



# FY2025 Instructions for the Annual Discipline Application

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

**Grant Programs are subject to change due to budget restrictions.**

## When in Doubt, Call or Email

If you any assistance, call or email your Program Specialist. We're here to help you. Choose the appropriate [program specialist](#), based on the programs listed on the Missouri Arts Council website.

## FY2025 Grant Cycle

**On-Year Programs:** Organizations applying for FY2025 annual support in the following artistic disciplines and programs use the Annual Discipline application form.

- Arts Council Operating
- Arts Council Project
- Established Institutions
- Folk Arts
- Mid-Sized Arts Organizations
- Music – Instrumental
- Organizations of Color
- Theatre

**Organizations applying for FY2025 annual support in Arts Education, Off-Year Grants, Partnership, and Express Grants** should consult their additional guidelines and use a separate application form.

**Off-Year/Closed Programs for FY2025 Annual Funding:** New Applicants that would like to submit an application for a project in the annual programs or categories listed below, then your Missouri Arts Council funding option is [Express Grant](#), which has a rolling deadline.

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

**Returning Applicants from Off-Year/Closed Programs:** If your organization received annual FY2024 funding from one of the programs/categories listed above, you must submit an Off Year Application to receive FY2025 Missouri Arts Council support.

**Read the [FY2025 Guide to Grants](#) and, if applicable, additional guidelines, for the grant program that you are applying to. The Annual Discipline application is available [online](#).**

- Throughout the proposal, describe only the project(s) for which Missouri Arts Council funds are requested.
- 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. Write for the non-arts expert. Panel includes community members and nonprofit professionals.

- Where relevant in the narrative and attachments, the applicant's narrative should be specific to its discipline. For example, music applicants discuss the proposed repertoire and colleges address accessibility of the campus to the general public (adequate signage, visitor parking, etc.). For details, consult [Guide to Grants](#) pages 16-20.
- Use formatting to make the text answers easier to read, such as shorter paragraphs, bullets, and strategic text in bold.

## ANNUAL DISCIPLINE APPLICATION QUESTIONS

**BEFORE beginning this form, you must click the SAVE DRAFT button at the bottom of the page.**

**Click "Save Draft" frequently in order to save your work throughout the process. 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.**

### 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**

**Required for New Applicants.** 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 Obtain 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:** Select One:

- |                            |                                |
|----------------------------|--------------------------------|
| ▪ Arts Council Operating   | ▪ Mid-Sized Arts Organizations |
| ▪ Arts Council Project     | ▪ Music – Instrumental         |
| ▪ Established Institutions | ▪ Organizations of Color       |
| ▪ Folk Arts                | ▪ Theatre                      |

**\* 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**  
**Organization's Operating Expenses**

**Department/Program Operating Income**  
**Department/Program Operating Expenses**

## Organization and Population Demographics

Click on the button below to fill out the demographics for the organization.



### POP-UP WINDOW:

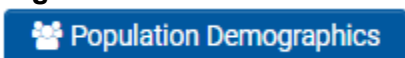
#### Organization Demographics

Using numbers provide 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. City agencies should provide information on the City Council members. You can provide the statistics on the advisory board in the current volunteers column.
- 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.

	Current Staff	Current Board	Current Volunteers
Asian			
Black or African American			
Hispanic or Latino			
American Indian and Alaska Native			
Native Hawaiian and Pacific Islander			
White			
Two or More Races			
<b>Total</b>			

Click on the button below to fill out the population demographics for the geographic region your organization serves.



### POP-UP WINDOW:

#### Population Demographics

**Using percentages** provide the population demographics of the primary geographic region your organization serves. Obtain the data from the [United States Census Bureau QuickFacts](#).

**QuickFacts provides statistics for all states and counties as well as for cities and towns with a population of 5,000 or more.**

- Begin typing the name of the geography or ZIP code.
- After the second character, a list of choices will appear on the drop-down.
- Locate and select your area by single-clicking the mouse or by using the up and down arrows and then pressing the Enter/Return key.
- This becomes one of your selected geographies and is added to the TABLE in the first data column, moving UNITED STATES to the second data column.
- You can view up to six geographies in the table.
- You may delete any geography by clicking the X icon.
- You may print, download a CSV, or email the results.

