



FY2019 Express Project Grant to fund Express Project, Express Minority Arts, and Arts Council Basic projects [formerly Monthly Strategic Grants]

For projects occurring July 1, 2018 through June 30, 2019

Please refer to the [FY2019 Guide to Grants](#) for complete information on MAC funding policies.

Grant Programs are subject to change due to budget restrictions.

What Does Express Project/Express Minority Arts Grant Fund?

The funds may be used for artist fees, artist travel expenses, marketing the arts event, and project-related educational materials. For Missouri Arts Council granting purposes, a project is a specific, identifiable program with a distinct focus, format, and objective. A project can include the following:

- Performance of dance, music, opera, and/or theater (single performance or series)
- Arts festival or arts component at festival/fair
- Film festival, film series, or production of film, video, or media arts project
- Exhibition or exhibition series
- Folk arts performance, exhibit, or festival (folk arts defined as living, functional and expressive arts of everyday people passed down informally by word of mouth or imitation within close-knit groups)
- Literary journal publication

MAC can *only* fund art courses that demonstrate they predominately serve a population that lacks access to arts programs due to geography, economics, ethnicity or disability. However, MAC also funds 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.

Grant Request

- **Express Project Grant:** Organizations may request up to 50% of project costs or \$2,000, whichever is less. **Express Minority Arts Grant:** Organizations may request up to 50% of project costs or \$3,000, whichever is less. **Arts Council Basic Grant (ACB):** Organizations may request up to 50% of project costs or \$3,000, whichever is less
- Monthly applications must be submitted by the first Monday of any month at least two months in advance of the month the project occurs. For example, if the project occurs in June, the deadline is the first Monday of April. If the first Monday falls on a holiday, the deadline will be Tuesday. To encourage advance planning, MAC accepts early applications.

Getting Started

1. Review the Express guidelines, [FY19 Guide to Grants](#) (for funding policies on pages 1-15) and [application questions](#).
2. Contact program specialist Donald Rice by phone (314/340-6854) or [email](#) if you have any questions or you want to ensure that the project is eligible for funding.
3. Complete the [online application form](#).
4. Prepare necessary attachments for the application
5. Collect support material that addresses application criteria.
6. The deadline is two months in advance of the month the project occurs on the first Monday of the month.

Funding Priorities

- Projects occurring in areas underserved by Missouri Arts Council.
- Express Minority Arts Grant also gives funding priority to minority-managed organizations with minority-developed arts focused projects.

Select List of Funding Restrictions

Missouri Arts Council assistance cannot be used to fund the following items:

- Projects that have already occurred
- Costs of parties, receptions, fundraising benefits and other social activities
- Cash prizes and awards
- Projects that are not primarily arts activities but are essentially recreational or therapeutic
- 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)
- Exhibitions in which only associates of the applicant organization (students, faculty, or members) are eligible to exhibit
- Commissions & acquisitions of permanent works in the visual arts

Application Limit

- Express Grants: One award per fiscal year.
- MAC will not accept multiple applications from different organizations for the same project or components of a larger project.
- Organizations applying for Express Project Grant support may apply to the following monthly deadline programs *for a different project* if that project meets the grant program's eligibility criteria: Express Arts Education; Accelerate; Express Touring Program.

Eligibility

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

- Conduct the proposed project in Missouri
- Be Missouri-based. This means the physical location (if applicable) is located in Missouri. The location of the organization's registered agent is not considered the physical location of the organization. MAC no longer accepts organizations registered in Missouri as a Foreign Corporation (they are not Missouri based.) If the organization does not have a physical location, a majority of the board members must reside in Missouri
- Be tax-exempt as determined by the Internal Revenue Service (need not be 501(c)3).
- Be incorporated as a Missouri not-for-profit corporation and maintain not-for-profit status by filing annual registration report with the Secretary of State's office. For more information, visit www.sos.mo.gov/business or contact Secretary of State's Corporations Division at 573-751-4153.

Applications require that you have a DUNS number. Please follow the below steps and read the attached document to assist you with your new D-U-N-S Number request:

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. Two **important notes**:

- This **personal** information is required at this step to validate your **personal** identity and eliminate fraudulent activity. **Do not** 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?”

Minority Arts Eligibility Requirements

To be eligible for Express Minority Arts funding, organizations must meet and maintain the basic eligibility requirements as well as:

- Be minority-managed organizations (at least 51% of the board and staff are minority)

or

- Be non-minority organizations that provide arts to predominantly African American, Asian American, Latino/Hispanic, or Native American communities.

