



FY2020 Blank Annual Discipline Application

Application ID: 2020-xxxx **Application Type:** Annual Discipline

Organization Name: **Primary Contact:**

Mission Statement

Applicant Information

Popular Name, Department, Art Program, or Doing Business As

Are you a new or returning MAC applicant? Please Select:

- New (New indicates that your organization has not applied for any funding at MAC within the last three fiscal years.)
- Returning

Grant Program: Please Select One:

- Arts Council – Project Support
- Electronic Media Arts
- Festivals
- Folk Arts
- Literature
- Multidiscipline
- Music – Instrumental and Vocal/Presenters

Secondary Contact Name

Secondary Contact Title or Position in Organization

Secondary Contact Phone (###-###-####)

Secondary Contact Email

Organization Costs

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. The figures provided should be consistent with those in your financial statement (see Attachments).

- Nonprofit, non-arts organization should complete all parts of this question.
- Nonprofit arts organizations should complete the total income and expenses for the full organization.

- Schools, Universities and Colleges should complete the total income and expenses for the department or program doing the project.

Organization's Operating Income
Organization's Operating Expenses
Department/Program Operating Income
Department/Program Operating Expenses

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

Provide the demographics of your organization's staff, board, and volunteers. Use numbers, not percentages. Replace the zero with the actual number. Any blank fields should remain zero.

- Current Staff is the total number of full and part-time paid employees working for your organization. Universities should provide information on the staff in the department or program applying.
- Current Board is the total number of Board members overseeing your organization. Universities should provide information on the Trustees. You can provide the statistics on your advisory board in current volunteers.
- Current Volunteers is the total number of non-paid individuals working for your organization in any capacity. Do not include board members in this section.

Project Information

Proposed Project Title

What is the proposed project for MAC funding? What are the artistic components, project date(s), and location(s)?

What is the purpose of the project? How does the project fit into the scope of the organization's mission and long range plans?

Exhibition Projects Only. What are the viewing hours?

MAC requires minimum exhibition viewing hours of at least 16 hours during the week and 6 hours during the weekends or evenings (after 5:00 p.m.)

Artistic Quality

What are the artistic criteria for choosing the project?

Consider why this particular artistic project was chosen. Was it selected for its content, form, history, community need, organizational needs, artistic challenge, etc. Describe the criteria for selecting the artistic individuals will participate.

What makes the project creative and innovative in your community? How does the project challenge and develop your audience artistically?

Describe why this project is innovative and what makes it a creative addition to your community. What does the project do to challenge and develop your audiences artistically? How is the audience experience unique or different? Did you present unique or original works of art? Describe originality in the program concept, design, or presentation.

For Arts Council applicants: What services do you provide to artists and arts organizations? In what artistic disciplines do you offer programs?

For Folk Arts applicants: How does the project support living traditional arts and the artists who practice them? Describe the cultural significance of the art form(s) and the cultural heritage of the artists.

Community Involvement

How does the project meet community needs?

Does the project fill an unserved or underserved need in the community? For example, you are offering a dance program where there is no resident dance company, or an art form that is significant to the community heritage.

How does the community show support for the project? This may include funding, in kind donations, volunteers, planning, execution, and evaluation.

Include the board service as volunteers, any logistical assistance provided (the city closed streets for a festival or provided clean-up), contributions of products or services (including marketing by area media).

How does the project contribute to the education of the community?

Community is defined as the constituents served by the applicant. This community can be based on discipline, geographic, or culture. Do you offer pre or post performance discussions, articles in your printed program, ancillary lectures, etc.

Who are the target audiences for the project? Include efforts you are making to reach new and diverse audiences. How will the project be marketed?

Consider who your target is and what characteristics they have in common. What marketing methods would reach this audience and what message will you use.

How will the project be accessible for persons with disabilities?

Describe how the project will be accessible to persons with disabilities. Consider different types of disabilities: vision impairment, hearing impairment, mobility issues, developmental. Are you in an accessible location? What accessibility accommodations do you provide?

If this project or a similar project has been previously conducted, how many individuals participated? How did you determine the number? When did the project occur?

For example, Last year, 1,200 people attended the festival on May 12.

How many individuals do you expect to participate in the proposed project? How did you determine this number?

Base your response on prior events, similar events, preliminary interest, or other method.

For college and university applicants: What percentage of the anticipated audience is affiliated with the college or university and what is from the general community? This may be determined by ticket pricing categories or audience estimate. See page 15 of Guide to Grants for minimum ratio.

For Arts Council applicants: How do you support the long term cultural development of the community?

Management Ability

How has your organization maintained, diversified, and expanded funding?

How will you evaluate the proposed project? How have you responded to previous evaluations?

If your operating figures for last fiscal year reflected a deficit, how did this deficit occur? How did your organization handle this deficit? How will your organization prevent deficits in the future? If not, type N/A.

Budget Detail

Cash Expenses

- **Personnel - Administrative:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Artistic:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Technical/Production:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Outside Artistic Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Outside Other Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Space Rental:** You may not include rental costs if you own the venue.
- **Travel:** All costs directly related to the travel of an individual or individuals and specifically identified with the project. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses see Remaining Operating Expenses.

