



FY2011 Touring Monthly Strategic Grant

For projects occurring between July 1, 2010 and June 30, 2011

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. The program supports performing artists touring to locations 50 miles 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. 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

Community touring supports artistic fees for communities and organizations to present performing artist(s) at public events.

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 under Creative Missouri > Missouri 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 \$5,000 per organization, with no more than two requests, for a total of \$5,000 per fiscal year. Schools may request up to \$2,000, two times 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 their current MAC application or revised project form. The deadline for touring grants is the first Monday of each month, at least two months in advance of the event. 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.

Michael Donovan

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Eligibility Requirements

To be eligible to apply for MAC funding, an organization must be a public or private organization:

1. Is Missouri-based and has a Missouri address. Nonprofit corporations that are based in another state must be registered in Missouri as a Foreign Corporation, must have a Missouri address, and must provide all MAC-funded arts activities in Missouri.
2. Is tax-exempt as determined by the Internal Revenue Service.
3. Is incorporated as a Missouri not-for-profit corporation and maintain not-for-profit status by filing an annual registration report with the Secretary of State's office. For more information, visit www.sos.mo.gov/business or call Secretary of State's Corporations Division at 573-751-4153.
4. Has a DUNS number. If you do not have one, it is important that you begin the registration process immediately. It is free to register and you are under no obligation to pay for additional services or products. D&B may try to sell you services; feel free to refuse. Some organizations have experienced challenges obtaining a free DUNS number.
 - To request a DUNS number, call 866-705-5711, press option 4 (for federal government grantees), and then press option 1 (for grantees that know their CFDA number). When you get the operator, identify yourself as a "Missouri Arts Council grant applicant." The operator should know that Missouri Arts Council grant applicants are eligible to receive a DUNS number for free.
 - If you experience problems, please tell the operator that a memo has been issued to D&B personnel instructing staff to provide a DUNS number to Missouri and Tennessee Arts Council grant applicants. If unaware of this memo, please ask the operator to consult with a supervisor.
 - Registering for a DUNS by phone should get you a DUNS number in approximately a day. D&B may encourage you to register online; however, it takes 30 days to receive a DUNS number when using this process.
 - You will be asked to provide the following: Legal name of organization, physical address (and PO Box if you have one), phone, web address, name of the authorizing official, organization's purpose and number of employees.
 - If you are asked for CFDA (Catalog of Federal Domestic Assistance) number, respond that you are applying for state assistance and a CFDA number is not relevant to your situation.

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, 2011.

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.

Ineligible: Organizations that receive Missouri Arts Council funding through the Established Institutions 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)