![Missouri Arts Council — The State of the Arts]

FY2021 Instructions for the
Annual Discipline Application

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

Grant Programs are subject to change due to budget restrictions.

When in Doubt, Call or Email

If you any assistance, call or email your Program Specialist. We're here to help you. Choose the appropriate program specialist, based on the programs listed on the Missouri Arts Council website.

FY2021 Grant Cycle

On-Year Programs: Organizations applying for FY2021 annual support in the following artistic disciplines and programs use the Annual Discipline application form.

- Dance
- Organizations of Color (formerly Minority Arts)
- Theater
- Visual Arts

Organizations applying for FY2021 annual support in Arts Education, Off Year Grants, Partnership, and Express Grants should consult their additional guidelines and use a separate application form.

Off-Year/Closed Programs for FY2021 Annual Funding: New Applicants that would like to submit an application for a project in the annual programs or categories listed below, then your Missouri Arts Council funding option is FY2020 or FY2021 Express Grant, which has a rolling deadline.

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

Returning Applicants from Off-Year/Closed Programs: If your organization received annual FY2020 funding from one of the programs/categories listed above, you must submit an Off Year Application to receive FY2021 Missouri Arts Council support.

Read the FY2021 Guide to Grants and, if applicable, additional guidelines, for the grant program that you are applying to. The Annual Discipline application is available online.

- BEFORE beginning the online Annual Discipline 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 Missouri Arts Council funds are requested.

- Where relevant in the narrative and attachments, the applicant's narrative should be specific to its discipline. For example, music applicants discuss the proposed repertoire and colleges address accessibility of the campus to the general public (adequate signage, visitor parking, etc.). For details, consult Guide to Grants pages 12-15.

- 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.

FIRST TAB: APPLICANT INFORMATION

- Provide the Popular Name, Department, Art Program, or Doing Business As (DBA).

- Select whether you are a new applicant or a returning applicant.
  - Select "New Applicant" if you have NOT applied within the last 3 fiscal years.
  - Returning indicates that you have applied within the last 3 fiscal years.

- Provide the grant 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 organization's most recently completed fiscal year.

- Provide your organization's operating income and expenses for the most recently completed fiscal year. The figures you provide should be consistent with your financial statement (which is uploaded in under the Attachments tab).
  - Nonprofit, *non-arts* organizations (like social service and government agencies) should complete all parts of this question.
  - Nonprofit **arts** organizations should complete only a and b by 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.

Demographics
List the numbers, not percentages.

- 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. Colleges and universities should provide information on the Trustees. Statistics on an advisory board must be provided in Current Volunteers.

- Current Volunteers is the total number of non-paid individuals working for your organization in any

capacity. Statistics on an advisory board must be provided here. Don't include board members in this section.

SECOND TAB: PROJECT INFORMATION

- Provide your proposed project title (for example, 2020-2021 Concert Series).

- Provide a detailed overview of your proposed project for Missouri Arts Council 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 (consult Guide to Grants pages 12-15).

- Provide the purpose of this project. Be sure to include how this project fits into the scope of the organization's mission and long range plans.

- If you are requesting support for exhibition(s), provide the viewing hours. The minimum requirement is 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.).

THIRD TAB: ARTISTIC QUALITY

When the panelist considers the project's artistic quality, they want to see that the project maintains and/or improves the quality of the arts in Missouri. They will consider questions like: Does the project broaden the artistic scope of the state's cultural activities? To what degree does the project preserve and enrich the cultural resources of the state?

- Describe the artistic criteria for choosing the project. Consider why this particular artistic project chosen. Was it selected for its content, form, history, community need, organizational needs, artistic challenge, etc.? Describe the criteria for selecting the artistic individuals (artists, performers, and programs).

  Describe why this project is innovative and what makes it a creative addition to your community. What does the project do to challenge and develop your audiences artistically? How is the audience experience unique or different? Did you present unique or original works of art? Describe originality in the program concept, design, or presentation.

- **For Arts Council applicants:** What services do you provide to artists and arts organizations? In what artistic disciplines do you offer programs?

- **For Folk Arts applicants:** How does the project support living traditional arts and the artists who practice them? Describe the cultural significance of the art form(s) and the cultural heritage of the artists.

FOURTH TAB: COMMUNITY INVOLVEMENT

Community is defined as the constituents served by the applicant. This community can be based on discipline, geography, or culture. Here the panel is determining how much involvement you have with the community and how much involvement your community has with your art. The panel is asking: Does the community support this project? Does this project meet a community need?

