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

FY2023 Arts Education Grants

Includes Artist in Residence, Out of School, and Professional Development
for Projects Occurring July 1, 2022 through June 30, 2023 (2022-2023 school year)

Please refer to the FY2023 **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.

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 participants within the school environment.

  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 students qualify as an underserved population according to Missouri Arts Council's definition*.

  By design, strong applications ensure student participation. For example, accommodations for student transportation to and from the program should be considered. Attendance fees, if any, should be minimal, and should not be a barrier to participation. Missouri Arts Council does not fund scholarships.

- **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.

Grant Request

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

- **Express:** Applicants may request up to 50% of the project costs. The maximum request is $3,500.

- **Annual:** Applicants may request up to 50% of the project costs. The maximum request is $30,000.

Missouri Arts Council funds can be used for the following:

- **Artist in Residence (AIR) and Out of School (OS):** MAC **funds** may be used to pay artistic fees, artist's travel expenses, and for project-related educational materials and supplies.

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

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 Transfers 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 at least on a one-to-one basis. The matching funds should come from cash revenue sources, such as earned, private, or federal or local government. The MAC grant cannot be matched with state funding.

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

If the applicant is a PK-12 school or 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.

Application Review Process

- Staff verifies that applications are eligible and complete before sending to the Arts Education Panelists for their evaluation.

  - **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, and attachments.

- 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 written evaluation, average score, and funding recommendation is forwarded to the Executive Committee (Express Grants) or MAC board (Annual Grants) for approval.

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. See page 6 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: last Monday of January
  - Final Application Deadline: last Monday of February
  - Panel Review and Meeting: May
  - MAC Board Approval: Late June
  - Funding Notification: After July 1

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%)

- **Artist in Residence (AIR) and Out of School (OS):** Evidence of how the educational goals are related to the local curriculum, Show-Me Standards, Missouri Fine Arts Standards, and/or 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 about 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 FY2023 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.

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.

- **Big Yellow School Bus grant** will pay up to $300 of transportation expenses for student field trips to educational activities such as exhibitions, concerts and performances. To be eligible, the destination must already receive funding from the Missouri Arts Council. The grant does not pay for other expenses including teacher or administrative time, or admission fees. Applicants are responsible for making all transportation and destination arrangements. No match is required for this grant. For this grant, use the Big Yellow School Bus guidelines and online application form.

- **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. Additionally, Missouri artists listed in the Kansas City and St. Louis chapters of Young Audiences are allowed for this grant. Applicants may request 60% of the artistic fees (for one or several artists), up to $1,000 per school building. 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.

Getting Started / Preparation

New Applicants: Before Starting the Application: Contact Jenni Ryan, Program Specialist for Arts Education, at 314-340-6857 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. See pages 7-13 for the questions and required attachments.

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

If applicable, register in the grant system, using How to Register instructions. After you are registered, and after you have logged into the system, locate and complete the FY2023 Arts Education or FY2023 Express Arts Education application forms. The Guide to Using the Grant System provides directions for using the grant website to complete and submit the application and final report 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 four (4) 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.

FY2023 Express Grant Deadline Schedule

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

FY2023 GRANT PERIOD (OR 2022-2023 SCHOOL YEAR)		
Project Dates **When will you incur the expenses for the proposed project?**	**Latest Application Deadline**	**Notification of Funding Decision**
July 2022 – June 2023	May 2, 2022	Late July
August 2022 – June 2023	June 6, 2022	Late July
September 2022 – June 2023	July 5, 2022 (Tuesday due to holiday)	Mid-August
October 2022 – June 2023	August 1, 2022	Mid-September
November 2022 – June 2023	September 6, 2022 (Tuesday due to holiday)	Mid-October
December 2022 – June 2023	October 3, 2022	Mid-November
January 2023 – June 2023	November 7, 2022	Mid-December
February 2023 – June 2023	December 5, 2022	Mid-January
March 2023 – June 2023	January 3, 2023 (Tuesday due to holiday)	Mid-February
April 2023 – June 2023	February 6, 2023	Mid-March
May 2023 – June 2023	March 6, 2023	Mid-April
June 2023	April 3, 2023	Mid-May

For More Information

Consult the FY2023 Guide to Grants for details on general funding policies, application review process, advisory panels, and reconsideration policy.

