



FY2020 Guide to Grants

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

Grant Programs are subject to change due to budget restrictions.

FY2020 Grant Cycle

Missouri Arts Council is accepting new applications for FY2020 annual funding in the following programs and categories:

- Arts Education
- Arts Council – Project Support
- Electronic Media Arts
- Festivals
- Folk Arts
- Literature
- Multidiscipline
- Music – Instrumental and Vocal/Presenters
- Partnership (by invitation only)

Arts Education and Partnership have their own application form. All other programs and categories will use the Annual Discipline application form.

In addition, **Missouri Arts Council accepts applications annually from new touring performers** to be listed in the [Missouri Touring Performers Directory](#).

Closed Programs/Categories for FY2020 Annual Funding: New Applicants that would like to submit an application for a project in the annual programs or categories listed below, then your Missouri Arts Council funding option is [FY2019 or FY2020 Express Grant](#), which has a rolling deadline.

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

Returning Applicants from Closed Programs/Categories: If your organization received annual FY2019 funding from the programs or categories listed above, you must submit an Off Year Application to receive FY2020 Missouri Arts Council support.

Missouri Arts Council is accepting new applications for FY2020 Express Grants on a rolling deadline in the following programs and categories:

- Arts Council Basic
- Arts Education
- Big Yellow School Bus
- Minority Arts
- Project
- Touring – Community or School

Arts Education, Big Yellow School Bus, and Touring have their own application form. All other programs and categories will use the Express Project application form.

About MAC

Missouri Arts Council, a state agency, provides funding to nonprofit organizations through grants that support quality arts programming throughout the state as well as meet our strategic goals:

- Engage people in meaningful arts experiences
- Grow Missouri's economy using the arts
- Strengthen Missouri education through the arts

Funding for the Missouri Arts Council is provided by the Missouri General Assembly through the state's annual budget bill approved by the governor, Missouri Cultural Trust, and National Endowment for the Arts. The MAC board determines the annual budget at the June meeting.

What Does MAC Fund?

Missouri Arts Council funds projects with an artistic component that are open to the public. An arts project is a specific, identifiable program that has a distinct focus, format, and objective. Funds may be used for artist fees, marketing, travel expenses, and more. A project may include the following:

- Performance of dance, music, opera, and/or theater (single performance or series)
- Arts festival or arts component at festival or county fair
- Exhibition or exhibition series
- Literary journal publication
- Film festival, film series, or production of media arts project
- Artist residencies (through Arts Education)
- Education programs (through Arts Education; some don't necessarily need to be open to the public)

Express and Annual Grants

Missouri Arts Council funding is available through the Express and Annual Grants. While both support arts programming, there are key differences in terms of deadline schedule, complexity of the application (and therefore time required to prepare the application and support material), and processing time.

- **Express Grants** are designed for first-time applicants to Missouri Arts Council or smaller budget projects. They have a simpler application, more flexible deadline schedule, and quicker turnaround. The funding is smaller and corresponds with an easier application process. Also, Express Grants receive a higher amount of their request amount (ranging 60-95%). For example, an organization that requests \$2,000 may receive a grant for \$1,620.
- **Annual Grants** are designed for experienced Missouri Arts Council applicants with large budget arts projects. The annual application is extensive and more demanding with a rigid deadline schedule, more competitive review process, and longer turnaround. While the request amount is higher, organizations receive a smaller amount of their request amount (ranging 28-30%). For example, an organization requesting \$30,000 may receive a grant for \$7,995.

Note: Applications that are incomplete (missing required answers, attachments or support material) will not be considered for funding. We reserve the right to remove materials that do not comply with application requirements.

Who May Apply?

To be eligible to apply for Missouri Arts Council funding, an organization must:

- Conduct the proposed project in Missouri.

AND

- Be a unit of federal or local government, such as a library, university, county, or municipal agency.

OR

Be tax-exempt as determined by the Internal Revenue Service. (Organizations must maintain this status with the annual filing of Form 990 with the IRS.)

AND

Be incorporated in Missouri as a not-for-profit corporation. (Organizations must maintain the not-for-profit status with the annual or biennial registration report with the Corporations Division of the Missouri [Secretary of State's office.](#))

This may include organizations like the following:

- Arts or arts education organizations
- Community arts organizations
- Social service organizations
- Religious organization
- Youth organizations
- Government agencies
- City parks departments
- Public school districts
- Private PK-12 schools
- Colleges and universities (see page 15 for additional eligibility and program requirements)

Ineligible to Apply

Individuals, nonprofit organizations with foreign incorporation with the Secretary of State's Office, for profit organizations (including B Corporations), nonexempt nonprofit organizations are not eligible to apply for Missouri Arts Council funding.

We encourage new and emerging arts organizations to consult with the Missouri Arts Council before applying. Emerging groups need time and assistance to develop their mission and create effective events and programs. See page 9 for details.

Additional Eligibility Requirement: DUNS Number

All Missouri Arts Council applicants must have a D-U-N-S number. There is no fee to obtain a DUNS Number. Follow these steps to find or obtain a DUNS number for your organization:

1. Go to [this website](#).
2. Check 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 don't find your group, select "Get a New D-U-N-S Number" button at the bottom of the screen.
4. A few important notes:
 - Personal information is required to validate your personal identity and eliminate fraudulent activity. Don't enter your organization address or your registration will fail.
 - You may be asked to pay a fee for services. Feel free to decline, this is not necessary.
 - It generally takes 24-48 hours to receive the DUNS Number despite the 30 business day disclaimer.

Grant Request

The request amount depends on the grant program. Request amount cannot exceed 50% of the project costs. The award amount are generally smaller than the request amount. Payment of the Missouri Arts Council grant is always made on a reimbursement basis. Organizations must have sufficient cash reserves or incoming revenue to pay for all of the expenses upfront and then wait for payment from MAC. It is difficult to estimate processing time because there are many possible reasons for delays.

A brief description of the application deadline, maximum request, and grant program is provided below. For details, consult the additional requirements for grant programs and disciplines on pages 12-15.

