

Missouri Arts Council

Express Project Application Questions

Basic Information (Page 1)

- Organization Name
- Contact Person
- Title
- Organization's Mailing Address
- Day Phone and Extension
- Evening/home Phone
- Fax
- Email
- Website
- Organization Mission Statement (Max characters 1,000)
- State House District
- State Senate District
- Congressional District

Applicant Information (Page 2)

- Federal Employer Identification Number (FEIN)
- DUNS
- What is 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.
- Demographics of Your Organization (list numbers, not percentages)

Project Description (Pages 3-4)

- Are you a new or returning MAC applicant?
- Grant Program to which you are applying
- Proposed Project Title
- Project Discipline(s)
- Beginning Project Date
- Ending Project Date
- Total Cash Expenses*
- Missouri Arts Council Request
- Total Cash Income*

** Total Cash Expenses and Total Cash Income must balance. These figures must reflect the total in your attached budget detail page. All figures should be rounded to the nearest dollar.*

Project Description (continued)

- Project Location
- Describe the project and how MAC funds will be used? (Max characters 2,500)
- What is the purpose of the project? How does the project fit into the scope of the organization's mission and long range plans? (Max characters 1,000)
- List the project's artistic components. (Max characters 1,000)
- How will the project be marketed? (Max characters 1,500)
- What is the project's estimated audience? (Such as 1,000)
- *For Exhibition Projects Only:* What are the Project's Exhibition Hours? (Max characters 500)

Evaluation Criteria (Page 5)

- How does the project demonstrate artistic quality? Describe the performer/artist's credentials and tell us why you chose to present /perform this work. (Max characters 2,500)
- How does the project demonstrate community support and/or community need? (Max characters 2,500)
- How will the project be accessible for persons with disabilities? (Max characters 2,500)
- If your operating figures for last fiscal year reflected a deficit, how did this deficit occur? How did your organization handle this deficit? If not, type N/A. (Max characters 1,500)
- *Minority Arts and Community Arts Basic Only:* How does the project benefit your community? (Max characters 2,500)

Attachments and Support Material (Page 6)

Required Attachments

- Budget Detail
- Biographical Summaries (artistic and administrative)
- Board List
- Financial Statement
- IRS Tax Exempt Status Letter
- Missouri Annual or Biennial Registration Report

If Applicable Documents

- Authorizing Official Letter
- Recommendations
- Support Materials
- Vendor Input Information for MAC Grant Recipients

Compliance Statement (Page 7)

- Authorizing Official's First and Last Name
- Authorizing Official's Title
- Submitting Person's First and Last Name
- Submitting Person's Title