their careers here, so they often



take their talent to other cities. BFAI aims to engage local artists in our decision-making processes as they are directly impacted by our work. We can simultaneously facilitate revenue-generating opportunities for and transformational public art projects for communities. Creative placemaking offers a framework for workforce, community, and economic development in Baltimore neighborhoods.

Creative decisions for the planning of Artscape were made with the following priorities in mind:

- Employ local artists to create murals and permanent art pieces that will remain in the community after the festival is over
- Beautify the Station North Arts & Entertainment District to attract tourism, support existing commercial businesses and residents, and attract new businesses and residents
- Contract with minority and women-owned businesses to both oversee and complete the artistic projects, as well as build the temporary and permanent structures in the neighborhood
- Engage with local community organizers and leaders to ensure open collaboration throughout the planning and execution of the event
- Position the festival to expand its impact to other Arts Districts in Baltimore City in the future



B2. Explain the process for long-term or strategic planning. (If your organization does not have a long-term or strategic plan, how do you design programs and activities for the future, or any steps towards a formalized process?) How does this process align with your vision, mission, goals/values?

Excellent to outstanding response: Clear and specific explanation of long-term/strategic planning process that directly connects with vision, mission, goals/values. (8 points)

Due to the close linkage of BFAI to BOPA, our programs and projects have been under similar consideration and evaluation as it relates to the strategic planning process. A Strategic Planning committee of the Board of Directors is overseeing the strategic plan. An external consulting company guided staff and Board work groups, facilitated a constituent survey, and performed research about the work of other arts organizations tasked with similar work. Additionally BOPA and BFAI staff have facilitated “listening sessions” where local artists of all disciplines gathered in-person and virtually to participate in an open dialogue about how to improve our programs. Next we are hosting “lunch and learn” sessions where stakeholders can gather to learn about our plans for festivals and offer additional feedback. We aim to formalize these structures of ongoing accountability to the local arts community in all future planning processes.

BFAI recognizes the importance of Artscape to Baltimore and its residents; thus we have conducted a significant amount of time around planning this festival specifically. The three-year hiatus allowed us time to fully reflect and be more mindful of how we revitalize Artscape. The aforementioned “lunch & learns” were designed to ensure we are engaging Baltimore-based artists and representatives of local cultural organizations in planning and production. In addition to consistent, authentic community engagement before Artscape, BFAI is employing creative placemaking to make an impact that will last for years to come. A tremendous amount of resources are invested in a 5 day festival; we are reimagining what could be accomplished with a more long-term application of those resources.

Artscape is more than an arts festival. It is an investment in the people and city of Baltimore. Through this project, we are creating jobs, revitalizing a neighborhood, building lasting impact, and uplifting the artistic community. Planning for such an effort begins 12-18 months prior to production. The confirmation of partners and exchange of MOU's, arrangement of logistics and equipment rentals, fundraising, and booking artists and performers all occur in the first six months. BFAI also needs to coordinate logistics with city partners and agencies including the Fire Department and EMS; this includes finalizing a site plan and ADA services. A marketing campaign begins months in advance of the event.

Questions C1-C5 below address how your organization operates



C1. In the attachment section of the application, attach a Graphic/Chart of the organization's Staffing Structure (include board, staff, artists, volunteers, etc within the chart).

Excellent to Outstanding response includes a clear and specific explanation of the organization's staffing/board structure. (4 points)

C2. How is your staffing structure (board, staff, artists, volunteers, etc) currently successful?

Excellent to Outstanding response includes a clear and specific explanation of indicators of a successful staffing structure. (4 points)

BFAI staffing structure is successful in large part because of the infrastructure support we receive from BOPA in the form of accounting, marketing and communications, and fundraising. Different from pre-pandemic years, our Chief of Marketing & Programs (CMP) developed a plan for Artscape with a more fiscally conservative approach, calling for a smaller core events team and partnerships with external consultants who lend pertinent expertise. This allows BFAI to be nimble and efficient with its limited resources. BFAI programs are managed by our CMP, Director of Live Events & Public Engagement, Event Manager, and Program & Logistics Manager. These individuals produce the B Side series 4-5 times per year; they will also fulfill BFAI's typical festival duties of producing the concert stages, coordinating with municipal services, managing the Artscape Artist Market, and recruiting local creatives to participate.

For FY24, we took a critical look at each large event we produce, taking into consideration mission alignment and organizational capacity. We then hired staff to execute on the three major-events we felt were most central to our mission: Artscape, the B Side, and New Year's Eve Fireworks at the Inner Harbor. Our staff is currently developing roles and responsibilities for Artscape Festival and the B Side based on the diverse skill sets of each team member. There is marketing acumen, decades of festival and conference production experience, and visual arts expertise represented on BFAI staff. Our team is currently evaluating the success of B Side programming and identifying lessons to be learned for the return of Artscape.



C3. What staffing/board (board, staff, artists, volunteers, etc) and/or financial challenges affect the operation of your organization; and how are the challenges routinely identified and addressed?

Excellent to Outstanding response includes a clear and specific commitment to regularly identifying and addressing staffing/board and/or financial challenges. (8 points)

BFAI leadership illuminated the need for an additional staff person to alleviate capacity concerns; an individual who can serve as a coordinator for various event deliverables. BFAI's Program & Logistics Manager splits his time between managing the Baltimore Farmers' Market for BOPA and supporting BFAI with booking and production of concert stages at Artscape. Contracting with an event production company to help execute our vision for Artscape allows BFAI to focus on our assets and strengths: facilitating transformative public art projects, access to and familiarity with municipal services that make festivals a success, recruiting local and national talent for musical performances and exhibitions,

BFAI has struggled to secure funding from private foundations for festivals since the start of the pandemic. Understandably, the focus of local philanthropy has been to address direct public health challenges, racial justice, and closing the digital divide. We have received investment in our strategic plan from philanthropic institutions in Baltimore, showing support for a strengthened creative ecosystem. As we share our plans for Artscape with the public, we are confident in our ability to re-engage foundations with a festival with plans for a more long term and meaningful impact than ever before.

Financial challenges led to BFAI considering more social enterprise activities such as producing merchandise that features local art, creating a revenue-generating opportunity for individual artists and BFAI. We are also considering a sliding scale model for vendors at Artscape and other events to help alleviate costs while making festival participation more accessible for local makers. Strategies such as these serve to diversify our revenue streams for events as a way to address financial challenges.

We are also being proactive in the anticipation of challenges to volunteer recruitment. Our staff volunteered their time at the B Side series to gain an intimate understanding of what it takes to produce regular events of that scale. Typically, corporate sponsors include staff volunteers in their support packages. However, with the festival not occurring for two straight years, we want to make sure we do our due diligence in creating an engaging volunteer experience to attract passionate individuals.



C4. What procedures are in place for monitoring and approving the organization's finances? In your response, include details on how the organization develops and approves its annual budget.

Excellent to Outstanding response includes a detailed procedure for developing, monitoring and approving finances. (4 points)

BFAI employs a Chief Financial Officer and a Sr. Staff Accountant to account for BFAI transactions and produce the organization's financial statements. BFAI team members maintain invoices and receipts to track expenses. They also collaborate on budget formation; budgets are developed by program managers and sent to the Finance team for review and approval. The financial statements and relevant financial variance analyses are reviewed with the Finance Committee of the Board of Directors on a quarterly basis and are also distributed to all Board Members at quarterly Board meetings. Annually, an audit is performed, and a Form 990 is prepared by SC&H Group. We also publish an annual report that provides an overview of how our dollars are reinvested in Baltimore's creative community.



C5. Based on demographics (which may be found here: <https://www.unitedstateszipcodes.org/>), how does your staffing (board, staff, artists, volunteers, etc) reflect the population of your Geographic Area of Service? (Consider including specific demographic information for your Geographic Area of Service as evidence and include what strategies are in place to consider further diversity of your staffing in the future.)

Excellent to Outstanding response: organization staff and board clearly reflecting the constituency of the Geographic Area of Service; and have strategies in place to further diversity of their staff and board in future. (8 points)

Because our programs serve citywide audiences, our demographics are compared to Baltimore City as a whole. BFAI's staff is 47% Black and 53% White; our Board of Directors is 50% Black and 50% White. Baltimore City is 58% Black and only 28% White; Latinx/Hispanic and Asian-American populations have grown significantly in the past decade and are not yet adequately represented in our staff or board. The lack of diversity on our Board has been addressed through our strategic planning process. Our Board of Directors is not representative of the community that we serve and we are aiming to recruit more members who identify as artists, stewards of cultural organizations, and enthusiastic art advocates. Additionally, while we are grateful for the business leaders and entrepreneurs who make up the Board of Directors, BFAI is intentionally reaching out to individuals with a direct stake in the health of Baltimore's arts community to assess their interest in joining our Board. We are exploring the idea of establishing an advisory council made up entirely of Baltimore-based creative professionals who can advise both the Board and our staff on the most current needs of our art and culture community.

BFAI and BOPA staff are collaborating on internal staff committees to develop collective goals and values, and to establish a more inclusive organizational culture. This is a diverse group of individuals who will have the space to collaboratively strategize on ways to diversify our staff in an authentic way that does not tokenize minority individuals.

D. Questions D1 - D3 below address how your organization evaluates what it does



D1. What is the sensory or emotional experience hoped to be achieved through the organization's arts programming?

If your organization is in the "Service" discipline, please answer the following question:
What constituent impact or experience is hoped to be achieved through your organization's activities/programming/initiatives? If your programming includes sensory or emotional experiences, please expand on the intended impact.

Excellent to Outstanding response: Programming process directly considers intended sensory and emotional impact. (8 points)

By design, BFAI's cultural events stimulate all human senses with performance, visual art, food, and interactive tactile exhibitions. Attendees of arts festivals enjoy many forms of nonverbal communication, whether it be between artist and audience or among audience members themselves. Studies have shown that art appreciation promotes quality of life and positive personal feelings. BFAI has a historic focus on creating festivals where everyone feels welcome to attend no matter their racial, ethnic, artistic, academic, or economic background. We duplicated that spirit with the B Side series through a diverse range of programmatic themes such as Pride Month, Schoolhouse Rock for families, and Summer of Soul highlighting local Black artists. BFAI is continually seeking ways for our programming to feel inclusive to as many different populations as possible.

We have always been proud of Artscape's ability to converge diverse perspectives, cultures, and demographic populations to promote unity among Baltimore residents. Positive interpersonal experiences around this communal joy can promote not only collaborations but collective healing. We are proud to be expanding this impact of Artscape into the Station North neighborhood where the arts are embedded in many aspects of community development.

Our cultural festivals integrate a diverse range of creative disciplines from light art to the culinary arts. Though festivals in FY23 and beyond will be more focused on promoting artists and the art itself, the "street fair" element still offers extensive sensory experiences from powerful visual art to the sights and smells of local food and music for festival attendees to enjoy. In addition to the electric street fair environment, BFAI is exploring ways to utilize creative placemaking to stimulate beautification of neighborhoods, economic growth for individual creatives and arts organizations, and deeper community engagement. According to the National Endowment for the Arts, "creative placemaking integrates arts, culture, and design activities into efforts that strengthen communities." We will utilize creative placemaking to engage Artscape attendees during the festival as well as instill a sense of community pride through art that will last for years after.



D2. How do programmed arts activities assume creative risk by considering non-dominant norms, values, narratives, standards, or aesthetics?

If your organization is in the "Service" discipline, please answer the following question:
How do your activities/programs/initiatives consider and/or support non-dominant norms, values, narratives, standards, or aesthetics?

Excellent to Outstanding response: Programming process indicates regular consideration of non-dominant norms, values, narratives, standards, and aesthetics. (8 points)

As a large institution who produces events that serve diverse populations of audiences and artists, BFAI believes in our responsibility to provide an equitable platform for creative self-expression. We recognize the long history of disinvestment in Black communities. While Baltimore is still a majority Black city, Black artists are not receiving the majority share of support. BFAI is trying to rectify that by highlighting non-dominant narratives and fight the erasure of Black voices from Baltimore history.

Reimagining historic events to make them more inclusive and engaging involves an enormous amount of creative risk. While most are excited about the shift to the fall and expanding into the charismatic Station North neighborhood, there was also hesitancy to deviate from the status quo. Every Baltimore City neighborhood should have equitable access to art. Because Station North is more accessible by various forms of transportation than the traditional radius of Artscape, a larger audience will be exposed to non-dominant aesthetics and narratives. We recognize the growth of Asian-American and Latinx/Hispanic populations over the past 10 years in Baltimore. Similar to efforts within targeted areas such as Station North and Highlandtown arts districts, BFAI aims to increase audience exposure to art created by an emergent group of Asian-American and Latinx/Hispanic artists.



D3. Please give one recent example of the organization's greatest successes and explain why it is considered successful

Excellent to Outstanding response: Evaluation clearly articulates why a specific program or event was determined to be successful. (8 points)

This fall, BFAI unveiled its vision for an expanded and reimagined Artscape Festival. We produced a promo trailer for the event titled "What Is Art." It features Broadway legend and Baltimore native André De Shields, who is currently starring in "Death of a Salesman" on Broadway. De Shields delivers a stirring narrative that defines art while presenting the next class of great creatives in Baltimore. The cast also stars local artists and creatives including vocalist Eze Jackson, muralist Jaz Erenberg, collage artist Bria Sterling Wilson, designer Akio Evans, mixologist Kim Vo, influencer Chyno / The Boy with the Blue Beard (aka Baltimore Foodie), influencer "Bowtie Bob" Nelson, choreographer Brinae Ali, trumpeter Brandon Woody, and artist Derrick Adams.

The project was filmed and edited in just two weeks. This effort embodies the collaborative energy dedicated to making this next iteration of Artscape a success. "What is Art" represents our efforts to amplify Baltimore creatives in everything we produce. With 65,000 views on Facebook and Instagram, as well as 25,000 impressions over five days of advertising on the LED Art Billboard, Baltimore's "largest outdoor art venue." Engagement of this magnitude so early in the Artscape marketing campaign is a huge success and indicative of greatness yet to come.

Financial Information

Financials

In the Financial Table below, enter the income and expenses for your arts organization's or arts program's most recently completed Fiscal Year (FY22 or CY21).

Please indicate in the drop down menu below if your organization is submitting financials from Fiscal Year 2022 or Calendar Year 2021.

For more information on allowable and non-allowable income/expenses, please refer to the program's guidelines [here](#)

FY2022



Allowable Earned Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Sales of Goods	\$237.00	4300-Merchandise Sales
	\$237.00	

Allowable Contributed Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
State Government	\$192,511.00	4101-State Government Revenue
	\$192,511.00	

Non-Allowable Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
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Allowable Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Salaries, Benefits and Related Expenses - Staff	\$12,579.00	5000-Salaries plus 5001-Payroll Taxes
Honoraria (Artists)	\$6,050.00	5100-Artist Fees Expense
Consultant/Professional Fees	\$97,850.00	5103-Other Prof/Consult Fees Expense
Accounting/Legal Fees	\$7,802.00	5300-Accounting & Payroll Expense
Repairs/Maintenance	\$1,275.00	5402-Housekeeping/Landscaping Expense
Communications (Phone, Internet)	\$835.00	5405-IT & Computer Expense
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$18,920.00	Accounts 5500, 5502, 5701 and 5820
Professional Associations (Dues, Subscriptions, Conferences)	\$779.00	Accounts 5501 and 5602
Touring/Travel Costs	\$3,528.00	5601-Travel Expense
Hospitality	\$416.00	5603-Food/Beverages Expense
Advertising and Marketing	\$10,131.00	5700-Advertising/Promotion/Media Relations Expense
Equipment Rental	\$2,750.00	5800-Equipment Rental Expense
	\$162,915.00	



Non-Allowable Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Depreciation	\$28,602.00	5970-Depreciation Expense
	\$28,602.00	

Totals

	Total Allowable Income	Total Income (Allowable + Non-Allowable)	Total Expenses (Allowable + Non-Allowable)
Amount	\$192,748.00	\$192,748.00	\$191,517.00

Please list the dates of your most recently completed fiscal year (for example: July 1, 2021 - June 30, 2022)

July 1, 2021 - June 30, 2022

Attachments



Financial Statement Instructions

For grantees with a Grant Amount Determination figure below \$600,000:

- 1) A submission of the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.
- 2) A spot check will be done for accuracy for a random selection of 1 of 30 applications.

For grantees with a Grant Amount Determination figure at \$600,000 and above:

- 1) A submission of the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.
- 2) The Grant Amount Determination is reviewed by the Internal Audits Office of the Maryland State Department of Commerce.



Financial Statement

Attach a financial statement (such as a P&L or audit, as described above) that reflects the numbers submitted in the Financial Table on the previous tab (Financial Information Tab).

Organizations requiring an audit: If your most recently completed fiscal year audit is not finalized at the time of the application deadline, contact your Program Director prior to the deadline to discuss the option of submitting your audit after the deadline, which must be received by the Program Director on or before March 1, 2023. If this is not possible, the organization would be required to submit the previous year's completed audit as part of the application.

If you have questions about the financial statement or financial table requirements, please contact your Program Director.

[BFAI_FY22_Statement_of_Activities_-_Submitted.xlsx](#)

11 KB - 2022-11-10 10:11

Total Files: 1

Graphic of the organization's Staffing Structure (Board, Staff, Regularly Employed Artists).

[BFAI-BOPA_Staff_Chart.pdf](#)

92.7 KB - 2022-11-15 21:00

Total Files: 1

IRS Letter of Determination

[BFAI_IRS_Letter.pdf](#)

117 KB - 2022-11-15 21:01

Total Files: 1



Arts Program Financial Statement (required for Arts Programs only in addition to full organization financials)

Please attach a Financial Statement from the most recently completed fiscal or calendar year that is specifically for the Arts Program only

Electronic Signatures

The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.

