

GUIDELINES AND APPLICATION INSTRUCTIONS

FY2004 Mini Grant Program

For activities occurring between July 1, 2003 and June 30, 2004

Missouri Arts Council
Wainwright State Office Complex
111 N. 7th Street, Suite 105
St. Louis, MO 63101-2188
314-340-6845 TDD: 800-735-2966

GENERAL INFORMATION

BACKGROUND AND GOALS

The Missouri Arts Council – as public leader, partner and catalyst – is dedicated to broadening the appreciation and availability of the arts in the State and fostering the diversity, vitality and excellence of Missouri's communities, economy and cultural heritage. The Missouri Arts Council (MAC) is the second oldest legislatively funded arts agency in the United States. MAC gratefully acknowledges the generous support of the State of Missouri and the National Endowment for the Arts. The Governor of Missouri, in cooperation with the Director of the Department of Economic Development, appoints citizens to serve on the 15-member board of directors. As a Division of the Department of Economic Development, MAC strives to stimulate and encourage the growth, development and appreciation of the arts in Missouri through financial and technical assistance to organizations for arts projects that serve the people of the state. MAC recognizes the individual artist as essential to the continued growth of the arts in Missouri.

MINI GRANT PROGRAM

The Mini Grant Program was created in fiscal year 1998 to encourage not-for-profit organizations, especially small arts organizations and organizations based in rural communities, to seek financial assistance for arts activities through a less complicated application process. Furthermore, organizations that have been unsuccessful through other MAC granting programs in prior years may be encouraged by the appropriate Program Specialist or panel to seek funds

through the Mini Grant Program. This program will fund activities based in the following art areas: dance, traditional arts, literature, electronic media arts, festivals, multidiscipline, music, theater and visual arts.

WHO CAN APPLY

Public or private organizations that meet the following criteria may apply:

1. Missouri based;
2. Tax-exempt, as determined by the Internal Revenue Service (IRS), or in possession of proof of application for IRS tax-exempt status prior to the Council application deadline; organizations that are applying under the sponsorship of a viable non profit will need to submit an Umbrella Agreement letter with the application;
3. Incorporated as not-for-profit with the Missouri Secretary of State (annual registration must be filed with the Secretary of State's office);
4. Council funded activities must have a public presentation and be open to the general public;
5. Organizations with operating budgets no larger than \$75,000, *or* organizations in communities with population of 10,000 or less, *or* organizations in communities not served by MAC, *or* first time applicants to MAC funding programs (organizations who have not applied to MAC for three consecutive years are considered first time applicants).

****Organizations may NOT apply for an FY04 Mini Grant if the organization was zero-funded in any other FY04 MAC or MAC affiliated granting program, such as Discipline Program Assistance or the Minority Arts Program.**

APPLICATION DEADLINE

Applications must be postmarked or delivered to the Council office by 5:00 PM the first Monday of each month. Applications that are not postmarked or that are delivered after 5:00 PM the first Monday of the month will be considered in the next month. Faxed applications are NOT accepted for review. If the first Monday of the month is a State observed holiday, the following Tuesday will serve as the application deadline date.

Applicants must apply at least **twelve (12) weeks** before the start date of their activity. Activities must occur within **sixteen (16) weeks** of the application date

NON-DISCRIMINATION

The Missouri Arts Council complies with all local, state and federal laws and regulations concerning civil and human rights and must ensure that its programs, employment practices and grants are free of any discrimination based on race, color, national origin, disability, sex or age. Any project receiving state financial assistance through the Missouri Arts Council will need to comply with several federal acts that will be outlined in the Missouri Arts Council Grant Agreement.

BASIC RULES

WHAT WILL BE FUNDED

Arts activities eligible for Mini Grant funds could be a single activity, such as an art exhibit or a lecture/demonstration by a master artist, or a series of activities, such as a musical concert series or a community festival with arts activities and performances.

FUNDING PRIORITIES

- Projects occurring in areas underserved by Missouri Arts Council
- First time Applicants
- Other funds recommended based on staff review

Organizations that have received FY2004 MAC grant funds through any other MAC or MAC affiliated granting program, except the Missouri Cultural Trust, are ineligible for Mini Grant funds. However, in extremely rare cases, the Council will consider reviewing Mini Grant requests from organizations that have already received FY2004 MAC or MAC affiliated grant funds for special one-time opportunities or emergency situations. The organization must contact the Assistant Director for Programs before submitting the application. Organizations who fail to follow this procedure will forfeit the review of the application.

