



FY19 Express Touring Grant for Schools and Communities

For projects occurring between July 1, 2018 and June 30, 2019

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

Grant Programs are subject to change due to budget restrictions.

What Does Express Touring Fund?

The Express Touring grant application supports two different kinds of projects: Community Touring and School Touring. The grant provides funding to presenters who are contracting with performing artists listed in MAC's *Missouri Touring Performers* directory. For School Touring the performing artists must also be *School Touring Qualified*. Fundraising events are not eligible for this grant.

Community Touring grants fund public performances to pay a portion of the artistic fee paid to the performing artist(s). To be eligible the performing artists must travel at least 50 miles from their Missouri home base to the performance venue within Missouri. Other MAC grants might be available to support expenses for performing artists who are not listed in the directory, who will not be travelling at least 50 miles, or who would be travelling into Missouri for the performance.

School Touring grants fund PK-12 grade schools to pay a portion of the artistic fee charged for schools and organizations to present performing artist(s) during school assemblies. Additional activities may include small group enrichment sessions, interactive workshops and lecture demonstrations. There is no requirement for artists to travel any distance for this grant.

Touring grants are not competitive and will be awarded while funds are available. Applicants are responsible for selecting and scheduling the artist(s), negotiating the artistic fee, and making payment arrangements. Artists should be paid in full upon completion of the performance, all MAC grants are paid as reimbursement.

About Missouri Touring Performers Directory

The *Missouri Touring Performers* directory lists Missouri artists available for performances, lecture/demonstrations, workshops, and/or master classes. The artists are reviewed for their artistic ability and touring experience by an independent panel. The directory includes musicians, storytellers, folk artists, performers, puppeteers, dancers and street artists. The directory is available on the Missouri Arts Council web site.

Those artists listed as *School Touring Qualified* have been evaluated by a panel of arts education professionals. Their performances have been observed in classroom situations, classroom teachers have been interviewed, and their study guides are part of the application and selection process. Missouri artists listed in Springboard or Kansas City Young Audiences catalogues are included in the *Missouri Touring Performers* directory and are *School Touring Qualified*.

Grant Request

The applicant may request 60% of the artistic fee(s) which may include performance, and related travel, lodging, and per diem. For Community Touring grants the maximum grant request is \$3,000, no more than one Touring application shall be awarded per fiscal year. For School Touring grants the maximum for the school district is \$3,000, \$1,000 maximum per school. No more than one School Touring grant will be awarded to any school within the fiscal year. Applicants may combine multiple artists on a single grant application.

Match Requirement

Applicants must provide matching funds of 40% or more in cash. Sources of matching funds may include corporate, PTO, and Booster club sponsorships, ticket sales, program advertising revenue, concessions, and organization funds.

Applying For More Than One Grant

Organizations and schools are limited to one Touring grant within the fiscal year. In most situations one additional MAC grant of a different type can be awarded. However, expenses incurred for the Touring grant should not appear in any other current MAC application or revised project form.

Organizations that received MAC's "Arts Council" grant may apply on behalf of their local school district(s). This is intended to encourage cooperation between local arts councils and school districts and to expand the number of schools receiving arts education funds. For Arts Council grantees, the additional application will not contribute to the total number of grants they are eligible to receive.

Application Deadlines

Express 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 (two months in advance of June.) If the first Monday falls on a holiday, the deadline will be Tuesday. To encourage advance planning, MAC accepts early applications. Applicants will receive notification of funding within six weeks of the deadline submission.

Required Attachments

Several attachments are required on the application form.:

Contract or Letter of Intent from each artist

The contract or letter (from artist to applicant) should include:

- Artist's name and contact information.
- Identification of applicant, including name and contact person and information (phone, email, etc.)
- Description of activities.
- Date(s), time(s), location(s) of performance(s) and activities.
- Negotiated artist fee.
- Contingency clause (if desired) such as the project's execution is based on receiving MAC grant award.
- Dated and signed by the artist(s)

Study Guide – for School Touring applications

School Touring Qualified artists will provide their study guides. These guides will assist teachers who are preparing students for the performance experience and/or act as a follow-up to the performance. A copy of the study guide must be submitted with the application.

Getting Started

Before you begin the application process, please note the following:

1. Contact the appropriate program specialist (see below) before you begin your application.
2. Complete a profile online at <https://missouriarts.smartsimple.com>, if you have not already done so.
3. Review the touring application and guidelines.
4. Complete the touring application form online at <https://missouriarts.smartsimple.com>.
5. Prepare necessary attachments for the application.
6. Make certain the application is submitted at least two months before the event and by the first Monday of the month. It may be submitted sooner.

Eligibility Requirements

MAC grant recipients must maintain these eligibility requirements through June 30, 2019.

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

1. Conduct the proposed project in Missouri.
2. 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.
3. Be tax-exempt as determined by the Internal Revenue Service (501(c)3 status is not required).
4. Be incorporated as a Missouri not-for-profit corporation and maintain not-for-profit status by filing an annual or biennial 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.
5. Have a DUNS number. Please follow the steps below 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?"

MAC accepts applications from the following types of organizations and/or agencies:

- Arts or arts education organizations
- Chambers of commerce
- Government agencies, parks, libraries
- Youth organizations
- Public, private, and charter schools
- Universities
- Community arts organizations
- City parks departments
- Social service organizations
- Religious organizations

Ineligible: Organizations that receive Missouri Arts Council funding through the Established Institutions or Mid-Sized Arts Organizations program are not eligible to apply for Touring Monthly Strategic Grants.

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Colleges and universities may apply for MAC funding. Their programs must be marketed and accessible to the general public in addition to student and faculty/staff. MAC requires that at least 30% of the audience for college/university-affiliated programs is drawn from the general public. Programs occurring on campus must be accessible to the general public, for example, adequate signage directing the general public to the space and parking for off-campus visitors during the arts activity/exhibit hours.

Religious organizations are eligible to apply for MAC funding but must address these policies:

- The purpose of the project must be artistic expression.
- The public event cannot take place during a religious service or an event intended for expression of religious faith.
- The event should not be used to promote a particular faith or creed.
- MAC's intention is to support creative expression of art and performance with religious content without endorsing or supporting a particular faith or creed.