



## FY2023 Express Touring Grant for Schools and Communities

for Projects Occurring July 1, 2022, through June 30, 2023

Grant Programs are subject to change due to budget restrictions.

### Who May Apply?

For eligibility requirements and other funding policies, consult the [FY2023 Guide to Express Grants](#).

### What Does Express Touring Fund?

There are two categories for Express Touring Grants:

- **Community Touring** grants provide funding to eligible nonprofit organizations that hire performing artists listed in MAC's **Missouri Touring Performers Directory** for a public performance. Community Touring grant will pay a portion of the artistic fee paid to the performing artist that travels at least 50 miles from their Missouri home base to the performance venue within Missouri.

For organizations that want to hire a Directory artist that lives closer than 50 miles or a non-directory performing artist from Missouri or out-of-state, an Express Project grant might be an option. For details, consult the [Guide to Express Grants](#).

- **School Touring** grants provide funding to PK-12 grade schools that hire performing artists listed as **School Touring Qualified** in Missouri Arts Council's Missouri Touring Performers Directory. The grant pays a portion of the artistic fee charged for schools and organizations to present performing artist(s) during school assemblies.

Additional activities may include small group enrichment sessions, interactive workshops, and lecture demonstrations. There is no requirement for artists to travel any distance for this grant.

**Express Touring applicants are responsible** for selecting and scheduling the artist(s) and negotiating the artistic fee. Artists must be paid in full upon completion of the performance. All Missouri Arts Council grants are paid as reimbursement. Processing time may vary because there are many possible reasons for delays, so organizations must have sufficient cash reserves or incoming revenue to pay the artist fee upfront and then wait for payment from the Missouri Arts Council.

### What MAC Cannot Fund

Express Touring grants cannot be used for the following:

- Events **not marketed or open** to the general public.
- Fundraising events.
- Performances held at venues not accessible to persons with disabilities.
- Performances held at a college campus venue that's not accessible to the general public, for example, inadequate signage directing the general public to the venue and no reserved parking for off-campus visitors during the event. Also, the Missouri Arts Council requires that at least 30% of the audience for college/university-affiliated programs is drawn from the general public.
- Applications from organizations that receive Missouri Arts Council funding through the Established Institutions or Mid-Sized Arts Organizations program.
- Additional funding policies are available on pages 6-14 of the FY2023 [Guide to Express Grants](#).

## Missouri Touring Performers Directory

Organizations and interested venues can search the online [Missouri Touring Performers Directory](#) for over 160 dancers, musicians, theatrical performers, storytellers, and folk artists that were selected by an independent panel for their artistic ability and touring experience.

The artists are available for performances, demonstrations, workshops, and/or masterclasses. Directory searches can be done by name or artistic category (Dance, Puppetry, Storytelling, Music, Theater, and Visual Arts). The listing includes a brief description of the artist's programs and bio, contact information, technical requirements, available times, and fee range (factors include number and type of performances, distance traveled, transportation, lodging, and block booking).

Artists listed as [School Touring Qualified](#) have been evaluated by a panel of arts education professionals. Their performances have been observed in classroom situations, classroom teachers have been interviewed, and their study guides are part of the application and selection process. Missouri artists listed in [Kansas City Young Audiences](#) catalogs are included in the Missouri Touring Performers Directory and are School Touring Qualified.

## Grant Request/Application Limit

The applicant may request 60% of the artistic fee(s) which may include performance as well as related travel, lodging, and per diem. Applicants are limited to one application/grant within the fiscal year (July – June) and, if requesting support for multiple artists, must combine them into a single application.

- **Community Touring:** The maximum grant request is \$3,000.
- **School Touring:** The maximum for the school district is \$3,000, with a \$1,000 maximum per school. Each school is limited to one application/grant within the fiscal year (July – June).

Organizations that received MAC's "Arts Council" grant may apply on behalf of their local school district(s). This is intended to encourage cooperation between local arts councils and school districts and to expand the number of schools receiving arts education funds. For Arts Council grantees, the additional application will not contribute to the total number of grants they are eligible to receive.

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. Also, 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](#).

## Determining Grant Amount

Express Touring grants are not competitive and will be awarded while funds are available (first-come, first-served basis). The applications are reviewed by program specialists for completeness and accuracy. The full funding recommendations are approved by the MAC Executive Committee.

