



# FY2020 Instructions for Express Project Application

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

**Organizations applying for FY2020 express grants in the following programs/categories** must use the Express Project application form.

- Arts Council Basic
- Express Project
- Express Minority Arts

**Organizations applying for FY2020 express support in Arts Education, Big Yellow School Bus, or Touring – Community or School** should consult their separate guidelines and online application forms.

**Read the [FY2020 Guide to Express Grants](#) for complete information on Missouri Arts Council funding policies.** The Express Project application is available [online](#).

- Before beginning the online Express Project 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 MAC funds are requested.
- Where relevant in the narrative and attachments, the narrative should be specific to its artistic discipline. For example, music applicants discuss the proposed repertoire and colleges/universities describe accessibility of the campus to the general public (adequate signage, visitor parking, etc.). For details, see pages 11-13 in the [Guide to Express Grants](#).
- 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.
- Each proposal is reviewed using the weighted Evaluation Criteria and Application Scoring Guide (see next page). With the funding decision, the applicant will receive the average score, written comments for each criterion, and, if applicable, stipulations and recommendations.

## Evaluation Criteria and Application Scoring Guide

**Panel Instructions:** Review the applications and support material according to the Evaluation Criteria and Scoring Guide provided below.

- **Numeric Score:** For each criterion and application, provide a score between 1 (lowest) to 10 (highest). Select the score that best reflects the applicant overall in each criterion. The applicant does not need to achieve every item in the category. Score where they predominantly fit. This score should be consistent with the proportion of the criterion achieved. If the applicant does not achieve an acceptable level, the score may be less than six. Applicants with a total average score of less than six are not funded and may not apply for other funding for the same program in that fiscal year.
- **Written Evaluation:** For each criterion and application, provide 1-3 sentences on the proposal's strengths and weaknesses and/or constructive criticism. Avoid repeating the narrative or comparing to other applications. The comment should correspond with the numeric score, for example, a primarily positive comment should have a good score, while a primarily negative comment should accompany a lower score.

### Artistic Quality Criterion – 50% (Arts Council 30%)

- Biographical summaries of key artistic and technical participants.
- The project's contribution to its respective art field.
- The utilization of original and unique works of art.
- Originality in program concept, design, and presentation.
- Support materials, such as photographs, CDs, catalogs, reviews, and articles.

Best Score	Good Score	Adequate Score
10	9-7	6
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear explanation of the artistic program with specific details (who, what, where, when, and why).</li> <li><input type="checkbox"/> The qualifications of the primary artist(s) in the Narrative and/or Required Materials are clear and compelling.</li> <li><input type="checkbox"/> The criteria for selection are clearly explained and based on community need. The selection committee consists of people of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explanation of artistic program is sufficient with some details provided.</li> <li><input type="checkbox"/> The qualifications of the primary artists in the Narrative and/or the Required Materials are sufficient.</li> <li><input type="checkbox"/> The criteria for selection are determined by committee or qualified individual with relevant expertise.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimal explanation of the artistic program is provided.</li> <li><input type="checkbox"/> The qualifications of the primary artists in the Narrative and/or the Required Materials are adequate.</li> <li><input type="checkbox"/> The criteria for selection are based on adequate artistic quality.</li> </ul>

### Community Involvement Criterion – 30% (Arts Council 40%)

- 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, elderly, disadvantaged, and persons with disabilities).
- Accessibility of the project to the general public (location of project, appropriateness of facility,

cost of event, publicity, etc.).

- 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.

<b>Best Score</b>	<b>Good Score</b>	<b>Adequate Score</b>
10	9-7	6
<input type="checkbox"/> Clear explanation of how the Applicant is part of the community fabric, an institution. <input type="checkbox"/> The community need is well articulated. <input type="checkbox"/> There is active and detailed effort to engage new and underserved audiences and promotes accessibility. <input type="checkbox"/> The educational opportunities for the community are substantial.	<input type="checkbox"/> Community is significantly involved <input type="checkbox"/> Makes effort to reach new and underserved audiences <input type="checkbox"/> Offers good accessibility accommodations <input type="checkbox"/> Strong community support <input type="checkbox"/> Provides education in a specific form.	<input type="checkbox"/> Community involvement is minimal <input type="checkbox"/> Some community support

**Management Ability Criterion – 20% (Arts Council 30%)**

- 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 prompt and complete paperwork.
- Accuracy, clarity, and completeness of the application form.
- The organization’s fulfillment of its stated mission and long-range goals.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-MAC financial support for the project.