Contact Jenni Ryan, Program Specialist for Arts Education, at jenni.ryan@ltgov.mo.gov or 314-340-6857.

FY2023 Arts Education Application Questions and Required Attachments

Application ID: 2023-XXXX

Applicant Information

Organization Name:

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

School Building, Department

Are you a new or returning MAC applicant?
New indicates that your organization has not applied for any funding at MAC within the last three fiscal years.
Select One:

- New Applicant
- Returning Applicant

NEW: SAM UEI Number This is a unique 12-digit alpha numeric identification number that is issued at no cost through the federal SAM.gov website. SAM-UEI replaces the DUNS number.

Private and Religious-Affiliated Schools: Generally, each school location has its own SAM-UEI number. Follow the directions in the [Guide to Obtaining a SAM-UEI](). If you have a question about SAM-UEI number, contact [Keiko Ishida]().

School Districts: Each school district has one SAM-UEI number that can be used for all school buildings. Contact the school district administration office for the number. You might ask for the person that handles reporting for Free and Reduced Meals.

Grant Program
For a description of the MAC Arts Education Grant Programs see the Guidelines.

Missouri Arts Council defines Underserved Populations as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. Artist in Residence (AIR) is designed to strengthen school fine arts curriculum (dance, drama, creative writing, music, and visual arts) or other curriculum (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. Residencies integrating fine arts content into non-arts curriculum should align studies in the fine arts with relevant themes taught in non-arts classrooms. While not required, if participating students meet the criteria for being underserved, then additional points can be awarded. Out of School (OS) supports quality arts education activities serving underserved children and youth. These activities should take place outside of the normal classroom day, and could occur outside of the school building. In order to be eligible for the grant, participating students must meet underserved criteria. Professional Development (PD) supports projects that present qualified speakers to teachers, school administrators, and teaching artists. Additionally, grants could pay fees for qualified facilitators to lead instruction for teaching the arts and for integrating the arts into nonarts curriculum. Adherence to the High-Quality Professional Development Standards, as defined by the Missouri Department of Elementary and Secondary Education, will be a funding consideration. While not required, if participating teachers come from schools that meet the criteria for being underserved, then additional points can be awarded.

Select One:

- Artist in Residence
- Out of School
- Professional Development

Type of School or Organization
Select One:

- Public School
- Private School
- Charter School
- Arts Education Organization
- Other

Occasionally there are questions about payables or receivables related to your grant. Please provide the name of someone that we can contact with questions.

Accounting Contact Name

Accounting Contact Title or Position in School

Accounting Contact Email

Accounting Contact Phone Number (###-###-####)

Project Information

Proposed Project Title

Project Beginning Date

Project Ending Date

Locations

* Click on the button below to enter the name and address for all locations of project activities.

Pop Up Window:
Locations of Project Activities: Click on the "+" button to start entering the name and location of project activities. Include the full address (Street with City, State and ZipCode).

Location Name	Full Location Address

Target Group

Provide details on the target and exposure groups that will be served.
To ensure an appropriate level of engagement, 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.

Target Group #1

Number of Hours Spent with Artist(s)

Artist In Residence or Out of School - Explain why you want to work with these students.

Professional Development - Explain why you want to work with these educators. (1,500 characters)
Explain why the students and/or educators are selected for the project. For example: third grade students, theatre students, arts teachers, STEM teachers, returning from last year's program.

Target Group #2

Number of Hours Spent with Artist(s)

Artist In Residence or Out of School - Explain why you want to work with these students.

Professional Development - Explain why you want to work with these educators. (1,500 characters)
Explain why the students and/or educators are selected for the project. For example: third grade students, theatre students, arts teachers, STEM teachers, returning from last year's program.

Target Group #3

Number of Hours Spent with Artist(s)

Artist In Residence or Out of School - Explain why you want to work with these students.

