



FY2018 Guide to Grants

for Projects Occurring July 1, 2017 through June 30, 2018

Grant Programs are subject to change due to budget restrictions.

About MAC

Missouri Arts Council, a state agency, provides funding to nonprofit organizations through grants that meet our strategic goals:

- Engage people in meaningful arts experiences
- Grow Missouri's economy using the arts
- Strengthen Missouri education through the arts

MAC awards grants to organizations to stimulate the growth, development, and appreciation of the arts in Missouri. This funding makes possible quality arts programming to communities throughout Missouri. The funds are provided on a reimbursement basis after the award and the match has been spent. In addition to financial assistance, MAC provides expertise in community development, fundraising, marketing, grantwriting, arts education, artistic disciplines (visual arts, music, literature, theater, dance, festivals, and film/media), and more.

Funding for the Missouri Arts Council is provided by the Missouri General Assembly through the state's annual budget bill approved by the governor, Missouri Cultural Trust, and National Endowment for the Arts. The MAC board determines the annual budget at the June meeting.

FY2018 Grant Cycle

For FY2018, MAC is accepting applications for funding Arts Education, Arts Council Project (formerly Community Arts), Electronic Media, Festivals, Folk Arts, Literature, Multidiscipline, and Music (Instrumental and Vocal/Presenters). In addition, we are accepting applications from touring performers to be listed in the Missouri Touring Performers directory.

New Applicants: If your organization would like to submit an application for a project in Arts Council Operating (formerly called Community Arts), Dance, Established Institutions, Mid-Sized Arts Organizations, Minority Arts, Theater, and Visual Arts, please consult the guidelines for [Express Grant](#), which has a rolling deadline.

Returning Applicants: If your organization received annual FY2017 funding from Arts Council Operating (formerly called Community Arts), Dance, Established Institutions, Mid-Sized Arts Organizations, Minority Arts, Theater, and Visual Arts, you must submit an Off Year Application to receive FY2018 MAC support.

What Does MAC Fund?

MAC funds projects with an artistic component that are open to the public. An arts project is a specific, identifiable program that has a distinct focus, format, and objective. Funds may be used for artist fees, travel expenses, marketing, project-related educational materials, and more. A project may include the following:

- Performance of dance, music, opera, and/or theater (single performance or series)
- Arts festival or arts component at festival or county fair
- Exhibition or exhibition series
- Literary journal publication
- Film festival, film series, or production of media arts project
- Artist residencies (Arts Education)
- Educational programs

Monthly and Annual Grants

Monthly grants offer smaller funding amounts, a limited application, and quicker turnaround. This is designed for first-time applicants, applicants that missed the on-year deadline, smaller projects, or one-time projects.

Annual grants offer larger funding amounts with a more extensive application and process. This is designed for larger projects, repeating projects, or operating support in certain cases.

Grant Request

The request amount depends on the grant program and matching requirement. Awards may not exceed 50% of the program costs.

Match Requirement

Most Missouri Arts Council grants must be matched 1:1. Please note that state funds cannot be matched with state funds. The matching funds should come from other cash revenue sources—earned, private, or federal or local government.

Who May Apply?

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

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

- Be tax-exempt 501c3 as determined by the Internal Revenue Service and incorporated in Missouri as a not-for-profit corporation. You must maintain not-for-profit status by filing annual or biennial registration report with the Missouri Secretary of State's office. For more information, contact [Secretary of State's Corporations Division](#). OR
Be a unit of federal or local government, such as a library, university, county, or municipal agency.
- Conduct the proposed project in Missouri.

Additional requirements apply to organizations seeking funds for Accelerate, Arts Council (formerly Community Arts), Established Institutions, Folk Arts, Mid-Sized Arts Organizations, and Minority Arts Programs. Consult the [additional guidelines](#) and [appropriate Program Specialist](#).

Ineligible to Apply

Individuals, for profit organizations (including B Corporations), nonexempt nonprofit organizations, and nonprofit organizations with foreign incorporation with the Secretary of State's Office are not eligible to apply for MAC funding.

Finding and Obtaining a DUNS Number

All MAC applicants must have a D-U-N-S number. Follow these steps to find or obtain a DUNS number:

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. A few important notes:
 - Personal information is required at this step to validate your personal identity and eliminate fraudulent activity. Don't 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?”
- You may be asked to pay a fee for services. Feel free to decline, this is not necessary.

Colleges and Universities

Colleges and Universities may apply for MAC funding. Their programs must be marketed and accessible to the general public in addition to students, faculty, and staff. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public.

- Accessibility for programs occurring on the college/university campus includes, but is not limited to, providing adequate signage directing the general public to the space and providing parking for off-campus visitors during the performance, exhibition hours, or arts activity.
- MAC will not accept applications for projects in which course credit is the primary purpose.
- MAC will not accept proposals for projects of faculty members of college/university applicants.

College Application Limit

Each *academic department* may receive one application per fiscal year. However, when the department includes more than one artistic discipline, MAC will accept one application for *each* artistic discipline per fiscal year. For example, the Theater and Dance department may submit two applications—one for Dance and another for Theater. However, the University cannot submit two applications on behalf of Theater. For administration departments (like student affairs), MAC will accept one application per fiscal year.

College Budgets (Please contact your Program Specialist for assistance with your budget.)

- F&A Costs: Missouri Arts Council does NOT allow colleges/universities to charge a F&A cost recovery fee. While MAC won't pay standard F&A charges, the budget may include basic operating costs that are directly related to the arts project.
- In Kind Contributions: MAC's definition of in kind is different than a university definition. MAC defines in kind donation as a donation of products or services from an individual or company outside of the university. MAC considers contributions from different university departments as applicant cash, not in kind.
- State funds cannot be matched with state funds.

College Applications vs. Interim/Final Report:

- In the application, the college/university should provide all of the project expenses and income for the proposed arts project.
- MAC prefers to see the relevant project expenses/income in the Interim and Final Reports. However, MAC understands that this might not be possible due to some colleges/universities policies about matching funds. In such cases, the college/university applicant must clearly state that the Interim/Final Report reflects the minimum budget to satisfy MAC's matching fund requirement. Sample text: *XYZ College has decreased the Project Budget to the minimum needed to match the MAC award. Since MAC requires a one-to-one match, the college is matching the \$5,000 MAC award with \$5,000 in applicant cash. Although the Project Budget has been decreased to the minimum match amount, the college acknowledges that the MAC award is supporting the entire Arts Project.*

College Contact Person

- MAC encourages all applicants to coordinate with the university's grants/sponsored research office.
- Only one person can be the official contact person. – one email address, phone number, fax, and mailing address. Used for all correspondence. Colleges/universities may provide additional/back up contacts for the grant file.

Authorizing Official

For college/university, the authorizing official is the President or Board Officer.