Signature

Stacy Handler



Report Due Date: 2024-08-15

Fiscal Year: 2024

NEA Data Collection

Part Time/Full Time People

If a category is not relevant to your grant type, please enter "0" into the field.

Number of Full Time Staff

23

Number of Part Time Staff

45

Number of Full Time Artists

0

Number of Part Time Artists

0

Number of Full Time Volunteers

0

Number of Part Time Volunteers

150

Attendance



If a category is not relevant to your grant type, please enter "0" into the field

Attendance, In-Person, Adults

0

Attendance, In-Person, Children (0-18)

0

Attendance, Grade Levels

0

Attendance, Children's Groups

0

Attendance, Other Groups

0

Attendance, Virtual

0

Attendance, Free

44100

Attendance, Paid

0

Attendance, Total

44100

Total Number of Artists Directly Involved

186

Population Details



For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Race/Ethnicity

Black/African American, White

Population Benefited by Age

No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Group

No single distinct group made up more than 25% of the population directly benefited

Site Legislative District Number

To find your district, please visit: <https://mgaleg.maryland.gov/mgawebbsite/Members/District>
Click on "Look up" to find your district based on your address

46

Site Federal Congressional District Number

To find your district, please visit: <https://mgaleg.maryland.gov/mgawebbsite/Members/District>
Click on "Look up" to find your district based on your address

7

Applicant Status

Organization - Nonprofit

Applicant Institution

Fair/Festival



Applicant Discipline

Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.

Applicant Category

Multidisciplinary

Activity Type

fair/festival

NEA Primary Outcome/Objective

Engagement: Americans Throughout the Nation Experience Art

Additional Location(s)

Activity Street Address	Activity City	Activity State	Activity Zip Code
Bolton Hill neighborhood, no specific address	Baltimore	MD	21217
Mount Vernon neighborhood, no specific address	Baltimore	MD	21201
Station North	Baltimore	MD	21201, 21202

Please indicate in the drop down menu below if your organization is providing budget to actuals for Fiscal Year 2024 (FY24) or Calendar Year 2023 (CY23).

FY2024

Budget



Please upload a financial statement showing FY24/CY23 budget to actuals in the attachment tab. One column should include your FY/CY budget and the other column should show your actuals for the completed year.

Please note this statement does not need to be an audited or board approved financial statement.

If your organization operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2023. If your organization operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2024.

Please clearly list the dates of your organization's year on the statement.

If your FY24 hasn't ended (i.e. it ends on August 31) please include actuals as close to the end date as possible and note your fiscal year dates within the document.

[BFAI-GFO_24.pdf](#)

193.4 KB - 2024-08-20 19:47

Total Files: 1

Allowable and Non-Allowable Totals

For more details on allowable vs. non-allowable income and expenses, please refer to page 13 of the [GFO Grant Guidelines](#).

Actual Total Allowable Income from most recently completed year (FY24 or CY23)

398542.00

Actual Total Non-Allowable Income from most recently completed year (FY24 or CY23)

Any income associated with MSAC's FY23 Arts Relief Funding (ARGOS) is considered non-allowable income.

98659.00



Actual Total Allowable Expenses from most recently completed year (FY24 or CY23)

873238.00

Actual Total Non-Allowable Expenses from most recently completed year (FY24 or CY23)

250.00

Did the actuals listed above align with that year's budget?

No

Please explain the changes

Our State Government revenue was lower than expected due to adjustments to the annual grant amount by MSAC. We also collected a lower portion of Corporate Sponsorship revenue before the close of the fiscal year than we expected.

Anecdotal

Please provide any feedback for MSAC and its application process, including, but not limited to, your accessibility needs throughout the application process.

No new feedback at this time.

Since the submission of your FY24 GFO Interim Report (Jan 2024), have there been any substantial administrative, programmatic, or financial changes based on what was submitted in the report and the initial application?

Yes



Please explain the changes

The Board of Directors for BFAI recruited a permanent CEO, Rachel Graham. Her appointment in February 2024 has greatly enhanced the capacity of BFAI to execute festivals. She officially started in March 2024 and has been working closely with the Interim Board of Directors who were also appointed in March 2024. The Interim Board was selected in collaboration with the Mayor's Office to enhance accountability to our largest partner. In addition, our Director of Festivals was let go in April 2024. We filled the position of Chief of Staff and contracted with a Production Manager to fill capacity gaps that allowed the planning for Artscape 2024 to move forward seamlessly. Finally, in early 2024, BFAI announced the return of Baltimore Book Festival in partnership with Waverly Main Street. Baltimore Book Festival is among the most beloved arts events in the city and we look forward to bringing this historic event to the Waverly neighborhood, home to several bookstores and other cultural assets of Baltimore.

Please share a story of how work related to this funding has made an impact.

BFAI is incredibly proud to have produced a successful Artscape festival for two consecutive years following the COVID-19 pandemic. The appetite for this festival's return was palpable, with more than 16,000 people attending Friday night's festivities in September 2023. Funding from MSAC was absolutely vital in the production of Artscape, as we struggled to raise corporate sponsorship funding given that this was our first large event post-pandemic. Hugely popular acts such as DJ Peewee (Anderson Paak) and Muni Long performed thanks to the support of MSAC and our corporate sponsors.

A major highlight of Artscape 2023 was the inaugural Project Artscape, a local version of the widely known Project Runway. Local emerging and professional designers from the Baltimore area participated in a fashion show. The show was scheduled to be outdoors but due to heavy rains was moved inside where the B23 exhibition was being held. This unexpected turn of events created an immersive juxtaposition of fashion and visual art. Another program made possible by MSAC funding was the Maryland Film Festival Shorts Fest. The iconic Parkway Theater reopened just for Artscape, where Maryland Film Festival hosted a free short film screenings of Baltimore-based filmmakers. University of Maryland Medical Center brought a custom drone show to Friday night's main stage area to celebrate their 200th anniversary as an institution.

Artscape produced a \$12.1 million economic impact for the City of Baltimore, created 78 jobs, and earned an estimated \$400,00 in City Government revenues. This festival is a flagship example of the transformative power of the arts and strengthened our partnerships with both Central Baltimore Partnership and the Mayor's Office of Baltimore.

Signature



The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Electronic Signature/Certification Statement

Sarah Gibbons Eckels

Electronic Signature Date

2024-08-22



Fiscal Year: 2025

Application ID

2025-28009

Application Type

Grants for Organizations - Off-Year

Organization Information

Organization Name: BALTIMORE FESTIVAL OF THE ARTS INC

Address:

7 Saint Paul Street Suite 100
Baltimore, MD
21202

Phone: 410-752-8632

County: Baltimore City

Federal Tax ID Number: 521559145

DUNS Number: 055093794

UEI Number: Y7JCNMYMR1Y11

Website: promotionandarts.org

Contact Information

Grant Contact Name: Sarah Gibbons

Phone: 443-263-4319

Email: bfaigrants@promotionandarts.org

Address: 7 Saint Paul Street Suite 100

City: Baltimore

State: MD

Zip Code: 21202-1647



Applicant County

Baltimore City

Is your organization fiscally sponsored?

This is only applicable to organizations/programs that do not have their own 501c3 status. Orgs with their own 501c3 status should leave blank or select "No". Fiscal sponsor definition can be found in the MSAC Glossary.

No

Program Details

Are you applying on behalf of an Arts Organization or Arts Program?

Select "Arts Organization" if your non-profit organization's mission/purpose is producing or presenting the arts through public programs or services.

Select "Arts Program" if your non-profit organization's primary mission/purpose is other than producing or presenting the arts, but provides ongoing arts programming/activities through public programs.

More info can be found on page 7 of the Grant Guidelines. If you are uncertain, contact your Program Director.

Arts Organization

Select the primary artistic discipline for your organization's application

Please select the artistic discipline that aligns most closely with your arts organization/program's activities. If you are uncertain, contact your Program Director.

Multi Discipline B

Narrative Questions

National arts organizations (National Endowment for the Arts, National Assembly of State Arts Agencies, Americans for the Arts) have clarified and shared approaches to uncover cultural bias in the procedures and



policies of state arts organizations. In response, the Maryland State Arts Council has committed to equity, diversity, and inclusion in grantmaking as all funding mechanisms continue to be examined and updated. The design of the Grants for Organizations application is meant to inspire authentic reflection and internal analysis for each applying organization, with the knowledge that the Maryland State Arts Council is to be seen and utilized as a collaborative partner in the process. The driving goals of this new vision for the granting processes connect to the application in the following ways:

- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks.
- To yield a greater variety of funded projects.
- To eliminate biases that may be found in any part of the granting process (i.e. - applications, panelist procedures, adjudication systems).
- To expand the deliberations about rigor beyond current conventions or Western traditions.
- To aspire to make investments that contribute to social change and demonstrate aesthetic excellence in terms relevant to context and intent.

1. Has your mission/vision/goals/values significantly changed since your last application?

No

2. Has your organization's programming significantly changed since your last application? Significant changes would include adding or removing a program from the Activities Chart included in your last On Year application.

Yes

Please explain the changes in your organization's programming. In your response, please address what the changes are, the reasoning behind the changes, and how those changes have impacted the organization.

The fireworks celebrations included on our Activities Chart during our On Year application were removed following consultation with MSAC staff. Those events fall under the mandate of our sister organization, Baltimore Office of Promotion & The Arts. Our ongoing activities related to festivals, namely Artscape and Baltimore Book Festival, remain similar. Baltimore Book Festival will fully return in 2024, through partnership with Waverly Main Street and Councilwoman Odette Ramos of Baltimore City Council, District 14.

3. Have there been any additional challenges or updates (changes in operations, staff, leadership, etc) since your last application?

Yes



Please briefly explain the challenges and/or updates, the steps the organization has taken to address these challenges and/or updates, and any additional details to why these activities occurred.

BFAI was in the planning stages for Artscape at the time of our last application. Artscape Festival made its triumphant return to Baltimore, September 22-24, 2023. Programming on Saturday, September 23 was canceled due to a weather-related state of emergency. Despite the disappearance of an entire day of events, the festival was considered a huge success. Feedback from sponsors and vendors indicated that the magic of Artscape persisted through the 10 hours of programming that occurred.

Additionally, longtime staff member of BOPA, Chris Brooks, has been named BFAI's Festival Director. He will perform part-time duties related to producing Artscape 2024 as well as maintain his responsibilities in overseeing public art and events for BOPA. This adjustment supports BFAI's goals to retain full-time festivals staff in FY25. For the past two years, BOPA staff have been performing dual roles to ensure the sustainability of BFAI programming. BFAI is committed to rebuilding our capacity and enhance our ability to produce high-quality festivals for Baltimore audiences.



Activities

Financial Information

Financials

In the Financial Table below, enter the income and expenses for your arts organization’s or arts program’s most recently completed Fiscal Year (FY23 or CY22).

Please indicate in the drop down menu below if your organization is submitting financials from Fiscal Year 2023 or Calendar Year 2022.

For more information on allowable and non-allowable income/expenses, please refer to the program's guidelines [here](#)

FY2023

Allowable Earned Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
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Allowable Contributed Income



Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Individual Donations	\$4,000.00	4000 Individual	corporate and individual donations received in FY23 for Artscape 2023 in September 2023 are deferred revenue until FY24
Corporate Donations	\$2,000.00	4002 Corporate Sponsorship	
City Government	\$50,509.00	4100 City Government	
State Government	\$171,085.98	a portion of 4101 State Government	
\$227,594.98			

Non-Allowable Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
FY23 MSAC Arts Relief Funding (Round 1 and/or 2)	\$185,157.98	a portion of 4101 State Government	
\$185,157.98			

Allowable Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Salaries, Benefits and Related Expenses - Staff	\$93,696.00	5000 Salaries and 5001 Payroll Taxes	
Honoraria (Artists)	\$13,646.00	5100 Artist Fees	



Consultant/Professional Fees	\$162,611.00	5103 Other Prof/Consulting Fees
Accounting/Legal Fees	\$8,226.00	5300 Accounting & Payroll and 5301 Legal
Repairs/Maintenance	\$1,950.00	5402 Housekeeping/Landscaping
Communications (Phone, Internet)	\$701.00	5405 IT & Computer
Professional Associations (Dues, Subscriptions, Conferences)	\$3,456.00	5501 Subscriptions/Publications/Dues
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$30,090.00	5502 Supplies, 5701 Graphics/Printing/Photography, 5820 Bank Fees, 5850 Gifts & Flowers
Touring/Travel Costs	\$1,315.00	5601 Travel and 5602 Meetings, Events, Tickets
Hospitality	\$6,188.00	5603 Food & Beverages
Advertising and Marketing	\$8,275.00	5700 Advertising/Promotion/Media Relations
Equipment Rental	\$75,435.00	5800 Equipment Rental
Miscellaneous operating expenses (please describe)	\$10,311.00	5830 Miscellaneous Expense and 5840 Bad Debt Expense
\$415,900.00		

Non-Allowable Expenses



Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Depreciation	\$11,340.00	5970 Depreciation	
	\$11,340.00		

Totals

	Total Allowable Income	Total Income (Allowable + Non-Allowable)	Total Expenses (Allowable + Non-Allowable)
Amount	\$227,594.98	\$412,752.96	\$427,240.00

Please list the dates of your most recently completed fiscal year (for example: July 1, 2022 - June 30, 2023; Jan 1, 2022 - Dec 31, 2022)

July 1, 2022 - June 30, 2023

Attachments

IRS Letter of Determination

[BFAI_IRS_Determination.pdf](#)

54.9 KB - 2023-12-14 12:44

Total Files: 1



Financial Statement Instructions

For grantees with a Grant Amount Determination figure below \$600,000:

- 1) A submission of the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.
- 2) A spot check will be done for accuracy for a random selection of 1 of 30 applications.

For grantees with a Grant Amount Determination figure at \$600,000 and above:

- 1) A submission of the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.
- 2) The Grant Amount Determination is reviewed by the Internal Audits Office of the Maryland State Department of Commerce.

NOTE: If your most recently completed fiscal year audit is not finalized at the time of the application deadline, contact your Program Director prior to the deadline to discuss the option of submitting your audit after the deadline, which must be received by the Program Director on or before March 1, 2024. If this is not possible, the organization would be required to submit the previous year's completed audit as part of the application.



Financial Statement

Attach a financial statement (such as a P&L or audit, as described above) that reflects the numbers submitted in the Financial Table on the previous tab (Financial Information Tab).

If you have questions about the financial statement or financial table requirements, please contact your Program Director.

[FY23_BFAI_Statement_of_Activities_-_Signed.pdf](#)

15.1 KB - 2023-12-14 12:42

Total Files: 1

Electronic Signatures

The name typed in the "Signature" box below is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, including eligibility requirements, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.



Authorizing Official Signature

Brian Wentz

Authorizing Official Phone

443-717-0729

Authorizing Official Email

bwentz@promotionandarts.org



Organization: BALTIMORE FESTIVAL OF THE ARTS INC

Report Due Date: 2025-08-15

Fiscal Year: 2025

Data Collection

Why do we ask these questions?

The information in this data section is crucial for advocating the significance and effectiveness of arts funding in Maryland, as it is collected and aggregated across all MSAC programs. Your input in completing these questions to the best of your ability is highly valued. The data collected serves not only to provide national data points for advocating for arts funding at the national level but also helps in understanding how arts funding is allocated within the state. Please do your best to fill out the questionnaire; there is no concern about being incorrect or facing repercussions. Your cooperation greatly aids our efforts in supporting the arts community in Maryland.

People

In the section below, count yourself, if applicable. If a category is not relevant to your grant type, please enter "0" into the field.

Number of Full Time Staff

0

Total Number of Artists Directly Involved

390

Number of Part Time Staff

63



Number of Full Time Artists

0

Number of Part Time Artists

390

Number of Full Time Volunteers

0

Number of Part Time Volunteers

389

Attendance

Count yourself, if applicable. If a category is not relevant to your grant type, please enter "0" into the field

Attendance, In-Person, Adults

0

Attendance, In-Person, Children (0-18)

0

Attendance, Virtual

0

Attendance, Free

140000

Attendance, Paid

0



Attendance, Total

0

Population Details

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Age

No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Group

No single distinct group made up more than 25% of the population directly benefited

Site Federal Congressional District Number (1-8)

To find your Congressional district, please visit [MD General Assembly look up tool here](#).

Click on "Look up", then enter your address. Congressional districts are numbered 1-8.

7

Site Legislative District Number

To find your Legislative district, please visit [MD General Assembly look up tool here](#).

Click on "Look up", then enter your address.

46

Applicant Status

Organization - Nonprofit



Applicant Institution

Arts Center

Applicant Discipline

Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.

Project Discipline

Please select the discipline that most closely aligns with the grant-funded activities/project. This may be the same as "Applicant Discipline".

Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.

Activity Type

fair/festival

Arts Education

Less than 50% of funded activities are arts education

Additional Location(s)

Activity Street Address	Activity City	Activity State	Activity Zip Code
101 North Gay Street	Baltimore	MD	21202
225 Holliday Street	Baltimore	MD	21202
700 North Calvert Street	Baltimore	MD	21202
East Saratoga St & Holliday St	Baltimore	MD	21202

Budget



Approved Grant Amount: \$19,801.00

Grant Amount \$19,801.00
Spent/Obligated:

Click "yes" to certify that funds were used for allowable uses as outlined in the grant guidelines.

