



## FY2024 Guide to Partnership Grants

For projects occurring July 1, 2023 through June 30, 2024

Please refer to the [FY2024 Guide to Grants](#) for complete information on MAC application review process and funding policies. Grant Programs are subject to change due to budget restrictions.

**Questions?** Contact Michael Donovan at 314-340-4740 or [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov).

### Overview

The Partnership Grant funds special initiatives that strongly align with one or more Missouri Arts Council strategic goals:

Goal 1: Engage People in Meaningful Arts Experiences

Goal 2: Grow Missouri's Economy Using the Arts

Goal 3: Strengthen Missouri Education through the Arts

### Purpose

- To support and strengthen initiatives aligned with Missouri Arts Council strategic goals.
- To focus on strategic measurable outcomes.
- To provide a framework for evaluation.
- To develop a process to identify and involve future shared initiative partners.

### Outcomes

The grants would demonstrate public value and measurable outcomes in one or more of the following areas (aligned with National Endowment for the Arts objectives).

- Engagement (increase meaningful engagement in the arts).
- Livability (grow Missouri's economy using the arts).
- Learning (strengthen Missouri's education with the arts).

### Criteria

- **Focused Strategic Outcomes**  
The Partnership is focused on strategic outcomes (as described above) with measurable and documented outcomes.
- **Significant Community Involvement**  
The Partnership is engaged with local and/or statewide partners strategically, logistically, and/or financially.
- **Strong Management Ability**  
The Partnership demonstrates strong management ability including leadership, program development, and financial stewardship.

## General Eligibility

**This program is by invitation only.** If you have a program you wish to be considered, contact the Executive Director, Michael Donovan, at [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov) or 314-340-4740.

Organizations receiving support through annual grants (Annual Discipline, Off Year Application, or Arts Education) are not eligible to apply for Partnership support.

## Request Amount

The request amount will be developed with Michael Donovan, Executive Director, based on meeting criteria, available state resources, and community investment.

## Process

### Alignment

- Missouri Arts Council interview applicant to review proposed project, opportunities for engagement, alignment with strategic goals, desired outcomes, and budget.

Application: Apply online using the Partnership Application.

- Describe the project for which you are requesting funding.
- How does it align with MAC strategic goals?
- What are the measurable outcomes?
- How will the program be evaluated?
- Who are you partnering with to ensure success?
- Additional attachments: annual/biennial registration, board list, budget detail.

### Approval

- Staff reviews applications and makes funding recommendation to the executive committee.
- The executive committee reviews and makes funding recommendation to the Missouri Arts Council board.
- The Missouri Arts Council board reviews funding recommendations at the June meeting.
- Staff notifies applicants of funding decision in July.

## Deadline

Draft Submission is due by the **last Monday in January** (January 30, 2023).

Final Submission is due by the **last Monday in February** (February 27, 2023).

# PARTNERSHIP APPLICATION QUESTIONS

## Tab 1: Applicant Information

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

**Are you a new or returning MAC applicant?** Please Select:

- New (New indicates that your organization has not applied for any funding at MAC within the last three fiscal years.)
- Returning

**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 (see Attachments).

- 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**

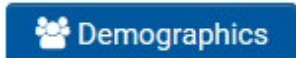
**Department/Program Operating Income**

**Organization's Operating Expenses**

**Department/Program Operating Expenses**

## Demographics

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

**Proposed Project Title** (60 characters)

**Describe the project you are proposing for MAC funding?** (7,000 characters)

**Select the strategic goals the proposal addresses. Select all that apply:**

- Engage People in Meaningful Arts Experiences
- Grow Missouri's Economy Using the Arts
- Strengthen Missouri's Education Through the Arts

**How does it address the strategic goals?** (1,500 characters)

**What are the measurable outcomes?** (1,500 characters)

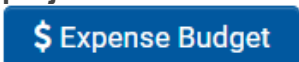
**How will the program be evaluated?** (1,500 characters)

**How will the project be accessible for persons with disabilities?** (1,500 characters)

Describe how the project will be accessible to persons with disabilities. Consider different types of disabilities: vision impairment, hearing impairment, mobility issues, and developmental. Are you in an accessible location? What accessibility accommodations do you provide?

### Tab 3: Budget

\* Click on the button below to enter the Project Expense Budget Detail for the MAC funded project.



\* Click on the button below to view the MAC GRANT and enter the Project Income Budget Detail for the MAC funded project.

