

Missouri Arts Council FY2018 Partnership Grants

(This program is by invitation only.)

18PAR00001

A. Additional Applicant Information

All fields with a red * must be completed.

The system will autosave your date. You can also press "Save" at the bottom of the screen.

Data will scroll in the box and stop when it has reached the character limit.

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

2. Are you a new or
returning MAC
applicant? * :

3. Secondary
Contact Name * :

3a. Secondary
Contact Title or
Position in
Organization * :

3b. Secondary
Contact Phone * :

3c. Secondary
Contact Email * :

4. What is the ending
date of your
organization's most
recently completed
fiscal year? * :

5. Provide your organization's operating income and expense for the most recently completed fiscal year. The figures provided should be consistent with your financial statement (which is uploaded in Attachments).

- Nonprofit non-arts organization should complete all parts of this question.
- Nonprofit arts organization 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 by providing total income and expenses for the department or program doing the project.

5a. Organization's
Operating Income :

5b. Organization's
Operating Expenses
:

5c. Dept./Program
Operating Income :

5d. Dept./Program
Operating Expenses
:

B. Demographics

Demographics :

	Current Staff	Current Board	Current Volunteers
Asian	0	0	0
African American	0	0	0
Hispanic	0	0	0
American Indian/Alaska Native	0	0	0
White	0	0	0
Pacific Islander	0	0	0
Total	0	0	0

C. Project Description

1. Proposed Project

Title * :

2. Describe the project you are proposing for MAC funding? * :

3. Select the strategic goals the proposal addresses * :
Engage People in Meaningful Arts Experiences
Grow Missouri's Economy Using the Arts
Strengthen Missouri's Education Through the Arts

4. How does it address the strategic goals? * :

5. What are the measurable outcomes? * :

6. How will the program be evaluated? * :

G. Summary Budget

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 :

1. Personnel - Administrative	0
2. Personnel - Artistic	\$0
3. Personnel - Technical/Production	0

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

CASH INCOME :

1. Admissions	0
2. Contracted Services Revenue	0
3. Corporate Support	0
4. Foundation Support	0
5. Other Private Support	0
6. Government Support - Federal	0
7. Government Support - State/Regional	0
8. Government Support - Local	0
9. Other Revenue	0
10. Applicant Cash (used for this request) (Do NOT include MAC request in this line.)	0
11. Missouri Arts Council Request (Request amount cannot exceed 50% of total project expenses.)	0
Total Income	\$0

H. Attachments and Support Material

- **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. For support material, you may use MP3 (audio), .jpg (images), and MP4 (videos).
- Sample documents available [here](#).

The first section describes documents that are required from all applicants. The next section describes documents that are required from select applicants. The final section is for support material that is required from all applicants.

Required Documents 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 available [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.

Summary of Key Administrators *

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. No more than 1/4 page per person, no more than 4 pages.

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. This information may be used to contact board members for grant follow up and advocacy. We reserve the right to request home addresses 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 (i.e., 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.

Required Documents Checklist

Budget Detail * : Attached

Summary of Key Administrators * : Attached

Board List * : Attached

Financial Statement - Statement of Financial Position * : Attached

Financial Statement - Statement of Revenues, Expenses and Fund Balance * : Attached

If Applicable Documents

Additional Board List

Non-arts organizations may list 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 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 above. This letter is required annually. (Letter doesn't have to change each year, but you must 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.

Audit

An audit must be submitted by organizations with an annual budget greater than \$500,000. Exempt: government agencies, public schools, and colleges/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.

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 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).

If Applicable Documents Checklist :

- Additional Board List
- IRS Tax Exempt Status Letter
- Missouri Annual or Biennial Registration Report
- Authorizing Official Letter
- Audit
- Recommendations / Stipulations
- Long Range Strategic Plan

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.

UPLOAD HERE

:

To place uploaded documents in order, click on the icon above then drag and drop it.

Compliance Statement

By clicking "Submit," I (1) attest that this document is submitted with the full approval of the board of directors; (2) attest that the information submitted with this document is correct; and (3) agree to meet all administrative obligations of the project funded by the Missouri Arts Council.

Please note that the authorizing official's name and title below provides your agreement that the information submitted with this document is correct.

Authorizing Official's
First and Last
Name * :

Authorizing Official's
Title * :

Submitting Person's
First and Last
Name * :

Submitting Person's
Title * :