



Blank FY2020 Arts Education Application

Application ID:

Application Type: **Annual Arts Education**

Organization Name:

Primary Contact:

Mission Statement

Applicant Information

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

School Building, Department, Art Program or Doing Business As

Are you a new or returning MAC applicant?

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

Grant Program

Select One:

- Artist in Residence
- Out of School
- Professional Development

For a description of the MAC Arts Education Grant Programs see the Guidelines.

Missouri Arts Council defines Underserved Populations as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. Artist in Residence (AIR) is designed to strengthen school fine arts curriculum (dance, drama, creative writing, music, and visual arts) or other curriculum (communication arts, social studies, math, or science). A residency must include direct, hands-on experience between the artist and target and exposure groups within the school environment. Residencies integrating fine arts content into non-arts curriculum should align studies in the fine arts with relevant themes taught in non-arts classrooms. While not required, if participating students meet the criteria for being underserved, then additional points can be awarded. Out of School (OS) supports quality arts education activities serving underserved children and youth. These activities should take place outside of the normal classroom day, and could occur outside of the school building. In order to be eligible for the grant, participating students must meet underserved criteria. Professional Development (PD) supports projects that present qualified speakers to teachers, school administrators, and teaching artists. Additionally, grants could pay fees for qualified facilitators to lead instruction for teaching the arts and for integrating the arts into non-arts curriculum. Adherence to the High-Quality Professional Development Standards, as defined by the Missouri Department of Elementary and Secondary Education, will be a funding consideration. While not required, if participating teachers come from schools that meet the criteria for being underserved, then additional points can be awarded.

Type of School or Organization

Select One:

- Public School
- Private School
- Charter School
- Arts Education Organization
- Other

Accounting Contact Name

Occasionally there are questions about payables or receivables related to your grant. Please provide the name of someone that we can contact with questions.

Accounting Contact Title or Position in School

Accounting Contact Phone Number (###-###-####)



Accounting 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

Project Information

Proposed Project Title

Project Beginning Date



Project Ending Date

Artist in Residence Only. Provide the names of all participating schools.

Out of School and Professional Development Only. Describe the project for which you are requesting funds. Also explain how the project supports the school's improvement plan.

Project Locations

Location Name

Full Location Address

Participating Schools

Target Group

Provide details on the target and exposure groups that will be served.

To ensure that students will have an opportunity to work closely with the teaching artist, target groups should not exceed 30 students. Use the Project Schedule, a required Attachment, to demonstrate the number of hours that each target group will spend with the teaching artist. If more than three target groups are planned, create an additional page and upload as an Attachment.

Target Group #1

Grade

Age

Number of Students

Number of Hours Spent with Artist(s)

Why was this group of students selected? Explain special characteristics of this target group.

Target Group #2

Grade

Age

Number of Students

Number of Hours Spent with Artist(s)

Why was this group of students selected? Explain special characteristics of this target group.

Target Group #3

Grade

Age

Number of Students

Number of Hours Spent with Artist(s)

Why was this group of students selected? Explain special characteristics of this target group.

Artistic Quality

Name the fine arts discipline(s) that will be studied. Describe the project and how this project will contribute to learning in the arts?

Describe the artistic and teaching qualifications of the contracted artist(s) and why they are selected.

Please explain how the artist will enhance what is already being taught in the classroom.

Arts Learning

Name the subject(s) that will be taught in the project. Tell what you intend for students to learn. Identify the learning outcomes for the fine arts as well as any other subjects that will be addressed.

Artist in Residence and Out School Only. Explain in a narrative format how the project addresses Missouri Grade Level Expectations and/or National Arts Standards.

Professional Development Only. How does the project adhere to the Missouri Department of Elementary and Secondary Education's High-Quality Professional Development Criteria?

Explain how you will evaluate the overall success of the project.

Artist in Residence and Out School Only. Which of the education benefits, that you have listed in the first question in this section, are measureable? Explain how you will assess student learning. Describe the sample assessment tool that is uploaded in the Attachments.

Additional Information

Should the applicant be approved for MAC funds, a Summary of Outcomes will be required as a Final Report Attachment at the completion of the project.

Include the following:

- A brief project description
- A description of the assessment tools. For each tool explain who was assessed, how many were assessed, and summarize the outcomes.
- A description of the evaluation tools. For each tool explain who was evaluated, how many were asked to provide their evaluation, how many responded, and summarize the outcomes.