- Explain how the project meets community needs. Does it fulfill an artistic need in the community? Does the project fill an unserved or underserved need in the community? For example, you are offering a dance program where there is no resident dance company, or an art form that is significant to the community heritage.

- Describe how the community show support for the project. Did they provide funds, in-kind

donations, volunteers, etc.? You may include any logistical assistance provided (for example, the city closed streets for a festival or provided clean-up), contributions of products or services (including marketing by area media), and board service as volunteers.

▪ Explain how this project will contribute to the education of the community. Do you offer pre or post performance discussions, articles in your printed program, ancillary lectures, etc.

▪ Describe your target audiences (core, new, and diverse). Consider who your target is and what characteristics they have in common. How will you reach these audiences? What marketing methods would reach this audience and what message will you use.

Describe what efforts you will be making to reach out to new and diverse audiences. What outreach are you making to underserved audiences? For example, populations that lack access to arts programs due to geography, economics, ethnicity, or disability.

Diversity is very important to all aspects of the arts; how does your organization plan to ensure participation in the planning, execution, and evaluation of the project from all segments of the community? Is the diversity of your community represented in your board, volunteers, and planning committees? It easier to get an audience segment you see if they participate in the program development. Their insight will help you attract others like them.

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

▪ If this or a similar project was conducted in the recently completed fiscal year, how many were in the audience or participated? When did the project occur?

▪ What is your estimated audience for the project? How did you determine the number? Was it based on prior events, similar events, preliminary interest, or other method?

▪ **For college and university applicants:** What percentage of the anticipated audience is affiliated with the college or university and what is 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.

▪ **For Arts Council applicants:** How do you support the long term cultural development of the community?

FIFTH TAB: MANAGEMENT ABILITY
This refers to administrative, program, and financial management.

▪ How has your organization maintained, diversified, and expanded funding? Include all revenue sources including earned income (tickets, concessions), individual, foundation, corporate or government funding, other gifts.

▪ Describe the method that will be used to evaluate the project and how feedback is utilized. Evaluation should address the quality of the project and the experience of the participants. Evaluation that merely addresses marketing needs (how many attended, how did they learn about the event) is not sufficient. The feedback may be obtained from follow-up meetings, focus groups, interviews, surveys, and other methods.

▪ If your operating figures for the last fiscal year reflect a deficit, how did this deficit occur? How did your organization handle the deficit? How will your organization prevent deficits in the future? Was

the deficit caused by an expenditure that was covered by a prior balance, and while a deficit for the year, did not leave the organization in the red? If not, type N/A.

SIXTH TAB: 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.

▪ **Festivals applicants** requesting support for multiple festivals must indicate which festival the expenses and income apply. For example, Fall Fest – Insurance $500 and Jazz Festival – Stage Rental $1,000.

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 the Missouri Arts Council grant cannot fund (consult Guide to Grants pages 7-11).

▪ 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
Below is a description of the Cash Expense line items.

1. **Personnel — Administrative** (Paid Staff of the Organization): Payments for employee salaries, wages and benefits specifically identified with the project for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, bookkeepers and support personnel, such as maintenance, security staff, and ushers.

2. **Personnel — Artistic** (Paid Staff of the Organization): Payments for employee salaries, wages and benefits specifically identified with the project for artistic directors, conductors, curators, dancers,

composers, choreographers, designers, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, singers, musicians, instructors, etc.

3. **Personnel — Technical/Production** (Paid Staff of the Organization): Payments for employee salaries, wages and benefits specifically identified with the project for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparers, etc.

4. **Outside Artistic Fees and Services**: Payments to non-employee persons or companies for services specifically identified with the project. For example, non-employee artistic directors, conductors, curators, dancers, and performing artists.

5. **Outside Other Fees and Services**: Payments to companies or non-employee persons for non-artistic services specifically identified with the project.

6. **Space Rental**: Payments specifically identified with the project for the rental of office, rehearsal, theater, hall, gallery, etc. Do not include space rental for applicant-owned facilities.

7. **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 #9 Remaining Operating Expenses.

8. **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, and space rental when directly connected to promotion, publicity or advertising.

9. **Remaining Operating Expenses**: All expenses not entered in other categories and specifically identified with the project. These include expenses MAC CAN FUND such as scripts and scores, sets and props, equipment rental, consumable supplies, as well as expenses MAC CANNOT FUND including fundraising, utilities, and food.

10. **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. *These expenses are not eligible for MAC funds*.

11. **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. *These expenses are not eligible for MAC funds.*

Cash Income
Below is a description of the Cash Income line items.

