

# FY2025 Guide to Express Grants

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

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

The Missouri Arts Council offers Express Grants, which have a simpler application process, faster turnaround, and a smaller award amount. These grants are distributed on a first-come, first-served basis, and early submissions are recommended to ensure funding availability and support advanced planning.

To apply for funding, you must submit your application by the first Monday of the month which is at least two months before your project incurs any expenses. If the first Monday falls on a holiday, the deadline will be on Tuesday instead.

The Missouri Arts Council grant payment is given on a reimbursement basis. This means that organizations must have enough money to pay all expenses upfront before waiting for payment from MAC. Additionally, all grant recipients must have an Electronic Fund Transfer and be registered as a state vendor with current address and banking information. For more information, please refer to the State Vendor System for Payment of Grants.

## What does MAC support?

- Express Project - Supports art projects in most artistic disciplines. Funds may be used for artist fees, marketing, travel expenses, and more. An eligible project may include the following:
  - Performance of dance, music, opera, and theater (single performance or series)
  - Arts festival or art component at a festival or county fair
  - Visual exhibition or exhibition series
  - Literary journal publication
  - The film festival, film series, or production of a media arts project

Some artistic disciplines have additional requirements (See pages **12-13** for details). Read funding policies and restrictions for details of eligible projects and expenses.

- **Arts Council Basic** – Supports multidisciplinary arts projects presented by non-metropolitan community arts agencies. See Express Project below for eligible arts projects. For eligibility details, consult the [Guide to Arts Council Grants](#). The basic requirements are that the organization must:
  - Offer programs in more than one arts discipline; and
  - Be located outside the city limits of Kansas City and St. Louis.
- **Express Organizations of Color** – See Express Project for fundable arts projects. To be eligible to apply in this category, projects must meet one of the following criteria:
  - Organizations where a majority of the board and staff are African American, Asian American, Latinx, or Native American (as reflected in the application’s Demographic section).
  - The majority of the audience/participants are African American, Asian American, Latinx, or Native American (this must be demonstrated in the application narrative).

## Who May Apply?

To be eligible to apply for Missouri Arts Council funding, an organization must:

- Conduct the proposed project in Missouri.

### AND

- Be a unit of federal or local government, such as a school district, university, county, municipal agency, or library.

### OR

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Be tax-exempt as determined by the Internal Revenue Service.

Organizations must maintain this status with the annual filing of Form 990 with the IRS.

Be incorporated in Missouri as a “domestic” not-for-profit corporation.

Organizations must maintain the not-for-profit status with the annual or biennial registration report with the Corporations Division of the Missouri [Secretary of State’s office](#).

### AND

This may include organizations like the following:

- Arts or arts education organizations
- Community arts organizations
- Social service organizations
- Religious organizations
- Youth organizations
- Government agencies
- City parks departments
- Public school districts
- Private PK-12 schools
- Colleges and universities (see page 14 for additional eligibility and requirements)

## Ineligible to Apply

The following entities are not eligible to apply for Missouri Arts Council funding.

- Individuals.
- Organizations in operation for less than a year. New and emerging arts organizations must consult with the Missouri Arts Council before applying. Emerging groups need time and assistance to develop their mission and create effective events and programs. See page 9 for details.
- Nonprofit organizations with foreign incorporation with the Missouri Secretary of State’s Office. Rare Exception: Organizations that were previously funded may continue to be funded if they maintain a Missouri-based location and majority-Missouri board.
- For-profit organizations (including B Corporations).

## Additional Eligibility Requirement: SAM UEI Number

All Missouri Arts Council applicants must obtain a SAM.gov-assigned unique entity identifier (UEI) and enter the number in the Express Application. For details, consult the [Guide to Obtain a SAM-UEI](#).

## Grant Request

The requested amount depends on the program. The award amount is usually less than the request.

- **Arts Council Basic** – Request up to 50% of total project expenses. \$4,000 maximum.
- **Express Organizations of Color** – Request up to 50% of total project expenses. \$4,000 maximum.
- **Express Project** – Request up to 50% of total project expenses. \$3,000 maximum.