Receipts are not needed for this final report. However, per the grant agreement, please retain documentation and receipts of grant-supported expenses for at least 3 years.

☒ Yes

Please confirm whether grant funds were received.

Yes, I've received the grant funds

Please upload a financial statement showing FY25/CY24 budget to actuals in the attachment tab. One column should include your FY/CY budget and the other column should show your actuals for the completed year.

Please note this statement does not need to be an audited or board approved financial statement.

If your organization operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2024. If your organization operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2025.

Please clearly list the dates of your organization's year on the statement.

If your FY25 hasn't ended (i.e. it ends on August 31) please include actuals as close to the end date as possible and note your fiscal year dates within the document.

[BFAI_SOA_YTD_BVA_-MSAC_081525-TR.pdf](#)
117.1 KB - 2025-08-15 22:59

Total Files: 1

Please describe where the MSAC grant is incorporated in your financial statement.

4101 - State Government revenue



Please indicate in the drop down menu below if your organization is providing budget to actuals for Fiscal Year 2025 (FY25) or Calendar Year 2024 (CY24).

FY2025

Allowable and Non-Allowable Totals

For more details on allowable vs. non-allowable income and expenses, please refer to page 11 of the [GFO Grant Guidelines](#).

For the fields below, input only numbers and decimal point; do not insert any commas or dollar signs. For example, Enter 4050.20 instead of \$4,050.20

Actual Total Allowable Income from most recently completed year (FY25 or CY24)

\$944,385.00

Actual Total Non-Allowable Income from most recently completed year (FY25 or CY24)

Any income associated with MSAC's FY23 Arts Relief Funding (ARGOS) is considered non-allowable income.

\$0.00

Actual Total Allowable Expenses from most recently completed year (FY25 or CY24)

\$1,724,385.00

Actual Total Non-Allowable Expenses from most recently completed year (FY25 or CY24)

\$2,537.00



Total Project In-Kind*

If you received a general operating grant, please list your organization's total in-kind received in the most recently completed fiscal year.

*In-kind refers to the value of any service, equipment, supplies, printing, space, or other items that were donated to the project or organization that MSAC supported.

\$0.00

Did the actuals listed above align with that year's budget?

No

Please explain the changes

Expenses for both Artscape 2024 and Artscape 2025 are reflected in our actuals. Only the costs associated with Artscape 2024 were reflected in our FY25 budget, hence the significant deficit for this year.

Anecdotal

Since the submission of your application, have there been any substantial administrative, programmatic, or financial changes based on what was submitted in the report and the initial application?

Yes

Please share any feedback for MSAC and its application process, including, but not limited to, your accessibility needs throughout the application process.

MSAC continues to model a concise, accessible, user-friendly application process and we appreciate it!



Please explain the changes

Halfway through FY25, the contract with the Mayor's Office that governs our sister organization Baltimore Office of Promotion & The Arts was abruptly cancelled and it left BFAI unsure of its role in planning and producing Artscape. In the fall of 2025, our CEO was asked to step down and Board of Directors member Robyn Murphy became Interim CEO of BFAI and BOPA. She was tasked with repairing the relationship with the Mayor's Office and solidifying BFAI's participation in all cultural festivals produced by the City. The initial contract cancellation notice was received in October; our partnership was back on track by the end of November. In December, the Mayor announced that Artscape would be moving from its historical location in Mount Vernon/Station North to Downtown with the Artist Market populating the space under the Jones Falls Expressway where the Baltimore Farmers Market is held. Planning for the new location and date began promptly at the top of 2025. Moving into 2026 and beyond, BFAI will partner with the Mayor's Office of Arts, Culture & Entertainment in the planning & production of Artscape, and other cultural events like Charm City Live, AFRAM Festival, and more!

The shift of production dates for Artscape from August 2024 to May 2025 presented significant logistical and financial challenges to the organization. The majority of corporate sponsors who participated in 2024 were unable to return the following year because Artscape 2025 occurred within the same fiscal year. As part of Mayor Scott's Downtown Rise Initiative, Artscape moved into the heart of Downtown Baltimore in 2025 to reimagine how a weekend festival can fuel long-term impact through creative placemaking and sustainable community investment. Fortunately, Downtown Rise allocated funding to Artscape 2025 to help cover shortfalls from sponsorships that were lost due to the shift in dates. We plan to produce Artscape on the same footprint next year; beyond that we will continue to explore accessible, walkable neighborhoods with ample vacant space to activate with Artscape programming.

Approaching Artscape 2025 with a strengthened partnership with the Mayor's Office made the production of this past year's festival much smoother than in recent years. BFAI was finally able to relinquish most of the City services coordination & logistics work over to the Mayor's Office. This allowed us to focus on activating the Artscape footprint which as much interactive, immersive art as resources allowed. We conducted a survey of our audience & artists, as well as debriefs from the festival, which provided invaluable feedback to improve festivals next year. We identified 1) vacant space throughout the footprint with aims to fill it with interactive programming and public art, 2) opportunities to make the footprint-- namely the main stage area-- more physically accessible, and 3) infrastructure improvements that enhance the aesthetics and sustainability of the neighborhood. We look forward to continually incorporating attendee and participant feedback to improve the festival each year.

Please share a story of how work related to this funding has made an impact.



Despite the significant financial challenges facing BFAI going into Artscape 2024, we were proud to welcome over 45,000 attendees across 2 days of programming. This was considered a great success given that headlining performances for both Friday & Saturday were canceled due to heavy storms. Program highlights included Art in Motion and the Art & Wellness Zone, the first of many programs that explore the intersection of art & physical, mental, and emotional health. An assessment by Greater Baltimore Committee showed that Artscape 2024 stimulated a \$6.77 million economic impact for the City of Baltimore.

NEW IN 2025:

• IN CONVERSATION & BEYOND THE REEL

In addition to the main festival area at Holliday and E. Saratoga Streets stretching down to City Hall, Artscape 2025 partnered with Baltimore Center Stage to host two brand new cultural programming elements: "In Conversation Series" and "Beyond the Reel."

Audiences experienced film screenings, live conversations, and panels featuring leading local and national celebrity voices in a variety of artistic disciplines as well as media, sports, culture, health, and more. Baltimore-born actress and entrepreneur Lex Scott Davis of Suits LA was the Honorary Chair for these inaugural programs and hosted a VIP industry mixer that kicked off the weekend.

• SCOUT ART FAIR

Curated by the visionary Baltimore-born artist Derrick Adams with additional curation by Teri Henderson, the inaugural Scout Art Fair showcased our city's thriving creative spirit and served as a platform for artistic excellence. Featuring 39 individual artists and one collaborative art duo exhibiting artworks, Scout Art Fair welcomed both seasoned collectors and first-time buyers to purchase compelling new work, priced from \$150 to \$5,000. Five (5) galleries also participated in Scout, exhibiting the work of roughly 40 additional artists, as well as six (6) nonprofit and community partners that exhibited the work of roughly 34 more artists, bringing the total number of artists whose work was for sale to approximately 115.

• URBAN OASIS

The goal of the Urban Oasis Mural Project was to revitalize the area beneath I-83 through a blend of large-scale nature-inspired murals and vibrant lighting installations, creating a visually stunning and immersive experience. The murals weave together botanical elements, organic textures, and the city environment, offering people a space of beauty, reflection, and inspiration. Over 30 artists and artist teams repainted over 40 of the pillars that hold up the overpass underneath the JFX on the traditional footprint of The Baltimore Farmers' Market. LED lights fabricated by Raunjiba Creative were installed on seven (7) of the columns for enhanced beauty and public safety.

• SONDHEIM EXHIBITION @ THE PEALE MUSEUM



We helped The Peale break a single weekend record for attendance by activating it with the annual Sondheim Art Prize Finalist Exhibition; over 12,000 people visited the exhibition in two days.

Signature

The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Electronic Signature/Certification Statement

Sarah Gibbons Eckels

Electronic Signature Date

2025-08-15

Client UEI: Y7JCNYMR1Y11

Client DUNS: 055093794



Fiscal Year: 2026

Application ID

2026-35269

Application Type

Grants for Organizations - Off-Year

Guidelines

GFO Grant Guidelines

The GFO Grant Guidelines can be found on MSAC's website [HERE](#). Additional resources can be found on the webpage [HERE](#).

Please ensure you have read the guidelines prior to completing an application.

Organization Information

Organization Name: BALTIMORE FESTIVAL OF THE ARTS INC

Address:

7 Saint Paul Street Suite 100
Baltimore, MD
21202

Phone: 410-752-8632

County: Baltimore City

Federal Tax ID Number: 521559145

DUNS Number: 055093794

Unique Entity Identifier (UEI): Y7JCNYMR1Y11

Website: promotionandarts.org

Contact Information



Grant Contact Name: Sarah Gibbons
Phone: 443-263-4319
Email: bfaigrants@promotionandarts.org

Address: 7 Saint Paul Street Suite 100
City: Baltimore
State: MD
Zip Code: 21202-1647

Applicant County

Baltimore City

Is your organization fiscally sponsored?

This is only applicable to organizations/programs that do not have their own 501c3 status. Orgs with their own 501c3 status should leave blank or select "No". Fiscal sponsor definition can be found in the MSAC Glossary.

No

Program Details

Are you applying on behalf of an Arts Organization or Arts Program?

Select "Arts Organization" if your non-profit organization's mission/purpose is producing or presenting the arts through public programs or services.

Select "Arts Program" if your non-profit organization's primary mission/purpose is other than producing or presenting the arts, but provides ongoing arts programming/activities through public programs.

More info can be found on page 7 of the Grant Guidelines. If you are uncertain, contact your Program Director.

Arts Organization



Select the primary artistic discipline for your organization's application

Please select the artistic discipline that aligns most closely with your arts organization/program's activities. If you are uncertain, contact your Program Director.

Multi Discipline B

Narrative Questions

National arts organizations (National Endowment for the Arts, National Assembly of State Arts Agencies, Americans for the Arts) have clarified and shared approaches to uncover cultural bias in the procedures and policies of state arts organizations. In response, the Maryland State Arts Council has committed to equity, diversity, and inclusion in grantmaking as all funding mechanisms continue to be examined and updated. The design of the Grants for Organizations application is meant to inspire authentic reflection and internal analysis for each applying organization, with the knowledge that the Maryland State Arts Council is to be seen and utilized as a collaborative partner in the process. The driving goals of this new vision for the granting processes connect to the application in the following ways:

- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks.
- To yield a greater variety of funded projects.
- To eliminate biases that may be found in any part of the granting process (i.e. - applications, panelist procedures, adjudication systems).
- To expand the deliberations about rigor beyond current conventions or Western traditions.
- To aspire to make investments that contribute to social change and demonstrate aesthetic excellence in terms relevant to context and intent.

1. Has your mission/vision/goals/values significantly changed since your last application?

No

2. Has your organization's programming significantly changed since your last application? Significant changes would include adding or removing a program from the Activities Chart included in your last On Year application.

Yes



Please explain the changes in your organization's programming. In your response, please address what the changes are, the reasoning behind the changes, and how those changes have impacted the organization.

BFAI is still governed by the same Board of Directors as our sister organization, Baltimore Office of Promotion & The Arts (BOPA); recent changes in the partnership between BOPA and the Mayor's Office have impacted BFAI's operations to an extent. Our role in Artscape has shifted since the production of Artscape 2024; however, we are in agreement with the Mayor's Office of Baltimore City about the changes and will continue to serve as a co-producer and fiscal partner of Artscape and Baltimore Book Festival in 2025.

Notably, Artscape is being reduced from three days to two and will occur on May 24th and May 25th, Memorial Day weekend. We aim to reduce the chance of experiencing the excessive heat and severe weather that is typical of late summer/early fall.

While specific programmatic details and responsibilities are still being ironed out with the Mayor's Office, we know broadly that BFAI will be responsible for curating the art-specific components while the Mayor's Office will take over logistics

A priority of planning this year is to physically reduce the footprint, following feedback from attendees that it was challenging to experience all elements of Artscape. While our goal was to keep folks coming back for multiple days to interact with all Artscape has to offer, we also realized that not all attendees have that opportunity. Moving forward we want to ensure that a one-day visitor can experience the entire event.

BFAI excels at managing the Artist Market, food and beverage vendors, public art activation, curated exhibitions, and experiential activations from partners and sponsors. Funding from MSAC will be dedicated to engaging Baltimore City-based artists and organizations in all art-focused components.

3. Have there been any additional challenges or updates (changes in operations, staff, leadership, etc) since your last application?

Yes



Please briefly explain the challenges and/or updates, the steps the organization has taken to address these challenges and/or updates, and any additional details to why these activities occurred.

This fall, several of BFAI's Interim Board members resigned after the Mayor's Office canceled the current contract covering BFAI and BOPA. Additionally, the CEO serving BFAI and BOPA exited the organization. Her departure was a mutual decision made with the Board of Directors in the interest of assuring the stability and financial health of the organization. Currently, dedicated Board member Robyn Murphy is serving as Interim CEO and Chair of the Board of Directors. Her goal is to guide both BFAI and BOPA through a search for a permanent CEO over the next six months. We are also actively recruiting new Board members at this time.

As mentioned above, BFAI will not have as much responsibility for the logistical components of festival production as we have in the past. We see this as a relief on the burden to BFAI in executing the festival and an asset to the event overall. We believe this will allow us to focus on refining the arts programming and really highlighting the cultural assets that Baltimore has to offer. The festival relies so heavily on city services that it is logical to have the City manage those services. We will coordinate with the Mayor's Office to distribute resources to cultural institutions adjacent to the Artscape footprint, allowing them to produce their own programming that will enhance the overall "community" of the festival.

Regarding personnel, we also want to explore contracting with curators of various artistic disciplines to manage different program tracks that enhance the quality of each. We've gotten feedback from audiences that the festival has felt more focused on vendors than public art; BFAI wants to engage professional curators of different disciplines to elevate interactive public art for a more exciting visitor experience.



Activities

Financial Information

Financials

In the Financial Table below, enter the income and expenses for your arts organization’s or arts program’s most recently completed Fiscal Year (FY24 or CY23).

Please indicate in the drop down menu below if your organization is submitting financials from Fiscal Year 2024 or Calendar Year 2023.

For more information on allowable and non-allowable income/expenses, please refer to the program's guidelines [HERE](#).

FY2024

Allowable Earned Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Other Earned Income (please describe)	\$118,547.00		Food & Beverage Vendor Fees and Registration/Application Fees
	\$118,547.00		



Allowable Contributed Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Sponsorships	\$217,500.00		
Foundation Donations	\$35,000.00		
City Government	\$265,777.00		
State Government	\$329,648.00		
	\$847,925.00		

Non-Allowable Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
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Allowable Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Salaries, Benefits and Related Expenses - Staff	\$114,175.00		
Honoraria (Artists)	\$186,900.00		
Security	\$99,436.00		
Consultant/Professional Fees	\$305,673.00		
Accounting/Legal Fees	\$3,500.00		
Rent	\$27,478.00		



Repairs/Maintenance	\$4,154.00	Repair & Maintenance and Housekeeping/Landscaping Expense
Communications (Phone, Internet)	\$6,557.00	
Professional Associations (Dues, Subscriptions, Conferences)	\$6,265.00	
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$70,463.00	Bank/Credit Card Fees, Supplies, Graphics/Printing/Photography
Touring/Travel Costs	\$412.00	
Equipment Rental	\$128,122.00	
Hospitality	\$53,057.00	Food/Beverage Fees
Miscellaneous operating expenses (please describe)	\$48,227.00	Bad Dept Expense, Merchandise (COGS), and Miscellaneous Expenses
	\$1,054,419.00	

Non-Allowable Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Depreciation	\$4,350.00		
Grant-making	\$250.00		
	\$4,600.00		

Totals



	Total Allowable Income	Total Income (Allowable + Non-Allowable)	Total Expenses (Allowable + Non-Allowable)
Amount	\$966,472.00	\$966,472.00	\$1,059,019.00

Please list the dates of your most recently completed fiscal year (for example: July 1, 2023 - June 30, 2024; Jan 1, 2023 - Dec 31, 2023)

July 1, 2023 - June 30, 2024

Attachments

IRS Letter of Determination

BFAI_IRS_Letter.pdf 117 KB - 2024-11-26 13:40
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Total Files: 1



Financial Statement Instructions

For grantees with a Total Allowable Income figure below \$750,000:

- 1) A submission of the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.
- 2) A spot check will be done for accuracy for a random selection of 1 of 30 applications.

For grantees with a Total Allowable Income figure at \$750,000 and above:

- 1) A submission of the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.
- 2) The Total Allowable Income number, which is considered the Grant Amount Determination, is reviewed by the Internal Audits Office of the Maryland State Department of Commerce.

NOTE: If your most recently completed fiscal year audit is not finalized at the time of the application deadline, contact your Program Director prior to the deadline to discuss the option of submitting your audit after the deadline, which must be received by the Program Director on or before March 1, 2025. If this is not possible, the organization would be required to submit the previous year's completed audit as part of the application.



Financial Statement

Attach a financial statement (such as a P&L or audit, as described above) that reflects the numbers submitted in the Financial Table on the previous tab (Financial Information Tab).

If you have questions about the financial statement or financial table requirements, please contact your Program Director.

[BFAI-GFO_24-121024.pdf](#)

196.9 KB - 2024-12-13 12:36

Total Files: 1

Electronic Signatures

The name typed in the "Signature" box below is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, including eligibility requirements, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.