1. **Actual Admissions**: List the 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 below).

2. **Contracted Services Revenue**: List the 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.

3. **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.

4. **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.

5. **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. You may 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.)

6. **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.

7. **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 (for example, Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. This also includes funding from the Missouri Humanities Council.

   Note: State funds cannot be used to match Missouri Arts Council grant.

8. **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. This also includes funds from entities, such as the Municipal Arts Commission in Kansas City, Columbia Arts Commission, Regional Arts Commission in St. Louis and Springfield Convention and Visitors Bureau.

9. **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.

10. **Applicant Cash**: Funds from the applicant's present and/or anticipated resources that the applicant plans to provide to the project other than income listed above. Do not include the Missouri Arts Council request in this line.)

11. **Missouri Arts Council Request**: List the request to MAC. The request amount cannot exceed 50% of total project expenses and may only include eligible expenses. The maximum request allowed varies by grant program.
    □ Arts Council – Operating Support: $35,000 maximum
    □ Arts Council – Project Support: $20,000 maximum
    □ Discipline: $30,000 maximum
    □ Folk Arts: $30,000 maximum
    □ Organizations of Color: $30,000 maximum

SEVENTH TAB: ATTACHMENTS

- Clearly name each file, for example, *Craft Gallery Biographies Artistic*.

- PDF is the preferred format, except for the board list which must be an Excel spreadsheet. Maximum file size is 2 GB. For support materials, you may use MP3 (audio), MP4 (videos), and jpg (images). However, MAC prefers links to online audio and video materials on a document.

- After you have uploaded the Attachments and Support Material, we advise applicants to test the links (possibly on different computer) before submitting the final application.

- Sample documents available here.

Required Attachments for All Applicants:

Biographical Summary of Artistic Decision Maker(s) and Key Artistic & Technical People
(maximum: ¼-page per person, a total of 4 pages)
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 one bio that demonstrates artistic and admin qualifications in one of the biographical summaries (not both attachments).

- For proposed artists, applicants may include links to artist's website and relevant samples of their work.

Biographical Summary of Administrative Decision Maker(s) and Key Management People
(maximum: ¼-page per person, a total of 4 pages)
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 one bio that demonstrates artistic and admin qualifications in one of the biographical summaries (not both attachments).

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 of residence. This information may be used to contact board members for grant follow up and advocacy. Template available here.

Financial Statement:
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. This can be select pages from an audit as long as it contains all of the elements listed below. 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.
- If you are a **Festivals applicant**, you are required to submit a financial statement (revenue, expenses, and fund balance) for the previous year's festival in addition to the organization's financial statement. (First-year festivals are exempt from this requirement.)

Statement of Financial Position must include the following:
- Period covered by your most recently completed fiscal year
- Assets and Liabilities

Statement of Revenues, Expenses, and Fund Balance must include the following:
- Period covered by your most recently completed fiscal year
- Beginning and Ending Balance
- List of Revenues and Expenses
- Method of Accounting (for example, cash or accrual)

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. This may include full contact information, affiliation, board position, etc.

IRS Tax-Exempt Status Letter
This is required from all nonprofit applicants that have never applied to MAC or did not apply in FY2020. Tax-Exempt Status Letter should include your FEIN number. Sample letter [here](#).
Exempt: Public School Districts, Public Universities/Colleges, and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

When processing the application, the Missouri Arts Council will confirm the Missouri-based nonprofit eligibility with IRS determination letter and up-to-date filing of the annual form 990.

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, and parks department).

When processing the application, the Missouri Arts Council will confirm the Missouri-based nonprofit eligibility with up-to-date filing of the annual or biennial registration reports.

Authorizing Official Letter
Only select individuals are authorized to sign the MAC application and other paperwork.
- For a nonprofit, the 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 officials, provide a letter that names the appropriate individuals and is signed by one of the authorized positions. 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.

Audited Financial Statement
An audit must be submitted by organizations with an annual budget greater than $500,000. Exempt: government agencies, public schools, colleges, and 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. Consult Guide to Grants page 8 for details.

Response to 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 Plan or Strategic Plan
Submit a Long Range Plan or Strategic Plan, if your organization or art program has one.

REQUIRED FOR ALL APPLICANTS: SUPPORT MATERIAL
Support Material is required for all applicants and must be uploaded to the online grant system. Printed materials will not be accepted.

- **Organization applying to performing disciplines (dance, music, and theater)** and applicants requesting support for dance, music, and theater performances **must provide video that demonstrates artistic quality**.