Administrative Ability

How will the program be marketed to ensure adequate enrollment?

Artist in Residence and Out School Only. How will the students be selected? Explain any enrollment fees and/or scholarship opportunities.

Professional Development Only. How will teachers or teaching artists be selected?

How will the project reach others within the building or surrounding community?

Describe any volunteer support or contributed resources.

Artist in Residence and Out School Only. What accommodations will be made for transporting students to and from the program?

Describe the work of the planning committee, especially preparations already made and the role of this committee for oversight and management. If returning applicant, tell how evaluations and assessment outcomes from the prior project have been used for planning this project.

Describe your organization's ability and efforts to secure funding for the proposed project? Indicate if the school district or private school is using teacher and/or administrative time as the cash match.

Underserved Students

Missouri Arts Council defines underserved populations as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. In order to be eligible for the grant, participating students must meet underserved criteria. This is optional for Artist in Residence and Professional Development.

Describe any characteristics that qualify the students as being at risk or underserved, such as race, special needs and income. If a returning applicant, also provide information about the students who actually participated in the previous year.

Budget Detail

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).

Expenses

- **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).
- **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.

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.
 - **Express Arts Education:** Maximum award is \$2,000.
 - **Annual Arts Education:** Maximum award is \$10,000.

Attachments

Attachment Instructions

- 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](#).

Project Schedule

Provide a schedule of all activities related to the project, include dates and location(s). Be explicit about the number of hours that the teaching artist will spend with the planning committee, with each group of students (target groups for residencies), and community members (exposure groups for residencies). Culminating events (such as exhibitions and performances) and assessment should be included on the schedule.

Biographical Summary of Planning Committee

Provide biographical summary of planning committee. Include each member's name, job, and identify the committee coordinator. Explain each member's role and explain why each was selected to serve on the committee. No more than 1/4 page per person, no more than 4 pages.

Teaching Artist(s) Resume

Provide a resume or curriculum vitae of each Teaching Artist. The resume should document both teaching and artistic qualifications. No more than 8 pages per artist.

Teaching Artist(s) Letter(s) of Intent

A letter from the teaching artist to applicant should include: Artist's name and contact information. Identification of applicant - including name of school, contact person, and his/her contact information. Description of activities. Date(s), time(s), location(s) of performance(s) and activities. Negotiated artist fee. Contingency clause such as, project is contingent on receiving MAC grant award. Dated and signed by the artist(s).

Assessment

This attachment should support your narrative. Provide a sample of the assessment tool that will be used to measure student achievement of the learning objectives. The sample could be a checklist, scoring guide, tension grid, or pre- and or post-test. If a portfolio, log, journal, or performance review will be used, then explain how you will assess learning demonstrated in these formats.

Additional Target Group Information

Provide details on any additional target groups (Target Group 4, etc.) that could not be included in the Target Group Section.

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 followup and advocacy. We reserve the right to request home addresses to determine eligibility.

Public School Districts are exempt from this requirement.

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. Provide an Excel spreadsheet which includes the following fields: first name, last name, term ends, board position, affiliation, email, daytime phone, and city.

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 documents [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:

The financial statement should 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 Balance
List of Revenues and Expenses
Method of Accounting (i.e., cash or accrual)

IRS Tax Exempt Status Letter

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

This is required from all nonprofit applicants that have never submitted their IRS Tax-Exempt Status Letter in this system. The letter should include your FEIN number. Link for [Sample Letter here](#).

Private School Directory Listing

If the private school is listed in a directory due to an IRS group exemption, include the page from the directory showing the schools information.

Missouri Annual or Biennial Registration Report

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

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 501(c)3 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](#).

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.

Summary of Outcomes

If your organization received arts education funding from MAC in the prior fiscal year, you need to submit a summary of the prior project's outcomes.

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.

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.

File Formats and Size information:

Documents – pdf, doc, docx, xls or xlsx Images – jpg Audio - mp3 Videos – mp4

Vendor Input Instructions

- If this is the first time the organization has applied to MAC, contact the [Grants Manager](#) for assistance completing the vendor registration process for the State of Missouri.
- If the organization has a new mailing address, new financial institution or a change in legal name, contact the [Grants Manager](#) for assistance in making the vendor change for the State of Missouri.

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.

Public School District authorizing official is the Superintendent. Private School authorizing official is the Principal

Authorizing Official's First and Last Name

Authorizing Official's Title

Submitting Person's First and Last Name

Submitting Person's Title