Professional Development - Explain why you want to work with these educators. (1,500 characters)
Explain why the students and/or educators are selected for the project. For example: third grade students, theatre students, arts teachers, STEM teachers, returning from last year's program.

Artistic Quality

Name the fine arts discipline(s) that will be studied. Describe the project and how this project will contribute to learning in the arts? (1,500 characters)

Please explain how the artist will enhance what is already being taught in the classroom. (3,300 characters)

Arts Learning

Name the subject(s) that will be taught in the project. Tell what you intend for students to learn. Identify the learning outcomes for the fine arts as well as any other subjects that will be addressed. (2,500 characters)

Explain how you will evaluate the overall success of the project. (2,500 characters)

Administrative Ability

How will the program be marketed to ensure adequate enrollment? (2,500 characters)

How will the project reach others within the building or surrounding community? (2,500 characters)

Describe any volunteer support or contributed resources. (2,500 characters)

Describe the work of the planning committee, especially preparations already made and the role of this committee for oversight and management. If returning applicant, tell how evaluations and assessment outcomes from the prior project have been used for planning this project. (2,500 characters)

Describe your organization's ability and efforts to secure funding for the proposed project? Indicate if the school district or private school is using teacher and/or administrative time as the cash match. (2,500 characters)

Budget Detail

Note: Total Cash Expenses and Total Cash Income must balance. All figures will automatically be rounded to the nearest dollar.

Click on the button below to enter the Summary Expense Budget Detail.

$ Expense Budget

Pop-Up Window: Instructions for budget and detail

It is important to have sufficient Budget Detail in your Application.

To add a budget line, select the plus sign. In the first column, list the dollar amount. In the second column, describe the expense in detail. Select the + sign again to enter an additional item. The system will calculate the total expenses.

All budget detail should explain the expenses. For example: Personnel or outside job positions should indicate what portion of the salary apply to the project (Executive Director 30% of $43,000). Other line items require detail on types and frequency of costs. Marketing - Print Ads in Newspaper for 3 weekends ($650 total). Travel - Airfare for performing artist from Denver ($568 RT DEN), Lodging at Drury Inn for two nights ($268 total).

Make certain the information answers questions but doesn't raise any. The budget should align with the Application project description.

Descriptions of each line item can be found in the Guide to Grants.

Cash Expenses

Personnel Administrative Expenses

Personnel Artistic Expenses

Personnel Technical/Production Expenses

Outside Artistic Fees and Services

Outside Other Fees and Services

Space Rental

Travel

Marketing

Remaining Operating Expenses

Capital Expenditures - Acquisitions

Capital Expenditures - Other

Total Expenses

Click on the button below to enter the Summary Income Budget Detail.
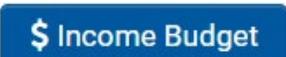
$ Income Budget

Pop-Up Window: Instructions for budget and detail

Provide details about the income budgeted for each category below by clicking on the "+" button. In the first column, list the amount for a particular item. In the second column, describe the item. Admissions - Single Ticket Sales 200 @ $15 each. Corporate Support - Name of Company. Click the "+" button again to enter the next item. The system will total the line items together.

Descriptions of each line item can be found in the Guide to Grants.

Cash Income

Admission

Contracted Services Revenue

Corporate Support

Foundation Support

Other Private Support

Government Support - Federal

Government Support - State/Regional

Government Support - Local

Other Revenue

Applicant Cash (used for this request)

Missouri Arts Council Request

Total Income

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.

Project Schedule
Provide a schedule of all activities related to the project, include dates, duration of each activity, and location(s).

Additional Target Group Information
If your project has more than three Target Groups, provide details on the additional target groups (Target Group 4, etc.).

Resume from each Teaching Artist, contracted speaker, presenter, instructor, clinician, or facilitator
Provide a resume or curriculum vitae for each contracted individual. The resume should document both teaching and artistic qualifications. No more than 8 pages per artist.

