



FY2021 Guide to Off Year Grants

for Projects Occurring July 1, 2020 through June 30, 2021

Please refer to the [FY2021 Guide to Grants](#) for complete information on Missouri Arts Council funding policies. Grant programs are subject to change due to budget restrictions.

Eligibility Requirements

If your organization received annual FY2020 funding in the programs or categories listed below, then you must submit an Off Year Application to receive FY2021 Missouri Arts Council support.

- Arts Council – Operating and Project Support
- Electronic Media Arts
- Established Institutions
- Festivals
- Folk Arts
- Mid-Sized Arts Organizations
- Multidiscipline
- Music – Instrumental and Vocal/Presenters

If your organization did not receive annual FY2020 funding in the above categories, then you cannot use the FY2021 Off Year Application. For new applicants, your funding options are the FY2021 Annual Discipline (select programs) or Express Grant. For guidance choosing the grant program suitable for your arts project, budget, and timeline, review the [Guide to Grants](#) and contact the [appropriate Program Specialist](#).

All Off Year Applicants must comply with all applicable requirements outlined in the current Guide to Grants. This may include funding restrictions, attachments, and audit (depending on budget size). If stipulations were included in the FY2020 Annual Discipline grant, they still apply for FY2021 Missouri Arts Council support. Support materials are not required.

Deadline

The FY2021 Off Year Application is due the last Monday in February (February 24, 2020).

Multi-Year Review Cycle

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

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

1. Multiply the request by the score. For example, if the request was \$10,000 and score was 86.5, then \$10,000 would be multiplied by 0.865 resulting in \$8,650.
2. Multiply the result from step 1 with an adjusting percentage that brings the total to the amount of available funding for that fiscal year. The adjusting percentage is determined by dividing the total available funds by the total requests. For example, if the available funding were \$100,000 and request total was \$250,000, the adjusting percentage would be 40% (request total/available

funding = 0.40). Using the example from step 1, \$8,650 would be multiplied by 0.40 resulting in \$3,460 for the award amount.

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 depends on allocations from the General Assembly and National Endowment for the Arts as well as the budget approved by the Missouri Arts Council board at the June meeting.

Grant Request

Your request should match the original request in the FY2020 Annual Discipline application (not the final award amount).

Match Requirement

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

Application Form

A. Additional Applicant Information

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

B. Project Information

- Provide your proposed project title (i.e., 2020-2021 Exhibitions or Dance Performance Series)
- Overall Beginning Date
- Overall Ending Date. (Note: The final report will be due 30 days after the final completion date or by July 19, 2021, whichever occurs first.)
- Provide total cash expenses and total cash income (nearest whole dollar). They must balance.
- Provide the amount of funds you requested. This must match your on-year request amount.
- Has your organization experienced any significant changes since July 2019 (i.e., personnel, funding, programs, etc.)?
- Project Schedule: List event dates for the projects(s) funded through this Missouri Arts Council grant occurring between July 1, 2020 and June 30, 2021. Include Event Date(s); Event Title/Brief Description; and Location (including full address).

C. Attachments

- Clearly title/name the file and provide a description.
- Use .pdf file format, except for the board list which must be an Excel spreadsheet. Alternative file formats include: .doc and .docx.

Required Documents for All Applicants

Board List

Provide an Excel spreadsheet with your organization's full board with contact information. Include the following fields: first name, last name, term ends, board position, affiliation, email, daytime phone, and city. This information may be used to contact board members for grant follow up and advocacy. We reserve the right to request home address to determine eligibility. Template available [here](#).

If Applicable Documents

Additional Board List

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

Missouri Annual or Biennial Registration Report

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

Project Schedule

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

Biographical Summary of New Key Personnel

Provide biographies of new key personnel since the last on-year application. Include a summary of new key artistic decision maker(s); key artistic and technical people; administrative decision maker(s) and key management people. Maximum: ¼-page per person.

Authorizing Official Letter

If anyone other than the titles listed below "sign" the application, a letter naming the appropriate authorizing official(s) is required. This must be submitted annually. The authorizing official may be the organization's Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary). For college/university applicants, the authorizing official is the President or Board Officer. For city agency applicants, the authorizing official is the City Manager or Mayor.

Audit

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

D. Compliance Statement

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

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



Blank FY2021 Off Year Application

Application ID:

Organization Name:

Applicant Information

Popular Name, Department, Art Program or Doing Business As

Grant Program: Select One:

- Arts Council – Operating and Project Support
- Electronic Media Arts
- Established Institutions
- Festivals
- Folk Arts
- Mid-Sized Arts Organizations
- Multidiscipline
- Music – Instrumental and Vocal/Presenters

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.

- 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

Project Information

Proposed Project Title

Project Beginning Date

Project Ending Date

Has your organization experienced any significant changes since July 2019 (i.e. personnel, funding, programs, etc.)?

Project Schedule

List event dates for the project(s) funded through this MAC grant occurring between July 1, 2020 and June 30, 2021. Include Event Date(s); Event Title/Brief Description; and Location (including full address). If you prefer, a schedule can be uploaded on the Attachments page. Answer this question by typing in the box "See Attachment."

Attachment: Project Schedule

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

Budget

Total Cash Expenses

MAC Request (Must match previous on-year request.)

Total Cash Income (All sources INCLUDING MAC request)

Attachments

Attachment Instructions

- 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](#).

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. Click here for [Board List Template](#) located under Supplemental Materials heading.

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.

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](#).

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. Newly incorporated organizations must submit a copy of your Missouri nonprofit incorporation papers. If you are incorporated with the state within the last year submit a copy of your Nonprofit Incorporation Papers. 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](#).

Biographical Summaries of New Key Personnel

Provide biographies of new key personnel since the last on-year application. Include a summary of new key artistic decision maker(s); key artistic and technical people, administrative decision maker(s) and key management people. Maximum is 1/4 page for each person.

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.

Vendor Input Instructions

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.



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