Missouri Arts Council
The State of the Arts

FY2022 Arts Education Grants
Includes Artist in Residence, Out of School, and Professional Development
for Projects Occurring July 1, 2021 through June 30, 2022 (2021-2022 school year)

Please refer to the FY2022 **Guide to Grants** for complete information on Missouri Arts Council funding policies and grant requirements. Grant Programs are subject to change due to budget restrictions.

The Express Touring and Big Yellow School Bus have separate guidelines and application forms.

<mark>FY2022 Grant Cycle</mark>
<mark>Returning Applicants:</mark> In order to reduce the application burden during the coronavirus pandemic, Missouri Arts Council will allow all returning annual grant recipients to apply through the Off Year Application. Organizations that received annual FY2021 funding for Artist in Residence, Out of School, or Professional Development must submit an Off Year Application to receive FY2022 Missouri Arts Council support.

On the Off Year Application, for Grant Program, scroll to the bottom of the dropdown box to select one of the following categories:
- Artist in Residence (Arts Education)
- Out of School (Arts Education)
- Professional Development (Arts Education)

New Applicants: Since the Missouri Arts Council is <u>not</u> accepting any new applications for FY2022 annual funding, new applicants must apply for support through **Arts Education Express**. Deadline is the first Monday of the month which is at least two months before the project incurs expenses.

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

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

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

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

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

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

  Missouri Arts Council defines *underserved* as students that lack access to arts education due to geography, economic conditions, ethnic background, or disability. *Organizations requesting support for art courses must demonstrate that the majority of the target audience qualify as an underserved population according to Missouri Arts Council's definition*.

  Strong applications are designed to ensure student participation. For example accommodations for student transportation to and from the program should be considered. Attendance fees, if any, should be minimal with capacity to waive for special circumstances. Missouri Arts Council does not fund scholarships.

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

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

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

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

- **Express:** Applicants may request up to 50% of the project costs. The maximum request is $3,000.

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

Payment of the Missouri Arts Council grant is always made on a reimbursement basis. Organizations must have sufficient cash reserves or incoming revenue to pay for all of the expenses upfront and then wait for payment from MAC. It is difficult to estimate processing time because there are many possible reasons for delays. All grant recipients must be signed up to receive Electronic Fund Transfer as well as registered as a state vendor with current address and banking information. For more information, consult the State Vendor System for Payment of Grants.

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

Applications must demonstrate that the amount requested will be matched dollar for dollar. For example, a grant of $3,000 requires a minimum of $3,000 in matching funds.

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

Deadline Schedules

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

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

  Express applications must be submitted by the first Monday of any month and at least two months before the project event date. If the first Monday falls on a holiday, the deadline will be Tuesday. The earliest deadline is the first Monday in May. Draft applications must be submitted at least three weeks before the intended deadline. Funding notification is approximately 45 days after submission.

  See page 7 for an easy-to-use schedule to determine the latest deadline date and funding notification timing.

- **Annual grant schedule** has a rigid deadline schedule and longer turnaround.
  - Draft Application Deadline: Not applicable for Off Year Application
  - Final Application Deadline: Monday, March 29, 2021
  - No Panel Review and Meeting
  - MAC Board Approval: Late June
  - Funding Notification: After July 1

- **Draft Review.** Your program specialist is available to review draft application and provide feedback to improve your proposal. Changes in response to feedback are not required. The final submission is the applicant's responsibility. Email your program specialist a draft copy of the application, attachments, and support material by the published deadline.

Application Review Process

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

Evaluation Criteria

Artistic Quality (30%)

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

Arts Learning (40%)

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

Administration (30%)

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

Determining Grant Amount

- **Express** Arts Education applications that receive a score of 7.5 or higher are awarded the full requested amount, as long as funds are available. If the scores falls below 7.5 the application will not be funded.