## Match Requirement

Applicants must provide matching funds of 40% or more in cash. Sources of matching funds may include corporate, PTO, and Booster club sponsorships, ticket sales, program advertising revenue, concessions, and organization funds.

## Application Deadlines

Express applications must be submitted by the first Monday of any month and at least two months in advance of the month the first performance will occur. For example, if the first performance occurs in June, then the deadline is the first Monday of April. If the first Monday falls on a holiday, the deadline will be Tuesday. MAC encourages organizations to submit their monthly applications early to support advance planning and ensure funding availability. Notification is approximately 45 days after submission.

## Required Attachments

Two of the required documents are described below. Information on the other attachments is included in the [online application form](#).

### Contract/Letter of Intent from each artist (required for all Touring applications)

The signed contract or letter (from artist to applicant) should include:

- Artist's name and contact information.
- Identification of applicant/organization, including name and contact information, including primary and secondary contact person
- Dates, times, locations of performances and activities
- Description of activities
- Negotiated artist fee
- Dated and signed by the artists
- Contingency clause, if desired, such as the project's execution is based on receiving a Missouri Arts Council grant

### Study Guide (required for School Touring applications)

*School Touring Qualified* artists will provide their study guides. These guides will assist teachers who are preparing students for the performance experience and/or act as a follow-up to the performance. A copy of the study guide must be submitted with the application.

## Managing Your Award

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

Before you begin the application process, please note the following:

1. Contact an artist from the Missouri Touring Performers Directory to make arrangements for the performance and secure a contract/letter of agreement.  
For School Touring grants, applicants must make arrangements with a School Touring Qualified artist from the Missouri Touring Performers Directory and obtain a Study Guide from the artist.
2. Review the blank Touring Application and [Guide to Express Grants](#) for additional eligibility and funding policies.
3. If applicable, register in the new grant system, using the [Guide to Grant System Registration](#).
4. Prepare the [online application form](#) and required attachments. The [Guide to Using the Grant System](#) is a valuable resource for using the online grant system.
5. Make certain the application is submitted at least two months before the event and by the first Monday of the month. It may be submitted sooner.

## When in Doubt, Call or Email

If you read the policies in this publication and application form and still don't know what to do, call or email. To determine the appropriate [program specialist](#), review the program listed on the MAC website.



## Express Touring Application Questions

Application ID:  
Organization Name:

Application Type: Express Touring  
Primary Contact:

### Mission Statement

## TAB 1: Applicant Information

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

#### Are you a new or returning MAC applicant? (select one)

- New Applicant - Your organization has not applied for any funding at MAC within the last three fiscal years.
- Returning Applicant

**NEW: SAM UEI Number** For details, consult the [Guide to Obtaining a SAM-UEI](#). If you have a question about the SAM-UEI number, contact [Keiko Ishida](#).

#### Type of Touring (select one):

- Community Touring is an event open to the general public. Fundraising events are not eligible for MAC funds.
- School Touring is for PreK-12 schools only.

#### **School Touring Only:** Type of School or Organization (select one)

- Public School
- Private School
- Charter School
- MAC Grantee in Arts Council Operating or Project Support

**School Touring Only:** Accounting Contact Name, Title or Position in School, Phone (###-###-####), Email Occasionally there are questions about payables or receivables related to your grant. Please provide the name of someone that we can contact with questions

**Community Touring Only:** Secondary Contact Name, Title or Position in Organization, Phone (###-###-####), Email

### Organization Costs

**Community Touring Only:** What is the ending date of your organization's most recently completed fiscal year?

**All Touring Applicants:** Provide your organization's operating income and expenses for the most recently completed fiscal year. The figures provided should be consistent with your financial statement. The financial statement is not a required Attachment.

- Public and Private Schools, Universities, and Colleges are exempt.

**Organization's Operating Income**  
**Organization's Operating Expenses**

## **Community Touring Only: Demographics Section**

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



### **Organization Demographics**

Using numbers provides 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			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

  

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

## **Tab 2: Project Information**

**Dates:** Must be within the fiscal year, July 1 through June 30.

**Project Beginning Date**

**Project Ending Date**

### **Project Details**

- Click on the blue "Project Details" button to fill out the artist and venue information.
- Click on the "+" button to start.
- Name the artist(s) and/or performing arts group(s).
- Name the venues/schools where performances or workshops are scheduled, including the address
- Number of performances and workshops for each venue/school.

