Missouri Arts Council
Application Checklist

Eligibility
☐ All events (in the program schedule) take place between July 1 and June 30 of the funded fiscal year and are located in Missouri.

Narrative
☐ Narrative is written clearly and concisely answer the questions: easy to read and easy to understand, is easy to fund.

☐ Contact information, legal organization name, and required identification numbers (FEIN, SAM-UEI) are correct.

☐ Programs described in the narrative are supported by the Budget Detail.

☐ An explanation is provided if the financial statement indicates a deficit. [Annual Discipline]

☐ Narrative is not repeated in multiple questions. Each question is an opportunity to provide new information for the review criteria.

☐ There are no typos, poor grammar, spelling errors, or unexplained acronyms.

☐ Projects comply with MAC policies described in the Guide to Grants.

Budget Detail
☐ Each expense is described clearly and fully and shows how it was calculated.

☐ Budget items are clearly explained in the project narrative.

☐ Request does not exceed 50% of the total expenses

☐ Matching funds do not include state funding.

☐ In-kind costs and donations are not included in the budget. They can be used in the narrative to demonstrate community support and diverse funding.

☐ Unallowed expenses are removed or "No MAC Funds" notation is included in the description to avoid stipulations or budget adjustments.

☐ For MAC's purposes, "Personnel" is used for regularly paid staff [receive W-2], and "Outside Fees and Services" is used for contracted staff [receive 1099].

Attachments
☐ Attachments are in accepted file type and include the required information.

☐ Financial statement includes a statement of assets and liabilities, fund balance, revenues and expenses, accounting type, and dates.

☐ Board list includes full contact information, term limits, and officers identified.

☐ Nonprofits must have submitted the Missouri Annual or Biennial Registration Report.

☐ Financial statement matches figures in last year's operating budget questions.

☐ Uploaded documents and links have been tested.

Authorization & Submit
☐ Signed by an authorized official