Letter of Intent from Teaching Artist, contracted speaker, presenter, instructor, clinician, or facilitator
A letter should include:
- Name and contact information for the visiting professional(s).
- Identification of applicant - including name of school, contact person, and his/her contact information.
- Description of activities.
- Date(s), time(s), location(s) of activities.
- Negotiated artist fee and related expenses.
- Contingency clause such as, project is contingent on receiving MAC grant award.
- Dated and signed by the visiting professional(s)

Biographical Summary of Planning Committee
Provide biographical summary of planning committee. Include each member's name, job, and identify the committee coordinator. Explain each member's role and explain why each was selected to serve on the committee. No more than 1/4 page per person.

Artist in Residence and Out of School: Sample Assessment
This attachment should support your narrative. Provide a sample of the assessment tool that will be used to measure student achievement of the learning objectives. The sample could be a checklist, scoring guide, tension grid, or pre- and or post-test. If using a portfolio, log, journal, or performance review explain how you will assess learning demonstrated in these formats.

Professional Development: Sample Assessment and Evaluation Tools
These attachments should support your narrative. Provide samples of the assessment tools that will be used to measure educator learning objectives and project evaluation.

Board List
Public School Districts are exempt from this requirement.

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.

Nonprofit Organizations: Statement of Financial Position and Statement of Revenues, Expenses, and Fund Balance
Submit a Financial Statement (two statements) for the applicant organization for the most recently completed fiscal year. Sample documents [here](#).

- If you are an arts organization, submit financial information for your full organization.
- If you are a school, university, or public institution (municipal or county agency), you need only submit financial information for the department or program that is producing the funded project.
- If you are a non-arts organization, you should submit both the financial information for your full organization and a separate statement for the department or program that is producing the funded project.

Statement of Financial Position needs to include the following:

- Period covered by your most recently completed fiscal year
- Assets and Liabilities
- Method of Accounting (i.e., cash or accrual)

Statement of Revenues, Expenses and Fund Balance needs to include the following:

- Period covered by your most recently completed fiscal year
- Beginning and Ending Balance
- List of Revenues and Expenses
- Method of Accounting (i.e., cash or accrual)

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

IRS Tax Exempt Status Letter
This is required from all nonprofit applicants that have never submitted their IRS Tax-Exempt Status Letter in this system. The letter should include your FEIN number. Link for Sample Letter [here](#).
Public School Districts, Public Universities/Colleges and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

Private School Directory Listing
If the private school is listed in a directory due to an IRS group exemption, include the page from the directory showing the schools information.

IRS Form 990
NEW THIS YEAR: Attach the public copy of the most recently submitted Form 990-N (postcard), 990-EZ, or 990.

Program Specialists check the Annual Return to determine eligibility at Application and Interim Report submission as well as invoice processing.

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 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]().

Public School Districts, Public Universities/Colleges and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

Letter Appointing Additional Authorizing Official (if applicable)
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.
- For city agency applicants, the authorizing official is the City Manager or Mayor.

Most institutions annually send a list of authorizing officials (by name or job position). 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.

Summary of Outcomes
If your organization received arts education funding from MAC in the prior fiscal year, provide a summary of the prior project's outcomes.

Recommendations / Stipulations (if applicable)
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.

Support Material
Support materials give panelists additional information to understand your application. Submit items that directly address the evaluation criteria. All supporting material must be in a digital format. Printed materials will not be accepted.
File Formats and Size information:

- Documents – pdf, doc, docx, xls or xlsx
- Images – jpg

- Audio - mp3
- Videos – mp4

Vendor Input Instructions

- If this is the first time the organization has applied to MAC, contact the Grants Manager for assistance completing the vendor registration process for the State of Missouri.
- If the organization has a new mailing address, new financial institution or a change in legal name, 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.

Public School District authorizing official is the Superintendent. Private School authorizing official is the Principal

Authorizing Official's First and Last Name

Authorizing Official's Title

Authorizing Official's Email

Authorizing Official's Day Phone (enter 10 digits only)

Submitting Person's First and Last Name

Submitting Person's Title

Submitting Person's Email

Submitting Person's Day Phone (enter 10 digits only)