Authorizing Official Signature

Sarah Gibbons Eckels

Authorizing Official Phone

442-529-0403

Authorizing Official Email

sgibbons@promotionandarts.org



Fiscal Year: 2024

Application ID

2024-21137

Application Type

County Arts Development - Off-Year

Organization Information

Organization Name: Baltimore Office of Promotion and Arts

Address:

7 Saint Paul Street, Suite 100
BALTIMORE, MD
21202-1647

Phone: 410-752-8632

County: Baltimore City

DUNS Number: 900091850

UEI Number: JDLJU1JFCK61

Website: www.promotionandarts.org

Organization's Founding Year

2002

Organization Social Media Sites/Handles

Include any social media links such as YouTube, Facebook, Twitter, Instagram, Other

YouTube, Facebook, Instagram

YouTube Channel

Include a link for your YouTube channel

<http://www.youtube.com/user/BOPAInc>



Facebook Page

Include a link for your Facebook page

<https://www.facebook.com/promoandarts>

Instagram Page

Include a link for your Instagram page

<https://www.instagram.com/promoandarts/>

Organization's Fiscal Year Start Dates

2023-07-01

Organization's Fiscal Year End Dates

2024-06-30

Contact Information

Grant Contact Name: Sarah Gibbons

Phone: 443-529-0403

Email: BOPAgrants@promotionandarts.org

Address: 7 St Paul Street, Suite 100

City: Baltimore

State: MD

Zip Code: 21202

Authorizing Official

Organization Affiliation and Title (if any)

Director of Development



Authorizing Official Name

Stacy Handler

Authorizing Official Phone

443-752-8632

Authorizing Official Email

shandler@promotionandarts.org

Executive Director

Executive Director Name

Brian Lyles

Executive Director's Title

Interim Executive Director

Executive Director Phone

443-929-1756

Executive Director Email

blyles@promotionandarts.org

Funding Information

Request for Funding Narrative



Describe any significant changes that have occurred or changes that are anticipated for the county arts agency.

In the past year, executive leadership for BOPA has undergone notable change. Our Chief Executive Officer resigned in early January, and our Chief of Marketing & Program Officer accepted an advisory position in the Mayor's Office of Baltimore City. The CMO is still considered an ally to the organization, while City agencies are committed to working together on upcoming cultural events and festivals. The stability of day-to-day operations is assured by BOPA's Chief of Staff, Chief Financial Officer, and each Department Director. BOPA's Arts Council Director was promoted to the Executive team, now serving as Senior Director, Arts Council and Programming. This structural adjustment enhances our effectiveness and communication across departments. The Executive Committee of BOPA's Board of Directors is searching for an interim CEO and developing a long-term plan to recruit a permanent CEO.

Despite these unforeseen circumstances, the essential work that is funded by this grant continues without interruption. Regardless of changes to our leadership, BOPA's mission is the same. We remain dedicated to serving Baltimore's creative community. BOPA will continue to be a responsible steward of the historic facilities we manage, provide funding, resources, and opportunities for working artists, and increase accessibility to high-quality arts and cultural events for all Baltimoreans. In consideration of recent interactions with the Mayor's Office and City Council, we have seized the opportunity to enhance these partnerships with consistent communication, collaboration, transparency, and accountability.

Summarize the county arts agency's proposed activities for the upcoming fiscal year.

GRANTS

- Arts in Action - supports arts education projects/programs that take place in various educational and community settings during the school year.
- Community Arts Grants - awards funding to Baltimore City artists and neighborhoods who collaborate to re-imagine and enliven public spaces through new, exterior art projects.
- Communities Thrive Project Grant - grants to small and mid-sized organizations in the production and presentation of artistic works, across all disciplines, accessible to the public within Baltimore City; supports specific projects that demonstrate originality, vision and benefit or interest to the community.
- Creative Baltimore Fund - allocated from the City of Baltimore's general fund and administered by BOPA to qualifying artists and arts organizations.
- Free Fall Baltimore – an annual citywide celebration that offers hundreds of free arts & cultural events



throughout Baltimore during National Arts and Humanities Month. BOPA offers grants to venues, artists, and organizations who showcase the arts with free concerts, dance and theater performances, festivals, lectures, workshops, art exhibitions, and special events.

COMMUNITY OFFERINGS & PUBLIC ART

- Baltimore Percent for Art Public Art Program – local law dictates that at least 1% of eligible funding from the City's capital planning process should be dedicated to public artwork. BOPA works with all City agencies to enforce the ordinance and execute public art projects.
- Public Art Commission – BOPA provides administrative staff and support for The Baltimore City Public Art Commission (PAC) that oversees the expenditure of funding available through the Percent-for-Public-Art Ordinance
- Business of Art – aimed at supporting individual creatives in Baltimore City by providing professional development and networking opportunities in addition to BOPA produced experiences for artists throughout the year.
- Open Studio Tour – one weekend in May, studios located throughout Baltimore City invite the public to view and purchase their original works of art including paintings, sculpture, and photographs during this self-guided tour.

YOUTH PROGRAMS

- Art@Work – A five-week mural artist apprenticeship program for Baltimore City students enrolled in the YouthWorks program. Young adults are hired to work under teaching artists, creating beautification projects throughout their neighborhoods.
- Scholastic Art & Writing Awards – The Scholastic Art & Writing Awards are the nation's longest-running, most prestigious creative teens competition supporting student achievement in the visual and literary arts. Award recipients can receive scholarships up to \$10,000 in addition to national publication and exhibition opportunities.

EXHIBITIONS AND COMPETITIONS

- Rotating exhibitions at all three facilities: Top of the World, Bromo Arts Tower, and School33. Each



exhibition will feature artists who live and work in the Baltimore area.

- **Sondheim Art Prize** – This prestigious competition awards a \$30,000 fellowship to assist in furthering the career of a visual artist living and working in the Greater Baltimore region.
- **Municipal Arts Society of Baltimore City Artist Travel Art Prize** – BOPA manages this annual competition for a prize of a \$6,000 travel stipend for a visual artist(s) living in Baltimore City. The prize is to be used as funding for travel essential to studio practice.

What professional development needs has the county arts agency identified in the organization or county over the past year? How can MSAC be of assistance?

BOPA gained insight on what the needs and desires of our constituent community are through public engagement activities associated with our strategic plan. A vital component of these activities was the dissemination of a public survey to a group of constituents that included audiences, creative professionals, and partners. Artist respondents prioritized a need for funding and resources to advance their careers; respondents from the larger community prioritized a greater attention to accessibility and more arts programs for youth. The feedback collected highlighted three focus areas for BOPA to invest its resources: an increase in direct funding for a wider range of artistic disciplines, professional development for Baltimore creatives, and youth-focused programming.

To address needs in addition to consistent and sufficient funding, BOPA is exploring the revitalization of its signature professional development program, Business of Art. Independent arts practitioners have expressed needs for marketing and communication strategies, guidance on how to research and write successful grants, opportunities to curate and showcase their work. Artists also mentioned a desire to see more diversified support of various arts disciplines, namely the performing arts. We intend to utilize our ARGOS funding from MSAC to support expanded performing arts grants, to complement the work we will complete through this County Arts Development grant. Business of Arts offers a solid framework through which to provide these resources to Baltimore’s creative community. BOPA’s Arts Council staff will likely engage with MSAC in the planning and implementation of this program to gain feedback and explore the potential to elevate the visibility of this program across Baltimore.

Use of CAD Funds



Estimated Funding Use

	Estimated Amounts
Administrative and Operating Expenses	\$33,667.00
Arts-in-Education Programming or Grantmaking	\$25,000.00
Programs and Projects	\$163,875.00
Total	\$222,542.00

Other

Other	Estimated Amounts
-------	-------------------

Total Estimated Amounts

	All Estimated Amounts
Total	\$222,542.00

Financial Information

Earned Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Admissions	\$186,180.00	Account 4204
Sales of Goods	\$23,208.00	Account 4300
Venue Rental	\$355,128.00	Account 4205
Interest Dividends/Realized Gains on Investments	\$51,497.00	Accounts 4401 and 4402
Other Earned Income	\$211,595.00	Accounts 4201, 4202, 4203 and 4206
	\$827,608.00	

Contributed Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Individual Donations	\$10,867.00	Account 4000
Corporate Donations	\$134,434.00	Accounts 4001 and 4002
Foundation Donations	\$103,247.00	Account 4003



City Government	\$3,354,975.00	Account 4100
State Government	\$255,075.00	Account 4101
	\$3,858,598.00	

Other Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Unrealized Gains on Investments	(\$202,072.00)	Account 4400
Non-Operating Revenue	\$700,185.00	Account 4900
	\$498,113.00	

Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Salaries, Benefits and Related Expenses - Staff	\$2,582,769.00	Accounts 5000 through 5003
Honoraria (Artists)	\$807,574.00	Account 5200
Advertising and Marketing	\$87,858.00	Account 5700
Investment Management Fees	\$9,872.00	Account 5996
Interest	\$4,365.00	Account 5980
Accounting/Legal Fees	\$129,190.00	Accounts 5300 and 5301
Hospitality	\$34,183.00	Accounts 5601 through 5603
Rent	\$193,326.00	Account 5400
Utilities	\$49,646.00	Account 5401
Insurance	\$30,162.00	Account 5404
Security	\$10,943.00	Account 5102
Communications (Phone, Internet)	\$94,156.00	Accounts 5405 and 5406
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$81,845.00	Accounts 5500, 5502, 5701 and 5820
Salaries, Benefits and Related Expenses - Artistic	\$301,994.00	Account 5100
Repairs/Maintenance	\$123,783.00	Accounts 5402 and 5403
Equipment Rental	\$50,297.00	Account 5800
Professional Associations (Dues, Subscriptions, Conferences)	\$50,556.00	Account 5501
Consultant/Professional Fees	\$640,765.00	Account 5103



Miscellaneous operating expenses	\$21,913.00	Accounts 5600, 5810, 5830, 5850, and 5960
\$5,305,197.00		

Other Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement
Capital improvements	\$60,318.00	Account 5970
\$60,318.00		

Totals

	Total Earned and Contributed Income	Total Income	Total Expenses
Amount	\$4,686,206.00	\$5,184,319.00	\$5,365,515.00

County Arts Agency Bylaws

[BOPA_-_By-Laws_-_includes_2013_approved_amendments.pdf](#)
145.4 KB - 2023-03-01 17:22

Total Files: 1

Biographies and Board List

Upload a list of current board members with contact information as well as short biographies of key staff and current board members.

[BOPA_Board_Members_2_2023.pdf](#)
561.4 KB - 2023-03-01 17:35

[BOPA_CAD_Key_Staff_Bios.pdf](#)
207.7 KB - 2023-03-01 17:35

Total Files: 2

Attachments



Please name each attachment with your name and description of document (Example: Art Center_StaffStructure)

Financials

For county arts agencies with a total operating budget below \$600,000: Upload the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.

For county arts agencies with a total operating budget at \$600,000 and above: Upload the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.

BOPA_Audit_FS_2021_-_Final_(1).pdf

1.4 MB - 2023-03-01 17:43

FY22_Unaudited_Statement_of_Activities_-_Signed.pdf

20.4 KB - 2023-03-02 11:00

Total Files: 2

Electronic Signatures

The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, including eligibility requirements, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.



Signature

Sarah Gibbons



Activity Type: Final Report

Primary Contact: Sarah Gibbons

Organization: Baltimore Office of Promotion and Arts

Created Date: 2023-07-21 16:24

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Report Due Date: 2024-08-15

Fiscal Year: 2024

Data Collection

Why do we ask these questions?

The information in this data section is crucial for advocating the significance and effectiveness of arts funding in Maryland, as it is collected and aggregated across all MSAC programs. Your input in completing these questions to the best of your ability is highly valued. The data collected serves not only to provide national data points for advocating for arts funding at the national level but also helps in understanding how arts funding is allocated within the state. Please do your best to fill out the questionnaire; there is no concern about being incorrect or facing repercussions. Your cooperation greatly aids our efforts in supporting the arts community in Maryland.

People

In the section below, count yourself, if applicable. If a category is not relevant to your grant type, please enter "0" into the field.

Number of Full Time Staff

23

Total Number of Artists Directly Involved

180



Number of Part Time Staff

23

Number of Full Time Artists

0

Number of Part Time Artists

0

Number of Full Time Volunteers

0

Number of Part Time Volunteers

25

Attendance

Count yourself, if applicable. If a category is not relevant to your grant type, please enter "0" into the field

Attendance, In-Person, Adults

287324

Attendance, In-Person, Children (0-18)

469

Attendance, Virtual

0

Attendance, Free

242446



Attendance, Paid

33366

Attendance, Total

287793

Population Details

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Age

No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Group

No single distinct group made up more than 25% of the population directly benefited

Site Federal Congressional District Number (1-8)

To find your Congressional district, please visit [MD General Assembly look up tool here.](#)

Click on "Look up", then enter your address. Congressional districts are numbered 1-8.

7

Site Legislative District Number

To find your Legislative district, please visit [MD General Assembly look up tool here.](#)

Click on "Look up", then enter your address.

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Applicant Status

Organization - Nonprofit

Applicant Institution

Arts Council/Agency

Applicant Discipline

Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines - use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.

Project Discipline

Please select the discipline that most closely aligns with the grant-funded activities/project. This may be the same as "Applicant Discipline".

Activity Type

institution/organization support – general operational support

Arts Education

Additional Location(s)

Activity Street Address	Activity City	Activity State	Activity Zip Code
21 S Eutaw Street	Baltimore	MD	21201
401 W Pratt Street	Baltimore	MD	21202
1427 Light Street	Baltimore	MD	21230

Report Details

Summarize the county arts agency's activities. Reflect on successes, challenges, and learning during



the past fiscal year

Scholastic Art & Writing Award Program – W received 4,430 submissions from 3,350 students – which is more than double the number of students who submitted last year.

Municipal Arts Society Travel Prize – BOPA awarded Sherry Insley \$7,000 to fund travel essential to their studio practice.

Sondheim Art Prize – BOPA awarded \$30,000 to grand prize winner Abigail Lucien. Lucien and two other finalists participated in the finalists exhibit at Walters Art Gallery

Creative Baltimore Fund Grant – funded by the City of Baltimore and administered by BOPA; distributed \$254,100 to artists and arts organization who reached a cumulative audience of 231,791

Arts in Action – BOPA distributed \$54,500 to teaching artists & organizations, reaching 469 students

Free Fall Baltimore – awarded 60 grants to artists & organizations to activate public spaces during Arts & Humanities Month, October 2023

Facilities: We welcomed 33,366 guests to Top of the World Observatory, 3,474 guests to Bromo Arts Tower, and 400 guests to School 33 for exhibition openings.

Reflections:

Our exhibition programming continued to directly, positively impact visual artists of various ages, gender identities, and stages of professional career. We strongly believe in the power of our exhibitions to continue facilitating advancement opportunities. The facilities where these exhibitions have been produced offer space to operate for community gatherings as well, which will continue to serve BOPA in our efforts to consistently engage with various constituencies.

We have successfully engaged agencies of city government and other funding bodies to support capital expenses at all three City-based facilities managed by the organization: Top of the World (TOTW), School 33, and Bromo Arts Tower. We will receive funding from the City in FY25 in support of Bromo & School 33; we also activated funding from Baltimore National Heritage Area in support of our modernization efforts at Top of the World. We are near complete the first phase of the initiative at TOTW with the goal of replacing static displays of historical & cultural information with interactive digital displays, creating a more immersive, museum-like experience.



The inconsistency of executive leadership contributed to diminished capacity, strained relationships with funders including the Mayor's Office, and a lack of strategic direction at the outset of FY24. In the 180 days since Rachel Graham took the position of CEO, the organization has developed three core priorities: improved relationships with City officials, building staff infrastructure, and working with staff to establish expectations regarding administration, processes, reporting, and communications. The impact of years of siloed operations among departments is being deconstructed over time. A major component of our strategic approach is the central focus on BOPA's role as the City's official Arts Council, with grantmaking, festivals & events, cultural venue management, and capacity-building all seen as vehicles for that transformative work. Historically, each of those components operated relatively independently, and Ms. Graham's vision for the organization interweaves all initiatives to increase efficiency and impact. The consistent support of MSAC has provided both leverage and credibility in rebuilding our relationships with funders in the corporate and philanthropic sector.

What technical assistance can MSAC provide to help the county arts agency meet its goals?

BOPA is continuing to advocate for the creation of a cultural master plan or similar guiding document for the City of Baltimore. We are also planning to host "community conversations" where we are not only open to receiving feedback, but there is an active dialogue maintained between BOPA and its constituents (both artists and audiences). We welcome the opportunity to consult with MSAC on both of these initiatives.