	Maximum Request	Purpose of Grant Program
Express Grants: Rolling Deadline. First Monday of the month; at least 2 months before the start date.		
Arts Council Basic	\$3,000	Supports multidisciplinary arts projects for community arts agencies outside the cities of St. Louis and Kansas City.
Arts Education	\$2,000	Supports artist in residence, out of school, and professional development programs in PK-12 grade schools.
Big Yellow School Bus	\$300	Supports transportation costs for one school field trip to arts program that is supported with Missouri Arts Council grant.
Minority Arts	\$3,000	Supports arts projects created by and/or targeted to African-American, Asian-American, Latino/Hispanic, and Native American communities.
Project	\$2,000	Supports arts projects with a simpler application, flexible deadline schedule, and quick turnaround.
Touring	60% of artist fee (\$3,000 maximum)	Supports hiring artists on MAC's Missouri Touring Performers Directory to perform in the community or local school.
Annual Grants: Final Deadline is February 25, 2019.		
Accelerate	\$1,000	Supports needs assessment, action plan, and funding to strengthen and grow arts organizations. Deadline: TBD
Arts Council	\$20,000 Project \$35,000 Operating	Supports project or operating funding to community arts agencies outside the cities of St. Louis and Kansas City with multidisciplinary arts programs
Arts Education	\$10,000	Supports artist in residence, out of school, and professional development programs in PK-12 grade schools.
Discipline	\$30,000	Supports large budget projects in following disciplines: Dance, Electronic Media Arts, Festivals, Literature, Multidiscipline, Music, Theater, and Visual Arts.
Folk Arts	\$30,000	Provides support for the traditional folk arts of Missouri.
Minority Arts	\$30,000	Supports arts projects created by and/or targeted to African-American, Asian-American, Latino/Hispanic, and Native American communities.

Maximum Request Purpose of Grant Program

By Invitation Only: Final Deadline is February 25, 2019.

Established Institutions	\$300,000	Provides operating support for arts institutions that score in the top third of the discipline panel for the three most recent grant reviews. Annual budget must be greater than \$2 million.
Mid-Sized Arts Organizations	\$50,000	Provides operating support for arts institutions that score in the top third of the discipline panel for the three most recent grant reviews. Annual budget must be greater than \$500,000.
Partnership	Varies	Supports programs that are aligned with MAC strategic goals.

Match Requirement

Missouri Arts Council grants must be matched on a one-to-one basis. The matching funds should come from other cash revenue sources—earned, private, or federal or local government. Please note that MAC funds cannot be matched with state funding. (Exception: Touring requires 40% match to MAC’s 60%. Partnership match varies. Big Yellow School Bus doesn’t require a match.)

You May Apply For More Than One Grant

If you received	You may apply for one additional grant in:
Annual or Express Grant	Touring (Community) or Arts Education
Arts Council Grant	<ul style="list-style-type: none"> ▪ Touring (Community) or Arts Education (express or annual) ▪ Also, Arts Council grant recipients may apply on behalf of local schools for Arts Education and School Touring.
Mid-Sized Arts Institutions	Arts Education (Artist in Residence or Out of School only)
Established Institutions	No other grant.

Participating in Accelerate does not count against your grant limit. Schools may also apply for School Touring or Big Yellow School Bus as part of their two grants.

Deadlines

- **Express Grants:** Applications are accepted on a rolling deadline, by the first Monday of the month which is at least two months before the project event date (or project incurs expenses, whichever occurs first). If the first Monday falls on a holiday, the deadline will be Tuesday. For example, if the project occurs in June, the deadline is the first Monday of April. The Missouri Arts Council encourages early submissions to support advance planning and ensure funding availability.
- **Annual Grants**
 - Final Submission is due by the **last Monday in February** (February 25, 2019).
 - Draft Submission (optional) is due by the **last Monday in January** (January 25, 2019). Your program specialist is available to review draft application and provide feedback to improve your proposal. Changes in response to feedback are not required. The final submission is the applicant’s responsibility. Email your [program specialist](#) the draft application (including all attachments and support material).

Getting Started

1. Review the [guidelines, application, and other grant material](#). For example, Draft Review Checklist, General Application Scoring Guide, Guide to Support Material, and sample documents.
2. New applicants should contact the [appropriate program specialist](#) (listed below) to ensure that their project is eligible for Missouri Arts Council funding and determine the suitable grant program.
3. If applicable, register in the [new grant system](#).
4. Prepare the [online application form](#), attachments, and support material.
5. **For Annual Deadline:**
 - Optional: Email a draft proposal to the appropriate program specialist by the **last Monday in January**.
 - Submit the final application, including support material, by the **last Monday in February**.
6. **For Express Grants/Rolling Deadline:** Submit the application, including support material, by the first Monday of the month which is at least two months before the project event date (or project incurs expenses, whichever occurs first). For example, if the project expenses will start December 2018 for a January 2019 performance, then the latest the application can be submitted is Monday, October 1, 2018. MAC encourages organizations to submit their monthly applications early in order to support advance planning and ensure funding availability.

When in Doubt, Call or Email

If you read the policies in the [Guide to Grants](#), instructions, and form and still don't know what to do, call or email your Program Specialist. We're here to help you. To determine the appropriate program specialist, review the program and categories listed below.

[Michael Donovan](#)

314-340-4740

- Partnership Grants

[Julie Hale](#)

314-340-6853

- Arts Education Program

[Keiko Ishida](#)

314-340-6859

- Electronic Media Arts
- Multidiscipline
- Visual Arts
- Established Institutions
- Mid-Sized Arts Organizations

[Donald Rice](#)

314-340-6854

- Accelerate
- Express Project and Minority Grants
- Festivals
- Minority Arts Program

[Jill Tutt](#)

314-340-6857

- Dance
- Literature
- Music
- Theater

[Jason Vasser](#)

314-340-6858

- Arts Council Grants
- Express Touring Grants
- Missouri Touring Performers

Folk Arts Program

573-882-6296

[Lisa Higgins](#) Director

[Debbie Bailey](#) Program Specialist

Requirements for MAC-Funded Projects

Projects that receive Missouri Arts Council funding must meet the requirements below:

- **Be open to the General Public**

Projects that receive Missouri Arts Council funding must have a public presentation, in which the general public may participate or attend, within the fiscal year of the award. Examples of public presentations are exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.

- **Be Accessible to All Persons with Disabilities**

MAC-funded programs must be accessible to persons with disabilities. Adequate accessibility includes timely notice of the event, space for disabled persons, proper scheduling to allow for the greatest number of persons to attend, adequate parking, and signage.

- **Fulfill Contractual Obligations**

Grant recipients of Missouri Arts Council funding will sign a contract obligating the organization to responsibilities that accompany these funds. Missouri Arts Council will take the necessary action to rescind the awards of grant recipients that fail to comply with the contractual requirements:

- **Recognizing Funding**

Projects that receive Missouri Arts Council funding must prominently recognize MAC's contribution on their organization's website as well as all project-related news releases, brochures, flyers, banners, etc., using the [MAC logo](#) and required credit line: "Financial assistance for this project has been provided by the Missouri Arts Council, a state agency." Verbal acknowledgement should be given for events where there are no printed materials and during communications with the media.

In addition, organizations receiving operating support through Established Institutions must recognize the Missouri Arts Council and National Endowment for the Arts using the [NEA logo](#). Missouri Arts Council uses a portion of its NEA grant to support the Established Institutions.