WHAT WILL NOT BE FUNDED

Missouri Arts Council assistance can not be used to fund the following:

- Direct aid to individuals, including scholarships or fellowships
- Projects that have already occurred
- Projects outside of the state of Missouri
- Cash prizes and awards
- Projects in which school, college or university course credit is the primary purpose of the project
- Projects of faculty members of college or university applicants
- Projects that are not primarily arts activities but are essentially recreational, rehabilitative, or therapeutic
- Cost of parties, receptions, fundraising benefits and other social activities
- Transportation of audiences to projects
- Tickets to arts events
- Deficits
- Negotiated indirect cost rates
- Investment or contingency funding (for example, accounts earning interest)
- Commissions and acquisitions of permanent works in the visual arts
- Permanent acquisitions (for example, buildings or land)

- Capital improvements, new construction, renovation or restoration
- **Non-expendable** supplies and equipment (for example, copy machines, building supplies, computers, computer upgrade equipment, musical instruments etc. Props, costumes and rented equipment are considered **expendable** items.
- Basic operating expenses, such as rent and utilities, unless directly related to the arts project the organization is presenting.
- Programs receiving funding through the Mid-America Arts Alliance that use state funds from MAC. State funds cannot be matched with state funds.

GRANT REQUEST

The maximum request for a Mini Grant application is \$1,000.

APPLICATION LIMIT

Organizations may submit only one application per year to the Mini Grant program. MAC will not accept multiple applications from different organizations for the same project or components of a much larger project.

MATCH REQUIREMENT

A match of **50%** with a maximum of **25%** in-kind match of the **total** project cost is required for **all** organizations that are applying for Missouri Arts Council funds.

APPLICATION REVIEW PROCESS

EVALUATION CRITERIA

Mini Grant applications are reviewed based on the following criteria:

Artistic Quality

- The artistic quality of the project as evidenced by the artists involved
- The project's contribution to the education and enrichment of the local arts community

Community Involvement

- The need for the project in the community
- The involvement of the community in planning of the program

Management Ability

- The capability of the applicant to execute the proposed project
- The overall quality of the project, including a reasonable project budget

Mini Grants will be evaluated by MAC staff including Assistant Director of Programs, Mini Grant Program Specialist, and a Program Specialist appropriate to the project, on a scoring system similar to the panel review process. The applicant will be scored on three criteria: **Artistic Quality, Community Involvement, and Management Ability**, with the average score used to determine staff recommended funding level. The staff funding recommendation would then be presented to the Executive Committee for final approval.

RECONSIDERATION POLICY AND PROCEDURE

An organization may request reconsideration of a Council funding decision if that organization can demonstrate one of the following:

- The review of the applicant's request was based on criteria other than those stated in the Council's guidelines;
- The decision was based on the influence of an advisory member with undisclosed conflicts of interest; or
- Required information submitted by the applicant was withheld from the advisory panel or Council.

An organization wishing to request reconsideration should contact the Assistant Director for Programs to review the considerations that contributed to the Council's decision. If the applicant believes there are grounds for an appeal, a formal letter to the Assistant Director for Programs regarding reconsideration is required within thirty days of funding notification.

APPLICATION INSTRUCTIONS

Please read this information carefully before completing the application form. If you have any questions, call the MAC Program Staff at 314-340-6845.

APPLICATION REQUIREMENTS

- ◇ Use this application form or a photocopy of this form. Applications that do not use this form WILL NOT be accepted.
- ◇ Applications are not complete without the **REQUIRED ATTACHMENTS**.
- ◇ Applications are not complete without an original blue ink signature from the **president of the board of directors**.
- ◇ Applications must be typed. Handwritten applications WILL NOT be accepted.
- ◇ Do not use a font smaller than 11 points.
- ◇ **Submit 1 original, and 2 copies**, each of the application form and the Project Description.
- ◇ Faxed applications are not accepted for review.

REQUIRED ATTACHMENTS

In addition to the application form, organizations must submit the following:

1. Project Description - **no more than 1 page** (*submit 1 original and 2 copies*)
2. Letter of tax exempt status from the IRS or proof of application for status (*sample enclosed*)*
3. Missouri not-for-profit incorporation papers or annual registration form (*sample enclosed*)*
4. Financial Statement from most recently completed fiscal year (*sample enclosed*)*
5. List of board members, noting officers*
6. Umbrella Agreement Letter, if applicant organization is applying under the sponsorship of a viable nonprofit organization. Both the sponsored

organization and the bona fide nonprofit organization need to sign the letter.

