Missouri Arts Council
The State of the Arts

FY2022 Guide to Off Year Grants
for Projects Occurring July 1, 2021 through June 30, 2022

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

Eligibility Requirements
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 through the following programs or categories must submit an Off Year Application to receive FY2022 Missouri Arts Council support.

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

All Off Year Applicants must comply with all applicable requirements outlined in the current Guide to Grants. This may include funding restrictions, attachments, and audit (depending on budget size). If stipulations were included in the FY2020 or FY2021 Annual Discipline grant, they will be included in the FY2022 Missouri Arts Council support. Support materials are not required.

New Applicants:
Since the Missouri Arts Council is not accepting any new applications for FY2022 annual funding, new applicants must apply for support through the Express Grants. Deadline is the first Monday of the month which is at least two months before the project incurs expenses. Express Grants are available in the following programs and categories:

- Arts Council
- Arts Education
- Big Yellow School Bus
- Organizations of Color
- Project
- Touring – Community or School

Arts Education, Big Yellow School Bus, and Touring have their own application form. All other programs and categories will use the Express Project application form.

Deadline
The FY2021 Off Year Application is due the March 29, 2021.

Multi-Year Review Cycle

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

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

1. Multiply the request by the score. For example, if the request was $10,000 and score was 86.5, then $10,000 would be multiplied by 0.865 resulting in $8,650.

2. Multiply the result from step 1 with an adjusting percentage that brings the total to the amount of available funding for that fiscal year. The adjusting percentage is determined by dividing the total available funds by the total requests. For example, if the available funding were $100,000 and request total was $250,000, the adjusting percentage would be 40% (request total/available funding = 0.40). Using the example from step 1, $8,650 would be multiplied by 0.40 resulting in $3,460 for the award amount.

Missouri Arts Council budget changes every year and MAC applicants should anticipate that the award amount for the interim grant cycle will be different. The available depends on allocations from the General Assembly and National Endowment for the Arts as well as the budget approved by the Missouri Arts Council board at the June meeting.

Grant Request

Your request should match the original request in the FY2021 annual application. Do not provide the final award amount.

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.

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

Project Schedule

Upload a schedule for the projects(s) funded through this Missouri Arts Council grant occurring between July 1, 2021 and June 30, 2022. Include Event Date(s); Event Title/Brief Description; and Location (including full address). 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.

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