Earned Income

Type	Budget	Actual	Notes
Other Earned Income (please describe)	\$235,511.00	\$303,767.00	Exhibitor/Vendor Fees & Registration Fees
Interest Dividends/Realized Gains on Investments	\$18,000.00	\$52,561.00	
Admissions	\$297,145.00	\$226,247.00	
Venue Rental	\$437,000.00	\$440,000.00	
	\$987,656.00	\$1,022,575.00	

Contributed Income

Type	Budget	Actual	Notes
City Government	\$3,595,754.00	\$2,929,518.00	
Foundation Donations	\$152,500.00	\$90,042.00	
Individual Donations	\$9,000.00	\$2,730.00	



Sponsorships	\$172,331.00	\$141,978.00
State Government	\$464,083.00	\$233,726.00
Federal Government	\$19,259.00	\$19,259.00
	\$4,412,927.00	\$3,417,253.00

Total Earned and Contributed Income

	Budget	Actual
Total Earned and Contributed	\$5,400,583.00	\$4,439,828.00

Other Income

Type	Budget	Actual	Notes
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Total Income

	Budget	Actual
Total Income	\$5,400,583.00	\$4,439,828.00

Expenses

Type	Budget	Actual	Notes
Salaries, Benefits and Related Expenses - Staff	\$2,766,668.00	\$2,486,601.00	
Honoraria (Artists)	\$178,000.00	\$64,519.00	
Consultant/Professional Fees	\$364,167.00	\$566,889.00	
Accounting/Legal Fees	\$76,333.00	\$55,836.00	
Utilities	\$81,000.00	\$38,505.00	
Repairs/Maintenance	\$44,000.00	\$34,236.00	
Insurance	\$40,548.00	\$42,591.00	
Communications (Phone, Internet)	\$147,894.00	\$88,186.00	Phone, Internet, IT, Computer
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$161,988.00	\$130,847.00	Banking Fees, Graphics/Printing/Photography, Postage, Supplies
Equipment Rental	\$85,700.00	\$82,642.00	
Touring/Travel Costs	\$27,940.00	\$29,836.00	
Investment Management Fees	\$7,000.00	\$5,108.00	



Professional Associations (Dues, Subscriptions, Conferences)	\$57,180.00	\$55,396.00	
Rent	\$204,311.00	\$139,422.00	
Other operating expenses (please describe)	\$161,988.00	\$189,818.00	, Miscellaneous Expense
Advertising and Marketing	\$75,750.00	\$31,281.00	
	\$4,480,467.00	\$4,041,713.00	

Other Expenses

Type	Budget	Actual	Notes
Grant-making	\$1,030,475.00	\$284,100.00	Grants, Prizes, Awards
	\$1,030,475.00	\$284,100.00	

Total Expenses

	Budget	Actual
Total Expenses	\$5,510,942.00	\$4,325,813.00

MSAC CAD RE-Grants (Including Arts in Education)

	Amount	Description
Total dollar amount allocated for re-grants from MSAC CAD funds	\$149,937.00	

	Number of MSAC Funded Re-Grants	Description
Total number of MSAC CAD funded re-grants	79.00	
Total number of organizations benefiting from MSAC CAD funded re-grants	44.00	
Total number of artists benefiting from MSAC CAD funded re-grants	35.00	
Total number of individuals benefiting from MSAC CAD funded re-grants	0.00	
Total number of children/youth (under 18 years old) benefiting from MSAC CAD funded re-grants	0.00	

Grants From Other Funds



	Amount	Description
Total dollar amount allocated for grants from other county arts agency funds	\$254,100.00	Creative Baltimore Fund, funded by the City of Baltimore

	Number of Grants From Other Funds	Description
Total number of grants from other county arts agency funds	85	
Total number of organizations benefiting from other county arts agency funded grants	71	
Total number of artists benefiting from other county arts agency funded grants	13	
Total number of individuals benefiting from other county arts council funded grants	0	
Total number of children/youth (under 18 years old) benefiting from other county arts council funded grants	0	

MSAC CAD Arts in Education (AiE) Funds

	Amount	Description
MSAC CAD AiE Funding Budgeted	\$25,000.00	
MSAC CAD AiE Funding Spent	\$54,400.00	

Expenses

Income



Allowable Earned Income

Allowable Contributed Income

Total Allowable Income

Non-Allowable Income

Total Income (Allowable + Non-Allowable)

Allowable Expenses

Non-Allowable Expenses

Total Expenses(Allowable + Non-Allowable)

Attachments

Attach a list of all grants (including AiE) made by the county arts agency during the most recently completed fiscal year. List grants that utilized MSAC CAD funds first and mark them clearly. For each grant awarded, include recipient name, dollar amount, and full address (street address, city, state, and zip code)

[FY24_Grantees_-_MSAC+_CBF.pdf](#)
140.6 KB - 2024-08-21 16:23

Total Files: 1

Budget

Approved Grant Amount: \$233,726.00

**Grant Amount
Spent/Obligated:**



Click "yes" to certify that funds were used for allowable uses as outlined in the grant guidelines.

Receipts are not needed for this final report. However, per the grant agreement, please retain documentation and receipts of grant-supported expenses for at least 3 years.

☐ Yes

Please confirm whether grant funds were received.

Total Project Expenses

This amount may be equal to or greater than the grant amount.

If you received a project grant, please list the total expenses for your project.

If you received a general operating grant, please list your organization's total general operating expenses in the most recently completed fiscal year.

Total Project Income (including MSAC grant)

This amount may be equal to or greater than the grant amount.

If you received a project grant, please list the total income your project received, including the MSAC grant.

If you received a general operating grant, please list your organization's total general operating income in the most recently completed fiscal year.

Please indicate in the drop down menu below if your organization is providing budget to actuals for Fiscal Year 2025 (FY25) or Calendar Year 2024 (CY24).

FY2024



Total Project In-Kind*

If you received a general operating grant, please list your organization's total in-kind received in the most recently completed fiscal year.

*In-kind refers to the value of any service, equipment, supplies, printing, space, or other items that were donated to the project or organization that MSAC supported.

Please share any feedback for MSAC and its application process, including, but not limited to, your accessibility needs throughout the application process.

Thank you again for extending our deadline to allow for more complete reporting.

Signature

The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Electronic Signature/Certification Statement

Sarah Gibbons Eckels

Electronic Signature Date

2024-08-22

Client UEI: JDLJU1JFCK61

Client DUNS: 900091850

Submission Date: 2024-09-30



Fiscal Year: 2025

Application ID

2025-30068

Application Type

County Arts Development

Organization Information

Organization Name: Baltimore Office of Promotion and Arts

Address:

7 Saint Paul Street, Suite 100
BALTIMORE, MD
21202-1647

Phone: 410-752-8632

County: Baltimore City

DUNS Number: 900091850

UEI Number: JDLJU1JFCK61

Website: www.promotionandarts.org

Organization's Founding Year

2002

Organization Social Media Sites/Handles

Include any social media links such as YouTube, Facebook, Twitter, Instagram, Other

Organization's Fiscal Year Start Dates

2024-07-01



Organization's Fiscal Year End Dates

2025-06-30

Contact Information

Grant Contact Name: Sarah Gibbons

Phone: 443-529-0403

Email: BOPAgrants@promotionandarts.org

Address: 7 St Paul Street, Suite 100

City: Baltimore

State: MD

Zip Code: 21202

Authorizing Official

Organization Affiliation and Title (if any)

Interim Director of Development

Authorizing Official Name

Sarah Gibbons Eckels

Executive Director

Executive Director Name

Todd Yuhnick

Executive Director's Title

Interim Chief Executive Officer

Executive Director Phone

443-263-4303



Executive Director Email

tyuhanick@promotionandarts.org

Three-Year Plan

Project Activities

Mission, Vision, and Values

State the mission and vision of the county arts agency.

The mission of Baltimore Office of Promotion & The Arts (BOPA) is to inspire and engage audiences and cultivate the city's creative economy through the arts, events, and film. BOPA's vision is that we are a guiding force for the arts and to the City of Baltimore – helping both thrive creatively.



State the goals and values of the county arts agency.

Our recently completed strategic plan articulated five goal areas for BOPA to frame our work for the next three to five years:

- Goal 1: Programs.

Align BOPA's multi-disciplinary program offerings to reflect our priorities of providing opportunity for engagement from all areas of Baltimore's creative community and driving participation in the arts

- Goal 2: Vitality.

Drive vitality in Baltimore's neighborhoods through the arts

- Goal 3: Resource.

Serve as a partner and listening resource that encourages and supports the arts sector throughout Baltimore

- Goal 4: Communications.

Develop communication systems that strengthen internal and external interactions among and between BOPA Board, staff, artists, the community, and city government

- Goal 5: Institutions.

Align human and financial resources with programmatic aspirations

An important step in the implementation of our strategic plan is to define organizational values. Anecdotally, BOPA leadership and staff have articulated the following values: transparency, accountability, continuous learning, equity, inclusion, connection, and creativity. BOPA staff look forward to the confirmation of a permanent CEO and recruitment of new members to our Board of Directors to forge ahead with the work of articulating organization values to guide our work.

Plan Context



Describe the county. Include general descriptions of the county’s demographics and data points to support the description.

Baltimore City has a population of just over 550,000 individuals. While violence, lack of opportunity, and weak public education systems have contributed to population loss, Baltimore’s creative assets and unique character have helped to spur additional investment. According to the Mayor’s Office, unemployment dropped from 12.6% in 2020 to 4% in 2023 and the income tax base increased by 16.9%. With four strong Arts & Entertainment Districts, increasing investment from real estate developers, the newly opened CFG Bank Arena, and Derrick Adams’ The Last Resort Artist Retreat, Baltimore’s creative economy is growing. The Bromo Arts & Entertainment District in particular has been successful in attracting artists to live and work in the area. While there are marked disparities in access to the arts at the neighborhood level, Baltimore is home to dozens of cultural institutions, museums, studio and residential space for artists, and strong heritage tourism. BOPA aims to ensure that all residents and visitors have equitable access to Baltimore art and culture offerings.

BOPA contributes to Vital Signs, an annual report published by the Baltimore Neighborhood Indicators Alliance at the Jacob France Institute of University of Baltimore. BOPA collects information about arts and culture, while utilizing the demographic and socioeconomic data that other important institutions contribute to gauge BOPA’s social impact. According to Vital Signs, Baltimore City is over 60% Black, with 27% households situated below the poverty line. For urban neighborhoods in the U.S., these statistics mean that many constituents lack consistent access to quality healthcare or public education, locally-grown healthy foods, and gainful employment.

Still, Baltimore City is a cultural mecca of the East Coast. Artscape is still the largest free outdoor arts festival in the country. Baltimore music—every genre from club music to bluegrass—has influenced diverse artists around the world. Contributors to Black Baltimore history ranging from Nina Simone to Frederick Douglas embody the rich cultural history of our City. Artists here are the backbone and the life blood of Baltimore; Baltimore will always celebrate itself through creative expression. Doing something out of nothing is characteristic of the people here, and the Arts Council/BOPA will continue to amplify the creative voices in Baltimore City.



What are the current needs of the county arts agency's constituents when it comes to arts funding, programming, and services?

Through verbal and written feedback, artists and arts organizations have articulated the following needs:

- Increased access to funding
- Expanded arts education offerings in historically underserved neighborhoods
- Opportunities to build an audience within the next generation of artists
- Work to address the digital divide in Baltimore that restricts promotional opportunities
- Cross-discipline networking

How did the county arts agency determine these needs?

In April and May 2022, the Baltimore Office of Promotion and the Arts (BOPA) hosted two virtual community feedback sessions facilitated by Addul Ali, with project management supervision from National Urban Fellow, Daniella Greeman. The purpose of these sessions was to engage Baltimore's creative community by providing a safe and equitable space to share insights and learn of collaborative opportunities with Baltimore creatives, nonprofits, and corporate stakeholders. BOPA hoped to better understand the community's expectations and with the support of AMS. board members and leadership, align them with BOPA's new strategic plan and branding objectives. The community feedback sessions aimed to include multidisciplinary artists in visual and performing arts, literature and film, along with arts administrators, stakeholders, sponsors, donors, and arts patrons.

BOPA has a digital survey open now, for which it hopes to gain at least 100 responses. Our intention was to collect more current feedback on the needs of artists and arts organizations in our constituent community to inform the programming we plan for Business of Arts. As of January 30th, 41 respondents named fundraising for their practice, marketing & PR, and social media management as their top three priorities to address through professional development. BOPA has set a target to collect at least 100 responses to this survey by March 2024.



How does the mission of the county arts agency connect to the identified constituent needs?

Our mission articulates the understanding that the arts are a strong driver for economic, community, and workforce development. BOPA continues to advocate for increased funding for individual artists to local and state government, while exploring ways to meet the arts community's needs beyond funding. For example, the Business of Arts program offers mini-grants to artists to support costs related to enhancing and expanding their practice. We also deliver interactive workshops that put theory to practice, and events where artists can network with each other and build their audiences. BOPA's investment in the arts stimulated an economic impact of \$157.9 million to the City of Baltimore. The Mayor's Office of Baltimore has allocated an additional \$500,000 for BOPA to distribute to individual artists as a final round of pandemic recovery funds. We believe this is a positive step toward adequate public support for arts institutions and independent artists.

Has the county arts agency identified any trends that could impact its service to the county over the three-year period, and in what ways does the agency plan to address these changes?

BOPA Arts Council staff is noticing a trend toward artists performing at private events in homes, and art collectors transforming their homes into private museums. We intend to investigate this trend further to find out why that is. We are also noticing how large galleries and art institutions are flooding the diversity space with exhibitions covering hip-hop, LGBTQ and women, the African Diaspora—all topics that have long been embraced by smaller art centers and community-based spaces owned and operated by those who identify with the topics listed above. BOPA hopes to see more grassroots and community-based institutions receive recognition, funding, and a larger platform upon which to tell their stories. We will prioritize support of artists and organizations at the grassroots level through strong partnerships with other cultural institutions and ensuring our investments are distributed equitably across Baltimore City. Finally, a trend that started during the pandemic continues to grow: virtual exhibition and studio tours. BOPA aims to produce virtual content for all our exhibitions, provide studio artists with the resources to produce this type of content and market it to their audiences, and collaborate with museums and studios to promote existing virtual tours.

Process



Describe the process for developing the county arts agency's three-year plan. Who was involved in the plan's creation, and how was community input solicited and incorporated?

BOPA's Board of Directors and executive staff worked with AMS Planning & Research to complete a first draft of our strategic plan that was presented to the BOPA staff in fall 2022. During an informative and fun staff retreat the consulting team presented data gathered about cities comparable to Baltimore's demographics, population, arts council structure, and economic impact of the arts; we also learned the results of a constituent survey and one-on-one interviews AMS performed with partner organizations. They solicited feedback from us about how we envision BOPA, what we love about Baltimore, and our dream for supporting Baltimore artists and overall economy.

The plan included survey results from a survey that was led by the consulting firm. A digital survey of hundreds of community members was conducted. Upon review by staff, it became apparent that more work could be done to collect feedback from more BIPOC, femme, or low-income artists and neighborhood-level voices. The demographics of the survey respondents were not as reflective of Baltimore City as BOPA would like. Because of this, we are working through a current survey open to artists, and plan on gathering more feedback to get input on our strategic plan from a more diverse group of people.

Plan

List up to five priorities of the county arts agency for the next three years.

1. Sustain adequate funding to expand our staffing capacity to plan and execute grantmaking and other programs more efficiently.
2. Engage individual arts and small arts organizations in the implementation of BOPA's strategic plan
3. Offering more in-depth capacity building support for our grantees beyond funding through technical support, workshops, and networking opportunities.
4. Building our brand as a resource hub for all stakeholders in Baltimore's creative community.
5. Amplifying the work of Baltimore artists to regional, national, and international audiences.

Project Activities



Activity, Project, or Program - identify as established, new, or planned	How will the Activity, Project, or Program address the county arts agency's priorities?	How will the activity, project, or program address identified constituent need(s)?	How will the activity, project or program address the CAD program goal(s)?
Janet and Walter Sondheim Art Prize (established)	The Arts Council's commitment to artistic excellence is exhibited in these award programs.	Funding and exhibition opportunities, as well as enhanced visibility due to the prestige of the program	The visibility of the prestigious Sondheim Prizes guarantees a national audience for the finalist. Award money is often expended to produce museum quality exhibitions for artists who cannot typically afford such a momentous effort alone.
Business of Arts (established, returning after dormancy since 2021)	BOPA's Arts Council aims to cultivate a network of artists who share information, elevate each other's work, and move the social impact of art forward.	Artist-led information sessions ensure that the content of professional development directly addresses artist's needs. Artists have provided important feedback to BOPA which indicates the organization has room to improve upon its support of local artists. The incredible abundance of talent in Baltimore City needs a stronger foundation upon which to build generational wealth, visibility, and agency in their careers.	Provides concrete opportunities for artists to connect with their peers, audiences, and other organizations in BOPA's network. The virtual setting allows for individuals in any location around the world to connect with Baltimore artists.



Public Art and Community Arts (established)	Public and Community Arts are among the most widespread and longstanding social impacts that BOPA has ever supported.	Many communities in Baltimore City are seeking ways to beautify their neighborhoods. BOPA knows how to coordinate high quality, community-led projects. Artists hired BOPA almost always hail from and reside in Baltimore, creating concrete opportunity for thousands of individuals. These artists always find ways to give back and inspire future generations in their communities.	Involvement of the community in project planning and implementation ensures transparent processes and equitable access for constituents of BOPA. Ideas and inspiration for Public Art projects often originate from City residents, while Community Arts programs directly involve community members in planning mural projects, contracting local artists, and promoting the completion of murals.
Visual Art Exhibitions at Bromo Arts Tower, Top of the World Observatory, and School 33 Art Center (established)	Artists receive curatorial guidance from BOPA staff. The programming aligns with our priority to amplify Baltimore artwork, as both Bromo and Top of the World host international tourists.	We provide increased access to funding with stipends for each solo exhibition, as well as opportunities to build audiences with the next generation of artists.	These exhibitions encourage local arts activities as all artists are either Baltimore or Maryland residents.



