



## **FY14 Touring Monthly Strategic Grant**

For projects occurring between July 1, 2013 and June 30, 2014

Please refer to the **FY2014 Guide to Grants** for complete information on MAC funding policies.

**Grant Programs are subject to change due to budget restrictions.**

### **What Does Touring Fund?**

The Touring Monthly Strategic Grant provides funding for presenters (both community and schools) using performing artists selected from MAC's *Missouri Touring Performers* directory or Missouri artists on the rosters of Springboard or Kansas City Young Audiences.

Community touring supports artistic fees for communities and organizations to present performing artist(s) at public events. The program supports performing artists for community touring to locations 50 miles or more from their home base. You may be eligible to fund artists not in the directory, within 50 miles, or from outside Missouri with another MAC grant.

School touring supports artistic fees for schools and organizations to present performing artist(s) at assemblies and related master classes, workshops and lecture demonstrations. School touring performers must be from the Springboard, Young Audience or school touring qualified performers on the Missouri Touring Performers directory. There is no distance requirement for school touring programs. Priority is given to applicants bringing new artists/artist groups to the school. Artists planning to book school touring performances must provide study guides. These guides should assist teachers who are preparing students for the performance experience and/or act as a follow-up to the performance. A copy of the study guide must be submitted with the application

### **About Missouri Touring Performers Directory**

*Missouri Touring Performers* directory lists Missouri artists available for performances, lecture/demonstrations, workshops, and/or master classes. The artists have been reviewed by a panel for their artistic ability and touring experience. The directory includes musicians, storytellers, folk artists, performers, puppeteers, dancers and street artists. The directory may be viewed online at [www.missouriartscouncil.org](http://www.missouriartscouncil.org) under Touring Performers.

### **Grant Request**

The applicant may request 60% of the artistic fee(s) which may include related travel and per diem expenses. The maximum grant request is \$3,000 per organization, with no more than one application per fiscal year. Schools may request up to \$1,000, once per fiscal year. Applicants may combine multiple artists on a single grant application. Organizations may apply for Touring funding in addition to other MAC grant awards as long as the requested artists fees were not included in another current MAC application or revised project form.

### **Applying For More Than One Grant**

You may apply for up to two grants per fiscal year: one annual and one monthly grant, or two monthly grants. You may only apply for one category of grant per year. Established Institutions and Mid-Sized Arts Organizations may not receive additional grants.

Monthly applications must be submitted by the first Monday of any month at least two months in advance of the month the project occurs. For example, if the project occurs in June, the deadline is the first Monday of April (two months in advance of June.) If the first Monday falls on a holiday, the deadline will be Tuesday. To encourage advance planning, MAC accepts early applications. Applicants will receive notification of funding within six weeks of the deadline submission.

This grant is not competitive and will be awarded as funds are available. Applicants are responsible for negotiating the artist fee and payment arrangements. Artists should be paid in full upon completion of the performance. MAC may be invoiced after the artist's performance and the artist has been paid.

### Match Requirement

Applicants must provide matching funds of 40% or more in cash. Sources of matching funds may include corporate sponsorship, ticket sales, program advertising revenue, concessions, and organization funds.

### Getting Started

Before you begin the application process, please note the following:

1. Contact the appropriate program specialist (see below) before you begin your application.
2. Complete a profile online at <http://mac.cgweb.org> if you have not already done so.
3. Review the touring application and guidelines.
4. Complete the touring application form online at <http://mac.cgweb.org>.
5. Prepare necessary attachments for the application
6. Collect support material that addresses application criteria.
7. Make certain the application is submitted at least two months before the event and by the first Monday of the month. It may be submitted sooner.

**Leslie Forrester**  
**Community Touring Program Specialist**  
314-340-6858  
866-407-4752 (toll free)  
800-735-2966 (TDD)

**Julie Hale**  
**School Touring Program Specialist**  
[julie.hale@ded.mo.gov](mailto:julie.hale@ded.mo.gov)  
314-340-6853  
866-407-4752 (toll free)  
800-735-2966 (TDD)

### Eligibility Requirements

To be eligible to apply for MAC funding, an organization must:

1. Conduct the proposed project in Missouri.
2. Be Missouri-based. This means the physical location (if applicable) is located in Missouri. The location of the organization's registered agent is not considered the physical location of the organization. MAC no longer accepts organizations registered in Missouri as a Foreign Corporation (they are not Missouri based.) If the organization does not have a physical location, a majority of the board members must reside in Missouri.
3. Be tax-exempt as determined by the Internal Revenue Service (501(c)3 status is not required).
4. Be incorporated as a Missouri not-for-profit corporation and maintain not-for-profit status by filing annual registration report with the Secretary of State's office. For more information, visit [www.sos.mo.gov/business](http://www.sos.mo.gov/business) or contact Secretary of State's Corporations Division at 573-751-4153.
5. Has a DUNS number. Please follow the below steps below to assist you with your new D-U-N-S Number request:
  1. Open in your browser <https://iupdate.dnb.com/iUpdate/companylookup.htm>.
  2. On the "iUpdate" page, check to see if your organization already has a D-U-N-S number by entering your Organization Name, City and State then select "Search."
  3. If you do not locate your organization, select "Get a D-U-N-S Number" arrow at the bottom of the screen. There is no charge to your organization. (According to D&B, it will take **24 to 48 hours to receive your D-U-N-S Number** despite the 30 business day disclaimer.)
  4. You will now be in the New D-U-N-S Registration Process. Two **important notes**:
    - This **personal** information is required at this step to validate your **personal** identity and eliminate fraudulent activity. **Do not** enter your **organization address** or your registration will **fail**.

- Please ensure you see the ReCaptcha box at the bottom of the screen. If you do not have the ReCaptcha box, you will need to return to Step 8. Select “No” when asked “Do you want to view only the webpage content that was delivered securely?”

MAC accepts applications from the following types of organizations and/or agencies:

- Arts or arts education organizations
- Chambers of commerce
- Government agencies
- Youth organizations
- Public school districts
- Private K-12 schools
- Community arts organizations
- Social service organizations
- Colleges and universities
- City parks departments
- Religious organizations

**MAC grant recipients must maintain these eligibility requirements through June 30, 2014.**

**Colleges and universities** may also apply for MAC funding. Their programs must be marketed and accessible to the general public in addition to student and faculty/staff. MAC requires that at least 30% of the audience for college/university-affiliated programs is drawn from the general public. Programs occurring on campus must be accessible to the general public, for example, adequate signage directing the general public to the space and parking for off-campus visitors during the arts activity/exhibit hours.

**Religious organizations** are eligible to apply for MAC funding but must address these policies:

- The purpose of the project must be artistic expression.
- The public event cannot take place during a religious service or an event intended for expression of religious faith.
- The event should not be used to promote a particular faith or creed.
- MAC’s intention is to support creative expression of art and performance with religious content without endorsing or supporting a particular faith or creed.

**Ineligible:** Organizations that receive Missouri Arts Council funding through the Established Institutions Mid-Sized Arts Organizations program are not eligible to apply for Touring Monthly Strategic Grants.

## **Required Attachment**

### **Contract or Letter of Intent from each artist**

The contract or letter (from artist to applicant) should include:

- Artist’s name and contact information.
- Identification of applicant, including name and contact person and information (phone, email, etc.)
- Description of activities.
- Date(s), time(s), location(s) of performance(s) and activities.
- Negotiated artist fee.
- Contingency clause (if desired) such as the project’s execution is based on receiving MAC grant award.
- Dated and signed by the artist(s)

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