

Missouri Arts Council Project Location Instructions

The National Endowment for the Arts (NEA) requires the following information - Number of Days on which activity occurred, Venue Name, Address, City, State, Zip Code. It is very important that you carefully follow the instructions. The information is combined from the individual reports into one large report for the NEA.

- All MAC grant recipients must complete this section.
(Exception: Grants that only support literary publications are exempt from this requirement.)
- Record all of the locations/venues where MAC-funded projects occurred and the corresponding number of days.
- Provide one entry for each location regardless of the number of events that occurred at this venue.

Getting Started: Look at all the locations/venues where the MAC-funded projects occurred (for example music performances). Then count the number of days when the MAC-funded music performances were held at each location. Click on the “+” button to enter the location details and number of days.

MAC-funded projects may include music, dance, and theater performances, exhibitions, literary readings, film screenings, arts festivals, artist residencies, workshops, and other arts education activities. (Some projects are only eligible in select grant programs and under certain conditions.)

Counting the Number of Days

- Use whole numbers. Round up for partial days. For example, report a 2-hour event as 1 day.
- Do not include rehearsal days or locations for dance, music and theater preparation.
- For exhibitions, count the number of days that the MAC-funded exhibits were open to the public. Do not include preparation or de-installation days.

Locations

- In the street addresses, include the suffix of St., Ave., Blvd., etc.
- PO Box addresses will not be accepted.
- If the location (for example, a festival) included several street blocks, then use the most centrally-located street address.
- If the event (for example, a music performance) occurred in a park, then find the closest street address.

- Multiple Locations on the Same Day:
 - If the locations are in close proximity to each other, then use the most centrally-located street address (or the street address where most of the activity occurred) **and** enter “1” for the number of days.
 - If the locations are geographically diverse, then provide the street addresses for all of the venues. For each venue, enter “1” for the number of days.

Other Notes

- Grants that only support literary publications are exempt from reporting the number of days and event location.
- Arts Council – Operating Support: Do not count the number of days or locations for newsletters, email updates, marketing, and other similar services.
- Accelerate: If hired consultant, then count the number of days that the consultant worked with the staff and board and the venue(s) where the work occurred. For other activities, talk to Donald Rice, Program Specialist.
- Artist Residency: Count the number of days when the artist worked with the students (whether one or several classes) and when the culminating event took place.

Example: Warsaw Arts Council organization had three MAC-funded events:

- Music concert on August 10 at Performing Arts Center on 123 Bay St.
- Exhibit and gallery talk from October 1-November 30 at the Exhibit Hall on 515 Main St.
- Dance performance on December 12-13, at Performing Arts Center on 123 Bay St.

Number of Days	Name	Address 1	Address 2	City	State	Zip Code
3	Performing Arts Center	123 Bay St.		Columbia	MO	65201
61	Art Gallery	515 Main St.		Columbia	MO	65211

Examples of Acceptable and Unacceptable Entries

	# of Days	Venue Name	Address 1	Address 2	City	State	Zip Code
Acceptable Entry	15	Jones Art Gallery	123 Main St.		Kansas City	MO	64111-1254
Not Acceptable Entry because: 1. Boulevard instead of "Blvd." 2. KS is outside the state of MO	2	Grand Theatre	5300 Southwest Boulevard		Lawrence	KS	66045