Free Fall Baltimore (established)	This programs series brings artists from diverse communities and various disciplines together for creative collaborations. Free Fall also incorporates partnerships with other organizations who produce unique programming.	Engage artists directly in ongoing programming that reflects multiple facets of Baltimore's creative character. Grantmaking programs redistribute charitable funds to directly support arts endeavors.	Free Fall programming incorporates all arts disciplines from visual to performance. BOPA strives to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people, including historically unheard racial or socioeconomic minorities, are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.
Scholastic Art & Writing Awards (established)	Enrichment programs ahead of Scholastic that are support by BOPA help to cultivate the ideal creative incubator of artists that begins with you.	With a decrease in funding for public education in the wake of COVID-19, schools and grassroots organizations need support from organizations like BOPA more than ever.	BOPA's Arts Council Director brought the national Scholastic Awards program to Baltimore, elevating our City as a regional affiliate for the arts. This program connects young, local artists to national audiences.
Grants for performing arts, arts in education, mural projects (performing arts grant is new, others are established)	Offering more in-depth support, as we provide feedback to applicants, information sessions, and draft application review	Directly addresses an increased access to funding.	BOPA aims to serve the goal of equitable funding for the arts through transparent and equitable processes.

Provide details about the county arts agency's grantmaking process. In your response, include: How the county arts agency will ensure all constituents have access to grant programs; How the county arts agency's grant application, adjudication, and award processes will reflect a commitment to equity; and How will transparency be reflected in the grantmaking process?



Our grantmaking process follows these steps:

1. Application period, technical support and information sessions, recruitment of panelists
2. Panel review and scoring
3. Notifications distributed for awardees and declined proposals
4. Confirmation of program/project elements (if different than application) and contract execution. This includes ensuring that all grantees have the proper permits and/or licenses to proceed with their planned project.
5. Period of performance (varies by grant program)
6. Reporting period, collection of data and storytelling

ACCESS, EQUITY, AND TRANSPARENCY

BOPA's Artist Connection newsletter remains a robust collection of opportunities available to Baltimore-based artists and organizations, including and beyond the grant programs we offer. To ensure all constituents have access to grant programs, we share grants posted by other organizations; if an artist or organization isn't eligible or a good fit for one of our grants, they have information about where else they can find support for their programs. The number of subscribers has increased to over 9,000 which shows that artists have come to expect resources to be shared with BOPA's networks. We also send grant opportunities to other local and regional resources, such as Baltimore Civic Fund and MSAC. In addition to sharing the opportunities themselves, we also host information sessions for each grant.

BOPA embeds equitable practices in its grantmaking whenever possible. Our panelists are selected after the fill out an interest form which is available to the public—anyone can apply to serve as a panelist. The questions within the form categorize potential jurors by expertise and areas of interest. Reviewers are selected contingent upon their expertise and the needs of the program. BOPA staff only participate as panelists if one has to drop out at the last minute.

During the application process, a rubric system is used to minimize value judgments and ensure equitable scoring. Scoring is designed to encourage inclusivity and fit with BOPA's mission. Panelists make recommendations based on their scores and BOPA collects them; we do not exert any influence over the outcomes of the adjudication process. Through the award process, declined applicants are provided with feedback to help put forth a stronger application in the future; we also share other opportunities for which they may be a better fit. We also collect demographic information about our grantees to ensure a) our grantmaking is at minimum a reflection of the demographics of Baltimore City, and b) make an effort to identify opportunities to increase our support of underserved populations and neighborhoods. BOPA is constantly looking for ways to enhance equity in grantmaking by reviewing final reports and adapting through the lens of our applicants and grantees.



Describe how the county arts agency’s programs and grantmaking will serve all arts disciplines, diverse communities, and the entire county over the next three years.

BOPA plans to add grant-related personnel to the Arts Council to assist with the processing of grants to and contracts with artists and arts organizations. This will enhance our capacity to ensure we are serving all disciplines, diverse communities, and all of Baltimore City. Based on feedback we have received over the past few years, BOPA will be administering a performing arts grant in FY24 and expanding the disciplines covered by our Arts in Education grants in FY25. BOPA utilizes and contributes to the data collected by Baltimore Neighborhood Indicators Alliance, mentioned above We can identify neighborhoods where the arts economy is weak and there are the fewest pieces of public art, helping us distribute resources into communities who historically lack access to art. BOPA aims to ensure every single neighborhood has access to public art, arts programs, or funding. We also collect demographic information about the communities our grantees serve, which helps to identify populations of people we have yet to reach with our programming.



State the county arts agency's goals for Arts in Education and how it plans to meet those goals in school and/or community settings over the three-year period. Include what amount the county arts agency plans to allocate to Arts in Education programming or grantmaking for each fiscal year. (Note - MSAC funds may not support activities that are part of a school's curriculum.)

BOPA intends to fulfill the goals listed below by increasing our staffing capacity, working directly with MSAC to discern allowable uses of our AiE funding, and offering more accessible grantmaking opportunities.

1. Reframe our AiE grant program, offering grants on a rolling deadline and meeting monthly to adjudicate. We want to administer at least one grant per month. We understand how youth's needs and desires change over the school year and summer months, so we want to make funding opportunities available on an ongoing basis.
2. Offer arts education workshops at each exhibition installed at Bromo Arts Tower, Top of the World, and School 33 Art Center. BOPA aims to provide time and space with the artists featured in these exhibitions so they can learn about the myriad opportunities available to them through arts education and creative workforce development, directly from a professional active in their field.
3. Allow and encourage grantees to use AiE funding for field trips to cultural arts centers to enhance access to high quality art experiences outside the classroom, and drive traffic to our partner institutions. BOPA hopes to consider the ability to fund clubs or afterschool programs that typically lack access to quality art experiences.
4. Diversify the disciplines represented in our AiE grantees to include folk arts, cosmetology, and/or martial arts, in addition to supporting diverse range of traditional disciplines such as music, dance, literature, and theater.
5. Funding early-career (recent high school and college graduates) who are in fellowships and internships, so they can attend conferences, conventions, and classes. For example, giving funds to Urban Arts Leadership Program at GBCA so their fellows can attend and present at Arts Administrators of Color annual conference.

BOPA plans to allocate the following amount toward Arts in Education grantmaking or programming over the next three years: \$93K in FY25, \$98K in FY26, and \$103K in FY27.

Use of CAD Funds



Estimated Funding Use

	Estimated Amounts	Additional Notes
Administrative and Operating Expenses	\$0.00	
Arts-in-Education Programming or Grantmaking	\$93,000.00	
Programs and Projects	\$141,000.00	
Total	\$234,000.00	

Other

Total Estimated Amounts

	All Estimated Amounts
Total	\$234,000.00

Financial Information

Please list the dates of your most recently completed fiscal year (for example: July 1, 2022 - June 30, 2023; Jan 1, 2022 - Dec 31, 2022)

July 1, 2022 - June 30, 2023

Earned Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Admissions	\$258,388.00	Account 4204	
Concessions	\$208,882.00	Accounts 4201 & 4202	
Sales of Goods	\$16,280.00	Account 4300	
Venue Rental	\$299,704.00	Account 4205	
Interest Dividends/Realized Gains on Investments	\$64,790.00	Accounts 4401 & 4402	
Other Earned Income (please describe)	\$46,140.00	Account 4203	Registration/Application Fee Revenue
	\$894,184.00		



Contributed Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Individual Donations	\$6,990.00	Account 4000	
Corporate Donations	\$70,110.00	Accounts 4001 & 4002	
Foundation Donations	\$162,629.00	Account 4003	
City Government	\$2,528,498.00	Account 4100	
State Government	\$557,888.00	Account 4101	
Federal Government	\$20,241.00	Account 4102	
	\$3,346,356.00		

Other Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Unrealized Gains on Investments	\$61,331.00	Account 4400	
In-Kind Income	\$44,508.00	Account 4999	
	\$105,839.00		

Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Salaries, Benefits and Related Expenses - Staff	\$2,668,244.00	Accounts 5000 through 5003	
Honoraria (Artists)	\$77,763.00	Account 5100	
Advertising and Marketing	\$31,231.00	Account 5700	
Investment Management Fees	\$7,041.00	Account 5996	
Interest	\$29,367.00	Account 5980	
Accounting/Legal Fees	\$68,276.00	Accounts 5300 & 5301	
Hospitality	\$41,958.00	Accounts 5601, 5602 & 5603	
Rent	\$206,110.00	Account 5400	
Utilities	\$71,134.00	Account 5401	
Insurance	\$41,216.00	Account 5404	



Security	\$13,123.00	Account 5102	
Communications (Phone, Internet)	\$104,301.00	Accounts 5405 & 5406	
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$116,998.00	Accounts 5500, 5502, 5701 & 5820	
Repairs/Maintenance	\$133,567.00	Accounts 5402 & 5403	
Equipment Rental	\$35,381.00	Account 5800	
Professional Associations (Dues, Subscriptions, Conferences)	\$53,663.00	Account 5501	
Consultant/Professional Fees	\$426,177.00	Account 5103	
Other operating expenses (please describe)	\$20,132.00	Accounts 5600, 5810, 5830, 5850 & 5960	Staff Development, Cost of Goods Sold, Gifts & Flowers, Tax Expense, other miscellaneous expenses
\$4,145,682.00			

Other Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Capital Expenses	\$108,278.00	Account 5970	
In-kind Expenses	\$44,508.00	Account 5990	
Grant-making	\$491,692.00	Account 5200	
\$644,478.00			

Totals

	Total Earned and Contributed Income	Total Income	Total Expenses
Amount	\$4,240,540.00	\$4,346,379.00	\$4,790,160.00

County Arts Agency Bylaws

ByLaws_BOPA.pdf 153 KB - 2024-01-31 20:36
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Total Files: 1



Biographies and Board List

Upload a list of current board members with contact information as well as short biographies of key staff and current board members.

[BOPA_Board_Members_2024.pdf](#)
239.9 KB - 2024-01-31 20:57

Total Files: 1

Grantmaking Support Documents

Upload complete Grant Guidelines (including eligibility requirements, review criteria, and reporting requirements), Application(s), and Contract(s) for all of the county arts agency's grantmaking programs.

[BOPA_CAD_Grant_Guidelines.pdf](#)
1 MB - 2024-01-31 20:49

Total Files: 1

Arts in Education Programs Support Documents

Upload any Grant/Funding Guidelines, Application(s), and Contract(s) for all of the county arts agency's Arts in Education programs.

[Arts_in_Action_Arts_Education_Grant.pdf](#)
121.3 KB - 2024-01-31 20:49

Total Files: 1



Enabling Legislation

Upload the enabling legislation or documentation designating the county arts agency as the official arts agency of the jurisdiction.

[2020_BOPA-City_Contract.pdf](#)
2.9 MB - 2024-01-31 20:51

Total Files: 1

Attachments

Please name each attachment with your name and description of document (Example: Art Center_StaffStructure)

Financials

For county arts agencies with a total operating budget below \$600,000: Upload the organization’s most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization’s fiscal officer. The signed Financial Statement must be submitted by the application deadline.

For county arts agencies with a total operating budget at \$600,000 and above: Upload the organization’s most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.

[BOPA_Final_Audited_Financial_Statements_6_30_22.pdf](#)
410.8 KB - 2024-01-31 16:36

[Signed_Statement_of_Activities.pdf](#)
18 KB - 2024-01-31 16:36

Total Files: 2



IRS Letter of Determination

[BOPA_IRS_Letter.pdf](#)

351.4 KB - 2024-01-31 20:59

Total Files: 1

Electronic Signatures

The name typed in the "Signature" box below is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, including eligibility requirements, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.

Authorizing Official Signature

Sarah Gibbons Eckels

Authorizing Official Phone

443-263-4319

Authorizing Official Email

sgibbons@promotionandarts.org



Organization: Baltimore Office of Promotion and Arts

Report Due Date: 2025-08-15

Fiscal Year: 2025

Data Collection

Why do we ask these questions?

The information in this data section is crucial for advocating the significance and effectiveness of arts funding in Maryland, as it is collected and aggregated across all MSAC programs. Your input in completing these questions to the best of your ability is highly valued. The data collected serves not only to provide national data points for advocating for arts funding at the national level but also helps in understanding how arts funding is allocated within the state. Please do your best to fill out the questionnaire; there is no concern about being incorrect or facing repercussions. Your cooperation greatly aids our efforts in supporting the arts community in Maryland.

People

In the section below, count yourself, if applicable. If a category is not relevant to your grant type, please enter "0" into the field.

Number of Full Time Staff

15

Total Number of Artists Directly Involved

126

Number of Part Time Staff

18



Number of Full Time Artists

0

Number of Part Time Artists

0

Number of Full Time Volunteers

0

Number of Part Time Volunteers

12

Attendance

Count yourself, if applicable. If a category is not relevant to your grant type, please enter "0" into the field

Attendance, In-Person, Adults

0

Attendance, In-Person, Children (0-18)

0

Attendance, Virtual

0

Attendance, Free

114674

Attendance, Paid

21633



Attendance, Total

0

Population Details

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Age

No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Group

No single distinct group made up more than 25% of the population directly benefited

Site Federal Congressional District Number (1-8)

To find your Congressional district, please visit [MD General Assembly look up tool here](#).

Click on "Look up", then enter your address. Congressional districts are numbered 1-8.

7

Site Legislative District Number

To find your Legislative district, please visit [MD General Assembly look up tool here](#).

Click on "Look up", then enter your address.

46

Applicant Status

Organization - Nonprofit



Applicant Institution

Arts Council/Agency

Applicant Discipline

Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines - use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.

Project Discipline

Please select the discipline that most closely aligns with the grant-funded activities/project. This may be the same as "Applicant Discipline".

Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines - use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.

Activity Type

institution/organization support – general operational support

Arts Education

Less than 50% of funded activities are arts education

Additional Location(s)

Activity Street Address	Activity City	Activity State	Activity Zip Code
21 S Eutaw Street	Baltimore	MD	21202
401 E Pratt Street, 27th Floor	Baltimore	MD	21202
1427 Light Street	Baltimore	MD	21230

Report Details



Detail progress toward the county arts agency's three-year plan. Reflect on successes, challenges, and learning during the past fiscal year.

Reflecting on the past fiscal year, we must acknowledge that BOPA was faced with unprecedented challenges. Our most significant challenge was the temporary dissolution of BOPA's partnership with the Mayor's Office of Baltimore City. However by the end of June we can confidently say we are moving in the right direction. Robyn Murphy has been appointed permanent CEO, we have revised and adopted new by-laws for the organization, and we are confirming seven new Board members in September. Our by-laws established a non-voting Board with representatives from local arts organizations like the BMA, the Walters, the Reginald Lewis Museum and others, along with a Community Advisory Committee, with 12 members of the public & creative community. The CAC is being selected by a panel of staff & board members, through an open application process. These improvements to our governance will facilitate ongoing, open dialogue about the work BOPA does and aspires to do for the arts community.

With the temporary reduction of staff in the past year, we've taken that as an opportunity to critically examine the programs we run and how they relate to our mission and the needs of the arts community. We will incorporate lessons learned into reimagining the role of the arts council to be most efficient and impactful. Each program, project, and facility will undergo a full review. Programs will be revised as needed to ensure the stability of each and build a strong foundation for the work the arts council does.

As we are able to expand our staffing capacity, we plan to employ our resources across three groups:

ART IN PUBLIC PLACES - Public Art Commission, 1% for Art Program, Art@Work and the Baltimore Mural Program

GRANTS AND AWARDS - Creative Baltimore Fund, Art-in-Education Grant, Community Art Grant, Sondheim Art Prize and the MASB Artist Travel Prize

ARTS & CULTURAL PROGRAMS - School 33 Art Center, Bromo Arts Tower, Free Fall Baltimore and Open Studio Tour.

Despite significant hurdles faced in FY25, we received an abundance of encouragement and gratitude from partners, artists, and arts administrators. received vital financial support from two major local cultural funders: Baltimore National Heritage Area and T Rowe Price Foundation. The week we received notice of the City contract cancellation, T Rowe Price Foundation made a three-year grant commitment to aid in our organizational sustainability. BNHA allowed us to convert project funding into critical operating dollars. These multi-year partnerships signal our progress on cultivating trust with our funders and



Baltimore's cultural community.

What technical assistance can MSAC provide to help the county arts agency meet its goals?

We are seeking an entire overhaul of our websites. In addition to our main website, each of our facilities & many of our programs have their own website. We have audited each website we own, gathered quotes from web development firms. If you have any insight to share on the website development process as it relates to arts service organizations, we would be grateful.

We are anticipating an active Public Art Commission and 1% for Art public art program and have reached out to Ryan Patterson and Nora Howell from MSAC's public art team to assist newly sworn in commissioners to review and adopt new guidelines, with an eye towards streamlining process and adopting best practices in the field.

As we review our grants programs, we intend to reach out to MSAC's grants teams to help review all aspects of administering those programs, from writing the calls for artists and organizations, to adjudication, contracting and payments, to ensure uniformity and fairness in all our programs.

Lou Joseph is also in regular communication with David Mitchell as we build a strategy for how the arts council programming is conducted, to build a strong, stable foundation for this essential work.

Earned Income

Type	Budget	Actual	Notes
Venue Rental	\$233,538.00	\$164,092.00	
Admissions	\$0.00	\$142,463.00	
Sales of Goods	\$30,790.00	\$866.00	
Other Earned Income (please describe)	\$52,739.00	\$21,162.00	Exhibitor/Vendor Fees, Registration Fees
Concessions	\$190,000.00	\$5,152.00	
	\$507,067.00	\$333,735.00	

Contributed Income

Type	Budget	Actual	Notes
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Sponsorships	\$450,000.00	-\$3,200.00
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BFAI accounting was combined with BOPA at the beginning of the year. A disproportionate amount of sponsorships budgeted for festivals were included in BOPA's budget. Actuals reflected the separation of entity accounting.

