



## FY2020 Guide to Arts Education Grants

Includes Artist in Residence, Out of School, and Professional Development for Projects Occurring July 1, 2019 through June 30, 2020 (2019-2020 school year)

[Express Touring](#) and [Big Yellow School Bus](#) have separate guidelines and application forms.

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

### Commitment to Arts Education

Missouri Arts Council recognizes that students and educators can achieve more in their classrooms by engaging with professional teaching artists. The Artist in Residence and Out of School grants are available to schools and other organizations for PK-12th grade students, and the Professional Development grant for educators, are designed to strengthen this kind of learning.

To ensure quality, eligible projects focus on fine arts standards addressing dance, drama, creative writing, music, visual arts, and media arts. Projects that integrate the arts with other curriculum (such as communication arts, social studies, math, or science) are also eligible. MAC works with the Missouri Department of Elementary and Secondary Education to ensure that all projects for children and youth support student achievement, and that all projects for educators fulfill High Quality Professional Development Standards.

### Arts Education Grant Categories

- **Artist in Residence (AIR)** is designed to strengthen the PK-12 school's fine arts curriculum (dance, drama, creative writing, media arts, music, and visual arts) and can also support other curriculum (such as communication arts, social studies, math, or science).

A residency must include direct, hands-on experience between the artist and target and exposure groups within the school environment.

MAC funds may be used to pay artistic fees, artist's travel expenses, and for project-related educational materials and supplies.

- **Out of School (OS)** supports quality arts education activities for **underserved** PK-12 students occurring outside of the normal classroom day. Activities could include as theater productions and art classes and be held inside or outside of the school building.

Missouri Arts Council defines *underserved* as students that lack access to arts education due to geography, economic conditions, ethnic background, 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.*

Strong applications are designed to ensure student participation. For example accommodations for student transportation to and from the program should be considered. Attendance fees, if any,

should be minimal with capacity to waive for special circumstances. Missouri Arts Council does not fund scholarships.

Missouri Arts Council funds may be used to pay artistic fees, artist's travel expenses, and for project-related educational materials and supplies.

- **Professional Development (PD)** supports projects designed to strengthen fine arts and arts integration skills for fine arts specialists, classroom teachers, school administrators, and teaching artists. These projects may occur at conferences, school district, or other professional development events. Adherence to the [High Quality Professional Development Standards](#), as defined by the Missouri Department of Elementary and Secondary Education, will be a funding consideration.

MAC funds may be used to pay fees for speaker, presenter, or facilitator fees, their travel expenses, marketing (when appropriate), and for project-related educational materials and supplies.

## Grant Request

The request amount depends on the grant program (Express or Annual). The award amount are generally smaller than the request amount.

- **Express:** Applicants may request up to 50% of the project costs. The maximum request is \$2,000.
- **Annual:** Applicants may request up to 50% of the project costs. The maximum request is \$10,000.

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.

## Match Requirement

Missouri Arts Council grants must be matched on a one-to-one basis. The matching funds should come from cash revenue sources, such as earned, private, or federal or local government. MAC grant cannot be matched with state funding.

Applications must demonstrate that the amount requested will be matched dollar for dollar. For example, a grant of \$2,000 requires a minimum of \$2,000 in matching funds.

If the applicant is a school district, part of the cash match can be any school administrator's or teacher's time spent working on the project. However, their time spent writing the grant application will not be allowed.

## Deadline Schedules

During the course of the fiscal year (July-June), applications are accepted on two different schedules, Express and Annual.

- **Express grant schedule** has a more flexible deadline schedule and quicker turnaround. Funding provided on a first-come, first served basis. MAC encourages organizations to submit their monthly applications early in order to support advance planning and ensure funding availability.

Express applications must be submitted by the first Monday of any month and at least two months before the project event date. If the first Monday falls on a holiday, the deadline will be Tuesday. The earliest deadline is the first Monday in May. Draft applications must be submitted at least three

weeks before the intended deadline. Funding notification is approximately 45 days after submission.

See page 6 for an easy-to-use schedule to determine the latest deadline date and funding notification timing.

- **Annual grant schedule** has a rigid deadline schedule and longer turnaround.
  - Draft Application Deadline (optional): Final Monday in January
  - Final Application Deadline: Final Monday in February
  - Panel Review and Meeting: April/May
  - MAC Board Approval: Late June
  - Funding Notification: After July 1
- **Draft Review.** 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 a draft copy of the application, attachments, and support material by the published deadline.