- Festivals applicants are required to submit the festival schedule of events and activities from the previous year's festival. This could be printed materials distributed to participants or an image of the schedule of activities posted at the event.

Support materials help to provide a complete picture of your proposed project and organization along with the application narrative and attachments. Submit items that directly address the evaluation criteria and connect to the application narrative. 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, consult State Vendor System for Payment of Grants for completing the vendor registration process. Registration can be done after final application submission.

To receive payment of MAC award, all Missouri Arts Council grant recipients must be signed up to receive Electronic Funds Transfer. If the organization has a new mailing address, new financial institution or a change in legal name, consult State Vendor System for Payment of Grants.

EIGHTH TAB: COMPLIANCE STATEMENT
Fill in the requested information. The electronic signature signifies intent to comply with all state and federal regulations. The person "signing" as Authorizing Official must have a position/title that MAC considers acceptable **or** a letter has been uploaded which gives the signatory authority to sign the application. See page 9 for *Authorizing Official Letter* description.

Application ID:

Organization Name:

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: Select One:
- Dance
- Organizations of Color (formerly Minority Arts)
- Theater
- Visual Arts

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
Organization's Operating Expenses
Department/Program Operating Income
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
Total	**0**	**0**	**0**

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.

Project Information

Proposed Project Title (60 characters)

What is the proposed project for MAC funding? What are the artistic components, project date(s), and location(s)? (7,000 characters)

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)

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.)

Artistic Quality

What are the artistic criteria for choosing the project? (2,000 characters)
Consider why this particular artistic project was chosen. Was it selected for its content, form, history, community need, organizational needs, artistic challenge, etc. Describe the criteria for selecting the artistic individuals will participate.

What makes the project creative and innovative in your community? How does the project challenge and develop your audience artistically? (5,000 characters)
Describe why this project is innovative and what makes it a creative addition to your community. What does the project do to challenge and develop your audiences artistically? How is the audience experience unique or different? Did you present unique or original works of art? Describe originality in the program concept, design, or presentation.

Community Involvement
How does the project meet community needs? (4,000 characters)
Does the project fill an unserved or underserved need in the community? For example, you are offering a dance program where there is no resident dance company, or an art form that is significant to the community heritage.

How does the community show support for the project? This may include funding, in kind donations, volunteers, planning, execution, and evaluation. (4,000 characters)
Include the board service as volunteers, any logistical assistance provided (the city closed streets for a festival or provided clean-up), contributions of products or services (including marketing by area media).

How does the project contribute to the education of the community? (4,000 characters)
Community is defined as the constituents served by the applicant. This community can be based on discipline, geographic, or culture. Do you offer pre or post performance discussions, articles in your printed program, ancillary lectures, etc.

Who are the target audiences for the project? Include efforts you are making to reach new and diverse audiences. How will the project be marketed? (5,000 characters)
Consider who your target is and what characteristics they have in common. What marketing methods would reach this audience and what message will you use.

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 this project or a similar project has been previously conducted, how many individuals participated? How did you determine the number? When did the project occur? (700 characters)
For example, Last year, 1,200 people attended the festival on May 12.

How many individuals do you expect to participate in the proposed project? How did you determine this number? (700 characters)
Base your response on prior events, similar events, preliminary interest, or other method.

For college and university applicants: What percentage of the anticipated audience is affiliated with the college or university and what is from the general community? This may be determined by ticket pricing categories or audience estimate. See page 15 of Guide to Grants for minimum ratio. (250 characters)

Management Ability

How has your organization maintained, diversified, and expanded funding? (1,500 characters)

How will you evaluate the proposed project? How have you responded to previous evaluations? (1,500 characters)

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)

Budget Detail

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 - Annual Disciplines $30,000; Arts Council $20,000.**

Total Cash Income

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 Form 990 or 990-EZ
Attach the Form 990 or 990-EZ for your organization's most recently completed fiscal year or a statement this is not available or your organization is exempt from this annual filing requirement. Exempt: Public School Districts, public universities/colleges, and state or city agencies, such as parks and recreation departments, are exempt from this requirement.

To maintain IRS tax-exempt status and eligibility for Missouri Arts Council funding, organizations must submit annually the Form 990 or 990-EZ. The IRS revokes the tax-exempt status for failure to file the annual returns.

If applicable

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.

IRS Tax Exempt Status Letter
This is required from all nonprofit applicants that have never applied to MAC or did not apply in FY2019. IRS Tax-Exempt Status Letter should include your FEIN number. 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.

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