Payment of the Missouri Arts Council grant is always made on a reimbursement basis. Organizations must have sufficient cash reserves or incoming revenue to pay for all of the expenses upfront and then wait for payment from MAC. It is difficult to estimate processing time because there are many possible reasons for delays. All grant recipients must be signed up to receive Electronic Fund Transfer as well as registered as a state vendor with current address and banking information. For more information, consult the [State Vendor System for Payment of Grants](#).

## Match Requirement

Missouri Arts Council express grants no longer require a match.

## Application Limit

Generally, organizations are limited to one Missouri Arts Council application/grant per fiscal year (July–June). To support artists on the Missouri Touring Performers Directory and Arts Education, some organizations might be eligible to apply for a second grant. For more information, see page 15.

## Application Review Process

The Missouri Arts Council ensures fair distribution of funds for all forms of art and geographic regions in Missouri. After verifying eligibility and completeness, staff members score applications based on specific criteria and provide comments. The grant amount is determined by a funding formula based on the average score and request amount. Final evaluation and funding recommendations are forwarded to the Executive Committee for approval. Notification is sent approximately 45 days after submission, which may include average score, panel comments, recommendations, and/or stipulations. In some circumstances, the program specialist may allow organizations to revise their application to ensure eligibility and zero-funded applicants can be reconsidered by the Board. For details, see page 14.

- For **Arts Council Basic**, **Express Organizations of Color**, and **Express Project**, the evaluation criteria and scoring guide are available in the Instructions for Express Project Application. The grant amount is determined by a funding formula which will be based on the average score and request amount. Example: If the request was a \$2,000 request and scored 8.65 (out of 10), then \$2,000 would be multiplied by 0.865 resulting in \$1,730 as the award amount.

## Managing Your Award

Organizations must submit grant paperwork in a timely fashion and fulfill all the grant requirements (see pages 6-14 for details). The Final Report must be submitted no later than 30 days after the project's completion. For projects ending in June, the final report is due July 15, 2024.

All grantees must submit copies of letters sent to their state representative and senator notifying them of their Missouri Arts Council award. Also, all grantees must submit an example of public recognition of Missouri Arts Council support. This includes using the Missouri Arts Council logo and byline in printed materials, announcing MAC support during project-related activities or events, and acknowledging MAC support during interviews with the media.

Grants are paid as a reimbursement after completion of the project and submission of the MAC Invoice form. For more information, consult the [Grant Management Handbook](#).

## Getting Started

1. Review the appropriate [guidelines and online application](#).
  - **Arts Council Basic** – Consult *Guide to Arts Council Grants and Instructions to Express Project Application*.
  - **Express Organizations of Color** – Consult the *Instructions to Express Project Application*.
  - **Express Project** – Consult the *Instructions to Express Project Application*.
2. New applicants should contact the Express Grant Program Specialist to ensure that their project is eligible for Missouri Arts Council funding and determine the appropriate grant program.
3. Register in the new grant system using the Guide to Grant System Registration if applicable.
4. Prepare the [online application form](#), attachments, and support material. The Missouri Arts Council has prepared a [Guide to Using the Grant System](#) to assist you.
5. Apply, including support material, by the first Monday of the month which is at least two months before the project incurs expenses. For example, if the project will incur expenses in December 2025 performance, then the latest application can be submitted is Monday, October 2, 2024. MAC encourages organizations to submit their monthly applications early to support planning and ensure funding availability. Funding notification is approximately 45 days after submission. See page 16 for an easy-to-use schedule to determine the latest deadline date and funding notification timing.

## When in Doubt, Call or Email

If you read the Guide to Express Grants policies, additional guidelines (if applicable), and online form and still don't know what to do, call or email. We're here to help you. To determine the appropriate [program specialist](#), review the program and categories listed on the Missouri Arts Council website.

## Requirements for MAC-Funded Projects

Projects that receive Missouri Arts Council funding must meet the requirements below:

- **Be open to the General Public**

Projects that receive Missouri Arts Council funding must have a public presentation, in which the general public may participate or attend, within the fiscal year of the award. Examples of public presentations are exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public. Exception: Projects supported through Arts Education programs, including Artist in Residence, Out of School, Professional Development, School Touring, and Big Yellow School Bus, are exempt from the public presentation requirement.