Arts Council Basic Eligibility Requirements

To be eligible for Arts Council Basic funding, organizations must meet and maintain the basic eligibility requirements as well as:

- Offer programs in more than one arts discipline, and/or offer arts services and foster the long-term cultural development of the community. MAC-funded arts disciplines include dance, electronic media, festivals, literature, music, theater, and visual arts. Examples of arts services include arts event calendars, newsletters, technical assistance, cultural planning, and funding for arts programs.
- Organizations must be located outside the city limits of Kansas City and St. Louis.
Community arts organizations located in the cities of Kansas City and St. Louis that offer programs in more than one arts discipline may apply to the Express Project Grant Program, Discipline Program Assistance (Multidiscipline category), or Minority Arts Program (if eligible).
- Only one organization per community is eligible to apply for Community Arts support.
In towns with populations over 10,000, the applicant organization must be an arts council or unit of local government.
In communities with populations under 10,000 or in special circumstances (e.g., county-wide), the applicant organization may be a community arts council, community betterment agency, historical society, chamber of commerce, or service club.
- Organizations must be governed by a citizen committee or board whose members are elected or appointed by persons other than the board members themselves and serve terms limited in number and duration.
- When the organization is not primarily an arts organization (e.g. department of city government, or chamber of commerce), the citizen committee or board must be a cultural or arts board. Such a board may be advisory to an elected or appointed body and must be designated by the ranking official or governing body.

Organizations that receive a MAC grant must maintain eligibility requirements through June 30.

Match Requirement

Missouri Arts Council requests and grants must be matched one-to-one.

- Funds may be matched with revenue sources, such as earned, private, or federal or local government. MAC grant cannot be matched with state funds (state tax dollars).

Determining Funding Amount

Funding for each application is determined by a formula based on the average score as a percent of request. For example, an applicant that requested \$1,000 and received an average score of 7.5 (out of 10) will receive \$750 as its MAC award. Please note that very few applicants receive an average score of 10. The funding recommendations are presented to the executive committee of the MAC board for approval on a monthly basis.

Application Review Process

Evaluation

Artistic Quality (50%, 30% for ACB)

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 project's contribution to the education and enrichment of the local community
- The utilization of original and unique works of art
- Originality in program concept, design and presentation

Community Involvement (30%, 40% for ACB)

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
- 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, 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 (20%, 30% for ACB)

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
- Clarity and completeness of the application
- The organization's fulfillment of its stated mission and long-range goals
- 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.
- Administration of previous MAC-funded programs, including submission of prompt and complete MAC paperwork

Review Process Rubric

Application Scoring Guide

Artistic Quality

Best Score 10

- Clear explanation of the artistic program with specific details (who, what, where, when, and why).
- The qualifications of the primary artist(s) in the Narrative and/or Required Materials are clear and compelling.
- The criteria for selection are clearly explained and based on community need and aligned with organizational mission. The selection committee consists of people of relevant experience.

Good Score 9-7

- Explanation of artistic program is sufficient with some details provided.
- The qualifications of the primary artists in the Narrative and/or the Required Materials are sufficient.
- The criteria for selection are determined by committee or qualified individual with relevant expertise.

Adequate Score 6

- Minimal explanation of the artistic program is provided.
- The qualifications of the primary artists in the Narrative and/or the Required Materials are adequate.
- The criteria for selection are based on adequate artistic quality.

Community Involvement

Best Score 10

- Clear explanation of how the Applicant is part of the community fabric, an institution.
- The community need is well articulated.
- There is active and detailed effort to engage new and underserved audiences and promotes accessibility.
- The educational opportunities for the community are substantial.

Good Score 9-7

- Community is significantly involved
- Makes effort to reach new and underserved audiences
- Offers good accessibility accommodations
- Strong community support
- Provides education in a specific form.

Adequate Score 6

- Community involvement is minimal
- Some community support

Management Ability

Best Score 10

- High quality of management
- History of financial stability
- Strong financial support
- Diverse sources of support
- Clear alignment with organization mission
- Evidence of planning
- Good record with managing MAC grants

Good Score 9-7

- Clear, accurate, and complete application
- Experienced management
- Financial stability
- History of MAC funding
- Good record with managing MAC grants

Adequate Score 6

- Adequate management
- feasible budget
- complete application
- Addresses any financial issues
- Good record with managing MAC grants

Express Project Grant Application Check-Off List

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)