

Missouri Arts Council Application Checklist

Eligibility

- All proposed events and related expenses occur between July 1 and June 30 of the funded fiscal year and are located in Missouri.
- Organization's legal name is correct in Missouri Secretary of State's Office (SOS), Internal Revenue Service (IRS), and SAM-UEI.
- Nonprofit: Organization has been incorporated as a nonprofit for at least a year (with SOS and IRS) and is current with SOS and IRS filings.

Narrative

- Narrative is written clearly and concisely answer the questions: easy to read and easy to understand, is easy to fund.
- Programs described in the narrative are supported by the Budget Detail.
- 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 on the website.
- Annual Discipline: An explanation is provided if the financial statement indicates a deficit.

Budget Detail

- Each expense is described clearly and fully and shows how it was calculated.
- Budget items are clearly explained in the project narrative.
- NO Ineligible expenses are included in the budget for MAC request or matching funds.
- 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.
- 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.
- Uploaded documents and links have been tested.
- 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.
- Nonprofit: must have submitted the SOS Registration Report [Annual or Biennial].
- Financial statement matches figures in last year's operating budget questions.
- Support materials address review criteria and limited to 10-minute review by panel.

Authorization & Submit

- Signed by an authorized official.

State Vendor Registration

- Organization is registered with the State of Missouri as a vendor [through MissouriBUYS] with a current mailing address and banking information for Electronic Funds Transfer (EFT).