- **Be Accessible to All Persons with Disabilities**

MAC-funded programs must be accessible to persons with disabilities. Adequate accessibility includes timely notice of the event, space for disabled persons, proper scheduling to allow for the greatest number of persons to attend, adequate parking, and signage.

- **Fulfill Contractual Obligations**

Grant recipients of Missouri Arts Council funding will sign a contract obligating the organization to responsibilities that accompany these funds. Missouri Arts Council will take the necessary action to rescind the awards of grant recipients who fail to comply with the contractual requirements:

- **Recognizing Funding**

Projects that receive Missouri Arts Council funding must prominently recognize MAC's contribution on their organization's website as well as all project-related news releases, brochures, flyers, banners, etc., using the [MAC logo](#) and required credit line: "Financial assistance for this project has been provided by the Missouri Arts Council, a state agency." Verbal acknowledgment should be given for events where there are no printed materials and during communications with the media.

- **Be Nondiscriminatory**

The Missouri Arts Council complies with all local, state, and federal laws and regulations concerning civil and human rights and must ensure that its programs, employment practices, and grants are free of any discrimination based on race, color, national origin, disability, sex, or age. Any project receiving MAC funding must comply with the following federal laws and the applicant must sign a Grant Agreement attesting to its compliance:

- **Title VI of the Civil Rights Act of 1964**, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

- As clarified by **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination based on limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information consult the [National Endowment for the Arts Limited English Proficiency Plan](#).
- **Title IX of the Education Amendments of 1972**, as amended, provides that no person in the United States shall, based on sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.).
- **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 because 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 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 National Endowment for the Arts' [website](#).

- **Age Discrimination Act of 1975**, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.).
- **Americans with Disabilities Act of 1990 (ADA)**, as amended, prohibits discrimination based on disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

▪ **Meet Fair Labor Standards**

All professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or part under the MAC award will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in a similar activity.

No part of any project or production that is financed in whole or in part with the award will be performed or engaged in working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

▪ **Maintain Records for Review**

Grant recipients of Missouri Arts Council funding are responsible for the safekeeping and identification of financial records maintained to account for funds awarded to them. Financial records shall be subject to audit or review by MAC, the state of Missouri, and/or the federal government and shall include all receipts, obligations, and disbursements of grant and matching monies. Records must be kept in the grant recipient's files for three years after the completion of the Missouri Arts Council-funded project.

▪ **Changes to Your Grant**

You must inform the Missouri Arts Council in advance if there are changes to your MAC-funded project after you receive your award notification. Organizations can jeopardize their MAC funding if the revised project is no longer eligible for MAC funding. MAC staff will approve changes that meet the panel's funding intent as well as comply with grant requirements.

Use Notes in the online grant system to inform MAC of the changes.

- Log in with your email and password at <https://missouriarts.smartsimple.com>.
- Under My Applications.
- Open the current application approved for funding.
- In the left-hand column, select Notes.
- Select the "+" sign.
- Type will show "Note to Missouri Arts Council".
- Enter changes indicated below and press "Save".
- The Grant Change Request will be saved in the Notes section and will automatically send a notification to MAC.
- The appropriate Program Specialist will review the request and will create an entry in the Notes section with approval or request for additional information. In addition, you will receive an email from "do-not-reply@smartsimple.com" with the contents of the Notes entry.

▪ **Maintain Eligibility**

To maintain eligibility for Missouri Arts Council funding throughout the grant period, organizations need to ensure the following:

- They are a Missouri-based nonprofit and fulfill eligibility criteria.
- They file annual Form 990 with the IRS.
- They file timely registration reports with the Missouri Secretary of State's office.
- They don't change to a non-Missouri address.
- They are registered as a vendor with the State of Missouri.
- They fulfill audit requirements if they receive federal funds of \$300,000 or more or have an operating budget of \$1,000,000 or more.

## **Funding Policies**

These policies are adopted by the Missouri Arts Council board and are subject to change without advance notice. Please contact your Program Specialist or Michael Donovan, Executive Director, if you have any questions about these policies.

