



Express Project Grant Application Checklist

Each complete application should contain the following attachments:

- Budget Detail
- Resumes or bios of key artistic personnel
- Resumes or bios of key administrative personnel
- List of board members, noting officers
- Financial Statement from most the recently completed fiscal year - the statement of Revenues, Expenses and Fund Balance with the method of accounting (cash, accrual or modified cash.)
- Annual Registration Report for Nonprofit Corporations. Certificate of Incorporation as a Missouri Nonprofit organization or a Missouri
- IRS Tax exempt letter or proof of application for this status (verify that Employer Identification # on IRS form matches the number listed on MAC application form)
- Support Materials (Optional for first time applicants)

Evaluation Criteria

Artistic Quality

- Biographical summaries of key artistic and technical participants.
- The project's contribution to its respective art field.
- The utilization of original and unique works of art.
- Originality in program concept, design and presentation.
- Support materials, such as photographs, CDs, catalogs, reviews and articles.

Community Involvement

- 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).
- Accessibility of the project to the general public (location of project, appropriateness of facility, cost of event, publicity, etc.).
- 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.

Management Ability

- 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.
- Accuracy, Clarity and completeness of the application form.
- The organization's fulfillment of its stated mission and long-range goals.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-MAC financial support for the project.