



# Blank FY2020 Off Year Application

Application ID:

Application Type: **Annual Off-Year**

Organization Name:

Primary Contact:

Mission Statement

## Applicant Information

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Popular Name, Department, Art Program or Doing Business As

Grant Program

Secondary Contact Name

Secondary Contact Title or Position in Organization

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

Secondary Contact Email

## Organization Costs

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**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.

- 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

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**Proposed Project Title**

**Project Beginning Date**

**Project Ending Date**

**Has your organization experienced any significant changes since July 2018 (i.e. personnel, funding, programs, etc.)?**

### **Project Schedule**

List event dates for the project(s) funded through this MAC grant occurring between July 1, 2019 and June 30, 2020. Include Event Date(s); Event Title/Brief Description; and Location (including full address). If you prefer, a schedule can be uploaded on the Attachments page. Answer this question by typing in the box "See Attachment."

### **Attachment: Project Schedule**

Include Event Date(s); Event Title/Brief Description; Location (including full address).

## **Budget**

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**Total Cash Expenses**

**MAC Request (Must match previous on-year request.)**

**Total Cash Income (All sources INCLUDING MAC request)**

## **Attachments**

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### **Attachment Instructions**

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- 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](#).

## 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. Click here for [Board List Template](#) located under Supplemental Materials heading.

## 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.

## 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](#).

## 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](#).

## Biographical Summaries of New Key Personnel

Provide biographies of new key personnel since the last on-year application. Include a summary of new key artistic decision maker(s); key artistic and technical people, administrative decision maker(s) and key management people. Maximum is 1/4 page for each person.

## 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.

## Vendor Input Instructions

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

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**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**