



FY2025 Guide to Established Institutions and Mid-Sized Arts Organizations

for Projects Occurring July 1, 2024 through June 30, 2025

Grant Programs are subject to change due to budget restrictions.

Please refer to the [FY2025 Guide to Grants](#) for complete information on MAC funding policies.

Missouri Arts Council is not accepting new applications for Established Institutions and Mid-Sized Arts Organizations. Only returning applicants are eligible for FY2025 support in these programs.

This program provides operating support to mid-sized and established arts organizations. Mid-sized arts organizations have reached a sustained and consistent level of programming and support. Established institutions are larger arts organizations that have achieved significant recognition from their communities for their leadership, achievement, and influence in their art form. Established Institutions and Mid-Sized Arts Organizations submit competitive applications every three years. For the intermediate years, the returning applicants submit off year applications.

Basic Eligibility Requirements

To be eligible for Established or Mid-Sized funding, an organization must be:

- Missouri-based
- Tax-exempt as determined by Internal Revenue Service (for example, 501(c)(3) designation)
- Incorporated as a Missouri not-for-profit corporation with the Secretary of State's office and maintain the not-for-profit status by filing annual registration report. (This requirement may be waived for organizations that the SOS does not require filing according to statutes and rules.)
- Have SAM-UEI number.
- Arts organization whose primary purpose is to produce or present arts or cultural programs
- Arts organization with community involvement appropriate to the organization's size and activity as well as evidence of strong community support.
- Arts organization with full-time professional management
- Arts organization with evidence of ongoing planning and revisiting the mission statement in relation to the changing environment
- Arts organization with significant local, regional or national impact
- Ranked in the top third of discipline grant panels for past three (3) consecutive "on year" grant cycles

Additional Eligibility Requirements

- Mid-Sized: Audited annual operating revenue* of at least \$500,000, but less than \$2,000,000, for 3 preceding fiscal years
- Established: Audited annual operating revenue* of at least \$2,000,000, for 3 preceding fiscal years
- Established: Full-time professional artistic personnel
- Established: A full season of exhibitions or performances

Organizations that receive funding must maintain all eligibility requirements.

Ineligible Organizations

Organizations that are primarily educational in mission, government departments/divisions, local arts agencies, arts districts, arts centers, arts service organizations, social service organizations, university departments/divisions, libraries, and public tv/radio.

Exclusions

Mid-Sized Arts Organizations are ineligible for all other MAC programs except Arts Education.

Established Institutions are ineligible for all other MAC programs.

Grant Request

MAC request is based on the applicant's most recently completed audited financial statement. From the audit, identify the organization's Total Unrestricted Operating Support and Revenue. This is the eligible operating revenue for determining the maximum request amount. This does not include endowments, capital improvements, restricted funds (as operating revenue or support), or donated works of art (as acquisition income).

MAC staff reviews the request amounts to ensure proper calculation. MAC adjusts the amount if necessary. The request amount is used for the off-year applications for the next two (2) fiscal years.

- Mid-Sized Arts Organizations may request 5% of the eligible operating revenue or \$50,000, whichever is less.
- Established Institutions may request 2.5% of the eligible operating revenue or \$300,000, whichever is less.

Application Notes:

- Established Institutions and Mid-Sized Arts Organizations complete the Annual Discipline application.
- Detailed descriptions are not required in the Application Budget.

Additional Requirements for Grants Supported with Federal Funds

The Missouri Arts Council uses a portion of its National Endowment for the Arts (NEA) Partnership to support Established Institutions and Mid-Sized Arts Organizations. Federally-funded grants must comply with the additional requirements listed below.

- **Operating Support grants cannot be used for unallowable costs** described under Cost Principals (listed below) and listed on page 15 of [Guide to Grants](#). Allowable expenses for operating support grants include but not limited to:
 - Salary support, full or partial, for one or more staff positions, including fringe benefits.
 - Fees and stipends for artists and/or contractual personnel to support the services they provide for specific activities.
 - Facilities costs, including rent, mortgage (principal only), utilities, security, insurance, and cleaning services.
 - Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
 - Marketing and promotion costs related to the project.
- **Cost Principles, including Unallowable Expenses**

The allowability of costs for work performed for your Missouri Arts Council award is determined in accordance with NEA guidelines for Partnership and Arts Projects, [General Terms and Conditions for Partnership Agreements](#) (pages 13-17), [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#) (pages 9-11), and the [Uniform Guidance \(2 CFR 200 Subpart E-Cost Principles\)](#). Where the determination of cost allowability differs, the NEA guidelines and Partnership General Terms and Conditions take precedence over the Uniform Guidance.