- **Be Nondiscriminatory**

The Missouri Arts Council complies with all local, state and federal laws and regulations concerning civil and human rights and must ensure that its programs, employment practices and grants are free of any discrimination based on race, color, national origin, disability, sex, or age. Any project receiving MAC funding must comply with the following federal laws and the applicant must sign a Grant Agreement attesting to its compliance:

- Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 prohibits discrimination based on: race, sex, religion, national origin, color or pregnancy and related medical conditions.
- Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of disability.
- The Americans with Disabilities Act of 1990, (Public Law 101-336) and ADA Amendments Act (ADAAA) of 2008.
- Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any educational program receiving federal assistance.
- The Age Discrimination Act of 1975 provides for nondiscrimination in federally assisted programs on the basis of age.

- **Meet Fair Labor Standards**

No part of any Missouri Arts Council-funded project will be performed or engaged in working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in such project. Compliance with the state's safety and sanitary laws is to take place shall be *prima facie* evidence of compliance. In addition, all professional performers and related or supporting professional personnel employed on Missouri Arts Council-funded projects must be paid at least minimum compensation as determined by the U.S. Secretary of Labor to be the prevailing minimum compensation for persons employed in a similar activity.

- **Fulfill Audit Requirements**

Applicants are required to submit unqualified audited financial statements without adverse opinion with their application (or by June 1) if they meet the criteria listed below.

- Organizations with operating budgets of \$500,000 and over (if the applicant organization's operating budget is below \$500,000, but its parent organization is over \$500,000, then the applicant organization must submit a copy of the parent organization's audit with its application);
- Organizations receiving federal funds of \$300,000 or more in the form of one grant or the aggregate amount of multiple grants as part of MAC award(s)

Exempt: Government agencies, public schools, and colleges/universities are not required to submit an audit.

Audited financial statements must conform to the following standards:

- Performed by an independent Certified Public Accountant (CPA);
- Presented on an accrual basis of accounting;
- The audit must cover the organization's most recently completed fiscal year.

Organizations that do not submit an audit by June 1 will jeopardize their eligibility for funding. In extraordinary circumstances, the Executive Director of the Missouri Arts Council may extend the deadline for meeting the audit requirement; however, no Grant Agreement will be issued until the audit has been submitted and approved by the Missouri Arts Council staff.

- **Maintain Records for Review**

Grant recipients of Missouri Arts Council funding are responsible for the safekeeping and identification of financial records maintained in order to account for funds awarded to them. Financial records shall be subject to audit or review by MAC, the state of Missouri, and/or federal government and shall include all receipts, obligations, and disbursements of grant and matching monies. Records must be kept in the grant recipient's files for a period of three years after the completion of the Missouri Arts Council-funded project.

- **Comply with E-Verify**

All organizations receiving Missouri Arts Council grant over \$5,000 must enroll in [E-Verify](#), provide a Memorandum of Understanding, AND annually sign the Certification form that confirms ongoing compliance with E-Verify. This requirement ensures compliance with state legislation. In addition, Missouri Arts Council grantees must check their new employees' immigration status with E-Verify, a federal online authorization program.

Even though the federal guidelines apply to employees hired by the organization, Missouri's law includes contracted staff that is internal to the organization and contracted to work on an ongoing basis. For example, executive directors, artistic directors, actors and technicians. E-Verify is not necessary for individuals contracted to work for one or two events. Both the St. Louis and Kansas City Volunteer Lawyers and Accountants for the Arts offices can assist you with information on E-Verify and Form I-9 (Employment Eligibility Verification).

- **Maintain Eligibility**

Organizations receiving Missouri Arts Council funding must maintain its eligibility throughout the funded period.

- **Changes to Your Grant**

You must inform Missouri Arts Council in advance if there are changes to your grant after you receive your award notification. For changes to programs, schedules, or contact information, you may simply send an email from the authorizing agent to your program specialist. If you are releasing funds or changing the authorizing agent, this should be requested on your organizational letterhead to the program specialist. All changes must be approved by Missouri Arts Council.

Funding Policies

These policies are adopted by the Missouri Arts Council board and subject to change without advance notice. Please contact your Program Specialist or Michael Donovan, Executive Director, if you have any questions about these policies.

- **NEW: Funding Priorities Policy**

The Missouri Arts Council uses public funds to effect strategic goals as part of our mission to support the state with the arts. As such, we will prioritize funding organizations and projects that advance these strategies and goals:

- The primary purpose of the project must be artistic or related to the arts ability to strengthen individuals and communities.
- The project must be inclusive of Missouri citizens.
- MAC's intention is to support creative expression of art and performance without endorsing or supporting a particular faith, creed, or political ideology.

- **NEW: Emerging Arts Organizations**

New and emerging arts organizations need time and assistance to develop their mission and create effective events and programs. We encourage emerging groups to consult with MAC before requesting funds. Organizations may seek funding a minimum a year after nonprofit status, or until they have demonstrated programs to evaluate. Nothing in this policy would preclude MAC from funding a strategic initiative with a Partnership, chair, or executive committee grant.

- **Art Courses**

MAC does not fund art courses unless they are *predominately serving* a population that lacks access to arts programs due to geography, economics, ethnicity, or disability. Organizations requesting support for art courses must demonstrate that the majority of the target audience qualify as an underserved population according to Missouri Arts Council's definition.

Missouri Arts Council funds may be used for Master classes and workshops as an *ancillary activity* of a funded project. Missouri Arts Council supports projects that provide in-depth knowledge and skills in the arts in PK-12 schools and community settings through Missouri Arts Council's Arts Education Artists-in-Residence and Out-of-School grant programs.

- **Duplicate Funding**

Missouri Arts Council will not approve more than one grant toward a particular project during a funding year. If more than one organization is collaborating on a MAC-funded project, only one organization may include it in their grant application, interim report, and final report.

- **Fiscal Agent**

Missouri Arts Council does not fund projects using fiscal agents.

- **Grant Writer Compensation**

Grantees may not pay a grant writer or fundraiser (or someone acting in that capacity) compensation based on a percentage of a grant award or contingent upon award of a grant.

- **Funding Fluctuations**

Funding is not guaranteed from year to year. Organizations must submit project proposals for panel review/recommendation and Missouri Arts Council board approval every year. Funding is based on the strength of the grant proposal (in terms of the evaluation criteria) as well as the organizations past performance. Missouri Arts Council will not approve more than one grant award to a particular project during any funding year.

- **Quality**

While it is Missouri Arts Council's goal to fund programs that are of high quality, MAC believes that applicants cannot be measured by a single standard of quality. A high quality performance in one area of the state may not be considered to be of high quality in another area. Missouri Arts Council encourages and rewards the achievement of quality.

