

**Applicant Information**

**Organization Name**

**FEIN Number**

**DUNS**

**Mailing Address**

**Phone**

**Fax**

**Website**

**Physical Address**

**State House District**

**State Senate District**

**Congressional District**

**Primary Contact**

**Title**

**Phone**

**Email**

**Mission Statement**

**Applicant Status**

**Applicant Institution**

**Applicant Discipline**

## A. Additional Applicant Information

1. Popular Name, School Name, Department,  
Art Program or Doing Business As

2. School Building, Department, Art Program  
or Doing Business As

3. Are you a new or returning MAC  
applicant?

New Applicant<>Returning Applicant

4. Grant Program

Artist in Residence<>Out of  
School<>Professional Development

5. Type of Organization

Public School District (skip 8 and 9)<>Private  
School<>Social Service Agency<>Arts  
Education Organization<>Other

6. Accounting Contact Name

6a. Accounting Contact Phone Number

6b. Accounting Contact Email

7. What is the ending date of your  
organization's most recently completed  
fiscal year? (Not required for public school  
districts.)

8a. Organization's Operating Income

8b. Organization's Operating Expenses

8c. Dept./Program Operating Income

8d. Dept./Program Operating Expenses

## **B. Project Information**

### **1. Proposed Project Title**

### **2. Describe the project for which you are requesting funds.**

**If an organization is applying, also explain how it fits into the scope of the organization's mission and programs**

**If a school is applying, also explain how the project supports the school's improvement plan.**

### **3. Provide name and address for all locations of project activities.**

### **4. Project Beginning Date**

### **5. Project Ending Date**

### **6. Artist in Residence Only.**

**Provide the names of all participating schools.**

### **7. Out of School and Professional Development Only.**

**Provide the names of the schools represented by students or teachers participating in, or invited to participate in, the program.**

**8a1. Target Group #1 - Grade, Age, (for Artist in Residence and Out of School Grants) or Profession (for Professional Development Grant)**

**8a2. Target Group #1 - Number of Students (for Artist in Residence and Out of School) or Teachers and Teaching Artists (for Professional Development Grant)**

**(Recommended 30 maximum for Artist in Residence and Out of School)**

**8a3. Target Group #1 - Why was this group of students selected? Explain special characteristics of this target group.**

**8a4. Target Group #1 - Number of Hours Spent with Artist(s)**

**8b1. Target Group #2 - Grade, Age, (for Artist in Residence and Out of School Grants) or Profession (for Professional Development Grant)**

**8b2. Target Group #2 - Number of Students (for Artist in Residence and Out of School) or Teachers and Teaching Artists (for Professional Development Grant)**

**(Recommended 30 maximum for Artist in Residence and Out of School)**

**8b3. Target Group #2 - Why was this group of students selected? Explain special**

**characteristics of this target group.**

**8b4. Target Group #2 - Number of Hours Spent with Artist(s)**

**8c1. Target Group #3 - Grade, Age, (for Artist in Residence and Out of School Grants) or Profession (for Professional Development Grant)**

**8c2. Target Group #3 - Number of Students (for Artist in Residence and Out of School) or Teachers and Teaching Artists (for Professional Development Grant)**

**(Recommended 30 maximum for Artist in Residence and Out of School)**

**8c3. Target Group #3 - Why was this group of students selected? Explain special characteristics of this target group.**

**8c4. Target Group #3 - Number of Hours Spent with Artist(s)**

## **C. Artistic Quality (30%)**

**1. Name the fine arts discipline(s) that will be studied. Describe the project and how this project will contribute to learning in the arts?**

**2. Describe the artistic and teaching qualifications of the contracted artist(s) and why they are selected.**

**For Artist in Residence, explain how the artist will enhance what is already being taught in the classroom.**

## **D. Arts Learning (40%)**

**1. Name the subject(s) that will be taught in the project. Tell what you intend for students to learn. Identify the learning outcomes for the fine arts as well as any other subjects that will be addressed.**

**2. Artist in Residence and Out of School Only.**

**Explain in a narrative format how the project addresses Missouri Grade Level Expectations and/or National Arts Standards.**

**3. Professional Development Only.**

**How does the project adhere to the Missouri Department of Elementary and Secondary Education's High-Quality Professional Development Criteria?**

**4. Explain how you will evaluate the overall success of the project.**

**5. Artist in Residence and Out of School Only.**

**Which of the education benefits, that you have listed in the first question in this section, are measureable? Explain how you will assess student learning. Describe the sample assessment tool that is uploaded in Section H - Attachments.**

## **E. Administrative Ability (30%)**

**1. How will the program be marketed to ensure adequate enrollment?**

**2. Artist in Residence and Out of School Only.**

**How will the students be selected? Explain any enrollment fees and/or scholarship opportunities.**

**Professional Development Only.**

**How will teachers or teaching artists be selected?**

**3. How will the project reach others within the building or surrounding community?**

**4. Describe any volunteer support or contributed resources.**

**5. Artist in Residence and Out of School Only.**

**What accommodations will be made for transporting students to and from the program?**

**6. Describe the work of the planning committee, especially preparations already made and the role of this committee for oversight and management. If returning applicant, tell how evaluations and assessment outcomes from the prior project have been used for planning this project.**

**7. Describe your organization's ability and efforts to secure funding for the proposed project? Indicate if the school district or private school is using teacher and/or administrative time as the cash match.**

## **F. Underserved Students**

**1. Describe any characteristics that qualify the students as being at risk or underserved, such as race, special needs and income. If a returning applicant, also provide information about the students who actually participated in the previous year.**



## G. Summary Budget

### CASH EXPENSES

1. Personnel - Administrative	
2. Personnel - Artistic	
3. Personnel - Technical/Productions	
4. Outside Artistic Fees and Services	
5. Outside Other Fees and Services	
6. Space Rental	
7. Travel	
8. Marketing	
9. Remaining Expenses See Help for what MAC CAN and CANNOT FUND.	
10. Capital Expenses - Acquisitions MAC does NOT FUND Capital Expenditures.	
11. Capital Expenditures - Other MAC does NOT FUND Capital Expenditures.	
Total Expenses	0

### CASH INCOME

1. Admissions	
2. Contracted Services Revenue	
3. Corporate Support	
4. Foundation Support	
5. Other Private Support	
6. Government Support - Federal	
7. Government Support - State/Regional	
8. Government Support - Local	
9. Other Revenue	
10. Applicant Cash (used for this request) (Do NOT include MAC request in this line.)	
11. Missouri Arts Council Request (Request amount cannot exceed 50% of total project expenses.)	
Total Income	=

## H. Attachments

<b>Project Schedule</b>	Attached
<b>Budget Detail</b>	Attached
<b>Bio Summary of Planning Committee</b>	Attached
<b>Teaching Artist(s) Resume</b>	Attached
<b>Teaching Artist(s) Letter(s) of Intent</b>	Attached
<b>Assessment</b>	Attached

<b>If Applicable Documents Checklist</b>	Additional Target Group Information
	Board List
	Additional Board List
	Financial Statement
	IRS Tax Exempt Status Letter
<b>UPLOAD HERE</b>	Private School Directory Listing
	Missouri Annual or Biennial Registration Report
	Authorizing Official Letter
	Audit
	Summary of Outcomes
	Recommendations / Stipulations

## **Compliance Statement**

**Authorizing Official's First and Last Name**

**Authorizing Official's Title**

**Submitting Person's First and Last Name**

**Submitting Person's Title**