FY2024 Instructions for Express Project Application

for Projects Occurring July 1, 2023, through June 30, 2024

Organizations applying for FY2024 express support in Arts Education, Big Yellow School Bus, or Touring – Community or School should consult their separate guidelines and online application forms.

Organizations applying for FY2024 express grants in the following programs/categories must use the Express Project application form.

- Arts Council Basic
- Express Project
- Express Organizations of Color

Read the [FY2024 Guide to Express Grants](#) for complete information on Missouri Arts Council funding policies. The Express Project application is available [online](#).

- Before beginning the online Express Project application form, you must click the SAVE DRAFT button at the bottom of the page.

- Click "Save Draft" frequently to save your work throughout the process. This form does not auto-save.

- Open each tab above to complete all the questions. All questions with a red asterisk * must be answered. Press "Submit" once you have completed all the required questions.

- Throughout the proposal, describe only the project(s) for which MAC funds are requested.

- Where relevant in the narrative and attachments, the narrative should be specific to its artistic discipline. For example, music applicants discuss the proposed repertoire and colleges/universities describe the accessibility of the campus to the general public (adequate signage, visitor parking, etc.). For details, see pages 11-13 in the [Guide to Express Grants](#).

- It is important to provide a complete picture of your proposed project and organization through the narrative, attachments, and support material. Assume the reader knows nothing about your organization, project, or community served.

- Each proposal is reviewed using the weighted Evaluation Criteria and Application Scoring Guide (see next page). With the funding decision, the applicant will receive the average score, written comments for each criterion, and, if applicable, stipulations and recommendations.

Evaluation Criteria and Application Scoring Guide

Panel Instructions: Review the applications and support material according to the Evaluation Criteria and Scoring Guide provided below.

▪ **Numeric Score:** For each criterion and application, provide a score between 1 (lowest) to 10 (highest). Select the score that best reflects the applicant overall in each criterion. The applicant does not need to achieve every item in the category. Score where they predominantly fit. This score should be consistent with the proportion of the criterion achieved. If the applicant does not achieve an acceptable level, the score may be less than six. Applicants with a total average score of less than six are not funded and may not apply for other funding for the same program in that fiscal year.

▪ **Written Evaluation:** For each criterion and application, provide 1-3 sentences on the proposal's strengths and weaknesses and/or constructive criticism. Avoid repeating the narrative or comparing it to other applications. The comment should correspond with the numeric score, for example, a primarily positive comment should have a good score, while a primarily negative comment should accompany a lower score.

Artistic Quality Criterion – 50% (Arts Council 30%)

▪ Biographical summaries of key artistic and technical participants.
▪ Description of the selection process, including artistic selection criteria and qualification of the artistic decision-makers
▪ The utilization of original and unique works of art and contribution to their respective art field.
▪ Originality in program concept, design, and presentation.
▪ Support materials, such as photographs, audio/visual work samples, catalogs, reviews, and articles.

Best Score	Good Score	Adequate Score
10	9-7	6
☐ Clear explanation of the artistic program with specific details (who, what, where, when, and why). ☐ The qualifications of the primary artist(s) in the Narrative and/or Required Materials are clear and compelling. ☐ The criteria for selection are clearly explained and based on community needs. The selection committee consists of people with relevant experience.	☐ Explanation of artistic program is sufficient with some details provided. ☐ The qualifications of the primary artists in the Narrative and/or the Required Materials are sufficient. ☐ The criteria for selection are determined by a committee or qualified individual with relevant expertise.	☐ Minimal explanation of the artistic program is provided. ☐ The qualifications of the primary artists in the Narrative and/or the Required Materials are adequate. ☐ The criteria for selection are based on adequate artistic quality.

Community Involvement Criterion – 30% (Arts Council 40%)

▪ Community location and reach of the applicant and the geographic need for art services.
▪ Financial backing and/or donated professional goods/services from the community or local government.
▪ Accessibility of the project to the general public (location of the project, appropriateness of facility, cost of the event, publicity, etc.).
▪ Demographics of applicant organization's board, staff, and volunteers.

- The estimated size and range of audiences served by the project and the size of past audiences.
- Outreach services to new and diverse audiences (for example, racial and ethnic. minorities, elderly, disadvantaged, and persons with disabilities).
- The project's contribution to the education of the local community.
- Letters of support/interest from past or proposed participants in the project.