- **Cultural Diversity/Programs Targeting Minority Groups**

Missouri Arts Council recognizes that there are a great variety of cultural traditions in the state. MAC encourages the presentation and expansion of art forms to include these cultures. In addition, applicants seeking Missouri Arts Council funds for programs targeting minorities must demonstrate minority involvement in their planning process and execution.

- **Compensation to Artists**

Missouri Arts Council believes that artists should be compensated for their artistic expertise and services rendered. MAC staff and panelists will advise the Council regarding appropriate compensation.

- **Employment of Missouri Artists**

Missouri Arts Council encourages the employment of artists who are Missouri residents. However, MAC strives toward a balance in funding the development of Missouri artists and providing Missouri residents with the opportunity to experience artists from outside the state.

- **Community-Based Mural Projects**

Missouri Arts Council supports the creation of community-based murals that engages members of the community through visual art. In order to qualify the mural project must be developed through a collaborative process substantially driven by local people often with the guidance and assistance of professional artists.

A fundable mural project will have broad involvement of the public in both the design and mural execution. Design collaboration may include community meetings, outreach presentations, and hands-on activities to gather ideas for content and design. Execution includes the public in the actual creation of the mural.

Funding for these projects may be obtained in an annual or express Arts Education Artist-in-Residence grant, Express Project Grant, or annual Visual Arts Discipline grant. If an organization is an eligible Arts Council applicant, the project may be included as part of an Arts Council grant. Matching funds are required and all Missouri Arts Council funding policies apply.

What MAC Cannot Fund

Missouri Arts Council assistance cannot be used to fund the following items. However, these expenses may be included as matching funds (except for those marked with an asterisk (*)).

- Programs occurring before or after the fiscal year in which it was funded*
- Direct aid to individuals, including scholarships or fellowships
- Projects that have already occurred*
- Projects outside the state of Missouri*
- Basic operating expenses such as rent and utilities, unless *directly* related to the arts project the organization is presenting
- Youth productions, however MAC will consider funding the adult artistic professionals (including tech) that support the public performance
- Projects that are not primarily arts activities but are essentially recreational, rehabilitative or therapeutic
- Costs of parties, receptions, fundraising benefits and other social activities
- Cash prizes and awards
- Transportation of audiences to projects except in projects supported by Big Yellow School Bus
- Tickets to arts events
- Projects in which school, college or university course credit is the primary purpose
- Projects of faculty members of college or university applicants
- Non-expendable supplies and equipment (for example, copy machines, building supplies, and musical instruments) (Props, costumes, rented equipment, etc. are considered expendable items). Exception for non-expendable supplies and equipment: Accelerate
- Organizations receiving line-item funding from the state of Missouri
- State funds cannot be matched with state funds. This includes programs receiving funding through Mid-America Arts Alliance that use state funds from the Missouri Arts Council.
- Exhibitions in which only associates of the organization — students, faculty, and/or members — are eligible to exhibit.
- Submissions that do not meet the minimum viewing hours. Exhibition projects must meet the minimum exhibition viewing hours of 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.). The exhibition viewing hours must be published in promotional materials.
- Commissions and acquisitions of permanent works in the visual arts
- Historic re-enactments
- Research projects on historical folk arts no longer practiced in Missouri
- Archival or restoration projects
- Publications whose sole purpose is to market commercial enterprises
- Permanent acquisitions (for example, buildings or land)
- Capital improvements, new construction, renovation or restoration
- Investment or contingency funding (for example, accounts earning interest)
- Deficits

Additional Grant Program Requirements

Some grant programs have additional eligibility or other program requirements.

Refer to the separate [guidelines](#) for the following grant programs:

- Accelerate
- Arts Council Grants
- Arts Education Program
- Big Yellow School Bus
- Established Institutions and Mid-Sized Arts Organizations
- Express Grants (application used for Arts Council Basic, Project, and Minority Arts)
- Express Touring – Community and School
- Missouri Touring Performers Directory (for artists only)
- Partnership (by invitation only)

Folk Arts Program

Folk Arts Program accepts applications for projects that perpetuate and present traditional arts and artists, preferably those associated with the state of Missouri. For the purposes of this grant category, folk arts are defined as the living, functional and expressive arts of everyday people passed down informally by word of mouth or imitation within close-knit groups. Such groups include: family, community, occupational, ethnic, regional, or religious groups. The Folk Arts Program accepts applications for a variety of folk arts projects that can include the following:

- Exhibitions
- Performances and concerts
- Cultural tourism
- Demonstrations and workshops
- Folk life festivals
- School programs and residencies

Funding Priority for Folk Arts

- MAC strives to reach underserved areas and groups with special attention toward living traditional arts that are in danger of disappearing.
- Traditional arts practiced in Missouri by Missouri traditional artists.

Additional Application Instructions for Folk Arts

Folk Arts Program applicants should:

- Check the box for “Folk Arts” on the Annual Discipline application form
- Answer the additional Folk Arts questions: 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.

Staff members of the Missouri Folk Arts Program are located on the campus of the University of Missouri-Columbia, serve as program specialists, and provide technical assistance to grant applicants. Their mission is to build cross-cultural understanding by documenting, conserving, and presenting our state’s living folk arts and folklife in collaboration with Missouri’s residents.

Minority Arts Program

Minority Arts Program applicants must be:

- Minority-managed organizations (at least 51% of the board and staff are minority, as reflected in the Demographic section of the application) or
- Non-minority organizations that provide arts to *predominantly* African American, Asian American, Latino/Hispanic, or Native American communities (this must be demonstrated in the project description of the application).

Additional Requirements for Artistic Disciplines

Artistic disciplines may have additional requirements which are applicable in all of Missouri Arts Council's grant programs unless stated otherwise.

Dance

Applicants requesting support for dance productions that include students should address the following:

- Number of professional performers vs. the number of student performers in the production
- Qualifications of the teacher.
- Quality of the work being produced by the dance company/school.
- Budget Detail should include ticket prices.

Electronic Media Arts

Missouri Arts Council accepts for consideration projects of a primarily artistic nature in the following mediums: film, video, digital (for example, web-based), radio, and audio. MAC considers both the intent and content of the proposed projects. If the primary intent is to exhibit or promote another art form (for example, visual arts, literature), MAC will refer the project to the appropriate discipline.

Missouri Arts Council supports projects that propose to exhibit or create works of art in electronic media. MAC encourages Missouri-based works and non-commercial short film and video for exhibition.

Missouri Arts Council will consider projects involving the creation of works at any stage in development. Higher priority is given to projects with smaller budgets (up to \$150,000), noncommercial projects (for example, experimental, or video works), and projects requesting funds to assist with their completion.