## **Application Review Process**

Staff verifies that applications are eligible and complete before sending to the Arts Education Panelists for their evaluation. Using the Evaluation Criteria (next section) each Panelist scores and prepares written comments. Missouri Arts Council staff averages the weighted score for each of the criteria and returns this to the panel to assist with their funding recommendation. The Panel's combined evaluation, average score, and funding recommendation is forwarded to the Executive Committee (Express Grants) or MAC board (Annual Grants) for approval.

## **Evaluation Criteria**

### **Artistic Quality (30%)**

- The artistic and teaching qualifications of teaching artist, instructor, or facilitator.
- The quality and relevance of the project for learning in the arts.

### **Arts Learning (40%)**

- Evidence of how the educational goals are related to the local curriculum, [Missouri Fine Arts Standards](https://dese.mo.gov/search-mo-gov/standards) (https://dese.mo.gov/search-mo-gov/standards), and [National Standards](https://www.nationalartsstandards.org) (https://www.nationalartsstandards.org).
- Professional Development: Evidence of how the goals are related to DESE's [High Quality Professional Development Standards](#).
- The quality of the plan as it is related to the educational goal(s) and evidence that student achievement will be measured.
- For returning applicants, the Summary of Outcomes from the prior year's project is evaluated for evidence of student achievement.

### **Administration (30%)**

- Clarity and completeness of the application.
- Evidence of a support structure for implementing program activities.

- Financial stability of the organization based upon financial reports and audits (Exception: public schools).
- Management ability includes information provided about the work of the planning committee as well as the short bios provided for committee members.
- Budget is evaluated for accuracy, feasibility, and appropriate cash match from operating budget and/or other sources.
- For returning applicants, administration of previous Missouri Arts Council-funded projects, including submission of prompt and complete MAC paperwork.

## Determining Grant Amount

- **Express** Arts Education applications that receive a score of 7.5 or higher are awarded the full requested amount, as long as funds are available. If the scores falls below 7.5 the application will not be funded.
- **Annual** Arts Education: Funding for each application will be determined by a funding formula based on the average score, request amount, and available funding. For example, an application that received a score of 8.8 and requested \$10,000 would be awarded \$8,800 *if sufficient funds were available*. Usually, this amount is reduced proportionally due to funding limitations and so Missouri Arts Council could fund all of the Annual Arts Education grants under consideration. In this example, the \$8,800 would be reduced to \$6,271 when the overall category is receiving 64% of the request amount. Applications with higher scores will receive a higher percentage of their request amount. See [FY2020 Guide to Express Grants](#) (page 4) for more detail.

## Managing Your Award

**MAC grants are paid as reimbursement after completion of the project.** Adherence to deadline dates, and policies for submitting grant paperwork, is required.

The Final Report includes a Summary of Outcomes, this is a brief report of information gathered through the evaluation and assessment portion of the project. All final paperwork must be submitted no later than 30 days after completion of the project, or earlier if the project ends in June.

Grantees must fulfill specific requirements including using the Missouri Arts Council logo with byline in printed materials, announcing MAC support during project related activities or events, and acknowledging MAC support during interviews with the media. All grantees must submit copies of letters sent to their state representative and senator notifying them of their Missouri Arts Council award.

## Getting Started / Preparation

**Before Starting the Application:** Contact your [program specialist for arts education](#) to discuss the project, to ensure that it is eligible for funding, and for assistance with registering in the online grant system.

**If applicable, register in the [new grant system](#).** Consult the [Guide to SmartSimple Registration](#) and [Guide to Navigating the Grant System](#) for instructions about accessing the application form. Have the DUNS and FEIN numbers on hand before you start. After you are registered, and after you have logged into the system, locate and complete the FY2020 Arts Education or FY2020 Express Arts Education application forms.

**The Arts Education Application form accommodates all three categories:** Artist in Residence, Out of School, or Professional Development project.

**Target Groups:** We ask that you present information about the students and/or educators as target groups of no more than approximately 30 individuals. The application form accommodates up to three target groups, similar information for additional target groups can be provided on a separate page and uploaded to the application.

**Schedule:** In addition to providing a timeline of project activities, the schedule should demonstrate that each target group will engage with the teaching artist for at least five hours.

**Assessment and Evaluation:** In the application you will describe the intended learning outcomes. You must also address planning for student assessment and project evaluation.