**Community Touring Example below:**

Artist/Group Name	Venue/School Name	Number of Performances	Number of Workshops
Craig Thomas	Powell Gardens, 1609 NW Highway 50 Kingsville, MO	1	0

**School Touring Example below:**

Artist/Group Name	Venue/School Name	Number of Performances	Number of Workshops	Grade Level of Students	Number of Students Attending
Russian Kaleidoscope	Benton Elementary School	1	0	K-2nd grade	58

**Other Organizations**

- Click on the blue "Other Organizations" button below to fill out any other organizations involved in the project, if applicable.
- Click on the "+" button to start.

**Example below:**

**Names**

Kansas City Artists Coalition

**Community Touring Only:** Describe the project for which MAC funds are requested.

Describe the organization's contingency plan if they are unable to complete the project as proposed. Consider the possibility of not being able to engage groups in person due to COVID-19. If changes are necessary before the start of the project, contact your [program specialist](#).

**Community Touring Only:** How will the project be marketed?

**Community Touring Only:** What is the project's estimated audience? (such as 100 -150)

**School Touring Only:** How many teachers, staff, and administrators are involved in the project?

**School Touring Only:** Why was this School Touring Program selected? How will this activity relate to other school activities and curriculum?

**Tab 3: Budget**

- Click on the buttons for **Expense Budget**  and **Income Budget**  to enter the Cash Expense and Income.
- Click on the + button to start.
- You can enter multiple artists in one application. Limit of one application/grant per fiscal year.
- 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.

**Expenses Example below:**

**Outside Artistic Fees and Services**

Artist or Performing Group	Artistic Fees	MAC Req (60%)	Cash Match (40%)
Craig Thomas	\$1,300	\$780	\$520

**Total Expenses**

Total Expenses	Amount
Total Expenses	\$1,300

## Income Instructions

- Indicate the source of Cash Match in the Cash Income section below.
- Total Income must equal the Cash Match.

## Cash Income

- **Admissions:** 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 the 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, catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc. **Schools include fundraisers and PTO/booster club contributions.**
- **Applicant Cash (used for this request):** Funds from the applicant's present and/or anticipated resources that the applicant plans to provide to the project other than the income listed above. (Do not include MAC request in this line.) **Include school district or private/charter school funds.**

## Tab 4: 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.

### Contract(s) or Letter of Intent(s) for each artist.

The document should include:

- Name and contact information for an artist

- Identification of applicant, including the name of the organization and contact person, address, phone, email, etc.
- Description of activities
- Date(s), time(s), location(s) of performance(s) and activities
- Negotiated artist fee (including related travel, lodging, and per diem)
- Contingency clause such as project is contingent on receiving MAC grant award
- The letter or contract must be signed by the artist(s) or their representative

### **School Touring Only: Study Guide(s)**

Upload a copy of the study guide for each performance and/or workshop. These are provided by the contracting artist or organization as a resource for teachers to prepare students before and after the performance.

### **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. Click here for the [Board List Template](#).

### **IRS Tax Exempt Status Letter**

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

This is required from all nonprofit applicants that have never submitted their IRS Tax-Exempt Status Letter in this system. The letter should include your FEIN number. Link for [Sample Letter here](#).

### **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.

### **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 school's information.

### **Missouri Annual or Biennial Registration Report**

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

Attach the most recent annual or biennial report. This is only required of 501(c)3 organizations. You may download your records online at the Missouri Secretary of State's website. Search for your organization [here](#). Sample documents are available [here](#).

### **Authorizing Official Letter**

Only select individuals are authorized to sign the MAC application and other paperwork.

- For Public School District, the authorizing official is the Superintendent.
- For Private schools, 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 the 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 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.

**Tab 5: 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 provide your agreement that the information submitted with this document is correct.

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

**Authorizing Official's Title**

**Authorizing Official's Email**

**Authorizing Official's Day Phone**

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

**Submitting Person's Title**

**Submitting Person's Email**

**Submitting Person's Day Phone**