7. Resumes or bios of key administrative personnel (1/4 page per person)
8. Resumes or bios of key artistic personnel (1/4 page per person)

PROJECT DESCRIPTION

The Project Description should be submitted on only 1 page and must be typed using a minimum type size of 11 point with a ½ inch margin. Be sure to read the **EVALUATION CRITERIA** section before writing your Project Description. You should address how your project meets the evaluation criteria in your narrative description. Begin the narrative by stating in this sequence with bullets:

- The name of the organization,
- The amount requested from the Missouri Arts Council,
- The project to be funded,
- The target audience of the project,
- The location of the project,
- The date of the project,
- The purpose of the project,
- How your project will be marketed
- Project description narrative addressing the evaluation criteria

UMBRELLA AGREEMENT LETTER

If an organization is applying under the sponsorship of a viable nonprofit organization, an Umbrella Agreement Letter is required with the application. Both the sponsored organization and the bona fide nonprofit organization need to sign the letter. **To be clear – MAC will contract with and reimburse the viable nonprofit only.** The letter needs to clarify the relationship between the two organizations. It should also explain how the viable nonprofit will reimburse the sponsored organization.

PROJECT BUDGET

Begin by determining the total cost of the project. This budget form reflects cash expenses, in-kind contribution and income. (See **REQUIRED ATTACHMENTS** section above).

General Rules:

1. A match of **50%** with a maximum of **25%** in-kind match of the **total** project cost is required for **all** organizations that are applying for Missouri Arts Council funds.
2. The total for **CASH expenses** should equal the total for **CASH income**.
3. The **TOTAL expenses** should be equal to **TOTAL income**.
4. In the INCOME section, indicate whether funds are **anticipated (A)** or **committed (C)** on the line provided.
5. Use **whole dollar** amounts.

MANAGING THE GRANT

After the approval of the grant, Council Staff will send the organization a notification letter and detailed instructions on how to manage the grant. Grantees will receive the grant agreement to be signed and returned to the Council; funding will not begin until the signed agreement and revision forms are returned to the Council.

OTHER INFORMATION

- ◇ If you do not know your organization's legislative officials or your United States congressional representatives, or the legislative districts in which your business address is located, contact your local League of Women Voters' office or your County Clerk's office or visit the internet site at www.vote-smart.org/.
- ◇ Incorporation in Missouri requires filing with the Missouri Secretary of State's office. In addition, arts organizations must file Annual Registration Report forms with the Missouri Secretary of State's Corporations Division by December 31 of each year. Failure to file will result in forfeiture of charter and subsequent ineligibility for Missouri Arts Council assistance. For more information, contact the Secretary of State's Corporations Division in Jefferson City at 573-751-4153

Missouri Arts Council

Lewis and Clark Grant Guidelines

Introduction

Missouri is commemorating the bicentennial of the “Corps of Discovery”, Lewis and Clark expedition to the west. As a leader in the arts community the Missouri Arts Council will set aside funding to support arts events around the commemoration of the “Corps of Discovery” bicentennial.

Who Can Apply

This program is open to all non-profit organizations in Missouri, regardless of size, except for participants in Missouri Arts Council’s Established Institutions grants category. All organizations must meet the following criteria to apply:

1. Missouri based;
2. Tax-exempt, as determined by the Internal Revenue Service (IRS), or in possession of proof of application for IRS tax-exempt status prior to the Council application deadline; organizations that are applying under the sponsorship of a viable non profit will need to submit an Umbrella Agreement letter with the application;
3. Incorporated as not-for-profit with the Missouri Secretary of State (annual registration must be filed with the Secretary of State’s office);
4. Council funded activities must have a public presentation and be open to the general public.

WHAT CAN BE FUNDED

Only ARTS activities held in conjunction with Lewis and Clark bicentennial commemoration events may be funded through this grant category. All funded activities must occur between July 1, 2003 and June 30, 2004

THE GRANT APPLICATION

The grant application form will be the Mini grant application. Follow Mini Grant guidelines addressing evaluation criteria and application instructions

APPLICATION DEADLINE

Applications must be postmarked or delivered to the Council office by 5:00 PM the first Monday of each month. Applications that are not postmarked or that are delivered after 5:00 PM the first Monday of the month will be considered in the next month. Faxed applications are NOT accepted for review. If the first Monday of the month is a State observed holiday, the following Tuesday will serve as the application deadline date. Applicants must apply at least **twelve (12) weeks** before the start date of the first activity in the event of multiple activities.