- The term “assessment” is used when referring to the collection of data on the knowledge and abilities of individual students acquired through the project. Assessment informs about the teaching and learning process.
- The term “evaluation” refers to the collection and processing of information and data to determine how well the project design met the intended outcome. Examples include student, parent, administrator, and teacher surveys. The evaluation would inform planning of future projects.

A Summary of Outcomes will be required at conclusion of the project, this is a short report about the information gathered through the assessment and evaluation portion of the project.

**Attachments:** This application requires several attachments including Project Schedule, Biographical summary of individuals serving on the Planning Committee, Resume and Letter of Intent from Teaching Artist, Sample Assessment, and if the project was funded in the previous year, the Summary of Outcomes (from prior project). Additional attachments are required of organizations, private, parochial and charter schools.

## Applying for More than One Grant

Schools and other eligible organizations may apply for up to two grants per fiscal year. This could be one Annual grant and one Express grant or two Express grants. However, the applications may not be of the same category. Categories include: Artist in Residence, Out of School, Professional Development, Big Yellow School Bus, and School Touring Program.

Big Yellow School Bus and School Touring Program applications are only accepted on the Express grant schedule. A brief description is provided below. See [separate guidelines](#) for details.

- **Express School Touring Program:** Supports the cost of presenting performing artist(s) at PK-12 grade school assemblies and/or classroom workshops. Performing artists must be identified as [“School Touring Qualified”](#) on the [Missouri Touring Performers Directory](#). All Missouri artists listed in Kansas City and St. Louis chapters of Young Audiences are allowed for this grant.

Grant Request: Applicants may request 60% of the artistic fees (for one or several artists), up to \$1,000 per school building and up to \$3,000 per school district. Missouri Arts Council grants must be matched 40% to MAC’s 60%. The matching funds should come from cash revenue sources, such as earned, private, or federal or local government

For this grant, use the [Express Touring guidelines](#) and online application form.

- **Big Yellow School Bus:** Provides up to \$300 to help schools meet the transportation costs of educational field trips to arts institutions and activities in Missouri that are funded by the Missouri Arts Council. Eligible destinations include art museums and music, dance, and theater performances and programs.

Grant Request: Applicant may request 100% of the transportation costs (\$300 maximum) for one or multiple field trips. No match is required for this grant.

For this grant, use the [Big Yellow School Bus guidelines](#) and online application form.

### For More Information

Consult the [FY2020 Guide to Express Grants](#) for details on general funding policies, application review process, advisory panels, and reconsideration policy.

Contact Julie Hale, Arts Education Program Specialist, at [julie.hale@ded.mo.gov](mailto:julie.hale@ded.mo.gov), or 314-340-6853.

### FY2020 Express Grant Deadline Schedule

This schedule shows the latest date that you can submit an application for the corresponding time period.

<b>Project Dates</b> Funded activities will occur between these dates.	<b>Latest Application Deadline</b>	<b>Notification of Funding Decision</b>
July 2019 – June 2020	May 6, 2019	Late July 2019
August 2019 – June 2020	June 3, 2019	Late July 2019
September 2019 – June 2020	July 1, 2019	Mid-August 2019
October 2019 – June 2020	August 5, 2019	Mid-September 2019
November 2018 – June 2020	September 3, 2019 (Tuesday)	Mid-October 2019
December 2019 – June 2020	October 7, 2019	Mid-November 2019
January 2020 – June 2020	November 4, 2019	Mid-December 2019
February 2020 – June 2020	December 2, 2019	Mid-January 2020
March 2020 – June 2020	January 6, 2020	Mid-February 2020
April 2020 – June 2020	February 3, 2020	Mid-March 2020
May 2020 – June 2020	March 2, 2020	Mid-April 2020
June 2020	April 6, 2020	Mid-May 2020



# FY2020 Arts Education Application Questions

Application ID:

Application Type: **Express Arts Education**

Organization Name:

Primary Contact:

Mission Statement

## TAB 1: Applicant Information

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

School Building, Department, Art Program or Doing Business As

Are you a new or returning MAC applicant?

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

Grant Program

Select One:

- Artist in Residence
- Out of School
- Professional Development

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

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

### **Type of School or Organization**

Select One:

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

### **Accounting Contact Name**

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

### **Accounting Contact Title or Position in School**

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





**Accounting Contact Email**

## Organization Costs

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**What is the ending date of your organization's most recently completed fiscal year?**

Provide your organization's operating income and expenses for the most recently completed fiscal year. The figures provided should be consistent with those in your financial statement (see Attachments).