- **Incomplete Application**

Applications that are late or incomplete (missing required answers, attachments, or support material) will not be considered for funding. We reserve the right to remove materials that do not comply with application requirements.

- **Funding Priorities Policy**

The Missouri Arts Council uses public funds to effect strategic goals as part of our mission to support the state with the arts. As such, we will prioritize funding organizations and projects that advance these strategies and goals:

- The primary purpose of the project must be artistic or related to the arts' ability to strengthen individuals and communities.
- The project must be inclusive of Missouri citizens.
- MAC intends to support the creative expression of art and performance without endorsing or supporting a particular faith, creed, or political ideology.

- **Emerging Arts Organizations**

New and emerging arts organizations need time and assistance to develop their mission and create effective events and programs. We encourage emerging groups to consult with MAC before requesting funds. Organizations may seek funding a minimum of a year after nonprofit status, or until they have demonstrated programs to evaluate. Nothing in this policy would preclude MAC from funding a strategic initiative with a Partnership, chair, or executive committee grant.

- **Art Courses**

MAC does not fund art courses unless they are *predominately serving* a population that lacks access to arts programs due to geography, economics, ethnicity, or disability. Organizations requesting support for art courses must demonstrate that the majority of the target audience qualifies as an underserved population according to the Missouri Arts Council's definition. Missouri Arts Council funds may be used for Masterclasses and workshops as an *ancillary activity* of a funded project. Missouri Arts Council supports projects that provide in-depth knowledge and skills in the arts in PK-12 schools and community settings through Missouri Arts Council's Arts Education Artists-in-Residence and Out-of-School grant programs.



- **Grant Writer Compensation**  
Grantees may not pay a grant writer or fundraiser (or someone acting in that capacity) compensation based on a percentage of a grant award or contingent upon the award of a grant.
- **Duplicate Funding**  
Missouri Arts Council will not approve more than one grant toward a particular project during a funding year. If more than one organization is collaborating on a MAC-funded project, only one organization may include it in their grant application, interim report, and final report.
- **Fiscal Agent**  
The appropriate applicant and funding recipient is the producing/presenting organization. There are no fiscal intermediaries allowed.
- **Funding Fluctuations**  
Funding is not guaranteed from year to year. Organizations must submit project proposals for panel review/recommendation and Missouri Arts Council board approval every year. Funding is based on the strength of the grant proposal (in terms of the evaluation criteria) as well as the organization's past performance. Missouri Arts Council will not approve more than one grant award to a particular project during any funding year.
- **Quality**  
While it is the Missouri Arts Council's goal to fund programs that are of high quality, MAC believes that applicants cannot be measured by a single standard of quality. High-quality performance in one area of the state may not be considered to be of high quality in another area. Missouri Arts Council encourages and rewards the achievement of quality.
- **Cultural Diversity/Programs Targeting Minority Groups**  
Missouri Arts Council recognizes that there are a great variety of cultural traditions in the state. MAC encourages the presentation and expansion of art forms to include these cultures. In addition, applicants seeking Missouri Arts Council funds for programs targeting minorities must demonstrate minority involvement in their planning process and execution.
- **Compensation to Artists**  
Missouri Arts Council believes that artists should be compensated for their artistic expertise and services rendered. MAC staff and panelists will advise the Council regarding appropriate compensation.
- **Employment of Missouri Artists**  
Missouri Arts Council encourages the employment of artists who are Missouri residents. However, MAC strives toward a balance in funding the development of Missouri artists and providing Missouri residents with the opportunity to experience artists from outside the state.

## What MAC Cannot Fund

Missouri Arts Council assistance cannot be used to fund the following items. However, these expenses may be included as matching funds (except for those marked with an asterisk (\*)).