Foundation Donations	\$280,000.00	\$44,664.00
City Government	\$2,900,000.00	\$2,781,155.00
State Government	\$330,000.00	\$235,562.00
Federal Government	\$105,000.00	\$0.00
Individual Donations	\$5,000.00	\$0.00

Other Cash Contributions (please describe)	\$15,000.00	\$30,350.00
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NEA award accounted for in Miscellaneous; will be addressed at audit

	\$4,085,000.00	\$3,088,531.00
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Total Earned and Contributed Income

	Budget	Actual
Total Earned and Contributed	\$4,592,067.00	\$3,422,266.00

Other Income

Type	Budget	Actual	Notes
Please Select	\$0.00	\$0.00	
	\$0.00	\$0.00	

Total Income

	Budget	Actual
Total Income	\$4,592,067.00	\$3,422,266.00

Expenses

Type	Budget	Actual	Notes
Salaries, Benefits and Related Expenses - Staff	\$2,597,846.00	\$1,620,049.00	
Honoraria (Artists)	\$75,492.00	\$16,700.00	
Security	\$14,703.00	\$13,699.00	



Consultant/Professional Fees	\$557,175.00	\$290,365.00	
Accounting/Legal Fees	\$18,543.00	\$132,176.00	
Rent	\$195,851.00	\$121,257.00	
Utilities	\$32,233.00	\$13,326.00	
Repairs/Maintenance	\$128,050.00	\$92,316.00	includes housekeeping/landscaping
Insurance	\$32,500.00	\$22,143.00	
Communications (Phone, Internet)	\$90,364.00	\$42,967.00	IT & Computer + Telephone
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$100,582.00	\$71,413.00	
Professional Associations (Dues, Subscriptions, Conferences)	\$18,849.00	\$30,798.00	includes Staff Training/Development
Touring/Travel Costs	\$31,309.00	\$9,447.00	
Hospitality	\$7,649.00	\$2,816.00	Food/Bev + Gifts/Flowers
Advertising and Marketing	\$20,488.00	\$10,359.00	
Equipment Rental	\$47,151.00	\$58,907.00	
Investment Management Fees	\$10,000.00	\$0.00	
Other operating expenses (please describe)	\$6,899.00	\$0.00	Meetings, Events, Tickets + Merchandise (COGS), Tax Expense, Miscellaneous Expense
	\$3,985,684.00	\$2,548,738.00	

Other Expenses

Type	Budget	Actual	Notes
Grant-making	\$500,516.00	\$306,150.00	
	\$500,516.00	\$306,150.00	

Total Expenses

	Budget	Actual
Total Expenses	\$4,486,200.00	\$2,854,888.00

MSAC CAD RE-Grants (Including Arts in Education)



	Amount	Description
Total dollar amount allocated for re-grants from MSAC CAD funds	\$31,500.00	Community Arts Grant was the only regranting in FY25 using CAD dollars. BOPA's dire financial situation for most of FY25 negatively impacted our capacity to regrant.

	Number of MSAC Funded Re-Grants	Description
Total number of MSAC CAD funded re-grants	2.00	Two Community Arts grant murals: partnered with Nonprofit Wellness and Central Baltimore Partnership
Total number of organizations benefiting from MSAC CAD funded re-grants	4.00	Baltimore Design School, Nonprofit Wellness, Central Baltimore Partnership, Metro Gallery venue
Total number of artists benefiting from MSAC CAD funded re-grants	3.00	
Total number of individuals benefiting from MSAC CAD funded re-grants	100000.00	Based on neighborhood population data and transportation/commuter information, BOPA estimates that around 50,000 people viewed each new mural project within the first 6-12 months of its installation.
Total number of children/youth (under 18 years old) benefiting from MSAC CAD funded re-grants	23930.00	Mural 1 was on campus of Baltimore Design School (BDS). The benefit estimate is based on the student population of BDS being around 530 and there being an estimated 23,400 youth living in the neighborhoods surrounding that mural project. We were unable to get age-specific data from the other mural project.

Grants From Other Funds

	Amount	Description
Total dollar amount allocated for grants from other county arts agency funds	\$235,150.00	This includes Creative Baltimore Fund which is funded by the City of Baltimore, and Free Fall Baltimore grants. FFB is typically funded by CAD dollars but we got an NEA grant for FFB in FY25.

	Number of Grants From Other Funds	Description
Total number of grants from other county arts agency funds	126	



Total number of organizations benefiting from other county arts agency funded grants

81

Total number of artists benefiting from other county arts agency funded grants

45

Total number of individuals benefiting from other county arts council funded grants

265000

Total number of children/youth (under 18 years old) benefiting from other county arts council funded grants

0

This number reflects artists who received direct grant funds. Artists participated in some capacity in all 126 re-grants.

This estimate is based on the individuals reached by Creative Baltimore Fund grantees and Free Fall Baltimore 2024 program attendance.

We do not have age specific data for these grants, but can start to collect it from grantees if necessary

MSAC CAD Arts in Education (AiE) Funds

	Amount	Description
MSAC CAD AiE Funding Budgeted	\$90,000.00	This budget was a percentage increase based on previous grantmaking activity and amounts.
MSAC CAD AiE Funding Spent	\$0.00	When our Mayor's Office contract cancellation notice was received, MSAC grant dollars were allocated to retaining staff and other critical operational expenses. We will resume A-in-E grantmaking in FY26.

Expenses

Income



Allowable Earned Income

Allowable Contributed Income

Total Allowable Income

Non-Allowable Income

Total Income (Allowable + Non-Allowable)

Allowable Expenses

Non-Allowable Expenses

Total Expenses(Allowable + Non-Allowable)

Attachments

Attach a list of all grants (including AiE) made by the county arts agency during the most recently completed fiscal year. List grants that utilized MSAC CAD funds first and mark them clearly. For each grant awarded, include recipient name, dollar amount, and full address (street address, city, state, and zip code)

[FY25_CAD_Grant_REport.pdf](#)
114.2 KB - 2025-08-22 17:33

Total Files: 1

Budget

Approved Grant Amount: \$235,562.00

Grant Amount \$235,562.00
Spent/Obligated:



Click "yes" to certify that funds were used for allowable uses as outlined in the grant guidelines.

Receipts are not needed for this final report. However, per the grant agreement, please retain documentation and receipts of grant-supported expenses for at least 3 years.

☒ Yes

Please confirm whether grant funds were received.

Yes, I've received the grant funds

Total Project Expenses

This amount may be equal to or greater than the grant amount.

If you received a project grant, please list the total expenses for your project.

If you received a general operating grant, please list your organization's total general operating expenses in the most recently completed fiscal year.

\$2,654,308.00

Total Project Income (including MSAC grant)

This amount may be equal to or greater than the grant amount.

If you received a project grant, please list the total income your project received, including the MSAC grant.

If you received a general operating grant, please list your organization's total general operating income in the most recently completed fiscal year.

\$3,371,974.00

Please indicate in the drop down menu below if your organization is providing budget to actuals for Fiscal Year 2025 (FY25) or Calendar Year 2024 (CY24).

FY2025



Total Project In-Kind*

If you received a general operating grant, please list your organization's total in-kind received in the most recently completed fiscal year.

*In-kind refers to the value of any service, equipment, supplies, printing, space, or other items that were donated to the project or organization that MSAC supported.

\$0.00

Please share any feedback for MSAC and its application process, including, but not limited to, your accessibility needs throughout the application process.

Signature

The name typed here is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature.

Electronic Signature/Certification Statement

Sarah Gibbons Eckels

Electronic Signature Date

2025-08-22

Client UEI: JDLJU1JFCK61

Client DUNS: 900091850



Fiscal Year: 2026

Application ID

2026-35359

Application Type

County Arts Development

Organization Information

Organization Name: Baltimore Office of Promotion and Arts

Address:

7 Saint Paul Street, Suite 100 Suite 100
BALTIMORE, MD
21202-1647

Phone: 410-752-8632

County: Baltimore City

DUNS Number: 900091850

Unique Entity Identifier (UEI): JDLJU1JFCK61

Website: www.promotionandarts.org

Organization's Founding Year

2002

Organization Social Media Sites/Handles

Include any social media links such as YouTube, Facebook, Twitter, Instagram, Other

YouTube, Facebook, Instagram

YouTube Channel

Include a link for your YouTube channel

www.youtube.com/promoandarts



Facebook Page

Include a link for your Facebook page

www.facebook.com/promoandarts

Instagram Page

Include a link for your Instagram page

www.instagram.com/promoandarts

Organization's Fiscal Year Start Dates

2024-07-01

Organization's Fiscal Year End Dates

2025-06-30

Contact Information

Grant Contact Name: Sarah Gibbons

Phone: 443-529-0403

Email: BOPAGrants@promotionandarts.org

Address: 7 St Paul Street, Suite 100

City: Baltimore

State: MD

Zip Code: 21202

Authorizing Official

Organization Affiliation and Title (if any)

Tamara Robinson



Authorizing Official Name

Director of Financial Operations

Executive Director

Executive Director Name

Robyn Murphy

Executive Director's Title

Interim CEO

Executive Director Phone

410-752-8632

Executive Director Email

rmurphy@promotionandarts.org

Three-Year Plan

Project Activities

Mission, Vision, and Values

State the mission and vision of the county arts agency.

Baltimore Office of Promotion & The Arts (BOPA) is an independent 501(c)(3) nonprofit organization who aims to inspire and engage audiences and cultivate the City's creative economy through art and culture. By providing funding and support to artists and arts organizations, as well as producing cultural events across the city, BOPA's vision is to make Baltimore a more vibrant and creative place to live and work.



State the goals and values of the county arts agency.

Goals

1. Align all programming with the needs of our constituent artists and arts organizations, as well as the interests of our audiences
2. Increasingly incorporate artist voice into the design and execution of our programming
3. Enhance partnership with Mayor's Office of Baltimore City to maximize a positive impact on Baltimore's creative economy
4. Cultivate a strong art and culture infrastructure for Baltimore City, connecting artists and arts organizations to their intended audiences and the resources they need to succeed

Values include equity, transparency, public accountability, and employing a community-driven approach to arts administration.

Plan Context

Describe the county. Include general descriptions of the county's demographics and data points to support the description.

Referencing 2022 data, Baltimore City has a population of around 585,000 people. The City's racial makeup is as follows: 61% Black, 27% white, 6% Hispanic/Latinx, 2.5% Asian, and 3.5% Multi-racial. As of 2022, the poverty rate of residents was over 19% and the median household income is \$58,349. The high school graduation rate in 2023 was just over 70%. According to the 2023 American Community Survey, 37.1% of Baltimore City residents have a bachelor's degree or higher.



What are the current needs of the county arts agency's constituents when it comes to arts funding, programming, and services?

The most consistent need expressed by Baltimore City artists is direct funding. Given that both the State and City of Baltimore are facing budget cuts and deficits, artists and arts organizations in Baltimore City need assurances about the sustainability and/or increases in public funding available for the arts.

Active help with navigating certain technical processes related to government funding and other grants. Artists have also expressed a need for both personal and professional support with the government process (understanding and applying for event permits, nonprofit status, etc). They have also expressed a need for support with personal matters such as how to apply for welfare benefits and low-income apartments as an artist. Ensuring that artists have what they need to live and thrive is paramount to BOPA's work.

Artists also expressed a need for additional opportunities to be connected to avenues of professional development such as being introduced to administrators at large arts venues and events. Grantees have expressed interest in wanting to meet staff at anchor cultural institutions such as Walters Art Museum, Baltimore Museum of Art, and Baltimore Symphony Orchestra for networking purposes; BOPA can serve as a connector for artists & arts administrators. There is also a need for increased workforce development opportunities such as resources for artists to monetize their work beyond being the presenting artists; for example, having a Live in the District grantee shadow an Artscape producer, or a Business of Arts grantee shadow Farmer's Market vendors.

Finally, a service that many older grantees and artists have expressed a need for is digital literacy; this demographic tends to struggle with exchanging documents and digitally signing contracts as well as navigating our software systems like BILL.com for invoices & payments, and Submittable for grant application management.

How did the county arts agency determine these needs?

Needs are collected through grant reporting processes and consistent communication with constituent artists and grantees. Final reports always ask how BOPA can improve its programs and services in future iterations of each grant program. BOPA's Public Engagement Manager conducts extensive site visits to grantees to see their programs in action and hear directly from them how their work can be best sustained. In response to community requests, we are planning a series of community conversations, to present the activities of the Arts Council in open public meetings, both in person and virtual, on a regular schedule. We are also planning monthly virtual listening sessions, similar to MSAC's Coffee with the Council, as another vehicle for artists and organizations to gain face time with the arts council staff.



How does the mission of the county arts agency connect to the identified constituent needs?

One of the fundamental practices in executing our mission is to connect artists to their audiences and to resources they would not otherwise be able to access. This includes our grant and prize programs, technical support enhanced by our own capacity to find and manage funding, and creative advancement opportunities such as artwork commissions or public exhibitions. BOPA's aim is to connect artists to the resources they need to thrive which allows them to focus on creation and inspiring those around them.

Our mission addresses how these efforts can contribute to a strong cultural economy. We emphasize the role of the arts as an economic driver for both individuals and communities. Investing in the arts has been shown to attract new investment to neighborhoods and improve the quality of life for residents. BOPA provides revenue-generating opportunities for artists that also serve to beautify communities, interweaving these efforts to amplify Baltimore's vibrancy.

We also understand that support of artists and arts organizations goes beyond funding. MSAC provides an effective model for what it means to bolster the creative economy in a holistic way. We are consistently seeking to understand how artists and organizations want to engage with BOPA beyond grant or prize programs. Through networking, professional development, and technical support, we aim to provide services that creatives need most and connect them to other entities to fill whatever service gaps remain.



Has the county arts agency identified any trends that could impact its service to the county over the three-year period, and in what ways does the agency plan to address these changes?

Projections are currently showing less public funding for the arts in FY26. The State of Maryland is experiencing budget cuts in the upcoming year that, despite there being no proposed cuts for FY26, will certainly impact art and culture funding in future years. Baltimore City is also facing a budget deficit for FY26 that could directly impact the level of funding BOPA receives, thus reducing our capacity to distribute resources to artists and arts organizations. One of our goals is to right size the organization as we reevaluate the extensive portfolio of programs and services we manage. Doing so will support our approach to addressing a reduction in funding. We also intend to leverage the renewed, optimistic outlook of our partnership with the Mayor's Office to cultivate funding relationships with the philanthropic and corporate sectors.

Similar to other county arts agencies, there is also an ongoing conversation in Baltimore City about whether Arts Council work is going to operate as more grants and advocacy or will there still be a solid mix of programming that serve artists. Pertaining to grants specifically, BOPA is tapping into conversations about whether artists/organizations are seeking more general support grants or still desire to access grants specific to their practice or programming.

The Community Conversations we are starting will gather artists of multiple disciplines, organizations that serve various communities within the City, and our partners in the public and private sector. These gatherings will aid BOPA in our efforts to best serve our constituents despite potential reductions in funding.

Process



Describe the process for developing the county arts agency's three-year plan. Who was involved in the plan's creation, and how was community input solicited and incorporated?

As BOPA charts its path forward, it is necessary to identify strategic pillars of our work and to understand the current partnership landscape at the local, regional & state levels; to know who's doing the work, where mission gaps and alignments exist, and where opportunities for intentional collaboration exist. BOPA's Interim CEO and Board of Directors are leading the charge to put the organization back on a positive trajectory after a tumultuous two years. They are currently meeting with corporate leaders, philanthropic institutions, and members of local government for comprehensive recommendations on boosting Baltimore's creative economy over the next three years. Their plan for the next year involves recruiting a permanent CEO and building up a robust Board of Directors to strengthen our path forward. Our newly promoted Arts Council Director brings both extensive experience as an artist and administrator as well as fresh approaches to our work. His longstanding relationships with other creatives and cultural administrators will help BOPA incorporate diverse perspectives in our long-term, strategic planning.

Stakeholders involved in our three-year plan include artists who live and work in Baltimore City, the Mayor's Office of Baltimore City, our funded partners, and to some extent the audiences who are served by our programs. Community Conversations will allow for deeper dives into the importance of a strong art and culture infrastructure in Baltimore for each stakeholder group. We intend to directly incorporate the feedback we collect through these sessions to amplify a community-driven approach to arts administration.

BOPA's approach to strategic planning requires extensive feedback from our community to develop a citywide arts infrastructure. Over the past several months we have collected input from Baltimore artists about the importance of increased public support for the arts in Baltimore City. Our partnership with the Mayor's Office grants us a unique opportunity to advocate to local, state, and federal government for an enhanced system of support services. This fall, dozens of artists spoke out about the importance of an effective relationship between the Mayor's Office and BOPA to contribute to their livelihood as well as enhance the vibrancy of Baltimore City. Their testimonials about how critical the arts are in our City guide our efforts to rebuild BOPA in a way that most efficiently meets their needs and positively contributes to the citywide infrastructure we seek to invigorate.

Plan



List up to five priorities of the county arts agency for the next three years.