- Nonprofit, non-arts organization should complete all parts of this question.
- Nonprofit arts organizations should complete the total income and expenses for the full organization.
- Schools, Universities and Colleges should complete the total income and expenses for the department or program doing the project.

**Organization's Operating Income**

**Organization's Operating Expenses**

**Department/Program Operating Income**

**Department/Program Operating Expenses**

## TAB 2: Project Information

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**Proposed Project Title**

**Project Beginning Date**



**Project Ending Date**

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

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

**Project Locations**

**Location Name**

**Full Location Address**

**Participating Schools**

### **TAB 3: Target Group**

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

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

#### **Target Group #1**

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**Grade**

**Age**

**Number of Students**

**Number of Hours Spent with Artist(s)**

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

**Target Group #2**

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**Grade**

**Age**

**Number of Students**

**Number of Hours Spent with Artist(s)**

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

**Target Group #3**

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**Grade**

**Age**

**Number of Students**

Number of Hours Spent with Artist(s)

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

## **TAB 4: Artistic Quality**

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

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

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

## **TAB 5: Arts Learning**

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

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

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

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

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

### **Additional Information**

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

Include the following:

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

## **TAB 6: Administrative Ability**

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**How will the program be marketed to ensure adequate enrollment?**

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

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

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

**Describe any volunteer support or contributed resources.**

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

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

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

## Underserved Students

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

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

## TAB 7: Budget Detail

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- Provide details about the expenses budgeted for each category below by clicking on the “plus sign.” In the first column, list the amount for a particular item (i.e., \$4,320). In the second column, describe the item (i.e., print ads in daily paper for 3 weekends). Click the + button again to enter the next item. The system will total the line items together.
- Sample Arts Education Budget Detail available [here](#).
- Click on the blue "Expense Budget" and "Income Budget" buttons to enter the Cash Expense and Income.
- Click on the + button to start.
- 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.

# Expenses

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- **Personnel - Administrative:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Artistic:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Technical/Production:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Outside Artistic Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Space Rental:** You may not include rental costs if you own the venue.
- **Travel:** All costs directly related to the travel of an individual or individuals and specifically identified with the project. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses see Remaining Operating Expenses.
- **Marketing:** All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see Remaining Operating Expenses.
- **Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. These include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, nonstructural renovations or improvements, security and trucking, shipping and hauling expenses.
- **Capital Expenditures - Acquisitions:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. MAC does NOT FUND Capital Expenditures.
- **Capital Expenditures - Other:** Expenses for purchase of buildings or real estate; renovations or improvements involving structural changes; payments for roads, driveways or parking lots; permanent and generally immobile equipment such as grid systems or central air conditioning etc., which are specifically identified with the project. MAC does NOT FUND Capital Expenditures.

## Income

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- **Admission:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributed or prorated to the project. Do not put booth rental fees here (include in Other Revenue).
- **Contracted Services Revenue:** Revenue derived from fees earned through the sale of services. Include the sale of workshops, etc. to other community organizations, out-of-state fees, government contracts for specific services, performance or residency fees, tuition, etc.
- **Corporate Support:** Cash support derived from contributions given for this project by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this project.
- **Foundation Support:** Cash support derived from grants given for this project by private foundations, or a proportionate share of such grants allocated to this project.
- **Other Private Support:** Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events. (Funds from united arts funds, such as the Allied Arts Council of St. Joseph and the Arts and Education Council of Greater St. Louis, should be entered on this line.)
- **Government Support - Federal:** Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the project.
- **Government Support - State/Regional:** Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies (i.e., Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. (Also includes funding from the Missouri Humanities Council.  
Note: State funds cannot be used to match state funds from MAC.)
- **Government Support - Local:** Cash support derived from grants or appropriations given for this project by city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriations allocated to the project. (Also include funds from such entities as the Municipal Arts Commission in Kansas City, the Columbia Arts Commission, the Regional Arts Commission in St. Louis and the Springfield Convention and Visitors Bureau.)



- **Other Revenue:** Revenue derived from sources other than those listed above. Include booth rental fees, catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
- **Applicant Cash** (used for this request): Funds from the applicants present and/or anticipated resources that the applicant plans to provide to the project other than income listed above (Do not include MAC request in this line.)
- **Missouri Arts Council Request** cannot exceed 50% of total project expenses.
  - **Express Arts Education:** Maximum award is \$2,000.
  - **Annual Arts Education:** Maximum award is \$10,000.