Festivals (Category Only)

These requirements only apply to organizations requesting Annual Discipline or Off Year support in the Festivals category.

Additional Eligibility Criteria

- An arts festival has a significant emphasis on the arts, often with a variety of media, even if it is focused on one artistic area.
- An arts festival has a concentration of many arts activities and provides a showcase for local, regional, or national artistic talent.
- An arts festival occurs in a condensed time period. The length of a festival depends largely on the intensity and types of events scheduled. At minimum, an arts festival is an all-day event, usually 8-10 hours long. It may be longer than a day, for example, a weekend or an entire week.
- An arts festival revolves around a theme that is easily identified.

Not Eligible:

- Event that has one activity scheduled over several days
- Series of events (for example, a single performance that occurs every Friday night for a month)
- Special event (for example, a single evening performance of cowboy poetry)
- Carnival/fairway

Additional Application Requirements for Festivals

- Financial Statement: Festivals applicants are required to submit a financial statement for the previous year's festival (first-year festivals are exempt from this requirement).

- If applying for support of multiple festivals, the Festivals applicant must clearly indicate/label which festival the expenses and income are for. For example, Fall Fest-Insurance \$500 and Jazz Fest-Stage Rental \$1,000. Previously, applicants submitted separate Budget Details, but the new grant system format requires a different approach.
- Festivals applicants are required to submit the festival schedule of events and activities from the previous year's festival. This could be printed materials distributed to participants or an image of the schedule of activities posted at the event.
- Only one organization may apply for funding for a particular festival. Additional participants may not request funds for the same event.

Literature

Missouri Arts Council focuses on literary projects, including public readings as well as print and/or digital journals and independent and university presses that publish poetry, fiction, drama, and/or creative nonfiction by contemporary writers and translators.

Multidiscipline (Category Only)

These requirements only apply to organizations requesting Annual Discipline or Off Year support in the Festivals category.

Organizations that present or produce projects involving at least two different art disciplines might consider applying to the Multidiscipline category. Sometimes proposals for a single-discipline project receive higher reviews by the Discipline panel rather than proposals for two projects in different disciplines in the Multidiscipline category. For guidance, contact the multidiscipline program specialist.

Music

Applicants requesting support for music projects should include a proposed repertoire for the project in the project description.

Organizations applying for Annual Discipline support must choose Music Instrumental or Music Vocal/Presenters. For guidance, contact the music program specialist.

Visual Arts

- Applicants requesting exhibit support (in any grant program or category) must provide the viewing hours. The minimum requirement is 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.).
- Missouri Arts Council funds cannot be used for exhibitions in which only associates of the organization—students, faculty, and/or members—are eligible to exhibit.
- Exhibitions displaying original works of art receive priority over exhibits of reproductions.
- Exhibitions of the applicant's permanent collection must demonstrate the following:
 - The "newness" or original nature of the materials or information presented;
 - The reasonableness of the conservation/preservation expenses related to the program; and
 - The program's educational value and/or cultural enrichment for the public.

Policies for Colleges and Universities

Colleges and Universities may apply for Missouri Arts Council funding. Their programs must be marketed and accessible to the general public in addition to students, faculty, and staff. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public.

- Accessibility for programs occurring on the college/university campus includes, but is not limited to, providing adequate signage directing the general public to the space and providing parking for off-campus visitors during the performance, exhibition hours, or arts activity.
- MAC will not accept applications for projects in which course credit is the primary purpose.
- MAC will not accept proposals for projects of faculty members of college/university applicants.

College Application Limit

Each *academic department* may receive one application per fiscal year. However, when the department includes more than one artistic discipline, MAC will accept one application for *each* artistic discipline per fiscal year. For example, the Theater and Dance department may submit two applications—one for Dance and another for Theater. However, the University cannot submit two applications on behalf of Theater. For administration departments (like student affairs), MAC will accept one application per fiscal year.

College Budgets

Please contact your Program Specialist for assistance with your budget.

- F&A Costs: Missouri Arts Council does NOT allow colleges/universities to charge a F&A cost recovery fee. While MAC won't pay standard F&A charges, the budget may include basic operating costs that are directly related to the arts project.
- In Kind Contributions: MAC's definition of in kind is different than a university definition. MAC defines in kind donation as a donation of products or services from an individual or company outside of the university. MAC considers contributions from different university departments as applicant cash, not in kind.
- State funds cannot be matched with state funds.

College Applications vs. Interim/Final Report:

- In the application, the college/university should provide all of the project expenses and income for the proposed arts project.
- MAC prefers to see the relevant project expenses/income in the Interim and Final Reports. However, MAC understands that this might not be possible due to some policies about matching funds. In such cases, the college/university applicant must clearly state that the Interim/Final Report reflects the minimum budget to satisfy MAC's matching fund requirement. Sample text: *XYZ College has decreased the Project Budget to the minimum needed to match the MAC award. Since MAC requires a one-to-one match, the college is matching the \$5,000 MAC award with \$5,000 in applicant cash. Although the Project Budget has been decreased to the minimum match amount, the college acknowledges that the MAC award is supporting the entire Arts Project.*

College Contact Person

- MAC encourages all applicants to coordinate with the university's grants/sponsored research office.
- Only one person can be the official contact person with one email address, phone number, fax, and mailing address. This is used for all correspondence. Colleges/universities may provide additional/back up contacts for the grant file.

Authorizing Official

For college/university, the authorizing official is the President or Board Officer.

Application Review Process

MAC aims to distribute funds fairly and equitably among art forms and across the geographic and ethnic diversity of Missouri. Advisory panelists evaluate applications according to three weighted criteria: Artistic Quality, Community Involvement, and Management Ability. Most discipline grants are weighted by 50%/30%/20%. Arts Council Program's criteria are weighted 30%/40%/30%.

Artistic Quality

Artistic Quality

MAC considers the extent to which a project maintains and improves the quality of Missouri's arts services and broadens the artistic scope of the state's cultural activities. MAC also considers the degree to which the project preserves and enriches the cultural resources of the state and encourages traditional artistic activities and new and imaginative endeavors. In making determinations about artistic quality, application reviewers are guided by:

- Biographical summaries of key artistic and technical participants.
- Support materials, such as photographs, CDs, catalogs, reviews and articles □The project's contribution to its respective art field.
- Folk Arts Program: Evidence of the authenticity and artistic integrity of the traditional art form and artists.

Creativity

MAC evaluates the extent to which a project challenges and develops the applicant organization's creative capabilities and the aesthetics of their constituencies by considering the following:

- The utilization of original and unique works of art.
- Originality in program concept, design, and presentation.

Community Involvement

The applicant organization should be in dialogue with its community about local needs and strengths and arts programming should reflect that dialogue.

