![Missouri Arts Council — The State of the Arts]

FY2025 Guide to Off Year Grants
for Projects Occurring July 1, 2024 through June 30, 2025

Please refer to the FY2025 **Guide to Grants** for complete information on Missouri Arts Council funding policies. Grant programs are subject to change due to budget restrictions.

Eligibility Requirements

If your organization received annual FY2024 funding in the programs or categories listed below, then you must submit an Off Year Application to receive FY2025 Missouri Arts Council support.

- Dance
- Festivals
- Literature
- Media Arts
- Multidiscipline
- Music – Vocal/Presenters
- Visual Arts

Off-Year Applicants must comply with all applicable requirements outlined in the current Guide to Grants. This may include funding restrictions, attachments, and audit (depending on budget size).

If your organization did <u>not</u> receive annual FY2024 funding in the above categories, then you cannot use the FY2025 Off Year Application. For new applicants, your funding options are the FY2025 Annual Discipline (select programs) or Express Grant. For guidance in choosing the grant program suitable for your art project, budget, and timeline, review the Guide to Grants and contact the appropriate Program Specialist.

Grant Request

Your request should match the original **request** in the FY2024 annual application. Do not provide the final award amount.

Deadline

The FY2025 Off-Year Application is due by 11:59 p.m. on February 26, 2024.

OFF-YEAR APPLICATION QUESTIONS

Tab 1: Applicant Information

BEFORE beginning this form, you must click the SAVE DRAFT button at the bottom of the page.
Save your work frequently using the "Save Draft" button as this form does not auto-save.
All questions with a red * must be answered.
Open each tab above to complete all the questions.
Press "Submit" once you have completed all the required questions.

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

Grant Program: Please Select One:

- Dance
- Festivals
- Literature
- Media Arts
- Multidiscipline
- Music – Vocal/Presenters
- Visual Arts

Secondary Contact Name
Secondary Contact Title or Position in Organization
Secondary Contact Email
Secondary Contact Phone (###-###-####)

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 arts organizations should complete the total income and expenses for the full organization.
- Schools, universities, colleges, or public institutions (municipal or county agency) should complete the total income and expenses for the department or program doing the project.
- Non-arts, nonprofit, organizations should complete all parts of this question.

Organization's Operating Income   **Department/Program Operating Income**
Organization's Operating Expenses   **Department/Program Operating Expenses**

Tab 2: Project Information
Proposed Project Title (60 characters)
Project Beginning Date
Project Ending Date

Project Schedule
Upload a schedule for the projects(s) funded through this Missouri Arts Council grant occurring between July 1, 2024 and June 30, 2025. Include Event Date(s); Event Title/Brief Description; and Location (including full address). Enter "online" as the location for virtual projects.

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
Total Cash Expenses and Total Cash Income must balance. These figures should be based on the projected budget for the next fiscal year. All figures will automatically be rounded to the nearest dollar.

Total Cash Expenses
MAC Request (Must match previous on-year request.)
Total Cash Income (All sources INCLUDING MAC request)

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 of residence. 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.

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. 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.

- Nonprofit arts organizations submit financial information for your full organization.
- Schools, universities, colleges, or public institutions (municipal or county agency) only submit financial information for the department or program that is producing the funded project.
- Non-arts, nonprofit organizations submit two sets of financial information, one for the full organization and the other 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.

Biographical Summaries of New Key Personnel
Provide biographies of new key personnel since the last on-year application. Include a summary of new key artistic decision maker(s); key artistic and technical people, administrative decision maker(s) and key management people. Maximum is 1/4 page for each person.

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 or Pastor.
- 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 for details.

State Vendor System Instructions
State Vendor System for Payment of Grants under Forms for Grant Recipients

- New Organizations must vendor with the State of Missouri. This is required to pay the MAC award. Follow the instructions on pages 2-6. This is a two-step process, starting with online registration and confirmation by phone or email.
- Returning Organizations: If the organization has a new mailing address, new financial institution, or a change in legal name, follow the instructions on pages 7-10.

Tab 5: Compliance Statement –

By clicking "Submit,"
I attest that this information is correct and has full approval of the board of directors.

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**