- Programs occurring before or after the fiscal year in which it was funded\*
- Direct aid to individuals, including scholarships or fellowships
- Projects that have already occurred\*
- Projects outside the state of Missouri\*
- Basic operating expenses such as rent and utilities, unless *directly* related to the arts project the organization is presenting
- For youth productions, however, MAC will consider funding the adult artistic professionals (including tech) that support the public performance
- Projects that are not primarily arts activities but are essentially recreational, rehabilitative, or therapeutic
- Costs of parties, receptions, fundraising benefits, and other social activities
- Cash prizes and awards
- Transportation of audiences to projects except in projects supported by Big Yellow School Bus
- Tickets to arts events
- Projects in which school, college, or university course credit is the primary purpose
- Projects of faculty members of college or university applicants
- Non-expendable supplies and equipment (for example, copy machines, building supplies, and musical instruments) (Props, costumes, rented equipment, etc. are considered expendable items). Exception for non-expendable supplies and equipment: Accelerate
- Organizations receiving line-item funding from the state of Missouri
- State funds cannot be matched with state funds. This includes programs receiving funding through Mid-America Arts Alliance that use state funds from the Missouri Arts Council.
- Exhibitions in which only associates of the organization — students, faculty, and/or members — are eligible to exhibit.
- Submissions that do not meet the minimum viewing hours. Exhibition projects must meet the minimum exhibition viewing hours of 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.). The exhibition viewing hours must be published in promotional materials.
- Commissions and acquisitions of permanent works in the visual arts
- Historic re-enactments
- Research projects on historical folk arts are no longer practiced in Missouri
- Archival or restoration projects
- Publications whose sole purpose is to market commercial enterprises
- Permanent acquisitions (for example, buildings or land)
- Capital improvements, new construction, renovation, or restoration. Exception for capital improvements for accessibility projects supported by the Capacity Building grant and for supplies and equipment supported by the Capacity Building grant.
- Investment or contingency funding (for example, accounts earning interest)
- Deficits
- Projects using a fiscal agent

## **Additional Requirements for Artistic Disciplines**

Some artistic disciplines have additional requirements that are applicable in all of Missouri Arts Council's grant programs unless stated otherwise.

### **Dance**

Applicants requesting support for dance productions that include students should address the following:

- Number of professional performers vs. the number of student performers in the production
- Qualifications of the teacher.
- Quality of the work being produced by the dance company/school.
- Budget details should include ticket prices.

### **Media Arts**

Missouri Arts Council accepts for consideration projects of a primarily artistic nature in the following mediums: film, video, digital (for example, web-based), radio, and audio. MAC considers both the intent and content of the proposed projects. If the primary intent is to exhibit or promote another art form (for example, visual arts, or literature), MAC will refer the project to the appropriate discipline.

Missouri Arts Council supports projects that propose to exhibit or create works of art in electronic media. MAC encourages Missouri-based works and non-commercial short films and videos for exhibition.

Missouri Arts Council will consider projects involving the creation of works at any stage in development. Higher priority is given to projects with smaller budgets (up to \$150,000), noncommercial projects (for example, experimental, or video works), and projects requesting funds to assist with their completion.

### **Festivals**

Missouri Arts Council funds arts festivals and festivals or fairs with a significant art component. For MAC grant purposes, a festival occurs in a condensed period. It may be longer than a day, for example, a weekend or an entire week.

An arts festival has a significant emphasis on the arts, often with a variety of media, even if it is focused on one artistic area. An arts festival revolves around a theme that is easily identified. An arts festival has a concentration of many arts activities and provides a showcase for local, regional, or national artistic talent.

Not Eligible:

- An event that has one activity scheduled over several days
- Series of events (for example, a single performance that occurs every Friday night for a month)
- Special event (for example, a single evening performance of cowboy poetry)
- Carnival/fairway

### **Additional Application Requirements for Festivals**

- **Financial Statement:** Festivals applicants are required to submit an additional financial statement for the previous year's festival (first-year festivals are exempt from this requirement). This should be uploaded with the Statement of Financial Position and Statement of Revenues, Expenses, and Fund Balance.
- If applying for support of multiple festivals, the Festivals applicant must indicate/label which festival the expenses and income are for. For example, Fall Fest Insurance is \$500, and Jazz Fest-Stage Rental is \$1,000. Previously, applicants submitted separate Budget Details, but the new grant system format requires a different approach.

- Festivals applicants are required to submit the festival schedule of events and activities from the previous year’s festival. This could be printed materials distributed to participants or an image of the schedule of activities posted at the event. This should be uploaded with the Support Materials.
- Only one organization may apply for funding for a particular festival. Additional participants may not request funds for the same event.