	Percentage
Asian	
Black or African American	
Hispanic or Latino	
American Indian and Alaska Native	
Native Hawaiian and Pacific Islander	
White	
Two or More Races	
<b>Total</b>	

**Describe the primary geographic region your organization serves. (500 characters)**

The primary geographic region your organization serves could be a single city, multiple counties, or the entire state of Missouri.

- For organizations that occasionally perform/exhibit outside the primary geographic region, only provide information on the PRIMARY geographic region.
- Exclude regions outside of the state of Missouri.
- For projects with national audience (for example, literary publications), use the state of Missouri for the population demographics.

## **TAB 2: PROJECT INFORMATION**

**\* Proposed Project Title** (60 characters)

**\* What is the proposed project for MAC funding? What are the artistic components, project date(s), and location(s)?** (7,000 characters)

**\* 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)

**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.)

## **TAB 3: ARTISTIC QUALITY**

**\* What are the artistic criteria for choosing the project?** (2,000 characters)

Describe the process and criteria for choosing the project and artistic personnel. Consider why this particular artistic project was chosen. Was it selected for its content, form, history, community need, organizational needs, artistic challenge, etc. Describe the criteria for selecting the artistic individuals (artists, performers, directors, choreographers, etc.).

**\* What makes the project creative and innovative in your community? How does the project challenge and develop your audience artistically?** (5,000 characters)

Describe why this project is innovative and what makes it a creative addition to your community. What does the project do to challenge and develop your audiences artistically? How is the audience experience unique or different? Did you present unique or original works of art? Describe originality in the program concept, design, or presentation.

**For Folk Arts applicants:**

**How does the project support living traditional arts and the artists who practice them? Describe the cultural significance of the art form(s) and the cultural heritage of the artists.**

The National Endowment for the Arts defines folk and traditional arts as those rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice. Genres of artistic activity include, but are not limited to, music, dance, crafts, and oral expression.

**For Arts Council Operating applicants:**

**What services do you provide to artists and arts organizations? In what artistic disciplines do you offer programs?**

## **TAB 4: COMMUNITY INVOLVEMENT**

**\* How does the project meet community needs?** (4,000 characters)

Does the project fill an unserved or underserved need in the community? For example, you are offering a dance program where there is no resident dance company, or an art form that is significant to the community heritage.

**\* How does the community show support for the project? This may include funding, in kind donations, volunteers, planning, execution, and evaluation.** (4,000 characters)

Include any logistical assistance provided (the city closed streets for a festival or provided clean-up), and contributions of products or services (including marketing by area media).

**\* How does the project contribute to the education of the community?** (4,000 characters)

Community is defined as the constituents served by the applicant. This community can be based on discipline, geographic, or culture. Do you offer pre or post performance discussions, articles in your printed program, ancillary lectures, etc.

**\* Who are the target audiences for the project? Include efforts you are making to reach new and diverse audiences. How will the project be marketed?** (5,000 characters)

Describe your target audiences (core, new, and diverse). Consider who your target is and what characteristics they have in common. What marketing methods would reach this audience and what message will you use?

Describe what efforts you will be making to reach out to new and diverse audiences. What outreach are you making to underserved audiences? For example, populations that lack access to arts programs due to geography, economics, ethnicity, or disability.

How does your organization plan to ensure participation in the planning, execution, and evaluation of the project from all segments of the community? Is the diversity of your community represented in your board, volunteers, and planning committees? Incorporating diverse views and experiences will help to improve your programs and attract diverse audiences.

**For Arts Council Operating applicants:**

**How do you support the long term cultural development of the community?**

**\* 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, developmental. Are you in an accessible location? What accessibility accommodations do you provide?

**If this project or a similar project has been previously conducted, how many individuals participated? How did you determine the number? When did the project occur?** (700 characters)

For example, Last year, 1,200 people attended the festival on May 12.

**\* How many individuals do you expect to participate in the proposed project? How did you determine this number?** (700 characters)

Base your response on prior events, similar events, preliminary interest, or other method.

**For college and university applicants: \* What percentage of the anticipated audience is affiliated with the college or university and what is from the general community?** (250 characters)

For example, approximately 45% of ticket sales are general public prices versus 55% for faculty/staff/student distribution.