## TAB 8: Attachments

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### Attachment Instructions

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- Clearly title/name the file and provide a description.
- Use .pdf file format, except for the board list which must be an Excel spreadsheet. Alternative file formats include: .doc and .docx.
- Sample documents available [here](#).

### Project Schedule

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

### Biographical Summary of Planning Committee

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

## Teaching Artist(s) Resume

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

## Teaching Artist(s) Letter(s) of Intent

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

## Assessment

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

## Additional Target Group Information

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

## Board List

Provide an Excel spreadsheet with your organization's full board with contact information. Include the following fields on your spreadsheet: first name, last name, term ends, board position, affiliation, email, daytime phone, and city. This information may be used to contact board members for grant followup and advocacy. We reserve the right to request home addresses to determine eligibility.

Public School Districts are exempt from this requirement.

## Additional Board List

All non-arts organizations are required to provide a list of the members of the advisory committee for cultural and arts activities applicant. Provide an Excel spreadsheet which includes the following fields: first name, last name, term ends, board position, affiliation, email, daytime phone, and city.

## Statement of Financial Position and Statement of Revenues, Expenses and Fund Balance

**Submit a Financial Statement (two statements) for the applicant organization for the most recently completed fiscal year. Sample documents [here](#).**

If you are an arts organization, submit financial information for your full organization. If you are a school, university, or public institution (municipal or county agency), you need only submit financial information for the department or program that is producing the funded project. If you are a non-arts organization, you should submit both the financial information for your full organization and a separate statement for the department or program that is producing the funded project.

**Statement of Financial Position needs to include the following:**

The financial statement should include the following:

Period covered by your most recently completed fiscal year  
Assets and Liabilities  
Method of Accounting (i.e., cash or accrual)

**Statement of Revenues, Expenses and Fund Balance needs to include the following:**

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

## IRS Tax Exempt Status Letter

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

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

## Private School Directory Listing

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

## Missouri Annual or Biennial Registration Report

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

Attach the most recent annual or biennial report. This is only required of 501(c)3 organizations. You may download your records online at the Missouri Secretary of State website. Search for your organization at [here](#). Sample documents are available [here](#).

## Authorizing Official Letter

Only select individuals are authorized to sign the MAC application and other paperwork. For Public School District, the authorizing official is the Superintendent. For Private School, the authorizing official is the Principal. For a nonprofit, authorizing official is the organization's Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary). For college/university applicants, the authorizing official is the President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position). For city agency applicants, the authorizing official is the City Manager or Mayor.

To designate additional individuals as authorizing official, upload a letter that names the appropriate individuals and is signed by one of positions listed above. If anyone other than the above will be signing the application, a letter naming the appropriate authorizing official(s) is required. This letter is required annually. It is the applicant's responsibility to notify MAC when authorization changes. Your application may be rejected or payment may be delayed if signed by a non-authorized individual.

## Audit

An audit must be submitted by organizations with an annual budget greater than \$500,000. Exempt: government agencies, public schools, and colleges/universities are not required to submit an audit. This must be performed by an independent CPA, presented on an accrual basis of accounting, and cover the most recently completed fiscal year.

## Summary of Outcomes

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

## Recommendations / Stipulations

If your organization received a recommendation and/or stipulation to a grant in the most recent fiscal year, you must submit a letter responding to the panel concern. Your grant notification from that fiscal year would include any recommendations and/or stipulations.

## Support Material

Printed materials will not be accepted. Support materials give panelists additional information to understand your application. Submit items that directly address the evaluation criteria. Support material can add detail or verification that is not included in the application form or required attachments. This may include brochures, annual reports, work samples, past evaluations, surveys, letters of support, articles, recent reviews, video links, etc.

File Formats and Size information:

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

## Vendor Input Instructions

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

## TAB 9: Compliance Statement

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**By clicking "Submit," I:**

- Attest that this document is submitted with the full approval of the board of directors;
- Attest that the information submitted with this document is correct;
- Agree to meet all administrative obligations of the project funded by the Missouri Arts Council.

**Note:** The authorizing official's name and title below provides your agreement that the information submitted with this document is correct.

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

**Authorizing Official's First and Last Name**

**Authorizing Official's Title**

**Submitting Person's First and Last Name**

**Submitting Person's Title**