



# FY2018 Guide to Off Year Application

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

Please refer to the [FY2018 Guide to Grants](#) for complete information on MAC funding policies.

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

## Eligibility Requirements

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

If your organization did not receive annual FY2017 funding in the above categories, then you cannot use the FY2018 Off Year Application. Instead, your MAC funding options are the FY2018 Annual Discipline or Express Grant. Contact the [appropriate Program Specialist](#) for guidance choosing the grant program suitable for your arts project, budget, and timeline.

The Off Year Application is also used for special grant programs that are by invitation only: Missouri Humanities Council, and Missouri Public Broadcasting Stations. Their application review and funding process differs from the other Off Year applicants. For details, these groups should consult with the [Executive Director or Grants Manager](#) for guidance.

All Off Year Applicants must comply with all applicable requirements outlined in the [current Guide to Grants](#). This may include audit (depending on budget size), funding restrictions, and attachments. If stipulations were included in your on-year support, they still apply. Support materials are not required.

## Deadline

The FY2018 Off Year Application is due the last Monday in February (February 27, 2017).

## Multi-Year Review Cycle

Most of MAC's annual strategic grants are reviewed every other year. Organizations receiving operating support are reviewed every three years.

For the "on year," an organization submits an application for an arts project occurring during one fiscal year. The panel's review of the proposal determines the organization's score for two (or three) years—the review year and following year(s)—using the funding formula (details below).

During the "off year," an organization submits an Off-Year Application. The off-year award is determined by a funding formula which is based on the on-year score, on-year 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).

Due to MAC funding fluctuations, an organization's award amount can vary from year-to-year. The available funding depends on allocations from 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.

## Grant Request

Your request should match the original request in your on-year application, not the final award amount.

## Match Requirement

Missouri Arts Council grants must be matched one-to-one. The matching funds must come from other cash revenue sources—earned private, or federal or local government. Please note that state funds cannot be matched with state funds. Also, consult the [current Guide to Grants](#) for additional policies.

## Application Form

### A. Additional Applicant Information

- Provide the Popular Name, Department, Art Program or Doing Business As (DBA).
- 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 most recently completed fiscal year.
- Provide your organization's operating income and expenses for the most recently completed fiscal year. Nonprofit, non-arts orgs should complete all parts of the question. Nonprofit arts orgs should complete only a and b, 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. The figures you provide should be consistent with those in your financial statement. The financial statement is not required in the Off-Year Application.

### B. Project Information

- Provide your proposed project title (i.e., 2017-2018 Exhibitions or Dance Performance Series)
- Overall Beginning Date
- Overall Ending Date. (Note: The final report will be due 30 days after the final completion date.)
- Provide total cash expenses and total cash income (nearest whole dollar). They must balance.
- Provide the amount of funds you requested. This must match your on-year request amount.
- Has your organization experienced any significant changes since July 2016 (i.e., personnel, funding, programs, etc.)?
- Project Schedule: List event dates for the projects(s) funded through this MAC grant occurring between July 1, 2017 and June 30, 2018. Include Event Date(s); Event Title/Brief Description; and Location (including full address).

### C. Attachments

- Attach all documents at the bottom of this page.
- Clearly title/name the file and provide a description.
- 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.

## Required Documents for All Applicants

### Board List

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

## **If Applicable Documents**

### **Project Schedule**

Include Event Date(s); Event Title/Brief Description; and Location (including full address).

### **Biographical Summary of New Key Personnel**

Provide biographies of new key personnel since the last on-year application. Include a summary of new key artistic decision maker(s); key artistic and technical people; administrative decision maker(s) and key management people. Maximum: ¼-page per person.

### **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.

### **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).

### **Letter Naming Authorizing Official**

The authorizing official may be 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. For city agency applicants, the authorizing official is the City Manager or Mayor. If anyone other than the above will be signing the application, a letter naming the appropriate authorizing official(s) is required annually.

### **Audit**

An audit must be submitted by organizations with an annual budget greater than \$500,000. This must be performed by an independent CPA, presented on an accrual basis of accounting, and cover the most recently completed fiscal year. Note: Humanities should upload their audit. Exempt: Public Broadcasting as well as government agencies, public schools, and colleges/universities.

### **Public Broadcasting Only: Annual Financial Report (AFR)**

Use the certification of operating and program expenses for the most recent fiscal year submitted by the station to CPB. The most recent AFR must include Schedule E.

## **D. Compliance Statement**

Applicants need to click "Yes, I agree" and fill in all of the requested information. This electronic signature signifies intent to comply with all state and federal regulations. When done, click "Save and Validate" to go to the last section.

### **Validate and Submit**

In this section, the grant system will validate each section by determining if you have answered all of the required questions. The system won't let you submit the application until all sections are "Valid." Once all sections are Valid, click "Submit" at the bottom of the page. After you submit the application, you will not be able to make any changes to it.

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) AND the message next to your application will say: "🔒 Sorry, you cannot modify this formset after it has been submitted."
2. 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.