Best Score	Good Score	Adequate Score
10	9-7	6
☐ Clear explanation of how the Applicant is part of the community fabric, an institution. ☐ The community need is well articulated. ☐ There is an active and detailed effort to engage new and underserved audiences and promotes accessibility. ☐ The educational opportunities for the community are substantial.	☐ Community is significantly involved ☐ Makes an effort to reach new and underserved audiences ☐ Offers good accessibility accommodations ☐ Strong community support ☐ Provides education in a specific form.	☐ Community involvement is minimal ☐ Some community support

Management Ability Criterion – 20% (Arts Council 30%)
- Biographical summaries of administrative staff, whether paid or volunteer.
- Financial stability of the organization based upon financial reports.
- Administration of previous MAC-funded programs, including prompt and complete paperwork.
- Accuracy, clarity, and completeness of the application form.
- The organization's fulfillment of its stated mission and long-range goals.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-MAC financial support for the project.

Best Score	Good Score	Adequate Score
10	9-7	6
☐ High quality of management ☐ History of financial stability ☐ Strong financial support ☐ Diverse sources of support ☐ Clear alignment with the organization's mission ☐ Evidence of planning ☐ Good record with managing MAC grants	☐ Clear, accurate, and complete application ☐ Experienced management ☐ Financial stability ☐ History of MAC funding ☐ Good record with managing MAC grants	☐ Adequate management ☐ Feasible budget ☐ Complete application ☐ Addresses any financial issues ☐ Good record with managing MAC grants

General Comments
If you want to give feedback that doesn't fit the evaluation criteria, you may provide it under General Comments. For example, suggestions for improvement, resources, and observations.

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

SAM UEI Number
All MAC applicants must have a SAM-UEI (Unique Entity ID). This 12-digit alphanumeric identification number is issued at no cost through the federal SAM.gov website. The Guide to Obtaining a SAM-UEI Number will assist you in the process.
Organizations that already have a SAM-UEI in their Organization Profile found on the Home page can skip this question.

Grant Program: Please Select One:

- Express Project
- Express Organizations of Color
- Arts Council Basic

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.

Demographics

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			
Total	**0**	**0**	**0**

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

Tab 2: Project Information

Proposed Project Title (60 characters)

Dates: Project dates should include the period that expenses are incurred. The dates must begin no sooner than July 1 and end no later than June 30 of the same fiscal year.
Project Beginning Date
Project Ending Date

Project Location (100 characters)

Project Discipline(s) (Check all the apply)
- Dance
- Electronic Media
- Festivals
- Literature
- Music
- Theater
- Traditional/Folk Arts
- Visual Arts

Describe the project and how MAC funds will be used. What is the proposed project for MAC funding? What are the artistic components, event date(s), and location(s)? (2,500 characters)
- **Arts Council Basic** – In addition to meeting the eligibility requirements, organizations applying to Arts Council Basic must request support for projects that include more than one artistic discipline.

What is the purpose of the project? How does the project fit into the scope of the organization's

mission and long-range plans? (1,500 characters)

List the project's artistic components. (1,000 characters)
Provide a detailed overview of your proposed project for MAC funding. Make sure to include the artistic components, project dates, locations, and other relevant information. Make sure that you address issues specific to your artistic discipline or program (see pages 11-12 in the Guide to Express Grants).

How will the project be marketed? (1,000 characters)

What is the project's estimated audience? (such as 100 -150) (30 characters)

For college and university applicants: What percentage of the anticipated audience is affiliated with the college or university and what is the percentage from the general community? This may be determined by ticket pricing categories or audience estimates. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public. (250 characters)

Exhibition Projects Only. What are the viewing hours? (250 characters)
MAC requires minimum exhibition viewing hours of at least 16 hours during the week and 6 hours during the weekends or evenings (after 5:00 p.m.)

How does the project demonstrate artistic quality? Describe the performer/artist's credentials and tell us why you chose to present/perform this work. (2,500 characters)
Consider the artistic choices made in selecting the project and/or artists: which artists to use, what program or play to present, and how to arrange the performance, staging, and presentation. Why did you make these choices? How do they demonstrate artistic quality?

How does the project demonstrate community support and/or community need? (2,500 characters)
- For community support, provide details on cash donations, sponsorships, contributions of products and services, and volunteers from the community (beyond the board).
- For community needs, address how the proposed project fulfills an:
  - Unserved or underserved needs for populations that lack access to the arts due to lack of access to arts programs due to geography, economics, ethnicity, or disability.
  - Artistic need (for example, the art form significant to cultural heritage or offer only dance program within the region).

