



## FY2021 Guide to Partnership Grants

For projects occurring July 1, 2020 through June 30, 2021

Please refer to the [FY2021 Guide to Grants](#) for complete information on MAC application review process and funding policies. Grant Programs are subject to change due to budget restrictions.

**Questions?** Contact Michael Donovan at 314-340-4740 or [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov).

### Overview

The Partnership Grant funds special initiatives that strongly align with one or more Missouri Arts Council strategic goals:

Goal 1: Engage People in Meaningful Arts Experiences

Goal 2: Grow Missouri's Economy Using the Arts

Goal 3: Strengthen Missouri Education through the Arts

### Purpose

- To support and strengthen initiatives aligned with Missouri Arts Council strategic goals.
- To focus on strategic measurable outcomes.
- To provide a framework for evaluation.
- To develop a process to identify and involve future shared initiative partners.

### Outcomes

The grants would demonstrate public value and measurable outcomes in one or more of the following areas (aligned with National Endowment for the Arts objectives).

- Engagement (increase meaningful engagement in the arts).
- Livability (grow Missouri's economy using the arts).
- Learning (strengthen Missouri's education with the arts).

### Criteria

- **Focused Strategic Outcomes**  
The Partnership is focused on strategic outcomes (as described above) with measurable and documented outcomes.
- **Significant Community Involvement**  
The Partnership is engaged with local and/or statewide partners strategically, logistically, and/or financially.
- **Strong Management Ability**  
The Partnership demonstrates strong management ability including leadership, program development, and financial stewardship.

## Eligibility

**This program is by invitation only.** If you have a program you wish to be considered, contact the Executive Director, Michael Donovan, at [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov) or 314-340-4740.

Organizations receiving support through annual grants (Annual Discipline, Off Year Application, or Arts Education) are not eligible to apply for Partnership support.

## Request Amount

The request amount will be developed with Michael Donovan, Executive Director, based on meeting criteria, available state resources, and community investment.

## Process

### Alignment

- Interview applicant to review proposed project, opportunities for engagement, alignment with strategic goals, desired outcomes, and budget.

### Application

- Apply online using the Partnership Application. Questions follow:
  - Describe the project for which you are requesting funding.
  - How does it align with MAC strategic goals?
  - What are the measurable outcomes?
  - How will the program be evaluated?
  - Who are you partnering with to ensure success?
  - Additional attachments: annual/biennial registration, board list, budget detail.

### Approval

- Staff reviews applications and makes funding recommendation to the executive committee.
- The executive committee reviews and makes funding recommendation to the Missouri Arts Council board.
- The Missouri Arts Council board reviews funding recommendations at the June meeting.
- Staff notifies applicants of funding decision in July.

## Deadlines

Draft Submission is due by the **last Monday in January** (January 27, 2020).

Final Submission is due by the **last Monday in February** (February 24, 2020).

## Additional MAC Funding

Partnership grant recipients may receive one additional express grant in touring or arts education.



# Blank FY2021 Partnership Application

Application ID:

Organization Name:

## Applicant Information

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Popular Name, Department, Art Program or Doing Business As

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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.

Secondary Contact Name

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Secondary Contact Title or Position in Organization

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

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Secondary Contact Email

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## Organization Costs

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

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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**

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**Organization's Operating Expenses**

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**Department/Program Operating Income**

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**Department/Program Operating Expenses**

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**Demographics**

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**Project Demographics**

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

## Project Information

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Proposed Project Title

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Describe the project you are proposing for MAC funding?

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Select the strategic goals the proposal addresses.

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How does it address the strategic goals?

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What are the measurable outcomes?

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How will the program be evaluated?

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## Budget Detail

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### 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).

## Expenses

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- **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.

## 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](#).

### Biographical Summary of Key Administrators

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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

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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.

## 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)

Applicant may submit an accountant's compilation or the financial statement from an audit as long as it contains all of the elements above.

## 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. 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 [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.

## 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.

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.

## 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.

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

**Authorizing Official's Title**

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

**Submitting Person's Title**