- **Marketing:** All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see Remaining Operating Expenses.
- **Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. These include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, nonstructural renovations or improvements, security and trucking, shipping and hauling expenses.
- **Capital Expenditures - Acquisitions:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. **MAC does NOT FUND Capital Expenditures.**
- **Capital Expenditures - Other:** Expenses for purchase of buildings or real estate; renovations or improvements involving structural changes; payments for roads, driveways or parking lots; permanent and generally immobile equipment such as grid systems or central air conditioning etc., which are specifically identified with the project. **MAC does NOT FUND Capital Expenditures.**

Total Cash Expenses

Cash Income

- **Admission:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributed or prorated to the project. Do not put booth rental fees here (include in Other Revenue).
- **Contracted Services Revenue:** Revenue derived from fees earned through the sale of services. Include the sale of workshops, etc. to other community organizations, out-of-state fees, government contracts for specific services, performance or residency fees, tuition, etc.
- **Corporate Support:** Cash support derived from contributions given for this project by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this project.
- **Foundation Support:** Cash support derived from grants given for this project by private foundations, or a proportionate share of such grants allocated to this project.
- **Other Private Support:** Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events. (Funds from united arts funds, such as the Allied Arts Council of St. Joseph and the Arts and Education Council of Greater St. Louis, should be entered on this line.)
- **Government Support - Federal:** Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the project.
- **Government Support - State/Regional:** Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies (i.e., Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. (Also includes funding from the Missouri Humanities Council. Note: State funds cannot be used to match state funds from MAC.)
- **Government Support - Local:** Cash support derived from grants or appropriations given for this project by city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriations allocated to the project. (Also include funds from such

entities as the Municipal Arts Commission in Kansas City, the Columbia Arts Commission, the Regional Arts Commission in St. Louis and the Springfield Convention and Visitors Bureau.)

- **Other Revenue:** Revenue derived from sources other than those listed above. Include booth rental fees, catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
- **Applicant Cash (used for this request):** Funds from the applicants present and/or anticipated resources that the applicant plans to provide to the project other than income listed above (Do not include MAC request in this line.)
- **Missouri Arts Council Request** cannot exceed 50% of total project expenses. **Maximum Request - Annual Disciplines \$30,000; Arts Council \$20,000.**

Total Cash Income

Attachments

- Clearly title/name the file and provide a description.
- Use .pdf file format, except for the board list which must be an Excel spreadsheet. Alternative file formats include: .doc and .docx.
- Sample documents available [here](#).

Biographical Summary of Key Artistic

Provide biographies of artistic decision makers (for example, Artistic Director, Curator, Artist Selection Committee), key artistic and technical people (for example, teachers and workshop instructors), and proposed artists. The decision makers and artistic and technical people 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 artistic decision making duties. For people serving dual artistic/admin roles, provide different biographical information than the administrative bio. For proposed artists, applicants may include links to artist's website and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

Biographical 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. Click here for [Board List Template](#).

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 document [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
- Method of Accounting (i.e., cash or accrual)

Statement of Revenues, Expenses, and Fund Balance needs to include the following:

- Period covered by your most recently completed fiscal year
- Beginning and Ending Balances
- List of Revenues and Expenses
- Method of Accounting (i.e., cash or accrual)

Additional Board List

All non-arts organizations are required to provide a list of the members of the advisory committee for cultural and arts activities applicant.

IRS Tax Exempt Status Letter

This is required from all nonprofit applicants that have never applied to MAC or did not apply in FY2019. IRS Tax-Exempt Status Letter should include your FEIN number. Link for [Sample Letter here](#).

Public School Districts, Public Universities/Colleges, and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

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. If you are incorporated with the state within the last year submit a copy of your Nonprofit Incorporation Papers. This is only required of nonprofit organizations. You may download your records online at the Missouri Secretary of State website. Search for your organization at [here](#). Sample documents are available [here](#).

Public School Districts, Public Universities/Colleges, and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

Authorizing Official Letter

Only select individuals are authorized to sign the MAC application and other paperwork.

- For Public School District, the authorizing official is the Superintendent.
- For Private School, the authorizing official is the Principal.
- 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. If anyone other than the above will be signing the application, a letter naming the appropriate authorizing official(s) is required. This letter is required annually. 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

If your organization or art program has one.

Support Material

Printed materials will not be accepted. 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, video links, etc. For guidance, consult the [Guide to Support Material](#).

Vendor Input Instructions

If this is the first time the organization has applied to the Missouri Arts Council, review the [Vendor Registration Checklist](#) and contact the [Grants Manager](#) for assistance completing the vendor registration process for the State of Missouri. Registration can be done after final application submission.

If the organization has a new mailing address, new financial institution or a change in legal name, review the [Vendor Registration Checklist](#) and contact the [Grants Manager](#) for assistance.

Compliance Statement

By clicking "Submit," I:

Attest that this document is submitted with the full approval of the board of directors; Attest that the information submitted with this document is correct;

Agree to meet all administrative obligations of the project funded by the Missouri Arts Council.

Note: 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