All expenses in the approved project budget, payment requests, and final report must

comply with these cost principles. This includes the amount supported with Federal funds and the required matching funds or any voluntary committed cost share.

Listed below are **common unallowable costs** for grants supported with federal funds. The complete list is available [online](#) and included in the above-referenced documents.

- Project costs supported by any other federal funding. This includes federal funding received directly from a federal agency or indirectly from a pass-through organization.
- Awards to individuals or organizations to honor or recognize achievement
- Cash reserves and endowments.
- Commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, artwork, or other items for resale. Unallowable costs include associated costs, such as staff.
- Entertainment and social activities, such as receptions, parties, and community gatherings, and associated costs (such as food, supplies, catering, alcoholic beverages, planning, and staffing).
- Development staff, contractors for fundraising purposes, and retail workers (such as gift shop employees and café workers), as well as costs associated with general fundraising for your organization.
- Rent for home office workspace.

▪ **Recognize National Endowment for the Arts Funding**

Acknowledgment of the National Endowment for the Arts (NEA) must be prominently displayed in all materials and announcements for the federally-funded project only. Use the [NEA logo](#) and credit line: "This project is supported in part by the National Endowment for the Arts." The National Endowment for the Arts should not be included in lists of donors that are not specific to the supported project or appear beyond the project period dates.

- **Section 504 of the Rehabilitation Act of 1973**, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

A staff member should be designated to serve as a 504 coordinator. Section 504 self-evaluation must be on file at your organization. The compliance and supporting documentation should be kept on file for a period of three years after the completion of the Missouri Arts Council-funded project. [Accessibility resources](#), including the *Section 504 Self Evaluation Workbook* and *Design for Accessibility: A Cultural Administrator's Handbook*, are available on [NEA's website](#).

▪ **Debarment and Suspension**

Grant recipients must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the NEA in 2 CFR 32.3254, and Executive Order 12549. Grant recipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal program. Failure to comply may result in the debarment or suspension of the grantee and the National Endowment for the Arts suspending, terminating and/or recovering funds.

▪ **Active SAM Registration**

Grant recipients must maintain an active registration in the System for Award Management (SAM) and not be on the federal debarred or suspended list. The SAM registration must be active throughout the life of the grant, from application through final report submission. To remain active,

grant recipients must renew the SAM registration annually and ensure that it has the up-to-date legal name, address, Points of Contact, and Entity Administrator. The SAM registrations helps to verify an organization's eligibility to receive federal grant funds. The SAM registration should be based on the DUNS number provided in the Missouri Arts Council application. The DUNS account should reflect the organization's legal name and current, physical address. (2 CFR 25)

- **Drug Free Workplace Act** requires grant recipients to publish a statement about your drug-free workplace program and share a copy with each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Grantees must maintain on file the place(s) where work is being performed under this award. Grant recipients must notify the National Endowment for the Arts' Office of Grants Management) of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. Failure to comply with these requirements may be cause for debarment from Federal funding. (41 USC 701 et seq., 45 CFR 1155, and 2 CFR Part 3256)
- **National Environmental Policy Act (NEPA) of 1969**, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.
- **Native American Graves Protection and Repatriation Act of 1990** applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).
- **Political lobbying**
The Grant Recipient is prohibited from conducting political lobbying, as defined in relevant statutes, regulations, and OMB Circulars, within a federally-supported grant project. The Grantee is also prohibited from using federal funds for lobbying specifically to obtain grants. Lobbying includes conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public. (2 CFR Part 200.450, 18 USC 1913, and 31 USC 1352)

Deadlines

Draft Submission by last Monday in January.

Final Submission (including support material) - Last Monday in February.

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