



FY2020 Guide to Off Year Grants

for Projects Occurring July 1, 2019 through June 30, 2020

Please refer to the [FY2020 Guide to Grants](#) for complete information on Missouri Arts Council funding policies. Grant programs are subject to change due to budget restrictions.

Eligibility Requirements

If your organization received annual FY2019 funding in the programs or categories listed below, then you must submit an Off Year Application to receive FY2020 Missouri Arts Council support.

- Arts Council – Operating Support
- Dance
- Established Institutions
- Mid-Sized Arts Organizations
- Minority Arts
- Theater
- Visual Arts

If your organization did not receive annual FY2019 funding in the above categories, then you cannot use the FY2020 Off Year Application. For new applicants, your funding options are the FY2020 Annual Discipline (select programs) or Express Grant. For guidance choosing the grant program suitable for your arts project, budget, and timeline, review the [Guide to Grants](#) and contact the [appropriate Program Specialist](#).

All Off Year Applicants must comply with all applicable requirements outlined in the current Guide to Grants. This may include funding restrictions, attachments, and audit (depending on budget size). If stipulations were included in the FY2019 Annual Discipline grant, they still apply for FY2020 Missouri Arts Council support. Support materials are not required.

Deadline

The FY2020 Off Year Application is due the last Monday in February (February 25, 2019).

Multi-Year Review Cycle

Most annual grants are reviewed every other year. Organizations receiving operating support are reviewed every three years. For the Annual Discipline or “on year,” an organization submits an application for an arts project that will occur in the upcoming fiscal year. The panel’s review of the proposal determines the organization’s score for two (or three) years—the review year and following year(s)—using the funding formula.

During the interim year, an organization submits an Off Year Application. The off year award is determined by a funding formula which is based on the Annual Discipline score and request amount, as well as available funding for that fiscal year. Details and example follows:

1. Multiply the request by the score. For example, if the request was \$10,000 and score was 86.5, then \$10,000 would be multiplied by 0.865 resulting in \$8,650.
2. Multiply the result from step 1 with an adjusting percentage that brings the total to the amount of available funding for that fiscal year. The adjusting percentage is determined by dividing the

total available funds by the total requests. For example, if the available funding were \$100,000 and request total was \$250,000, the adjusting percentage would be 40% (request total/available funding = 0.40). Using the example from step 1, \$8,650 would be multiplied by 0.40 resulting in \$3,460 for the award amount.

Due to Missouri Arts Council budget fluctuations, an organization's award amount varies from year-to-year. The available funds depends on allocations from the General Assembly and National Endowment for the Arts as well as the budget approved by the Missouri Arts Council board at the June meeting.

Grant Request

Your request should match the original request in the FY2019 Annual Discipline application (not the final award amount).

Match Requirement

Missouri Arts Council grants must be matched one-to-one. The matching funds must come from other cash revenue sources, such as earned private or local government. State funds cannot be used to match Missouri Arts Council grants.

Application Form

A. Additional Applicant Information

- Provide the Popular Name, Department, Art Program or Doing Business As (DBA).
- Provide the program to which you are applying.
- Provide the name of a secondary contact, title, daytime phone number, and email.
- Provide the ending date of your most recently completed fiscal year.
- Provide your organization's operating income and expenses for the most recently completed fiscal year. Nonprofit, non-arts orgs should complete all parts of the question. Nonprofit arts orgs should complete only a and b, providing total income and expenses for your full organization. Schools, universities, and colleges should complete only c and d, providing total income and expenses for the department or program doing the project. The figures you provide should be consistent with those in your financial statement. The financial statement is not required in the Off Year Application.

B. Project Information

- Provide your proposed project title (i.e., 2019-2020 Exhibitions or Dance Performance Series)
- Overall Beginning Date
- Overall Ending Date. (Note: The final report will be due 30 days after the final completion date or by July 20, 2020, whichever occurs first.)
- Provide total cash expenses and total cash income (nearest whole dollar). They must balance.
- Provide the amount of funds you requested. This must match your on-year request amount.
- Has your organization experienced any significant changes since July 2018 (i.e., personnel, funding, programs, etc.)?
- Project Schedule: List event dates for the projects(s) funded through this Missouri Arts Council grant occurring between July 1, 2019 and June 30, 2020. Include Event Date(s); Event Title/Brief Description; and Location (including full address).

C. 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.

Required Documents for All Applicants

Board List

Provide an Excel spreadsheet with your organization's full board with contact information. Include the following fields: 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. We reserve the right to request home address to determine eligibility. Template available [here](#).

If Applicable Documents

Additional Board List

Non-arts organizations may 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.

Missouri Annual or Biennial Registration Report

Attach the most recent annual or biennial registration report. Newly incorporated organizations must submit a copy of your Missouri nonprofit incorporation papers. You may download your records online at the [Missouri Secretary of State website](#). Sample documents are available [here](#). For more information, contact the [SOS Corporations Division](#). Exempt: Public institutions (like state or city agencies, public colleges/universities, school district, parks and recreation department).

Project Schedule

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

Biographical Summary 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: ¼-page per person.

Authorizing Official Letter

If anyone other than the titles listed below "sign" the application, a letter naming the appropriate authorizing official(s) is required. This must be submitted annually. The authorizing official may be 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. For city agency applicants, the authorizing official is the City Manager or Mayor.

Audit

An audit must be submitted by organizations with an annual budget greater than \$500,000. This must be performed by an independent CPA, presented on an accrual basis of accounting, and cover the most recently completed fiscal year. Note: Humanities should upload their audit. Exempt: Public Broadcasting as well as government agencies, public schools, and colleges/universities.

D. Compliance Statement

Applicants need to complete the requested information. This electronic signature signifies intent to comply with all state and federal regulations. When done and you're satisfied that the application has been correctly completed, click "Submit" button at the bottom of the page. You will not be able to make any changes to the application after submission.

A confirmation email will be sent to the contact person listed in the organization profile. Sometimes the grant system emails get caught in the Junk or Spam Folder. If you do not receive this email or your application's status still shows as "Draft", contact your Program Specialist.