1. Evaluate existing programming for effectiveness, efficiency, and impact. It's been over four years since we embarked on our first strategic planning process; we look forward to the opportunity to holistically assess each initiative in our portfolio to ensure we are still serving our constituents the best way we can.
2. Critically examine our governance structure to improve our by-laws and develop an actively engaged, diverse Board of Directors
3. Enhance long-term partnership with the Mayor's Office of Baltimore City. We believe that the existence of a nonprofit Arts Council that works in close collaboration with local government will maximize the resources available to artists and art institutions and strengthen the cultural economy overall.
4. Right size the organization overall. Knowing that many components of our previous contract with the City will be taken out of our portfolio, BOPA can truly focus on our role as the Arts Council moving forward
5. Engage with other CAAM members more thoroughly to gauge what approaches to arts administration are successful in their respective municipalities

Project Activities

Activity, Project, or Program - identify as established, new, or planned	How will the Activity, Project, or Program address the county arts agency's priorities?	How will the activity, project, or program address identified constituent need(s)?	How will the activity, project or program address the CAD program goal(s)?
Program Evaluation	Taking a holistic look at all of our initiatives will help optimize operations, thus enhancing our capacity to distribute resources to artists and organizations. We are in the position to review the roles of each member of the arts council programming team and align programs together within each role, to maximize each person's ability to develop essential programs.	One of the main goals of evaluating our programs is to align each initiative with the needs of our constituents .	Evaluation identifies opportunities to utilize partnerships to increase efficiencies



Sondheim Art Prize	Providing opportunities for artists to engage audiences in museum and festival settings, to fund artists to produce their best work and advance their careers	Many artists are seeking opportunities to expand their studio practices beyond the emerging stages of their career, the funding and museum exhibition components of this program address that directly.	Connecting artists to resources they need to succeed
Art@Work	This program exhibits how we can best serve middle and high school age youth in our capacity as the Arts Council	There remains a lack of consistent OST programming for middle & high school youth in Baltimore City	Youth are made aware of the ability to earn a living through the cultural economy
Murals/Public Art	Art in the public realm engages audiences of all types by virtue of its accessibility, and artists and muralists bring the voices and creative visions of the communities the work is made into fruition.	There are nearly constant asks from around the city for community murals and public art, and many great muralists and public artists- connecting the two and finding and providing the funding.	Public art contributes to a strong art and culture infrastructure in Baltimore City by employing artists to beautify neighborhoods. BOPA, working with the city government, will be renewing it's percent for art ordinance, and with a full Public Art Commission, intends to begin a fresh round of public art calls for artists, conservation projects and conducting public meetings.
Business of Arts / Professional Development for Artists	This program will be paused in FY26 and critically evaluated. Though professional development is an articulated need, there are a complex web of opportunities available from various Baltimore arts organizations, and we would intend to design programming that complements these offerings.	Community Conversations and other artist outreach will ensure that our plans for workforce development address current needs.	Business of Arts has been mentioned by artists in the past few years through listening sessions conducted by BOPA, but to ensure maximum impact for artists, we will evaluate if Biz of Arts is the best avenue through which to provide workforce development.
Arts in Action Grants	Distributing funding to community-based organizations highlights our role as the arts council for the city	Vital OST programming for youth who attend Baltimore City Public Schools. We specifically grant to activities outside of the classroom to encourage a more robust approach to arts engagement for youth who reside in Baltimore.	Community-driven approach by grantmaking to diverse communities across Baltimore City



Exhibitions	Our exhibitions have been among our most successful programming when it comes to connecting artists to their audiences and opportunities for advancement	Providing public-facing opportunities for entrepreneurial artists to make a living with their art.	These exhibitions encourage local arts activities as all artists are either Baltimore or Maryland residents.
MASB Artist Travel Prize	This annual program offers 1 to 2 artists the opportunity to conduct open-ended research for their studio practices.	Provides access to an advancement opportunity that many artists could not access on their own.	The program has been run for ten years, and each year the number of applications increase; in discussing our programs with artists, the award remains of high interest for it's open-ended nature and ability to make connections for opportunities for artists outside of Baltimore.
Free Fall Baltimore	This programs series brings artists from diverse communities and various disciplines together for creative collaborations. Free Fall also incorporates partnerships with other organizations who produce unique programming.	Engage artists directly in ongoing programming that reflects multiple facets of Baltimore's creative character. Grantmaking programs redistribute charitable funds to directly support arts endeavors.	Free Fall programming incorporates all arts disciplines from visual to performance. BOPA strives to mirror rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people, including historically unheard racial or socioeconomic minorities, are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.
Creative Baltimore Fund	Contributes to positive relationship with Mayor's Office because it is funded by them	Addresses the need for public funding for the arts	Contributes to strengthening Baltimore's art and culture infrastructure

Provide details about the county arts agency's grantmaking process. In your response, include: How the county arts agency will ensure all constituents have access to grant programs; How the county arts



agency's grant application, adjudication, and award processes will reflect a commitment to equity; and How will transparency be reflected in the grantmaking process?

Our grantmaking process follows these steps:

1. Application period, technical support and information sessions, recruitment of panelists
2. Panel review and scoring
3. Notifications distributed for awardees and declined proposals
4. Confirmation of program/project elements (if different than application) and contract execution. This includes ensuring that all grantees have the proper permits and/or licenses to proceed with their planned project.
5. Period of performance (varies by grant program)
6. Reporting period, collection of data and storytelling

ACCESS, EQUITY, AND TRANSPARENCY

BOPA's Artist Connection newsletter remains a robust collection of opportunities available to Baltimore-based artists and organizations, including and beyond the grant programs we offer. To ensure all constituents have access to grant programs, we share grants posted by other organizations; if an artist or organization isn't eligible or a good fit for one of our grants, they have information about where else they can find support for their programs. The number of subscribers has increased to over 9,100 which shows that artists have come to expect resources to be shared with BOPA's networks. We also send grant opportunities to other local and regional resources, such as Baltimore Civic Fund and MSAC. In addition to sharing the opportunities themselves, we also host information sessions for each grant.

BOPA embeds equitable practices in its grantmaking whenever possible. Anyone can apply to serve as a panelist; individuals may fill out an interest form to be selected. The questions within the form categorize potential jurors by expertise and areas of interest. Reviewers are selected contingent upon their expertise and the needs of the program. BOPA staff only participate as panelists if one has to drop out at the last minute.

We utilize an application rubric system is used to minimize value judgments and ensure equitable scoring. Scoring is designed to encourage inclusivity and fit with BOPA's mission. Panelists make recommendations based on their scores; BOPA does not exert any influence over the outcomes of the adjudication process. Through the award process, declined applicants are provided with feedback to help put forth a stronger application in the future; we also share other opportunities for which they may be a better fit. We also collect demographic information about our grantees to ensure a) our grantmaking is at



minimum a reflection of the demographics of Baltimore City, and b) make an effort to identify opportunities to increase our support of underserved populations and neighborhoods. BOPA is constantly looking for ways to enhance equity in grantmaking by reviewing final reports and adapting through the lens of our applicants and grantees.

Describe how the county arts agency's programs and grantmaking will serve all arts disciplines, diverse communities, and the entire county over the next three years.

BOPA and the Arts Council are at an inflection point in our relationship with the city that we believe is an opportunity to truly reassess our programming, what we need to focus on and how we apportion our resources and staffing to deliver our programs with a high level of quality, transparency and equity. Part of this reassessment will involve a series of robust community conversations to gain as much feedback as possible, along with ongoing virtual listening sessions, to hear what our community stakeholders really want from their arts council. In this spirit we are planning to build in a process of reviewing projects on an annual basis, and work to get feedback from the communities working on those programs- the ongoing virtual listening sessions will be an opportunity to be transparent with those communities about any changes and why they were made.

With this feedback we want to focus on three areas in FY26 to granularly review and formally set new procedures: grants adjudication and management, the city of Baltimore's Percent for Art Public Art Program, and the visual arts programming for School 33, the Bromo Arts Tower and Artscape. For our grants programs we want to take the feedback gathered, along with identifying professional development opportunities and having staff on state and regional grant juries, to review and overhaul our grants adjudication process to align with current best practices. We are currently onboarding a new Public Art Commission who plan to be active with a new city ordinance taking effect in FY26 that will bring in the funding for public art projects to happen throughout the city. This funding supports two positions that we would intend to fill to administer this program and manage the projects themselves from putting out calls for artists, selecting artists and approving designs with the PAC, to fabricating and installing the artwork. Finally, we will review the visual arts programs we have done in the past few years, with a focus on the galleries in School 33 and the Bromo Arts Tower, considering the best ways these programs can support visual artists in Baltimore. We would be looking to hire for a position to manage these spaces, and also take strategies learned from the research to apply to visual arts programs at Artscape and supporting and reimagining the annual Open Studio Tour.

Other ongoing annual programs at BOPA include the Sondheim Art Prize, Art@Work, Free Fall, the Creative Baltimore Fund, the Communities Thrive Project Grant, the MASB Artist Travel Prize and the Baltimore Mural Program; we would plan to conduct more thorough reviews of these programs in FY27.



State the county arts agency's goals for Arts in Education and how it plans to meet those goals in school and/or community settings over the three-year period. Include what amount the county arts agency plans to allocate to Arts in Education programming or grantmaking for each fiscal year. (Note - MSAC funds may not support activities that are part of a school's curriculum.)

BOPA intends to fulfill the goals listed below by increasing our staffing capacity, working directly with MSAC to discern allowable uses of our AiE funding, and offering more accessible grantmaking opportunities. We hope to make grantmaking the focal point of our A in E programming so the resources we receive from MSAC may be distributed across diverse communities.

1. Reframe our AiE grant program, offering grants on a rolling deadline and meeting monthly to adjudicate. We want to administer at least one grant per month. We understand how youth's needs and desires change over the school year and summer months, so we want to make funding opportunities available on an ongoing basis.
2. Allow and encourage grantees to use AiE funding for field trips to cultural arts centers to enhance access to high quality art experiences outside the classroom, and drive traffic to our partner institutions. BOPA hopes to consider the ability to fund clubs or afterschool programs that typically lack access to quality art experiences.
3. Diversify the disciplines represented in our AiE grantees to include folk arts, cosmetology, and/or martial arts, in addition to supporting diverse range of traditional disciplines such as music, dance, literature, and theater.
4. Funding early-career (recent high school and college graduates) who are in fellowships and internships, so they can attend conferences, conventions, and classes. For example, giving funds to Urban Arts Leadership Program at GBCA so their fellows can attend and present at Arts Administrators of Color annual conference.

BOPA plans to allocate the following amount toward Arts in Education grantmaking or programming over the next three years: FY26 - \$50,000; FY27 - \$52,000; FY28 - \$55,000

Use of CAD Funds



Estimated Funding Use

	Estimated Amounts	Additional Notes
Administrative and Operating Expenses	\$40,000.00	
Arts-in-Education Programming or Grantmaking	\$50,000.00	
Programs and Projects	\$145,562.00	
Total	\$235,562.00	

Other

Total Estimated Amounts

	All Estimated Amounts
Total	\$235,562.00

Financial Information

Please list the dates of your most recently completed fiscal year (for example: July 1, 2023 - June 30, 2024; Jan 1, 2023 - Dec 31, 2023)

July 1, 2023 - June 30, 2024

Earned Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Admissions	\$244,471.00		
Venue Rental	\$497,998.00		
Sales of Goods	\$3,471.00		
Interest Dividends/Realized Gains on Investments	\$52,560.00		
Other Earned Income (please describe)	\$269,692.00		Exhibitor Fees, Food/Bev Fees, Registration/Application Fees
Please Select	\$0.00		
	\$1,068,192.00		



Contributed Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
City Government	\$2,929,518.00		
State Government	\$230,353.00		
Other Cash Contributions (please describe)	\$278,937.00		Miscellaneous Income
Individual Donations	\$2,730.00		
Sponsorships	\$167,978.00		
Corporate Donations	\$65,919.00		
Foundation Donations	\$97,542.00		
Federal Government	\$19,259.00		
	\$3,792,236.00		

Other Income

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Unrealized Gains on Investments	\$29,178.00		
	\$29,178.00		

Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Salaries, Benefits and Related Expenses - Staff	\$2,410,252.00	Salaries + Payroll Taxes + Health & Life Insurance + Retirement	
Honoraria (Artists)	\$64,518.00		
Security	\$15,328.00		
Consultant/Professional Fees	\$508,777.00		
Accounting/Legal Fees	\$65,084.00		
Rent	\$139,464.00		
Utilities	\$48,582.00		
Repairs/Maintenance	\$34,236.00		



Insurance	\$42,591.00	
Professional Associations (Dues, Subscriptions, Conferences)	\$57,420.00	
Touring/Travel Costs	\$49,950.00	Travel + Meetings, Events, Tickets
Hospitality	\$17,319.00	Food/Beverages
Advertising and Marketing	\$34,575.00	
Equipment Rental	\$69,678.00	
Investment Management Fees	\$5,107.00	
Interest	\$2,459.00	
Communications (Phone, Internet)	\$142,394.00	IT & Computer + Telephone
Business Support Services (Bank Fees, Printing, Postage, Office Supplies)	\$157,776.00	Bank/Credit Card Fees + Graphics/Printing/Photograph y, Postage, Supplies
Other operating expenses (please describe)	\$556,101.00	Housekeeping/Landscaping + Staff Training/Development + Merchandise (COGS) + Bad Debt Expense + Gifts & Flowers + Tax Expense + Depreciation + Amortization Expenses + Miscellaneous Expense
\$4,421,611.00		

Other Expenses

Type	Amount	Location of Numerical Figure in Audit or Financial Statement	Additional Notes
Grant-making	\$537,411.00		
\$537,411.00			

Totals

	Total Earned and Contributed Income	Total Income	Total Expenses
Amount	\$4,860,428.00	\$4,889,606.00	\$4,959,022.00



County Arts Agency Bylaws

[7_BOPA_-_By-Laws_-_includes_2013_approved_amendments.pdf](#)
139.9 KB - 2025-01-31 13:22

Total Files: 1

Biographies and Board List

Upload a list of current board members with contact information as well as short biographies of key staff and current board members.

[BOPA_Interim_Board.docx](#)
14.7 KB - 2025-01-31 15:05

[Lou_Joseph_Bio.pdf](#)
20.5 KB - 2025-01-31 15:08

[Robyn_J_Murphy_2024_-_Bio.pdf](#)
1.6 MB - 2025-01-31 15:06

[Tia_Goodson_Bio-_Sr_Director_of_Marketing+_Communications.pdf](#)
14.8 KB - 2025-01-31 15:07

Total Files: 4



Grantmaking Support Documents

Upload complete Grant Guidelines (including eligibility requirements, review criteria, and reporting requirements), Application(s), and Contract(s) for all of the county arts agency's grantmaking programs.

[CBF_FY2025_General_Operating_Support.pdf](#)
158.2 KB - 2025-01-31 15:11

[CBF_Office_Hours_Slideshow_NovDec_2024.pdf](#)
1.1 MB - 2025-01-31 15:11

[Community_Arts_grant_application.pdf](#)
174.7 KB - 2025-01-31 15:11

[Free_Fall_Baltimore_2024_Application_Preview.pdf](#)
137.7 KB - 2025-01-31 15:11

[Free_Fall_Office_Hours_Slideshow_July_1_2024.pdf](#)
1.2 MB - 2025-01-31 15:11

[Fully_Executed_-_Community_Arts_Grant_Agreement_-_Ellen_Janes_Central_Baltimore_Partnership.pdf](#)
1.3 MB - 2025-01-31 15:11

[Live_in_the_District_grant_application.pdf](#)
142.6 KB - 2025-01-31 15:11

Total Files: 7



Arts in Education Programs Support Documents

Upload any Grant/Funding Guidelines, Application(s), and Contract(s) for all of the county arts agency's Arts in Education programs.

[2023-2024_AE_grants_panel_onboarding.pdf](#)
1.3 MB - 2025-01-31 15:12

[2_Arts_Education_grants_guidelines.pdf](#)
253.8 KB - 2025-01-31 15:12

[FY23_Arts_in_Action_Grant_Application.pdf](#)
97.1 KB - 2025-01-31 15:12

[YAA_grant_agreement_ARTS EVERY DAY_JULIA.pdf](#)
522.6 KB - 2025-01-31 15:12

Total Files: 4

Enabling Legislation

Upload the enabling legislation or documentation designating the county arts agency as the official arts agency of the jurisdiction.

[Ltr_to_MSAC_re_FY_26.pdf](#)
106.6 KB - 2024-12-11 16:17

Total Files: 1

Attachments

Please name each attachment with your name and description of document (Example: Art Center_StaffStructure)



Financials

For county arts agencies with a total operating budget (allowable income) below \$750,000: Upload the organization's most recently completed fiscal or calendar year Financial Statement, signed by a professional accountant or the organization's fiscal officer. The signed Financial Statement must be submitted by the application deadline.

For county arts agencies with a total operating budget (allowable income) at \$750,000 and above: Upload the organization's most recently completed fiscal or calendar year Independent External Audit, prepared by a CPA firm. The completed audit must be submitted by the application deadline.

Please visit the MSAC glossary for more info on what is counted as an allowable income.

[Baltimore_Office_of_Promotion__the_Arts__Inc__FS_Audit.pdf](#)
1.4 MB - 2025-01-31 14:08

Total Files: 1

IRS Letter of Determination

[BOPA_IRS_Letter.pdf](#)
351.2 KB - 2025-01-31 13:27

Total Files: 1

Electronic Signatures

The name typed in the "Signature" box below is authorized to sign this Maryland State Arts Council application on behalf of the applicant and certifies that all information contained in this report is true and accurate. Checking this box verifies that the applicant agrees to complete and submit this application by electronic means, including the use of an electronic signature. When installing or conserving public artwork, the applicant agrees to abide by any local regulations, reviews or restrictions set by the local government including local and regional historic preservation requirements. In addition, the applicant certifies that it has read and agrees to the applicable grant guidelines, including eligibility requirements, is not debarred or suspended from doing business with the federal government, and, if an organization, has a Section 504 self-evaluation workbook or comparable document on file.



Authorizing Official Signature

Sarah Gibbons Eckels

Authorizing Official Phone

443-263-4319

Authorizing Official Email

sgibbons@promotionandarts.org