APPLICATION LIMIT

Only one application per organization will be accepted. However multiple programs may be proposed in the application.

GRANT REQUEST

The maximum request for a Lewis and Clark Grant program application is \$3,000.

MATCH REQUIREMENT

A match of **50%** of the total project cost is required for **all** organizations that are applying for funds.

**FY2004 Application Form:
Mini Grant / Lewis & Clark**

Missouri Arts Council
Wainwright State Office Complex
111 North 7th Street, Suite 105
St. Louis, MO 63101-2188

Phone (314) 340-6845
Toll-free (866) 407-4752
TDD (800) 735-2966

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I. Applicant

Type of application submitted: Mini Grant

Name (Organization) _____ Federal I.D. # _____

Address _____

City _____ State _____ Zip Code _____ County _____

_____ MO _____

Contact Person _____ Title _____ E-Mail _____

Business Telephone _____ Home Telephone _____ Fax _____
() _____ () _____ () _____

Name of State Representative / District of Applicant _____ Name of State Senator / District of Applicant _____

Name of U.S. Congressional Representative / District of Applicant _____

Is this the very first time the organization has applied to the Missouri Arts Council? Yes

Incorporation date _____ Date tax-exempt status granted from the IRS or applied for _____

Has an annual registration report been filed with the MO Secretary of State Office? Yes If yes, date filed _____

Type of Organization Social Service If other, describe _____

II. Financial Information

Provide total operating income and expenses for the years indicated:

A. Most recently completed fiscal year ended (MM/YY) _____ Income _____ Expenses _____

B. Budget for present fiscal year ending (MM/YY) _____ Income _____ Expenses _____

III. Project Information

A. Start Date _____ End date _____ B. Number of artists participating in proposed activities _____

C. Artistic Discipline of Project Dance If Multidiscipline, list art forms _____

D. Characteristics of people who will be served (not including artists) – Provide actual numbers, not percentages:

Black (not Hispanic) Asian/Pacific Islander Hispanic Amer. Indian/Alaska Native White (not Hispanic)

Adults _____

Students _____

Total _____ Grand Total

Percentage of grand total that are: Elderly ___% Disabled ___%

IV. Project Description

The Project Description should be submitted in the spaces provided below. Be sure to read the Evaluation Criteria section in the guidelines before writing your project description. You should address how your project meets the evaluation criteria in your narrative description.

- Name of Organization _____ Amount Requested _____
- Name of the Project to Be Funded _____
- Target Audience _____
- Project Location _____
- Project Date(s) _____
- Project Purpose:

- How Your Project Will Be Marketed:

- Project Description Narrative (addressing the evaluation criteria: (1) Artistic Quality, (2) the Need, (3) Applicant Capability, and (4) Overall Quality including Budget):

V. Project Budget Read the APPLICATION INSTRUCTIONS before completing this budget (Use round numbers)

Expenses	Cash Expenses	In-Kind Contributions
Outside Artistic Fees and Services	_____	_____
Outside Other Fees and Services	_____	_____
Space Rental	_____	_____
Travel	_____	_____
Marketing	_____	_____
Supplies and Materials	_____	_____
Equipment Rental	_____	_____
Receptions/Food/Beverage	_____	_____
Other: _____	_____	_____
	_____	_____
Total Cash Expenses	_____	
Total In-Kind Contributions		_____
TOTAL PROJECT EXPENSES	_____	

Income	Indicate whether income is Anticipated or Committed	Cash Income
Admissions	<u>Anticipated</u>	_____
Corporate Support	<u>Anticipated</u>	_____
Foundation Support	<u>Anticipated</u>	_____
Other Private Support	<u>Anticipated</u>	_____
Government Support — Federal	<u>Anticipated</u>	_____
Government Support — State/Regional	<u>Anticipated</u>	_____
Government Support — Local	<u>Anticipated</u>	_____
Other Income: _____	_____	_____

Applicant Cash		_____
Total Applicant Cash Income		_____
MISSOURI ARTS COUNCIL REQUEST		_____
Total Cash Income		_____
Total In-Kind Contributions		_____
TOTAL PROJECT INCOME (Note: TOTAL PROJECT EXPENSES and TOTAL PROJECT INCOME must be equal.)		_____

Compliance Statement — You must sign *in blue ink*. (See page 53)

"I attest that this application is made with the full approval of the board of directors. I agree to meet all administrative obligations of the project, if funded by the Missouri Arts Council, and that no state funds will be used to match the Missouri Arts Council allocations."

Signature of Authorizing Official

Print Name and Title of Authorizing Official