<b>Best Score</b>	<b>Good Score</b>	<b>Adequate Score</b>
10	9-7	6
<input type="checkbox"/> High quality of management <input type="checkbox"/> History of financial stability <input type="checkbox"/> Strong financial support <input type="checkbox"/> Diverse sources of support <input type="checkbox"/> Clear alignment with organization mission <input type="checkbox"/> Evidence of planning <input type="checkbox"/> Good record with managing MAC grants	<input type="checkbox"/> Clear, accurate, and complete application <input type="checkbox"/> Experienced management <input type="checkbox"/> Financial stability <input type="checkbox"/> History of MAC funding <input type="checkbox"/> Good record with managing MAC grants	<input type="checkbox"/> Adequate management <input type="checkbox"/> Feasible budget <input type="checkbox"/> Complete application <input type="checkbox"/> Addresses any financial issues <input type="checkbox"/> Good record with managing MAC grants

**General Comments**

If you want to give feedback that doesn’t fit the evaluation criteria, you may provide it under General Comments. For example, suggestions for improvement, resources, and observations.

## Express Project Application Checklist

Each complete application should contain the following attachments:

- Bio summaries of key artistic personnel
- Bio summaries of key administrative personnel
- List of board members in excel, including , term end date, board position, affiliation, email, daytime phone, and city of residence
- Statement of Revenues, Expenses, and Fund Balance with the method of accounting (cash or accrual) and time period covered
- Statement of Financial Position for the most recently completed fiscal year
- Support Materials – Required for returning applicants and recommended for first-time applicants
- IRS Tax exempt letter – Required for nonprofit organizations
- Annual or Biennial Registration Report – Required for nonprofit organizations
- Audit for the most recently completed fiscal year – Required for organizations with annual budget greater than \$500,000. Exempt: government agencies, public schools, and colleges/universities.

## APPLICATION QUESTIONS

### Tab 1: Applicant Information

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

**Are you a new or returning MAC applicant?** Please Select:

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

**Grant Program:** Please Select One:

- Express Project
- Express Minority Arts
- Arts Council Basic

**Secondary Contact Name**

**Secondary Contact Title or Position in Organization**

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

**Secondary Contact Email**

### Organization Costs

**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**

**Department/Program Operating Income**

**Organization's Operating Expenses**

**Department/Program Operating Expenses**

## Demographics

	Current Staff	Current Board	Current Volunteers
Asian	0	0	0
African American	0	0	0
Hispanic	0	0	0
American Indian/Alaska Native	0	0	0
White	0	0	0
Pacific Islander	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Click on the blue “Organization Demographics” button to fill out the demographics for the organization.**

Provide the demographics of your organization's staff, board, and volunteers. Use numbers, not percentages. Replace the zero with the actual number. Any blank fields should remain zero.

- 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. Universities should provide information on the Trustees. You can provide the statistics on your advisory board in current volunteers.
- Current Volunteers is the total number of non-paid individuals working for your organization in any capacity. Do not include board members in this section.

## Tab 2: Project Information

**Proposed Project Title** (60 characters)

**Dates: Project dates should include the period that expenses are incurred. The dates must begin no sooner than July 1 and end no later than June 30 of the same fiscal year.**

Project Beginning Date

Project Ending Date

**Project Location** (100 characters)

**Project Discipline(s) (Check all the apply)**

- Dance
- Electronic Media
- Festivals
- Literature
- Music
- Theater
- Traditional/Folk Arts
- Visual Arts

**Describe the project and how MAC funds will be used. What is the proposed project for MAC funding? What are the artistic components, event date(s), and location(s)? (2,500 characters)**

- **Arts Council Basic** – In addition to meeting the eligibility requirements, organizations applying to Arts Council Basic must request support for projects that include more than one artistic discipline.

**What is the purpose of the project? How does the project fit into the scope of the organization's mission and long range plans? (1,500 characters)**

**List the project's artistic components. (1,000 characters)**

Provide a detailed overview of your proposed project for MAC 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 11-12 in the Guide to Express Grants).