Community Need

MAC considers the community's need for the project as determined by:

- Community location and reach of applicant and the geographic need for arts services.
- The project's contribution to the education of the local community.
- Demographics of applicant organization's board, staff and volunteers □The estimated size and range of audiences directly served by the project.
- Outreach services to new and diverse audiences (for example, racial and ethnic minorities, the elderly, the disadvantaged, and the physically or mentally challenged).
- Creativity in audience outreach strategies.
- Development and/or exposure of Missouri artists.
- Accessibility of the project to the general public (location of project, appropriateness of facility, cost of event, publicity, etc.).

Community Support

Community's support of the project is determined by:

- Size of past audiences.
- Financial backing and/or donated professional goods/services from the community or local government.

- Letters of support/interest from past or proposed participants in the project.
- Folk Arts Program: Evidence of the involvement of representatives and cultural specialists from the traditional communities presented.

Management Ability

Administrative Ability

The quality of the organization's project management is determined by:

- Program management including personnel, program development, marketing, venue management, activities, sponsors, volunteers, etc.
- Biographical summaries of administrative staff, whether paid or volunteer.
- Financial stability of the organization based upon financial reports.
- Administration of previous MAC-funded programs, including submission of prompt and complete Missouri Arts Council paperwork, as reported by MAC staff.
- Clarity and completeness of the application form.
- The organization's fulfillment of its stated mission and long-range goals.
- Evaluations of past projects.
- Past program support materials.

Program Budget

The project budget is evaluated by considering the following elements:

- Accuracy.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-Missouri Arts Council financial support for the project.
- Evidence of clear financial need for Missouri Arts Council support. There are different dimensions of need. One organization may need MAC funds to stay in business while another may need funds to improve the quality of what it is doing. Both types of need are legitimate.

Advisory Panels

Each year Missouri Arts Council appoints Missouri residents and regional representatives to serve as volunteer panelists to review grant applications. Selected panelists are either knowledgeable in a particular art form or they are arts enthusiasts who serve as community representatives on the panel. Panel composition varies according to grant program. Panelists may include program and administrative staff of cultural organizations, artists, community leaders, and educators who represent diverse geographic, ethnic, gender, and aesthetic perspectives. A Missouri Arts Council board member serves as panel chair to facilitate the review and enforce MAC policy. If you would like to serve on an advisory panel, complete a [nomination form](#). For more information, go to [MAC website](#).

Determining Grant Amount

The allocation of funds is determined after the Missouri Arts Council budget has been approved by the Governor and MAC board. Funding for each application will be determined by a funding formula which will be based on the average score, request amount, and 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.

Panel Meetings

All applicants are welcome to attend the panel meetings in-person or listen to the conference call for the program to which they have applied. Each applicant will be notified of the time, date, and location of their panel meeting as well as the phone number for the conference call. Observing the panel process can help applicants understand how Missouri Arts Council programs work and improve their application.

Panel meetings are conducted by conference call. The panelists discuss and possibly change the average scores presented and the compiled written comments. The meeting concludes with a discussion on policy and issues. The panel's recommendations of average scores are presented to the Missouri Arts Council board for approval at the June meeting.

Notification

In July, Missouri Arts Council sends written notification to applicants of the Missouri Arts Council board funding decisions. This notification may include panel comments, recommendations, and/or grant stipulations. This feedback can be helpful for organizations to improve future applications.

If not funded, an organization may:

- Contact [your program specialist](#) to discuss the application and panel's feedback.
- Submit a Letter of Reconsideration (see Reconsideration Policy below for details).

If funded, then the organization must submit Missouri Arts Council grant paperwork in a timely fashion and fulfill all the grant requirements (see pages 7-11 for details). Failure to comply may jeopardize current and/or future MAC funding. To receive payment, organizations must first incur the expenses for the Missouri Arts Council-funded project and meet other requirements. For more information, review the Grant Orientation [here](#).

Reconsideration Policy

Applicants may be eligible for reconsideration by the Missouri Arts Council board if they are zero-funded or significantly reduced award amount. In addition, artists not recommended for inclusion in the Missouri Touring Performers Directory may be eligible for reconsideration by the Missouri Arts Council board.

In order to qualify for reconsideration of a Missouri Arts Council funding decision, the applicant must be able to demonstrate one of the following occurred:

- Panel's review of the applicant's request was based on criteria other than those stated in Missouri Arts Council's guidelines.
- Panel funding recommendation was based on the influence of an advisory panel member with undisclosed conflicts of interest.
- Required information, which the applicant submitted with the application by the posted deadline, was withheld from the panel or Missouri Arts Council board.

- If the applicant believes there are grounds for reconsideration, the applicant must submit a formal letter requesting reconsideration of the MAC-funding decision to the Assistant Director at the Missouri Arts Council office within 30 days of the funding notification. The steps for reconsideration are as follows:
 - Assistant Director will review the appeal and grant proposal based on the Evaluation Criteria and discuss the appeal with the following, as needed: appropriate Program Specialist, panel Chair/ Missouri Arts Council board member, or panel members.
 - Both the Assistant Director and Executive Director will review the appeal and, if necessary, make a recommendation to the Missouri Arts Council board.
 - At the subsequent meeting, the full Missouri Arts Council board will review the appeal and staff recommendation and render a decision, based on available resources. Applicant will receive notification of the decision within 30 days of the MAC board meeting.

Multi-Year Review Cycle

Most of Missouri Arts Council's annual grants are reviewed every other year. This includes Arts Council Project, Discipline, Folk Arts Program, and Minority Arts Program. Organizations that receive operating support (Arts Council Operating, Established Institutions, and Mid-Sized Arts Organizations) are reviewed every three years. This process provides project support for multiple years, resulting in reduced time for preparing applications and greater assurance of funding.

Missouri Arts Council accepts new applications on an annual basis for Accelerate, Arts Education, Partnership, and Missouri Touring Performers Directory.

For the "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 "on year" score and request amount, as well as available funding for that fiscal year. Missouri Arts Council budget changes every year and MAC applicants should anticipate that the award amount for the interim grant cycle will be different. The available funding depends upon the funds provided by 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.

Instructions for the Annual Discipline Application

Organizations applying for FY2020 annual support in Arts Council Operating and Disciplines use the Annual Discipline application form.

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

Organizations applying for FY2020 annual support in Arts Education, Off Year Grants, and Partnership should consult their additional guidelines and use a separate application form.

Also, there are separate guidelines and application form for touring performers interested in being listed in the [Missouri Touring Performers Directory](#).

Read the FY2020 Guide to Grants and, if applicable, additional guidelines, for the grant program that you are applying to. The Annual Discipline application is available [online](#).