Getting Started

1. If you have not already completed an online profile, you may do so at <http://mac.culturegrants.org>. Create only one profile per organization.
2. Review the application and guidelines.
3. Contact a program specialist to indicate your intent to apply.
4. Complete the application form (including attachments) online.
5. Prepare support material that addresses application criteria.
6. Submit a draft application by the **last Monday in January**. OPTIONAL
7. Make certain the final application, including support material, is submitted no later than the **last Monday in February**. All support material must be uploaded electronically to the application. Physical support materials are no longer accepted.

Note: Applications that are incomplete (missing required answers, attachments or support material) will not be considered for funding. We reserve the right to remove materials that do not comply with application requirements.

MAC Program Specialists

Julie Hale

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- Arts Education Program

Keiko Ishida 314-340-6859

keiko.ishida@ded.mo.gov

- Electronic Media Arts
- Multidiscipline
- Visual Arts
- Established Institutions
- Mid-Sized Arts Organizations

Donald Rice 314-340-6854

donald.rice@ded.mo.gov Festivals

- Accelerate
- Express Grants
- Festivals
- Minority Arts Program

Virginia Sanders

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- Partnership (formerly Art Services)

Jill Tutt

314-340-6857

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- Dance
- Literature
- Music
- Theater

Jason Vasser

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- Arts Council Grants
(formerly Community Arts)
- Express Touring Grants
- Missouri Touring Performers

Folk Arts Program Staff

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Lisa Higgins Director

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***The request amount** must be matched and may be no more than 50% of the total budget except for the Touring. The award amount will most likely be smaller than the request amount.

Note: The grant programs are subject to change due to budget restrictions.

Categories	Maximum Request*	Purpose
Rolling Deadline: First Monday of the month and at least 2 months before the project start date		
Big Yellow School Bus	\$300	Supports transportation costs for one school field trip to MAC-supported arts programs.
Express Arts Council Basic (formerly Community Arts)	\$2,500	Provides project support to arts councils located outside the city limits of St. Louis and Kansas City with multidisciplinary programs.
Express Arts Education	\$2,000	Supports one artist in residence OR out of school OR professional development grant PLUS one school touring grant (\$1,000).
Express Minority Arts	\$2,500	Provides support for arts projects created by and/or targeted to African-American, Asian American, Latino/Hispanic, and Native American communities.
Express Project	\$2,000	Provides support for smaller arts projects with a simpler application.
Express Touring	60% of artist fee, \$3,000 total	Enables communities to present the artists on Missouri Touring Roster and allow those artists to perform in Missouri communities.
Annual Deadline: Last Monday in February, except Accelerate which is due in July.		
Accelerate	\$1,000	Provides needs assessment, action plan, and funding to strengthen and grow arts organizations.
Arts Council (formerly Community Arts Program)	\$20,000 Project \$35,000 Operating	Provides project or operating support to arts councils outside the city limits of St. Louis and Kansas City with multidisciplinary programs.
Arts Education	\$10,000	Supports artist in residence, out of school, and professional development programs in schools.
Established Institutions	\$300,000	Provides operating support for arts institutions with an annual budget greater than \$2 million. Other eligibility requirements apply.
Discipline	\$30,000	Provides support to larger and ongoing arts projects in Disciplines including Dance, Electronic Media Arts, Festivals, Literature, Multidiscipline, Music (Instrumental & Vocal/Presenters), Theater, and Visual Arts.
Folk Arts	\$30,000	Provides support for the traditional folk arts of Missouri.
Mid-Sized Arts Organizations	\$50,000	Provides operating support for arts institutions with an annual budget greater than \$500,000. Other eligibility requirements apply.
Minority Arts	\$30,000	Provides support for arts projects created by and/or targeted to African-American, Asian American, Latino/Hispanic, and Native American communities.
Partnership (formerly Arts Services)	Varies, by invitation only	Provides support for special initiatives that include direct collaboration with MAC and shared alignment with MAC's strategic goals.

You May Apply For More Than One Grant

If you received	You may also apply for one additional grant in:
Annual or Express Grant (including Project, Minority Arts, and Arts Council Basic Support)	<ul style="list-style-type: none"> ▪ Touring or ▪ Arts Education (including express or annual Artist in Residence, Out of School, and Professional Development)
Arts Council Grant (formerly Community Arts Program)	<ul style="list-style-type: none"> ▪ Touring or ▪ Arts Education (including express or annual Artist in Residence, Out of School, Professional Development) ▪ Also, ACG may apply on behalf of local schools for Arts Education and School Touring.
Mid-Sized Arts Institutions	<ul style="list-style-type: none"> ▪ Arts Education (Artist in Residence or Out of School only)
Established Institutions	<ul style="list-style-type: none"> ▪ No other grant.

Participating in Accelerate does not count against your grant limit. Schools may also apply for School Touring or Big Yellow School Bus as part of their two grants.

Requirements for MAC-Funded Projects

Projects that receive MAC funds must meet the requirements below:

- **Be open to the General Public**
Projects that receive MAC funding must have a public presentation, in which the general public may participate or attend, within the fiscal year of the award. Examples of public presentations are exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.
- **Be Accessible to All Persons with Disabilities**
MAC-funded programs must be accessible to persons with disabilities. Adequate accessibility includes timely notice of the event, space for disabled persons, proper scheduling to allow for the greatest number of persons to attend, adequate parking, and signage.
- **Fulfill Contractual Obligations**
Grant recipients of MAC funding will sign a contract obligating the organization to responsibilities that accompany MAC funds. MAC will take the necessary action to rescind the awards of grant recipients that fail to comply with the contractual requirements:
- **Recognizing Funding**
Projects that receive MAC funding must prominently recognize MAC’s contribution on their organization’s website as well as all project-related news releases, brochures, flyers, banners, etc, using the [MAC logo](#) and required credit line: “Financial assistance for this project has been provided by the Missouri Arts Council, a state agency.” Verbal acknowledgement should be given in any event where there are no printed materials and during any communications with the media.

Established Institutions are supported in part with federal funds. In addition to recognizing MAC, Established Institutions must recognize the National Endowment for the Arts using their [logo](#).
- **Be Nondiscriminatory**
The Missouri Arts Council complies with all local, state and federal laws and regulations concerning civil and human rights and must ensure that its programs, employment practices and grants are free of any discrimination based on race, color, national origin, disability, sex, or age. Any project

receiving MAC funding must comply with the following federal laws and the applicant must sign a Grant Agreement attesting to its compliance:

- Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 prohibits discrimination based on: race, sex, religion, national origin, color or pregnancy and related medical conditions.
- Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of disability.
- The Americans with Disabilities Act of 1990, (Public Law 101-336) and ADA Amendments Act (ADAAA) of 2008.
- Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any educational program receiving federal assistance.
- The Age Discrimination Act of 1975 provides for nondiscrimination in federally assisted programs on the basis of age.