[\\$ Income Budget](#)

### Cash Expenses: Instructions for budget and details

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

To add a budget line, select the + 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 how the amount will be spent. 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 - Display ads for Sample Publication (\$650 x 4 insertions). 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 Interim Report project description.

Descriptions of each line item can be found in the [Guide to Grants](#).

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

For assistance or questions, contact Michael Donovan (314-340-4740 or [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov)).

### **Cash Expenses**

- **Personnel - Administrative:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Artistic:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Technical/Production:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Outside Artistic Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Outside Other Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Space Rental:** You may not include rental costs if you own the venue.
- **Travel:** All costs directly related to the travel of an individual or individuals and specifically identified with the project. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses see Remaining Operating Expenses.
- **Marketing:** All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see Remaining Operating Expenses.

- **Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. These include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, nonstructural renovations or improvements, security and trucking, shipping and hauling expenses.
- **Capital Expenditures - Acquisitions:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. **MAC does NOT FUND Capital Expenditures.**
- **Capital Expenditures - Other:** Expenses for purchase of buildings or real estate; renovations or improvements involving structural changes; payments for roads, driveways or parking lots; permanent and generally immobile equipment such as grid systems or central air conditioning etc., which are specifically identified with the project. **MAC does NOT FUND Capital Expenditures.**

### Cash Income: Instructions for budget and details

Provide details about the income budgeted for each category below by clicking on the “plus sign.” In the first column, list the amount for a particular item (i.e., \$4,320). In the second column, describe the item (i.e., print ads in daily paper for 3 weekends). Click the “plus sign” 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](#).

Organizations applying under Established Institutions and Mid-Sized Organizations are not required to complete the description of the line item. Only a total amount must be entered.

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

For assistance or questions, contact Michael Donovan (314-340-4740 or [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov)).

### **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 include 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 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, catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
- **Applicant Cash (used for this grant):** Funds from the applicants present and/or anticipated resources that the applicant plans to provide to the project other than income listed above (Do not include MAC grant in this line.)
- **Missouri Arts Council Grant:** cannot exceed 50% of total project expenses. Maximum Request - Annual Disciplines \$30,000; Arts Council \$35,000; Established Institutions and Mid-Sized Organizations see Guidelines.

## 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.
- 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.

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 Form 990 Requirement**

Organizations must maintain their tax-exempt status with the IRS with annual filings of Form 990, 990-EZ, or 990-N (postcard) to be eligible for Missouri Arts Council funding. The public version of the most recent annual filing must be provided with the Interim Report and, if necessary, invoice for reimbursement for verification purposes. Missouri Arts Council funding may be jeopardized or delayed if the organization fails to submit the annual filing by the [published deadline](#).

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.

**Authorizing Official to Sign MAC Documents**

MAC documents are binding and may be signed only by legal representatives of the organization. MAC accepts the following authorizing officials without a letter:

- For a Nonprofit – Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary).
- For Public School District – Superintendent.
- For Private School – Principal.
- For College/University – President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position).
- For City Agency – City Manager or Mayor.

If an organization would like to designate alternate or additional signers, a letter detailing who is authorized to sign (or what title) must be attached. Include: the individual(s) name, title, phone, email, state that they are authorized to sign on behalf of the organization, and ‘signed’ by a designated official of the organization. It is the organization’s responsibility to notify MAC when authorization changes.



**Audit**

An audit must be submitted by organizations with an annual budget expenses and/or income greater than \$1 million. Exempt: government agencies, public schools, and colleges, and universities are not required to submit an audit. This must be performed by an independent CPA, presented on an accrual basis of accounting, and cover the most recently completed fiscal year. Consult Guide to Grants page 9 for details.

**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.

**Response to Recommendations/Stipulations**

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.

**Long Range Plan or Strategic Plan**

Submit a Long Range Plan or Strategic Plan, if your organization or art program has one.

**REQUIRED FOR ALL APPLICANTS: SUPPORT MATERIAL**

Support Material is required for all applicants and must be uploaded to the online grant system. Printed materials will not be accepted.

Support materials help to provide a complete picture of your proposed project and organization along with the application narrative and attachments. Submit items that directly address the evaluation criteria and connect to the application narrative. For guidance, consult the [Guide to Support Material](#).

**Tab 5: Compliance Statement**

By clicking "Submit,"

I attest that this information is correct and has full approval of the board of directors.

**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**

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

**Authorizing Official's Title**

**Submitting Person's Title**

**Authorizing Official's Email**

**Submitting Person's Email**

**Authorizing Official's Day Phone**

**Submitting Person's Day Phone**