- BEFORE beginning the online Annual Discipline application form, you must click the *SAVE DRAFT* button at the bottom of the page.
- Click "Save Draft" frequently in order to save your work throughout the process. This form does not auto-save.
- Open each tab above to complete all the questions. All questions with a red asterisk * must be answered. Press "Submit" once you have completed all the required questions.
- Throughout the proposal, describe only the project(s) for which Missouri Arts Council funds are requested.
- Where relevant in the narrative and attachments, the applicant's narrative should be specific to its discipline. For example, music applicants discuss the proposed repertoire and colleges address accessibility of the campus to the general public (adequate signage, visitor parking, etc.). See pages 12-15 for details.
- It is important to provide a complete picture of your proposed project and organization through the narrative, attachments, and support material. Assume the reader knows nothing about your organization, project, or community served.

FIRST TAB: APPLICANT INFORMATION

- Provide the Popular Name, Department, Art Program, or Doing Business As (DBA).
- Select whether you are a new applicant or a returning applicant.
 - Select "New Applicant" if you have NOT applied within the last 3 fiscal years.
 - Returning indicates that you have applied within the last 3 fiscal years.

- Provide the grant 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 organization's most recently completed fiscal year.
- Provide your organization's operating income and expenses for the most recently completed fiscal year. The figures you provide should be consistent with your financial statement (which is uploaded in under the Attachments tab).
 - Nonprofit, **non-arts** organizations (like social service and government agencies) should complete all parts of this question.
 - Nonprofit **arts** organizations should complete only a and b by 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.

Demographics

List the numbers, not percentages.

- 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. Colleges and universities should provide information on the Trustees. Statistics on an advisory board must be provided in Current Volunteers.
- Current Volunteers is the total number of non-paid individuals working for your organization in any capacity. Statistics on an advisory board must be provided here. Don't include board members in this section.

SECOND TAB: PROJECT INFORMATION

- Provide your proposed project title (for example, 2019-2020 Concert Series).
- Provide a detailed overview of your proposed project for Missouri Arts Council funding. Make sure to include the artistic components, project dates, locations, and other relevant information. Make sure that you address issues specific to your artistic discipline or program (see pages 12-15).
- Provide the purpose of this project. Be sure to include how this project fits into the scope of the organization's mission and long range plans.
- If you are requesting support for exhibition(s), provide the viewing hours. See [page 11](#) for minimum exhibition viewing hours.

THIRD TAB: ARTISTIC QUALITY

When the panelist considers the project's artistic quality, they want to see that the project maintains and/or improves the quality of the arts in Missouri. They will consider questions like: Does the project broaden the artistic scope of the state's cultural activities? To what degree does the project preserve and enrich the cultural resources of the state?

- Describe the artistic criteria for choosing the project. Consider why this particular artistic project chosen. Was it selected for its content, form, history, community need, organizational needs, artistic

challenge, etc.? Describe the criteria for selecting the artistic individuals (artists, performers, and programs).

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.

FOURTH TAB: COMMUNITY INVOLVEMENT

Community is defined as the constituents served by the applicant. This community can be based on discipline, geography, or culture. Here the panel is determining how much involvement you have with the community and how much involvement your community has with your art. The panel is asking: Does the community support this project? Does this project meet a community need?

- Explain how the project meets community needs. Does it fulfill an artistic need in the community? 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.
- Describe how the community show support for the project. Did they provide funds, in-kind donations, volunteers, etc.? You may include any logistical assistance provided (for example, the city closed streets for a festival or provided clean-up), contributions of products or services (including marketing by area media), and board service as volunteers.
- Explain how this project will contribute to the education of the community. Do you offer pre or post performance discussions, articles in your printed program, ancillary lectures, etc.
- Describe your target audiences (core, new, and diverse). Consider who your target is and what characteristics they have in common. How will you reach these audiences? What marketing methods would reach this audience and what message will you use.

Describe what efforts you will be making to reach out to new and diverse audiences. What outreach are you making to underserved audiences? For example, populations that lack access to arts programs due to geography, economics, ethnicity, or disability.

Diversity is very important to all aspects of the arts; how does your organization plan to ensure participation in the planning, execution, and evaluation of the project from all segments of the community? Is the diversity of your community represented in your board, volunteers, and planning committees? It is easier to get an audience segment you see if they participate in the program development. Their insight will help you attract others like them.

- Describe how the project will be accessible to persons with disabilities. Consider different types of disabilities: vision impairment, hearing impairment, mobility issues, and developmental. For example: Are you in an accessible location? What accessibility accommodations do you provide?
- If this or a similar project was conducted in the recently completed fiscal year, how many were in the audience or participated? When did the project occur?

- What is your estimated audience for the project? How did you determine the number? Was it based 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 for minimum ratio.
- **For Arts Council applicants:** How do you support the long term cultural development of the community?

FIFTH TAB: MANAGEMENT ABILITY

This refers to administrative, program, and financial management.

- How has your organization maintained, diversified, and expanded funding? Include all revenue sources including earned income (tickets, concessions), individual, foundation, corporate or government funding, other gifts.
- Describe the method that will be used to evaluate the project and how feedback is utilized. Evaluation should address the quality of the project and the experience of the participants. Evaluation that merely addresses marketing needs (how many attended, how did they learn about the event) is not sufficient. The feedback may be obtained from follow-up meetings, focus groups, interviews, surveys, and other methods.
- If your operating figures for the last fiscal year reflect a deficit, how did this deficit occur? How did your organization handle the deficit? How will your organization prevent deficits in the future? Was the deficit caused by an expenditure that was covered by a prior balance, and while a deficit for the year, did not leave the organization in the red? If not, type N/A.

SIXTH TAB: BUDGET DETAIL

You must select both budget buttons to enter the budget amounts *and* the budget detail. Click on the plus sign to add an additional budget line. To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down.

All figures will be rounded automatically to the nearest dollar. Total Cash Expenses and Total Cash Income must balance. For help, hover over the blue icon by each line item.

- **Festivals applicants** requesting support for multiple festivals must indicate which festival the expenses and income apply. For example, Fall Fest – Insurance \$500 and Jazz Festival – Stage Rental \$1,000.

This detailed project budget is a very important component of the Missouri Arts Council proposal. The panel needs enough information to evaluate the projected expenses and income. Show how you calculated the dollar amounts and make sure that your descriptions make sense to outside reviewers. The Budget Detail should match your narrative (project description, marketing, projected attendance, community support, etc.) and order of information. Sample document [here](#) and additional examples follow:

- **Personnel:** List staff members (by name and/or title), then provide percent time attributed to the project and salary (or # of hours and hourly compensation).
- **Outside Artistic Fees:** List artists individually (and, if necessary, corresponding project title), then how their compensation was calculated (for example, 3 workshops @ \$100). Include artists that are volunteering to ensure that the Budget Detail matches the project description.