▪ **Meet Fair Labor Standards**

No part of any MAC-funded project will be performed or engaged in working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in such project. Compliance with the state's safety and sanitary laws is to take place shall be *prima facie* evidence of compliance. In addition, all professional performers and related or supporting professional personnel employed on MAC-funded projects must be paid at least minimum compensation as determined by the U.S. Secretary of Labor to be the prevailing minimum compensation for persons employed in a similar activity.

▪ **Fulfill Audit Requirements**

Applicants are required to submit audited financial statements with their application (or, at the latest, by June 1) if they meet the criteria listed below.

- Organizations with operating budgets of \$500,000 and over (if the applicant organization's operating budget is below \$500,000, but its parent organization is over \$500,000, then the applicant organization must submit a copy of the parent organization's audit with its application);
- Organizations receiving federal funds of \$300,000 or more in the form of one grant or the aggregate amount of multiple grants as part of MAC award(s)

Exempt: Government agencies, public schools, and colleges/universities are not required to submit an audit.

Organizations that do not submit an audit by June 1 will jeopardize their eligibility for funding. In extraordinary circumstances, the Executive Director of the Missouri Arts Council may extend the deadline for meeting the audit requirement; however, no Grant Agreement will be issued until a financial audit has been submitted and approved by the MAC staff.

Audited financial statements must conform to the following standards:

- Performed by an independent Certified Public Accountant (CPA);
- Presented on an accrual basis of accounting;
- The audit must cover the organization's most recently completed fiscal year.

▪ **Maintain Records for Review**

Grant recipients of MAC funding are responsible for the safekeeping and identification of financial records maintained in order to account for funds awarded to them. Financial records shall be subject to audit or review by MAC, the state of Missouri, and/or federal government and shall include all receipts, obligations, and disbursements of grant and matching monies. Records must be kept in the grant recipient's files for a period of three years after the completion of the MAC-funded project.

- **Comply with E-Verify**
Organizations receiving a grant from the Missouri Arts Council over \$5,000 must enroll in E-Verify. The law signed became effective January 1, 2009. Under the legislation, employers are required to check their new employees' immigration status with the federal government's online authorization program called E-Verify. Grantees receiving over \$5,000 from MAC can register for the free E-Verify service at <https://e-verify.uscis.gov/enroll/>. At the end of the process, you will be required to accept the electronic Memorandum of Understanding detailing the responsibilities. Both the St. Louis and Kansas City Volunteer Lawyers and Accountants for the Arts offices can assist you with information on E-Verify and Form I-9 (Employment Eligibility Verification).
- **Maintain Eligibility**
Organizations receiving MAC funding must maintain its eligibility throughout the funded project period.
- **Changes to Your Grant**
You must inform MAC in advance if there are changes to your grant after you receive your award notification. For changes to programs, schedules, or contact information, you may simply send an email from the authorizing agent to your program specialist. If you are releasing funds or changing the authorizing agent, this should be requested on your organizational letterhead to the program specialist. All changes must be approved by MAC.

Funding Policies

These policies are adopted by the Missouri Arts Council board and subject to change without advance notice. Please contact your Program Specialist or Michael Donovan, Executive Director, if you have any questions about these policies.

- **Religious Content**
Organizations are eligible to apply for MAC funding for projects with religious content but must address these policies:
 - The primary 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.
- **Fiscal Agent**
MAC does not fund projects using fiscal agents.
- **Grant Writer Compensation**
Grantees may not pay a grant writer or fundraiser (or someone acting in that capacity) compensation based on a percentage of a grant award or contingent upon award of a grant.
- **Duplicate Funding**
MAC will not approve more than one grant toward a particular project during any MAC funding year. If more than one organization is collaborating on a MAC-funded project, only one organization may include it in their grant application.
- **Funding Fluctuations**
Funding is not guaranteed from year to year. Organizations must submit project proposals for panel review/recommendation and Council approval every year. Funding is based on the strength of the grant proposal (in terms of the evaluation criteria) as well as the organizations past performance. MAC will not approve more than one grant award to a particular project during any funding year.
- **Quality**
While it is MAC's goal to fund programs that are of high quality, MAC believes that applicants cannot be measured by a single standard of quality. A high quality performance in one area of the state may not be considered to be of high quality in another area. MAC encourages and rewards

the achievement of quality.

- **Cultural Diversity/Programs Targeting Minority Groups**

MAC recognizes that there are a great variety of cultural traditions in the state. MAC encourages the presentation and expansion of art forms to include these cultures. In addition, applicants seeking MAC funds for programs targeting minorities must demonstrate minority involvement in their planning process and execution.

- **Compensation to Artists**

MAC believes that artists should be compensated for their artistic expertise and services rendered. MAC staff and panelists will advise the Council regarding appropriate compensation.

- **Employment of Missouri Artists**

MAC encourages the employment of artists who are Missouri residents. However, the Council strives toward a balance in funding the development of Missouri artists and providing Missouri residents with the opportunity to experience artists from outside the state.

- **Art Courses**

MAC does not fund art courses unless they are predominately serving a population that lacks access to arts programs due to geography, economics, ethnicity, or disability. However, MAC does fund projects that provide in-depth knowledge and skills in the arts in preK-12 schools and community settings through MAC's Arts Education Artists-in-Residence and Out-of-School grant programs. MAC funds may also be used for Master classes and workshops as an ancillary activity of a funded project.

- **Community-Based Mural Projects**

MAC supports the creation of community-based murals that engages members of the community through visual art. In order to qualify the mural project must be developed through a collaborative process substantially driven by local people often with the guidance and assistance of professional artists.

A fundable mural project will have broad involvement of the public in both the design and mural execution. Design collaboration may include community meetings, outreach presentations, and hands-on activities to gather ideas for content and design. Execution includes the public in the actual creation of the mural.

Funding for these projects may be obtained in a monthly or annual Arts Education Artist-in-Residence grant, Express Grant, or annual Visual Arts Discipline grant. If an organization is an eligible Arts Council applicant, the project may be included as part of an Arts Council grant. Matching funds are required and all MAC funding policies apply.

What MAC Cannot Fund

Missouri Arts Council assistance cannot be used to fund the following items. However, some of these expenses may be included as matching funds. Those marked with an asterisk (*) may not be used as match.