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?

If your operating figures for the last fiscal year reflected a deficit, how did this deficit occur? How did your organization handle this deficit? How will your organization prevent deficits in the future? If not, type N/A. (2,500 characters)

Express Organizations of Color and Arts Council Basic Applicants: How does the project benefit your community? (2,500 characters)
- **Express Organizations of Color:**
  - Address how your marketing and outreach efforts primarily target African American, Asian American, Latinx, or Native American communities.
  - Explain how the organization includes the communities of color in the planning process.

- o Describe how past projects have served audiences/participants in African American, Asian American, Latinx, or Native American communities.
- **Arts Council Basic:**
  - o Describe the services the organization provides to artists and arts organizations.
  - o Describe the artistic disciplines for the programs they offer (must be at least two artistic disciplines like Dance and Theater).
  - o Demonstrate how it meets the eligibility requirements as described in the Guide to Arts Council Grants.

Tab 3: Budget Detail

- Click on the buttons for **Expense Budget** `$ Expense Budget` and **Income Budget** `$ Income Budget` to enter the Cash Expense and Income.
- All figures will be rounded automatically to the nearest dollar. Total Cash Expenses and Total Cash Income must balance.
- The system will calculate the total.

To add a budget line, select the "+" button. In the first column, list the dollar amount. In the second column, describe the expense in detail. Select the "+" button again to enter an additional item. To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down.

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

Expense examples:

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

Income examples: For Admissions, you could enter $3,000 in the first column and "Single Ticket Sales 200 @ $15 each" in the second column. For other income line items, you can list the individual companies or foundations.

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 the 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.**

Total Cash Expenses

Cash Income

- **Admission**: 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 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.

- **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.)

- **Missouri Arts Council Request** cannot exceed 50% of total project expenses.
  Maximum Request - Project $3,000; Organizations of Color $4,000; and Arts Council Basic $4,000.

Total Cash Income

Tab 4: Attachments

- 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.

REQUIRED: Biographical Summary of Key Artistic
Provide biographies of artistic decision-makers (for example, Artistic Director, Curator, Artist Selection Committee), key artistic and technical people (for example, teachers and workshop instructors), and proposed artists. The decision-makers and artistic and technical people can be volunteers or paid staff. For each individual, include name, title, areas of responsibilities as well as education and experience that demonstrate this person's qualifications to perform his/her artistic decision-making duties. For people serving dual artistic/admin roles, provide different biographical information than the administrative bio. For proposed artists, applicants may include links to artists' websites and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

REQUIRED: Biographical Summary of Key Administrators
Provide biographies of administrative decision-makers (for example, Executive Director) and key management people (for example, Volunteer Coordinator, Business Manager, and Project Coordinator). The decision-makers can be volunteers or paid staff. For each individual include name, title, areas of responsibilities as well as education and experience that demonstrate this person's qualifications to perform his/her administrative decision-making duties. For people serving dual artistic/admin roles, provide different biographical information than the artist bio. No more than 1/4 page per person, no more than 4 pages.

REQUIRED: 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. Click here for the Board List Template.

REQUIRED: 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 document 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 Balances
- List of Revenues and Expenses
- Method of Accounting (i.e., cash or accrual)

IRS Tax Exempt Status Letter (Required for nonprofit organizations)

This is required for all nonprofit applicants that have never submitted their Internal Revenue Service Tax-Exempt Status Letter in this system. The letter must include your FEIN number that matches your organizational profile in the online grant system. 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.

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 (Required for nonprofit organizations)

This is required for nonprofit organizations. Attach the most recent annual or biennial report. You may download your records online at the Missouri Secretary of State's 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 Letter (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 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 officials, 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.

Audit (If applicable)
An audit must be submitted by organizations with an annual budget greater than $1,000,000. Exempt: government agencies, public schools, and colleges/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.

Recommendations / Stipulations (If applicable)
If your organization received a recommendation and/or stipulation for 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.

REQUIRED: Support Material
Support materials are optional but give reviewers additional information regarding the application. Upload items that directly address the evaluation criteria and connect to the application narrative. Maximum 3 items.

For guidance, consult the Guide to Support Material.

File Formats and Size information: Documents – pdf, doc, docx, xls or xlsx; Images – jpg; Audio - mp3; Videos – mp4

Vendor Input Instructions (If applicable)
- 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	**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**