- Basic operating expenses, such as rent and utilities, must be directly related to the arts project the organization is presenting. In the Budget Detail, provide the percentage of project-related expenses or detailed description for the calculation.
- Write “No MAC funds” next to items that MAC grant cannot fund (pages 7-11).
- For admissions income, give ticket prices, ticket sales attributed to season and single ticket sales, number of comp tickets, and house seating maximum.
- List of companies, foundations, and other organizations that have committed to supporting the project or that will be approached for their support. This list should align with the narrative. (For example, the narrative might state that you have diverse funding from foundations, corporations, etc., but the shows only one income source outside of the Missouri Arts Council request.) It also could support your community involvement narrative.

Cash Expenses

Below is a description of the Cash Expense line items.

1. **Personnel — Administrative** (Paid Staff of the Organization): Payments for employee salaries, wages and benefits specifically identified with the project for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, bookkeepers and support personnel, such as maintenance, security staff, and ushers.
2. **Personnel — Artistic** (Paid Staff of the Organization): Payments for employee salaries, wages and benefits specifically identified with the project for artistic directors, conductors, curators, dancers, composers, choreographers, designers, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, singers, musicians, instructors, etc.
3. **Personnel — Technical/Production** (Paid Staff of the Organization): Payments for employee salaries, wages and benefits specifically identified with the project for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparers, etc.
4. **Outside Artistic Fees and Services**: Payments to non-employee persons or companies for services specifically identified with the project. For example, non-employee artistic directors, conductors, curators, dancers, and performing artists.
5. **Outside Other Fees and Services**: Payments to companies or non-employee persons for non-artistic services specifically identified with the project.
6. **Space Rental**: Payments specifically identified with the project for the rental of office, rehearsal, theater, hall, gallery, etc. Do not include space rental for applicant-owned facilities.
7. **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 #9 Remaining Operating Expenses.
8. **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, and space rental when directly connected to promotion, publicity or advertising.
9. **Remaining Operating Expenses**: All expenses not entered in other categories and specifically identified with the project. These include expenses MAC CAN FUND such as scripts and scores,

sets and props, equipment rental, consumable supplies, as well as expenses MAC CANNOT FUND including fundraising, utilities, and food.

10. **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. *These expenses are not eligible for MAC funds.*
11. **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. *These expenses are not eligible for MAC funds.*

Cash Income

Below is a description of the Cash Income line items.

1. **Actual Admissions:** List the 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 below).
2. **Contracted Services Revenue:** List the 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.
3. **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.
4. **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.
5. **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. You may 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.)
6. **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.
7. **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 (for example, Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. This also includes funding from the Missouri Humanities Council.

Note: State funds cannot be used to match Missouri Arts Council grant.

8. **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. This also includes funds from entities, such as the Municipal Arts Commission in Kansas City, Columbia Arts Commission, Regional Arts Commission in St. Louis and Springfield Convention and Visitors Bureau.

9. **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.
10. **Applicant Cash:** Funds from the applicant's present and/or anticipated resources that the applicant plans to provide to the project other than income listed above. Do not include the Missouri Arts Council request in this line.)
11. **Missouri Arts Council Request:** List the request to MAC. The request amount cannot exceed 50% of total project expenses and may only include eligible expenses. The maximum request allowed varies by grant program (see pages 4-5 and appropriate guidelines).

SEVENTH TAB: ATTACHMENTS

- Clearly name each file, for example, *Craft Gallery Biographies Artistic FY20*.
- PDF is the preferred format, except for the board list which must be an Excel spreadsheet. Maximum file size is 2 GB. For support materials, you may use MP3 (audio), MP4 (videos), and jpg (images). However, MAC prefers links to online audio and video materials on a document.
- After you have uploaded the Attachments and Support Material, we advise applicants to test the links (possibly on different computer) before submitting the final application.
- Sample documents available [here](#).

Required Attachments for All Applicants:

Biographical Summary of Artistic Decision Maker(s) and Key Artistic & Technical People

(maximum: ¼-page per person, a total of 4 pages)

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 one bio that demonstrates artistic and admin qualifications in one of the biographical summaries (not both attachments).
- For proposed artists, applicants may include links to artist's website and relevant samples of their work.

Biographical Summary of Administrative Decision Maker(s) and Key Management People

(maximum: ¼-page per person, a total of 4 pages)

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 one bio that demonstrates artistic and admin qualifications in one of the biographical summaries (not both attachments).

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 of residence. This information may be used to contact board members for grant follow up and advocacy. Template available [here](#).

Financial Statement:

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. This can be select pages from an audit as long as it contains all of the elements listed below. 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.
- If you are a Festivals applicant, you are required to submit a financial statement (revenue, expenses, and fund balance) for the previous year's festival in addition to the organization's financial statement. (First-year festivals are exempt from this requirement.)

Statement of Financial Position must include the following:

- Period covered by your most recently completed fiscal year
- Assets and Liabilities

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

- Period covered by your most recently completed fiscal year
- Beginning and Ending Balance
- List of Revenues and Expenses
- Method of Accounting (for example, cash or accrual)

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. This may include full contact information, affiliation, board position, etc.

IRS Tax-Exempt Status Letter

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

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, and parks department).

Authorizing Official Letter

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

- For a nonprofit, the 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 officials, provide a letter that names the appropriate individuals and is signed by one of the authorized positions. 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.

Audited Financial Statement

An audit must be submitted by organizations with an annual budget greater than \$500,000. Exempt: government agencies, public schools, colleges, and 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. See page 8 for details.

Response to 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 Plan or Strategic Plan

Submit a Long Range Plan or Strategic Plan, if your organization or art program has one.

REQUIRED FOR ALL APPLICANTS: SUPPORT MATERIAL

Support Material is required for all applicants and must be uploaded to the online grant system. Printed materials will not be accepted.

- **Organization applying to performing disciplines (dance, music, and theater)** and applicants requesting support for dance, music, and theater performances **must provide video that demonstrates artistic quality.**
- Festivals applicants are required to submit the festival schedule of events and activities from the previous year's festival. This could be printed materials distributed to participants or an image of the schedule of activities posted at the event.

Support materials help to provide a complete picture of your proposed project and organization along with the application narrative and attachments. Submit items that directly address the evaluation criteria and connect to the application narrative. For guidance, consult the [Guide to Support Material](#).

EIGHTH TAB: COMPLIANCE STATEMENT

Fill in the requested information. The electronic signature signifies intent to comply with all state and federal regulations.

The person "signing" as Authorizing Official must have a position/title that MAC considers acceptable **or** a letter has been uploaded which gives the signatory authority to sign the application. See the beginning of this page for *Authorizing Official Letter* description.