- Programs occurring before or after the fiscal year in which it was funded □ Direct aid to individuals, including scholarships or fellowships
- Projects that have already occurred*
- Projects outside the state of Missouri*
- Projects in which school, college or university course credit is the primary purpose □ Projects of faculty members of college or university applicants
- Youth productions, however MAC will consider funding the adult artistic professionals (including tech) that support the public performance
- Projects that are not primarily arts activities but are essentially recreational, rehabilitative or therapeutic
- Costs of parties, receptions, fundraising benefits and other social activities

- Cash prizes and awards
- Transportation of audiences to projects except in projects supported by Big Yellow School Bus grants
- Publications whose sole purpose is to market commercial enterprises
- Tickets to arts events
- Commissions and acquisitions of permanent works in the visual arts
- Permanent acquisitions (for example, buildings or land)
- Capital improvements, new construction, renovation or restoration
- Non-expendable supplies and equipment (for example, copy machines, building supplies, and musical instruments) (Props, costumes, rented equipment, etc. are considered expendable items). Exception for non-expendable supplies and equipment: Accelerate
- Investment or contingency funding (for example, accounts earning interest)
- Deficits
- Organizations receiving line-item funding from the state of Missouri
- Basic operating expenses such as rent and utilities, unless directly related to the arts project the organization is presenting
- Programs receiving funding through Mid-America Arts Alliance that use state funds from MAC. State funds cannot be matched with state funds
- Exhibitions in which only associates of the organization — students, faculty and/or members — are eligible to exhibit
- Historic re-enactments
- Research projects on historical folk arts no longer practiced in Missouri
- Archival or restoration projects
- Submissions that do not meet the minimum viewing hours. Exhibition projects should meet the minimum exhibition viewing hours of 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.). The exhibition viewing hours must be published in promotional materials.

Application Review Process

MAC aims to distribute funds fairly and equitably among art forms and across the geographic and ethnic diversity of Missouri. Advisory panelists evaluate applications according to three weighted criteria: Artistic Quality, Community Involvement, and Management Ability. Most discipline grants are weighted by 50%/30%/20%. Arts Council (formerly Community Arts) is weighted 30%/40%/30%.

Artistic Quality

Artistic Quality

MAC considers the extent to which a project maintains and improves the quality of Missouri's arts services and broadens the artistic scope of the state's cultural activities. MAC also considers the degree to which the project preserves and enriches the cultural resources of the state and encourages traditional artistic activities and new and imaginative endeavors. In making determinations about artistic quality, application reviewers are guided by:

- Biographical summaries of key artistic and technical participants.
- Support materials, such as photographs, CDs, catalogs, reviews and articles □The project's contribution to its respective art field.
- Folk Arts Program: Evidence of the authenticity and artistic integrity of the traditional art form and artists.

Creativity

MAC evaluates the extent to which a project challenges and develops the applicant organization's creative capabilities and the aesthetics of their constituencies by considering the following:

- The utilization of original and unique works of art.

- Originality in program concept, design, and presentation.

Community Involvement

The applicant organization should be in dialogue with its community about local needs and strengths and arts programming should reflect that dialogue.

Community Need

MAC considers the community's need for the project as determined by:

- Community location and reach of applicant and the geographic need for arts services.
- The project's contribution to the education of the local community.
- Demographics of applicant organization's board, staff and volunteers □The estimated size and range of audiences directly served by the project.
- Outreach services to new and diverse audiences (for example, racial and ethnic minorities, the elderly, the disadvantaged, and the physically or mentally challenged).
- Creativity in audience outreach strategies.
- Development and/or exposure of Missouri artists.
- Accessibility of the project to the general public (location of project, appropriateness of facility, cost of event, publicity, etc.).

Community Support

Community's support of the project is determined by:

- Size of past audiences.
- Financial backing and/or donated professional goods/services from the community or local government.
- Letters of support/interest from past or proposed participants in the project.
- Folk Arts Program: Evidence of the involvement of representatives and cultural specialists from the traditional communities presented.

Management Ability

Administrative Ability

The quality of the organization's project management is determined by:

- Program management including personnel, program development, marketing, venue management, activities, sponsors, volunteers, etc.
- Biographical summaries of administrative staff, whether paid or volunteer.
- Financial stability of the organization based upon financial reports.
- Administration of previous MAC-funded programs, including submission of prompt and complete MAC paperwork, as reported by MAC staff.
- Clarity and completeness of the application form.
- The organization's fulfillment of its stated mission and long-range goals.
- Evaluations of past projects.
- Past program support materials.

Program Budget

The project budget is evaluated by considering the following elements:

- Accuracy.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-MAC financial support for the project.
- Evidence of clear financial need for MAC support. There are different dimensions of need. One organization may need MAC funds to stay in business while another may need funds to improve the quality of what it is doing. Both types of need are legitimate.

Advisory Panels

Each year MAC appoints Missouri residents and regional representatives to serve as volunteer panelists to review grant applications. Selected panelists are either knowledgeable in a particular art form or they are arts enthusiasts who serve as community representatives on the panel. Panel composition varies according to grant program. Panelists may include program and administrative staff of cultural organizations, artists, community leaders, and educators who represent diverse geographic, ethnic, gender, and aesthetic perspectives. A MAC board member serves as panel chair to facilitate the review and enforce MAC policy. If you would like to serve on an advisory panel, contact the Executive Director.

Determining Grant Amount

The allocation of funds is determined after the MAC budget has been approved by the Governor and MAC board. Funding for each application will be determined by a funding formula which will be based on the average score, request amount, and available funding as follows:

1. Calculate funding to a single iteration (request amount multiplied by the score). For example, if the score was 86.5, the request would be multiplied by .865.
2. Multiply that iteration with an adjusting percentage that brings the total to equal the amount of budgeted funds. The adjusting percentage is determined by dividing the total available funds by the total requests. For example, if the available funding were \$100,000 and the request total was \$250,000, the adjusting percentage would be 40% (request total/available funding =.40).

Panel Meetings

All applicants are welcome to attend the panel meetings in-person or listen to the conference call for the program to which they have applied. Each applicant will be notified of the time, date, and location of their panel meeting as well as the phone number for the conference call. Observing the panel process can help applicants understand how MAC programs work and improve their application.

Panel meetings are conducted by conference call. The panelists discuss and possibly change the average scores presented and the compiled written comments. The meeting concludes with a discussion on policy and issues. The panel's recommendations of average scores are presented to the MAC board for approval at the June meeting.

Notification

In July, MAC sends written notification to applicants of the MAC board funding decisions. This notification will include panel comments and may include recommendations and/or grant stipulations. This feedback can be helpful for organizations to improve their grant application.

If not funded, an organization may:

- Contact your Program Specialist to discuss the application and panel's feedback.
- Submit a Letter of Reconsideration (for details, see Reconsideration Policy below).

If funded, then the organization must submit MAC grant paperwork in a timely fashion and fulfill all the grant requirements (for details, see pages 6-8). Failure to comply may jeopardize current and/or future MAC funding. To receive payment, organizations must first incur the expenses for the MAC-funded project and meet other requirements. For more information, review the MAC Grant Orientation [here](#).