**How will the project be marketed? (1,000 characters)**

**What is the project's estimated audience? (such as 100 -150) (30 characters)**

**For college and university applicants:** What percentage of the anticipated audience is affiliated with the college or university and what is the percentage from the general community? This may be determined by ticket pricing categories or audience estimate. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public. (250 characters)

**Exhibition Projects Only. What are the viewing hours? (250 characters)**

MAC requires minimum exhibition viewing hours of at least 16 hours during the week and 6 hours during the weekends or evenings (after 5:00 p.m.)

**How does the project demonstrate artistic quality? Describe the performer/artist's credentials and tell us why you chose to present/perform this work. (2,500 characters)**

Consider the artistic choices made in selecting the project and/or artists: which artists to use, what program or play to present, how to arrange the performance, staging and presentation. Why did you make these choices? How do they demonstrate artistic quality?

**How does the project demonstrate community support and/or community need? (2,500 characters)**

Include the volunteers from the community (beyond the board), any logistical assistance provided (the city closed streets for a festival or provided clean-up), and contributions of products or services (including marketing by area media).

**How will the project be accessible for persons with disabilities? (1,500 characters)**

Describe how the project will be accessible to persons with disabilities. Consider different types of disabilities: vision impairment, hearing impairment, mobility issues, developmental. Are you in an accessible location? What accessibility accommodations do you provide?

**If your operating figures for last fiscal year reflected a deficit, how did this deficit occur? How did your organization handle this deficit? How will your organization prevent deficits in the future? If not, type N/A. (2,500 characters)**

**Express Minority and Arts Council Basic Applicants: How does the project benefit your community? (2,500 characters)**

▪ **Express Minority Arts:**

- Organizations that have demonstrated in the Demographic section that they are minority managed (at least 51% of the board and staff are African American, Asian, Latino/Hispanic, American Indian/Alaska Native, or Pacific Islander), may write “N/A” for this question.
- Organizations proposing an arts project that serves primarily African American, Asian, Latino/Hispanic, American Indian/Alaska Native, or Pacific Islander communities must demonstrate how their marketing and outreach efforts are targeting at least 51% of these communities. The narrative can address how the project has historically benefitted at 51% these communities.

When planning programs that target African American, Asian, Latino/Hispanic, American Indian/Alaska Native, or Pacific Islander communities, it is best practices for organizations to include these targeted communities in the planning process.

- **Arts Council Basic:** Organizations applying to this category must demonstrate how it meets the eligibility requirements as described in the [Guide to Arts Council Grants](#). In addition, they describe what services they provide to artists and arts organizations and which artistic disciplines do they offer programs. Organizations applying to Arts Council Basic must offer arts programs in more than one discipline.

### **Tab 3: 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.

**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 6-13 in the [Guide to Express Grants](#)).
- 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

- **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).
- **Outside Other 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.**

## Total Cash Expenses



## Cash Income

- **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.  
**Maximum Request - Project \$2,000; Minority \$3,000; and Arts Council Basic \$3,000.**

## Total Cash Income

## Tab 4: Attachments

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

### Biographical Summary of Key Artistic

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 different biographical information than the administrative bio. For proposed artists, applicants may include links to artist's website and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

### Biographical Summary of Key Administrators

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 different biographical information than the artistic bio. No more than 1/4 page per person, no more than 4 pages.

### 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 follow up and advocacy. Click here for [Board List Template](#).

### 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 document [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:

- 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 Balances
- List of Revenues and Expenses

- Method of Accounting (i.e., cash or accrual)

### **IRS Tax Exempt Status Letter**

This is required for all nonprofit applicants that have never applied to MAC or did not apply in FY2019. IRS Tax-Exempt Status Letter must include your FEIN number that matches your organizational profile in the online grant system. Link for [Sample Letter here](#).

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

### **Missouri Annual or Biennial Registration Report**

Attach the most recent annual or biennial report. This is only required of nonprofit 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](#).

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

### **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.

### **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 Strategic Plan**

If your organization or art program has one.

### **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. For guidance, consult the [Guide to Support Material](#).

### **Vendor Input Instructions**

If this is the first time the organization has applied to the Missouri Arts Council, review the [Vendor Registration Checklist](#) and contact the [Grants Manager](#) for assistance completing the vendor registration process for the State of Missouri. Registration can be done after final application submission.

If the organization has a new mailing address, new financial institution or a change in legal name, review the [Vendor Registration Checklist](#) and contact the [Grants Manager](#) for assistance.

## **Tab 5: Compliance Statement**

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

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

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

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

**Authorizing Official's Title**

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

**Submitting Person's Title**