- **Annual** Arts Education: Funding for each application will be determined by a funding formula based on the average score, request amount, and available funding. For example, an application that received a score of 8.8 and requested $10,000 would be awarded $8,800 *if sufficient funds were available*. Usually, this amount is reduced proportionally due to funding limitations and so Missouri Arts Council could fund all of the Annual Arts Education grants under consideration. In this example, the $8,800 would be reduced to $6,271 when the overall category is receiving 64% of the request amount. Applications with higher scores will receive a higher percentage of their request amount. See FY2022 Guide to Grants (pages 20) for more detail.

Managing Your Award

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

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

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

Getting Started / Preparation

For Returning FY21 Arts Education applicant, use the FY22 Off Year Application.

New Applicants: Before Starting the Application: Contact your program specialist for arts education to discuss the project, to ensure that it is eligible for funding, and for assistance with registering in the online grant system.

- New Applicants should use the Express Arts Education application.
- The Express Touring and Big Yellow School Bus have separate guidelines and application forms.

If applicable, register in the grant system. Consult the "SmartSimple-Registration-Process" for instructions about accessing the application form. Have the DUNS and FEIN numbers on hand before you start. After you are registered, and after you have logged into the system, locate and complete the FY2021 Arts Education or FY2021 Express Arts Education application forms.

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

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

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

- The term "assessment" is used when referring to the collection of data on the knowledge and abilities of individual students acquired through the project. Assessment informs about the teaching and learning process.

- The term "evaluation" refers to the collection and processing of information and data to determine how well the project design met the intended outcome. Examples include student, parent, administrator, and teacher surveys. The evaluation would inform planning of future projects.

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

Applying for More than One Grant

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

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

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

  Grant Request: Applicants may request 60% of the artistic fees (for one or several artists), up to $1,000 per school building and up to $3,000 per school district.

  Express Touring grants must be matched 40% to MAC's 60%. The matching funds should come from cash revenue sources, such as earned, private, or federal or local government

  For this grant, use the Express Touring guidelines and online application form.

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

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

  For this grant, use the Big Yellow School Bus guidelines and online application form.

For More Information

Consult the FY2022 Guide to Grants for details on general funding policies, application review process, advisory panels, and reconsideration policy.

Contact Julie Hale, Arts Education Program Specialist, at julie.hale@ltgov.mo.gov, or 314-340-6853.

FY22 Express Grant Deadline Schedule

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

FY2022 GRANT PERIOD (OR 2021-2022 SCHOOL YEAR)		
Project Dates **Funded activities will occur between these dates.**	**Latest Application Deadline**	**Notification of Funding Decision**
July 2021 – June 2022	May 3, 2021	Late July 2021
August 2021 – June 2022	June 7, 2021	Late July 2021
September 2021 – June 2022	July 6, 2021 (Tuesday)	Mid-August 2021
October 2021 – June 2022	August 2, 2021	Mid-September 2021
November 2021 – June 2022	September 7, 2021 (Tuesday)	Mid-October 2021
December 2021 – June 2022	October 4, 2021	Mid-November 2021
January 2022 – June 2022	November 1, 2021	Mid-December 2021
February 2022 – June 2022	December 6, 2021	Mid-January 2022
March 2022 – June 2022	January 4, 2022 (Tuesday)	Mid-February 2022
April 2022 – June 2022	February 7, 2022	Mid-March 2022
May 2022 – June 2022	March 7, 2022	Mid-April 2022
June 2022	April 4, 2022	Mid-May 2022

Application ID: 2022-XXXX

Application Type: Annual Off-Year

Organization Name:

Primary Contact:

Mission Statement

Applicant Information

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

Grant Program: Select One

- Arts Council Operating Support
- Arts Council Project Support
- Dance
- Electronic Media Arts
- Established Institutions
- Festivals
- Folk Arts
- Literature
- Mid-Sized Arts Organizations
- Multidiscipline
- Music Instrumental
- Music Vocal and Music Presenters
- Organizations of Color
- Theater
- Visual Arts
- Artist in Residence (Arts Education)
- Out of School (Arts Education)
- Professional Development (Arts Education)
- Partnership (by invitation only)

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

Demographics

Organization and Community Demographics

* Click on the button below to fill out the demographics for the organization and community.