Reconsideration Policy

Applicants that are zero-funded or significantly reduced may be eligible for reconsideration by the Council. In order to qualify for reconsideration of a Council funding decision, the applicant must be able to demonstrate one of the following occurred:

- Panel's review of the applicant's request was based on criteria other than those stated in MAC's guidelines.
- Panel funding recommendation was based on the influence of an advisory panel member with

undisclosed conflicts of interest.

- Required information, which the applicant submitted with the application by the posted deadline, was withheld from the panel or Council.
- If the applicant believes there are grounds for reconsideration, the applicant must submit a formal letter requesting reconsideration of the MAC-funding decision to the Assistant Director at the MAC office within 30 days of the funding notification. The steps for reconsideration are as follows:
- Assistant Director will review the appeal and grant proposal based on the Evaluation Criteria and discuss the appeal with the following, as needed: appropriate Program Specialist, panel Chair/Council member, or panel members.
- Both the Assistant Director and Executive Director will review the appeal and, if necessary, make a recommendation to the Council.
- At the subsequent meeting, the full Council will review the appeal and staff recommendation and render a decision, based on available resources. Applicant will receive notification of the decision within 30 days of the Council meeting.

Multi-Year Review Cycle

Most of MAC's annual strategic grants, including Discipline, Arts Council Project, and Minority Arts Program, are reviewed every other year. Organizations that receive operating support (Arts Council – Operating Support, Established Institutions, and Mid-Sized Arts Organizations) are reviewed every three years.

For the “on-year,” an organization submits an application for a project occurring during the upcoming fiscal year. The panel's review of the proposal helps to determine the organization's funding for two (or three) years—the review year and following year(s)—using the funding formula.

During the “off year,” an organization submits an Off-Year Application with the same dollar request as the on year. MAC employs the same funding formula with the available funding for the specific grant program for that fiscal year. This amount of money may be different than the previous fiscal year. The available funding depends upon the funds provided by the General Assembly and National Endowment for the Arts, as well as the budget approved by the Missouri Arts Council board at the June meeting.

This process provides project support for 2-3 years, resulting in reduced time for preparing applications and greater assurance of funding. Certain categories require annual funding applications including Arts Education, Folk Arts, and individual performers applying to be on the Missouri Touring Performers Directory.

Individual grant programs may have additional program requirements.

Arts Council (formerly Community Arts)

Refer to separate [guidelines for Arts Council Grants](#).

Dance

Dance company/school applicants requesting support for productions that include students should address the following:

- Number of professional performers vs. the number of student performers in the production
- Qualifications of the teacher.
- Quality of the work being produced by the dance company/school.
- Detailed budget breakdown should include ticket prices.

Electronic Media Arts

MAC accepts for consideration projects of a primarily artistic nature in the following mediums: film, video, digital (for example, web-based), radio, and audio. MAC considers both the intent and content of the proposed projects. MAC supports projects that propose to exhibit or create works of art in electronic media. However, if the primary intent is to exhibit or promote another art form (for example, visual arts, literature), MAC will refer the project to the appropriate discipline.

- Projects involving the creation of works will be considered for funding at any stage in development. Higher priority is given to projects with smaller budgets (up to \$150,000), noncommercial projects (for example, experimental, or video works), and projects requesting funds to assist with their completion.
- MAC encourages Missouri-based works and non-commercial short film and video for exhibition.

Established Institutions and Mid-Sized Arts Organizations

Refer to separate guidelines for Established Institutions and Mid-Sized Arts Organizations.

Festivals

The goal of Festivals is to support the improvement and development of existing arts festivals, as well as the planning and development of future arts festivals in Missouri. MAC recognizes that Missouri produces many special events, festivals, and fairs throughout the year.

Additional Eligibility Criteria

- An arts festival has a significant emphasis on the arts, often with a variety of media, even if it is focused on one artistic area.
- An arts festival has a concentration of many arts activities and provides a showcase for local, regional, or national artistic talent.
- An arts festival occurs in a condensed time period. The length of a festival depends largely on the intensity and types of events scheduled. At minimum, an arts festival is an all day event, usually 8-10 hours long. It may be longer than a day, for example, a weekend or an entire week.
- An arts festival revolves around a theme that is easily identified.

Not Eligible:

- Event that has one activity scheduled over several days
- Series of events (for example, a single performance that occurs every Friday night for a month)
- Special event (for example, a single evening performance of cowboy poetry)
- Carnival/fairway

Additional Application Requirements for Festivals Required Attachments

- Financial Statement: Festivals applicants are required to submit a financial statement for the previous year's festival (first-year festivals are exempt from this requirement).
- If applying for support of multiple festivals, the Festivals applicant must submit a Budget Breakdown for each festival.
- Festivals applicants are required to submit a copy of the festival schedule of events and activities from the previous year's festival. This schedule could be part of the materials distributed to participants on the festival grounds, or it could be the schedule of activities posted at the event. (first-year festivals are exempt from this requirement).
- Festivals using performing artists from the Missouri Touring Performers directory should include these expenses in the festival budget.
- Only one organization may apply for funding for a particular festival. Additional participants may not request funds for the same event.
- Organizations receiving funds from Arts Council Grants (formerly Community Arts) may not apply for Festival Discipline funding. All expenses and income related directly to the community arts organization's festival must be included in the Arts Council application.

Folk Arts Program

Folk Arts Program accepts applications for projects that perpetuate and present traditional arts and artists, preferably those associated with the state of Missouri. For the purposes of this grant category, folk arts are defined as the living, functional and expressive arts of everyday people passed down informally by word of mouth or imitation within close-knit groups. Such groups include: family, community, occupational, ethnic, regional, or religious groups. The Folk Arts Program accepts applications for a variety of folk arts projects that can include the following:

- Exhibitions
- Performances
- Concerts
- Cultural tourism
- Demonstrations and workshops
- Folk life festivals
- Radio or media programs
- School programs and residencies

Staff members of the Missouri Folk Arts Program serve as program specialists and provide technical assistance to grant applicants. Missouri Folk Arts Program staff also can offer assistance based on an established statewide network of folk artists and cultural specialists. They are located on the campus of the University of Missouri-Columbia. The mission of the Missouri Folk Arts Program is to build cross-cultural understanding by documenting, conserving and presenting our state’s living folk arts and folklife in collaboration with Missouri’s residents.

Funding Priority for Folk Arts

- MAC strives to reach underserved areas and groups with special attention toward living traditional arts that are in danger of disappearing.
- Traditional arts practiced in Missouri by Missouri traditional artists.

Additional Application Instructions for Folk Arts

Folk Arts Program applicants should:

- Check the box for “Folk Arts” on the General Application form
- Answer the additional Folk Arts questions: How does the project support living traditional arts and the artists who practice them? Describe the cultural significance of the art form(s) and the cultural heritage of the artists.

You can reach the Folk Arts Program staff at 573-882-6296 or their respective email addresses.