**TAB 5: MANAGEMENT ABILITY**

**\* How has your organization maintained, diversified, and expanded funding?** (1,500 characters)

**\* How will you evaluate the proposed project? How have you responded to previous evaluations?** (1,500 characters)

Describe the method that will be used to evaluate the project and how feedback is utilized. Evaluation should address the quality of the project and the experience of the participants. It is not sufficient to only address marketing needs (how many attended, how they learned about the event).

You should address the following:

- What are you evaluating?
- How do you determine success (qualitatively and/or quantitatively)?
- What is the evaluation process and who is involved?
- How have you used evaluation results in future programming?

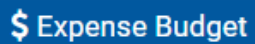
Feedback may be obtained from follow-up meetings, focus groups, interviews, surveys, and other methods. You can provide details and documentation (such as summary of survey results) in the support materials.

**If your operating figures for 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)

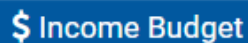
## TAB 6: BUDGET DETAIL

You must select both budget buttons to enter the budget detailed descriptions and amounts. This detailed project budget is an important component of the Missouri Arts Council proposal. The panel needs enough information to evaluate the projected expenses and income. Show how you calculated the dollar amounts and make sure that your descriptions make sense to outside reviewers. The budget detail should match your narrative (project description, marketing, projected attendance, community support, etc.), and order of information. Sample document [here](#).

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

\$ Expense Budget

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

\$ Income Budget

### Expense Budget Pop-Up Window: 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. To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down. 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 Application project description.

**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 a [Program Specialist](#).

### Cash Expenses

- **Personnel:** Expenses for staff positions only (full or part time). Include employees whose wages are subject to federal income tax withholding and receive a W-2. Temporary or contract help should be provided under Outside Fees and Services (Artistic or Other).
  - Personnel - Administrative
  - Personnel - Artistic
  - Personnel - Technical/Production
- **Outside Fees and Services:** Expenses for temporary or contract help who receive an IRS Form 1099. Staff positions (full or part time) should be provided under Personnel (Administrative, Artistic, or Tech).
  - Outside Artistic Fees and Services
  - Outside Other Fees and Services
- **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.

### **Income Budget Pop-Up Window: Instructions for budget and details**

Provide details about the income budgeted for each category below by clicking on the + sign. In the first column, list the dollar amount for a particular item. In the second column, describe the income in detail. Click the + sign again to enter the next item. The system will total the line items together and calculate the total income.

All budget detail should explain the type of revenue, the source, and the dollar amount. Admissions - Single Ticket Sales 200 @ \$15 each (number of shows, number of tickets, cost of admission). Contracted Services Revenue (contract type, vendor, contact service, income). Corporate, Foundation, or Private Support - Name of Company (donor type, organization, donation). Government Support (type, organization, income).

**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 a [Program Specialist](#).

### **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 - 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:** \$40,000 maximum request for Annual Discipline, Arts Council Operating Support, Arts Council Project, Folk Arts, and Organizations of Color.

## TAB 7: 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](#).

### \* 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 artist's website and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

### \* 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 artistic bio. No more than 1/4 page per person, no more than 4 pages.

### \* 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 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](#).**

- 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 Tax Exempt Status Letter**

Public School Districts, Public Universities/Colleges, and Public Institutions (like state or city agencies or parks and recreation departments) are exempt from this requirement.

This is required from all nonprofit applicants that have never submitted their IRS Tax-Exempt Status Letter in this system. The letter should include your FEIN number. Link for [Sample Letter here](#).

**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 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.

### **Long Range Plan or Strategic Plan**

If your organization or art program has one.

### **Support Material**

Support material is required for all applicants and is an important part of the overall process.

Support materials help to provide a complete picture of the proposed project along with the application narrative and attachments. Submit items that directly address the evaluation criteria and connect to the application narrative. Plan for a 10-minute review by the Panel.

For guidance, consult the [Guide to Support Material](#) for complete 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 8: 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
- \* Authorizing Official's Title
- \* Authorizing Official's Email
- \* Authorizing Official's Day Phone

- \* Submitting Person's First and Last Name
- \* Submitting Person's Title
- \* Submitting Person's Email
- \* Submitting Person's Day Phone