Demographics

Organization Demographics
Using numbers provide the demographics of the organization's staff, board, and volunteers.
- Current Staff is the total number of full and part-time paid employees working for the organization. Universities should provide information on the staff in the department or program applying.
- Current Board is the total number of Board members overseeing the 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 the organization in any capacity. Do not include board members in this section.

Community Demographics
Using percentages provide the demographics of the community based on United States Census Bureau QuickFacts.

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

	Asian	African American	Hispanic	American Indian/Alaska Native	White	Pacific Islander
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Inclusion, Diversity, Equity, Access (IDEA)

Missouri Arts Council prioritizes broad and accessible distribution of public funds throughout the State. We are reviewing our programs and policies for inclusion, diversity, equity, and accessibility. While our funding criteria remain in place for FY2022, we plan to develop resources and support for Missouri arts organizations that seek to broaden their impact and reach. We would like to know about the organization's accomplishments for inclusion, diversity, equity, and accessibility. Your response will help us develop support and training for the nonprofit arts sector.

Remember, this off-year application is not reviewed by a panel, your score remains the same as the previous on-year and your response will not affect your funding.

Select all answers that apply and/or provide additional information in the text box.

- o The organization made a public statement in support of inclusion, diversity, and equity.
- o Our strategic plan includes goals and strategies for increased inclusion, diversity, equity, and accessibility in our organization and programs/services.
- o The board participated in inclusion, diversity, and equity training.
- o The staff participated in inclusion, diversity, and equity training.
- o Our marketing materials and website information are accessible and reflect the communities we serve.
- o Additional Information (OPTIONAL)
  Inclusion, Diversity, Equity, Access Additional Information (200 characters)

Project Information

Proposed Project Title

Project Beginning Date

Project Ending Date

Arts Education Project Changes

Compared to the FY2021 Arts Education project, how will the FY2022 (July 1, 2021-June 30, 2022) Arts Education project be different?

Arts Education Project Schedule

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

COVID-19 Safe

Missouri Arts Council recognizes the challenges of producing programs during a pandemic. We offer Missouri ArtSafe Certification to help train staff and volunteers, develop COVID-19 safety plans, and promote reopening when it is safe to do so. In order to fund programs during the pandemic, it is important to have mitigation policies in place.

Select all answers that apply and/or provide additional information in the text box.

o We submitted an application to be Missouri ArtSafe certified OR we are certified as Missouri ArtSafe and use the logo to promote this online.
o Facial coverings are required at public events.
o Social distancing is required at public events.
o Health screening or temperature check is required at public events.
o We take contact information for contact tracing.
o A contactless experience is maximized (such as online ticketing)., We reduced capacity to maximize social distancing.
o Enhanced sanitation is practiced (cleaning and sanitizers).
o Our frontline staff and volunteers are training in COVID-19 safety.
o Additional Information (OPTIONAL)
   COVID-19 Safe Additional Information (200 characters)

Budget

Total Cash Expenses and Total Cash Income must balance. These figures should be based on the projected budget for the next fiscal year. All figures will automatically be rounded to the nearest dollar.

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 follow up and advocacy. We reserve the right to request home addresses to determine eligibility. Click here for [Board List Template](#) located under Supplemental Materials heading.

Public School Districts attach a Board List Template that is blank. Click on the above link, locate the Template, save the Excel file and upload.

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.

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 the records online at the Missouri Secretary of State website. Search for your organization 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.

Vendor Input Instructions

If the organization has a new mailing address, new financial institution or a change in legal name, download the instructions State Vendor System for Payment of Grants under Forms for Grant Recipients.

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 Email

Authorizing Official's Title

Submitting Person's First and Last Name

Submitting Person's Title