- **Lisa Higgins**, Director HigginsLL@missouri.edu
- **Debbie Bailey**, Program Specialist BaileyDA@missouri.edu

Minority Arts Program

Minority Arts Program applicants must be minority-managed organizations (at least 51% of the board and staff are minority) or non-minority organizations that provide arts to predominantly African American, Asian American, Latino/Hispanic, or Native American communities.

Missouri Touring Program

Refer to separate [guidelines for Missouri Touring Performers](#). Performing artists must tour to locations 50 miles outside their home base within Missouri and be on MAC’s *Missouri Touring Performers* roster.

Multidiscipline

Multidiscipline accepts applications for projects involving at least two different art disciplines. Organizations that present a variety of art programs (for example, arts centers) are encouraged to submit a single application to Multidiscipline. Presenters whose main focus is regional (not within Missouri), national, and international in scope will be reviewed in the Multidiscipline category.

Music

Music applicants should include a proposed repertoire for the project in the project description.

Visual Arts

MAC funds cannot be used for exhibitions in which only associates of the organization—students, faculty, and/or members—are eligible to exhibit.

Exhibitions displaying original works of art receive priority over exhibits of reproductions. Exhibitions of the applicant’s permanent collection must demonstrate the following:

- The “newness” or original nature of the materials or information presented;
- The reasonableness of the conservation/preservation expenses related to the program; and
- The program’s educational value and/or cultural enrichment for the public.

Applicants requesting exhibit support must provide the viewing hours. The minimum requirement is 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.).

Instructions for the Annual Discipline Application

Including: Arts Council Project, Disciplines, and Folk Arts. Arts Education, Off-Year, Partnership (Arts Services), and Touring Artists have separate guidelines and applications.

A. Additional Applicant Information

This section of the online grant system is in place to continue to collect information about your organization.

- Provide the Popular Name, Department, Art Program, or Doing Business As (DBA).
- Select whether you are a new applicant or a repeat applicant.
Select "New Applicant" if you have NOT applied within the last 3 fiscal years. Returning indicates that you have applied within the last 3 fiscal years.
- Provide the program to which you are applying.
- Provide the name of a secondary contact, title, daytime phone number, and email.
- Provide the ending date of your organization's most recently completed fiscal year.
- Provide your organization's operating income and expenses for the most recently completed fiscal year. The figures you provide should be consistent with your financial statement (which is uploaded in Attachments).
 - Nonprofit, non-arts organizations should complete all parts of this question.
 - Nonprofit arts organizations should complete only a and b by providing total income and expenses for your full organization.
 - Schools, universities, and colleges should complete only c and d, providing total income and expenses for the department or program doing the project.

B. Demographics

Provide the demographics of your organization's staff, board, and volunteers. List the numbers, not percentages.

- Current Staff is the total number of full and part-time paid employees working for your organization. Universities should provide information on the staff in the department or program applying.
- Current Board is the total number of Board members overseeing your organization. Universities should provide information on the Trustees. You can provide the statistics on your advisory board in current volunteers.
- Current Volunteers is the total number of non-paid individuals working for your organization in any capacity. Do not include board members in this section.

Narrative Sections C-F

The narrative is an essential part of the organization's application. It provides review panelists with the most complete picture of the organization. In writing this narrative, assume the reader knows nothing about your organization, project, or community served.

Describe only the project(s) for which MAC funds are requested. Where relevant, the applicant's narrative should be specific to its discipline, for example, dance companies might discuss choreography, selection of repertory, and dancers' training.

C. Narrative – Project Description

- Provide your proposed project title (for example, 2017-2018 Exhibitions or Dance Performance Series).
- Provide a detailed overview of your proposed project for MAC funding. Make sure to include the artistic components, project dates, locations, and other relevant information.

- Provide the purpose of this project. Be sure to include how this project fits into the scope of the organization's mission and long range plans.
- If you are requesting support for exhibition(s), please provide the viewing hours. See page 10 for minimum exhibition viewing hours.

D. Narrative – Artistic Quality

When the panelist considers the project's artistic quality, they want to see that the project maintains and/or improves the quality of the arts in Missouri. They will consider questions like: Does the project broaden the artistic scope of the state's cultural activities? To what degree does the project preserve and enrich the cultural resources of the state?

- Describe the artistic criteria for choosing the project. Consider why this particular artistic project chosen. Was it selected for its content, form, history, community need, organizational needs, artistic challenge, etc.? Describe the criteria for selecting the artistic individuals (artists, performers, and programs).
- Describe why this project is innovative and what makes it a creative addition to your community. What does the project do to challenge and develop your audiences artistically? How is the audience experience unique or different? Did you present unique or original works of art? Describe originality in the program concept, design, or presentation.
- **For Folk Arts applicants:** How does the project support living traditional arts and the artists who practice them? Describe the cultural significance of the art form(s) and the cultural heritage of the artists.

The folk and traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice. Genres of artistic activity include, but are not limited to, music, dance, crafts, and oral expression.

- **For Arts Council Project applicants:** What services do you provide to artists and arts organizations?

E. Narrative – Community Involvement

Community is defined as the constituents served by the applicant. This community can be based on discipline, geography, or culture. Here the panel is determining how much involvement you have with the community and how much involvement your community has with your art. The panel is asking: Does the community support this project? Does this project meet a community need?

- Explain how the project meets community needs. Does it fulfill an artistic need in the community? Does the project fill an unserved or underserved need in the community? For example, you are offering a dance program where there is no resident dance company, or an art form that is significant to the community heritage.
- Describe how the community show support for the project. Did they provide funds, in-kind donations, volunteers, etc? You may include any logistical assistance provided (for example, the city closed streets for a festival or provided clean-up), contributions of products or services (including marketing by area media), and board service as volunteers.
- Explain how this project will contribute to the education of the community. Do you offer pre or post performance discussions, articles in your printed program, ancillary lectures, etc.
- Describe your target audiences (core, new, and diverse). Consider who your target is and what characteristics they have in common. How will you reach these audiences? What marketing methods would reach this audience and what message will you use.

Describe what efforts you will be making to reach out to new and diverse audiences. What outreach

are you making to underserved audiences? For example, populations that lack access to arts programs due to geography, economics, ethnicity, or disability.

Diversity is very important to all aspects of the arts; how does your organization plan to ensure participation in the planning, execution, and evaluation of the project from all segments of the community? Is the diversity of your community represented in your board, volunteers, and planning committees? It easier to get an audience segment you see if they participate in the program development. Their insight will help you attract others like them.

- Describe how the project will be accessible to persons with disabilities. Consider different types of disabilities: vision impairment, hearing impairment, mobility issues, and developmental. For example: Are you in an accessible location? What accessibility accommodations do you provide?
- If this or a similar project was conducted in the recently completed fiscal year, how many were in the audience or participated? When did the project occur?
- What is your estimated audience for the project? How did you determine the number? Was it based on prior events, similar events, preliminary interest, or other method?
- **For college and university applicants:** What percentage of the anticipated audience is affiliated with the college or university and what is from the general community? This may be determined by ticket pricing categories, or audience estimate. See page 3 for minimum ratio.
- **For Arts Council Project applicants:** How do you support the long term cultural development of the community?

F. Narrative – Management Ability

This refers to administrative, program, and financial management.

- How has your organization maintained, diversified, and expanded funding? Include all revenue sources including earned income (tickets, concessions), individual, foundation, corporate or government funding, other gifts.
- Describe the method that will be used to evaluate the project and how feedback is utilized. Evaluation should address the quality of the project and the experience of the participants. Evaluation that merely addresses marketing needs (how many attended, how did they learn about the event) is not sufficient. The feedback may be obtained from follow-up meetings, focus groups, interviews, surveys, and other methods.
- If your operating figures for the last fiscal year reflect a deficit, how did this deficit occur? How did your organization handle the deficit? How will your organization prevent deficits in the future? Was the deficit caused by an expenditure that was covered by a prior balance, and while a deficit for the year, did not leave the organization in the red? If not, type N/A.

G. Summary Budget Summary Budget Instructions

Total Cash Expenses and Total Cash Income must balance.

All figures will automatically be rounded to the nearest dollar.

For help, hover over the blue icon by each line item.

Cash Expenses

List the estimated cash expense for each item in the first column, “Cash Expenses.”

1. **Personnel** (Paid Staff of the Organization) — **Administrative:** Payments for employee salaries, wages and benefits specifically identified with the project for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, bookkeepers and support personnel, such as maintenance, security staff, and ushers.

2. **Personnel (Paid Staff of the Organization) — Artistic:** Payments for employee salaries, wages and benefits specifically identified with the project for artistic directors, conductors, curators, dancers, composers, choreographers, designers, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, singers, musicians, instructors, etc.
3. **Personnel (Paid Staff of the Organization) — Technical/Production:** Payments for employee salaries, wages and benefits specifically identified with the project for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparers, etc.
4. **Outside Artistic Fees and Services:** Payments to non-employee persons or companies for services specifically identified with the project. For example, non-employee artistic directors, conductors, curators, dancers, and performing artists.
5. **Outside Other Fees and Services:** Payments to companies or non-employee persons for non-artistic services specifically identified with the project.
6. **Space Rental:** Payments specifically identified with the project for the rental of office, rehearsal, theater, hall, gallery, etc. Do not include space rental for applicant-owned facilities.
7. **Travel:** All costs directly related to the travel of an individual or individuals and specifically identified with the project. Include fares, hotel, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses see Remaining Operating Expenses, below.
8. **Marketing:** All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, and space rental when directly connected to promotion, publicity or advertising.
9. **Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. These include expenses MAC CAN FUND such as scripts and scores, sets and props, equipment rental, consumable supplies, as well as expenses MAC CANNOT FUND including fundraising, utilities, and food.
10. **Capital Expenditures — Acquisitions:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. These expenses are not eligible for MAC funds.
11. **Capital Expenditures — Other:** Expenses for purchase of buildings or real estate; renovations or improvements involving structural changes; payments for roads, driveways or parking lots; permanent and generally immobile equipment such as grid systems or central air conditioning etc., which are specifically identified with the project. These expenses are not eligible for MAC funds.

Cash Income

List the estimated cash income for each item in the column, "Cash Income"

1. **Actual Admissions:** List the revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributed or prorated to the project. Do not put booth rental fees here (include in Other Revenue below).
2. **Contracted Services Revenue:** List the revenue derived from fees earned through the sale of services. Include the sale of workshops, etc. to other community organizations, out-of-state fees, government contracts for specific services, performance or residency fees, tuition, etc.
3. **Corporate Support:** Cash support derived from contributions given for this project by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this project.
4. **Foundation Support:** Cash support derived from grants given for this project by private foundations, or a proportionate share of such grants allocated to this project.

5. **Other Private Support:** Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events. (Funds from united arts funds, such as the Allied Arts Council of St. Joseph and the Arts and Education Council of Greater St. Louis, should be entered on this line.)
6. **Government Support — Federal:** Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the project.
7. **Government Support — State/Regional:** Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies (i.e., Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. (Also includes funding from the Missouri Humanities Council. Note: State funds cannot be used to match state funds from MAC.)
8. **Government Support — Local:** Cash support derived from grants or appropriations given for this project by city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriations allocated to the project. (Also include funds from such entities as the Municipal Arts Commission in Kansas City, the Columbia Arts Commission, the Regional Arts Commission in St. Louis and the Springfield Convention and Visitors Bureau.)
9. **Other Revenue:** Revenue derived from sources other than those listed above. Include booth rental fees, catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
10. **Applicant Cash:** Funds from the applicant's present and/or anticipated resources that the applicant plans to provide to the project other than income listed above. (Do not include MAC request in this line.)
11. **Missouri Arts Council Request:** List the request to MAC. The request amount cannot exceed 50% of total project expenses and may only include eligible expenses. The maximum request allowed varies by grant program.

H. Attachments and Support Material

- Attach all documents at the bottom of this online section.
- Clearly title/name the file and provide a description.
- After you have uploaded the documents, you can re-arrange the order by clicking on the icon then drag and drop it.
- Click the attached checkbox to indicate that you attached the document. Please note that the grant system won't let you submit the application if you don't select the Required Checkboxes.
- Please use .pdf file format, except for the board list which must be an Excel spreadsheet. Alternative file formats include: .doc and .docx. For support material, you may use MP3 (audio), .jpg (images), and MP4 (videos).
- Sample documents available at <http://mac.culturegrants.org/navigation/links/page/sample-documents>.

Required Attachments for All Applicants

Budget Detail

Provide details for the Summary Budget figures in Section G. Itemize each figure in order, using the same line number and category. (i.e. Line 8, Marketing). Give detail for each figure to show the panelist how it will be spent (i.e., \$4,320. Print ads in daily paper for 3 weekends). Sample document [here](#) and additional examples listed below:

- List of personnel involved in the proposed project, percent of each person's time attributed to the

project, compensation of listed personnel.

- List of artists and their compensation.
- Detailed list of the marketing expenses (for example, newspaper advertising, brochures, flyers, and announcements).
- Ticket prices, house seating maximum, ticket sales attributed to season and single ticket sales.
- List of companies, foundations, and other organizations that have committed to supporting the project or that will be approached for their support.

Biographical Summary of Artistic Decision Maker(s) and Key Artistic & Technical People

(maximum: ¼-page per person, a total of 4 pages)

Provide biographies of artistic decision makers (for example, Artistic Director, Curator, Artist Selection Committee), key artistic and technical people (for example, teachers and workshop instructors), and proposed artists. The decision makers and artistic and technical people can be volunteers or paid staff.

For each individual, include name, title, areas of responsibilities as well as education and experience that demonstrate this person's qualifications to perform his/her artistic decision making duties. For people serving dual artistic/admin roles, provide different biographical information than the administrative bio. For proposed artists, applicants may include links to artist's website and relevant samples of their work. Dance Applicants: Dance company/school applicants should provide the qualifications of the teacher.

Biographical Summary of Administrative Decision Maker(s) and Key Management People

(maximum: ¼-page per person, a total of 4 pages)

Provide biographies of administrative decision makers (for example, Executive Director) and key management people (for example, Volunteer Coordinator, Business Manager, and Project Coordinator). The decision makers can be volunteers or paid staff.

For each individual, include name, title, areas of responsibilities as well as education and experience that demonstrate this person's qualifications to perform his/her administrative decision making duties. For people serving dual artistic/admin roles, provide different biographical information than the artistic bio.

Board List

Provide an Excel spreadsheet with your organization's full board with contact information. Include the following fields on your spreadsheet: first name, last name, term ends, board position, affiliation, email, daytime phone, and city (of residence). This information may be used to contact board members for grant follow up and advocacy. We reserve the right to request home address to determine eligibility. Template available [here](#).

Financial Statement

Statement of Financial Position and

Statement of Revenues, Expenses, and Fund Balance

Submit a Financial Statement (two statements) for the applicant organization for the most recently completed fiscal year. Sample documents [here](#).

- If you are an arts organization, submit financial information for your full organization.
- If you are a school, university, or public institution (municipal or county agency), you need only submit financial information for the department or program that is producing the funded project.
- If you are a non-arts organization, you should submit both the financial information for your full organization and a separate statement for the department or program that is producing the funded project.

Statement of Financial Position needs to include the following:

- Period covered by your most recently completed fiscal year
- Assets and Liabilities

Statement of Revenues, Expenses, and Fund Balance needs to include the following:

- Period covered by your most recently completed fiscal year
- Beginning and Ending Balance
- List of Revenues and Expenses
- Method of Accounting (for example, cash or accrual)

Applicant may submit an accountant's compilation or the financial statement from an audit as long as it contains all of the elements above.

If Applicable Documents

Additional Board List

Non-arts organizations may provide a list of the members of the advisory committee for cultural and arts activities applicant. Provide an Excel spreadsheet which includes the following fields: first name, last name, term ends, board position, affiliation, email, daytime phone, and city.

IRS Tax-Exempt Status Letter

This is required from all 501c3 nonprofit applicants that have never applied to MAC or did not apply in FY2015-FY2017. IRS Tax-Exempt Status Letter should include your FEIN number. Sample letter [here](#).

Missouri Annual or Biennial Registration Report

Attach the most recent annual or biennial registration report. Newly incorporated organizations must submit a copy of your Missouri nonprofit incorporation papers. You may download your records online at the [Missouri Secretary of State website](#). Sample documents are available [here](#). For more information, contact the [SOS Corporations Division](#). Exempt: Public institutions (like state or city agencies, public colleges/universities, school district, parks and recreation department).

Authorizing Official Letter

Only select individuals are authorized to sign the MAC application and other paperwork.

- For a nonprofit, authorizing official is the organization's Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary).
- For college/university applicants, the authorizing official is the President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position).
- For city agency applicants, the authorizing official is the City Manager or Mayor.

To designate additional individuals as authorizing official, upload a letter that names the appropriate individuals and is signed by one of positions listed below. This letter is required annually. (Letter doesn't have to change each year, but you do have to provide valid authorization.) It is the applicant's responsibility to notify MAC when authorization changes. Your application may be rejected or payment may be delayed if signed by a non-authorized individual.

Audited Financial Statement

An audit must be submitted by organizations with an annual budget greater than \$500,000. Exempt: government agencies, public schools, colleges, and universities are not required to submit an audit. This must be performed by an independent CPA, presented on an accrual basis of accounting, and cover the most recently completed fiscal year.

Response to Recommendations/Stipulations

If your organization received a recommendation and/or stipulation to a grant in the most recent fiscal year, you must submit a letter responding to the panel concern. Your grant notification from that fiscal year would include any recommendations and/or stipulations.

Long Range Plan or Strategic Plan

Submit a Long Range Plan or Strategic Plan, if your organization or art program has one.

Festivals Applicants:

- **Budget Detail:** If applying for support of multiple festivals, the Festivals applicant must submit a Budget Detail for each festival.
- **Financial Statement:** Festivals applicants are required to submit a financial statement for the previous year's festival (first-year festivals are exempt from this requirement).
- **Schedule of Events:** Festivals applicants are required to submit a copy of the festival schedule of events and activities from the previous year's festival. This schedule could be part of the materials distributed to participants on the festival grounds, or it could be the schedule of activities posted at the event. (First-year festivals are exempt from this requirement).

Required Support Material for All Applicants

Support Material is required for all applicants and must be uploaded to the online application. Printed materials will not be accepted. Consult the [Guide to Support Material](#). Support materials give panelists additional information to understand your application. Submit items that directly address the evaluation criteria. Support material can add detail or verification that is not included in the application form or required attachments. This may include brochures, annual reports, work samples, past evaluations, surveys, letters of support, articles, recent reviews, etc.

Compliance Statement

Fill in the requested information. This electronic signature signifies intent to comply with all state and federal regulations. Review the above Authorizing Official attachment information (page 22). When done, press the "Save and Validate" button to go to the last section.

Validate and Submit

You're almost done! In this section, the grant system will validate each section by determining if you have answered all of the required questions. Sometimes, it will flag answers that aren't provided in the proper format. The system won't let you submit the application until all sections are "Valid," meaning that you have answered all of the required questions.

Once all sections are Valid, you must press the "Submit" button at the bottom of the page.

A confirmation email will be sent to the contact person listed in your organization profile. Contact your Program Specialist if you do not receive this email or if you don't see the following clues that your application has been successfully submitted:

1. When looking at My Data on the Dashboard, the status bar will be green and say "Received" (versus the blue "In Progress" status bar).
2. When looking at My Data on the Dashboard, the message next to your application will say: "🔒 Sorry, you cannot modify this formset after it has been submitted."
3. When you click on the application icon, you will see two icons in the upper-left corner: a green "Received" flag, and red "Read-only" icon.

After you submit the application, you will not be able to make any changes to it.

Final Submission (required): Deadline is the last Monday in February (February 27, 2017).

Draft Review (optional): Do not use the "Submit" button. Instead, email your program specialist that your application is ready for review. Deadline is the last Monday in January (January 30, 2017). Your program specialist is available to review drafts (including application, attachments, and support material) and provide feedback to improve your application. The draft doesn't have to be complete. The review is for informational purposes only and changes aren't required. The final submission is the applicant's responsibility.