### **Literature**

Missouri Arts Council focuses on literary projects, including public readings as well as print and/or digital journals and independent and university presses that publish poetry, fiction, drama, and/or creative nonfiction by contemporary writers and translators.

### **Theatre**

Missouri Arts Council has supported the following theater projects in Annual Discipline, Off Year, and Express Project.

- Production and presentation of existing contemporary and classical work.
- Development and production of new work, translations, and adaptations.
- Community-based projects that involve the creation and/or production of theater with community members.
- Development, production, and presentation of theater work for young audiences.

### **Music**

Applicants requesting support for music projects should include a proposed repertoire for the project in the project description.

Organizations applying for Annual Discipline support must choose Music Instrumental or Music Vocal/Presenters. For guidance, contact the music program specialist.

### **Visual Arts**

- Applicants requesting exhibit support (in any grant program or category) must provide the viewing hours. The minimum requirement is 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.).
- Missouri Arts Council funds cannot be used for exhibitions in which only associates of the organization—students, faculty, and/or members—are eligible to exhibit.
- Exhibitions displaying original works of art receive priority over exhibits of reproductions.
- Exhibitions of the applicant’s permanent collection must demonstrate the following:
  - The “newness” or original nature of the materials or information presented.
  - The reasonableness of the conservation/preservation expenses related to the program; and
  - The program’s educational value and/or cultural enrichment for the public.

## Policies for Colleges and Universities

Colleges and Universities may apply for Missouri Arts Council funding. Their programs must be marketed and accessible to the general public in addition to students, faculty, and staff. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public.

- Accessibility for programs occurring on the college/university campus includes but is not limited to, providing adequate signage directing the general public to the venue and providing parking for off-campus visitors during the performance, exhibition hours, or art activity.
- MAC will not accept applications for projects in which course credit is the primary purpose.
- MAC will not accept proposals for projects of faculty members of college/university applicants.

### College Application Limit

Each *academic department* may receive one application per fiscal year. However, when the department includes more than one artistic discipline, MAC will accept one application for *each* artistic discipline per fiscal year. For example, the Theater and Dance department may submit two applications—one for Dance and another for Theater. However, the University cannot submit two applications on behalf of Theater. For administration departments (like student affairs), MAC will accept one application per fiscal year.

### College Budgets

Please contact your Program Specialist for assistance with your budget.

- F&A Costs: Missouri Arts Council does NOT allow colleges/universities to charge an F&A cost recovery fee. While MAC won't pay standard F&A charges, the budget may include basic operating costs that are directly related to the art project.
- In-Kind Contributions: MAC's definition of in-kind is different than a university definition. MAC defines in-kind donation as a donation of products or services from an individual or company outside of the university. MAC considers contributions from different university departments as applicant cash, not in kind.
- State funds cannot be matched with state funds.

### College Applications vs. Interim/Final Report:

- In the application, the college/university should provide all of the project expenses and income for the proposed art project.
- MAC prefers to see the relevant project expenses/income in the Interim and Final Reports. However, MAC understands that this might not be possible due to some policies about matching funds. In such cases, the college/university applicant must clearly state that the Interim/Final Report reflects the minimum budget to satisfy MAC's matching fund requirement. Sample text: *XYZ College has decreased the Project Budget to the minimum needed to match the MAC award. Since MAC requires a one-to-one match, the college is matching the \$5,000 MAC award with \$5,000 in applicant cash. Although the Project Budget has been decreased to the minimum match amount, the college acknowledges that the MAC award is supporting the entire Arts Project.*

### College Contact Person

- MAC encourages all applicants to coordinate with the university's grants/sponsored research office.
- Only one person can be the official contact person with one email address, phone number, fax, and mailing address. This is used for all correspondence. Colleges/universities may provide additional/backup contacts for the grant file.

### Authorizing Official

For college/university, the authorizing official is the President or Board Officer.

### You May Apply For More Than One Grant

If you received	You may apply for one additional grant in:
Annual or Express Project Grant	Express Touring (Community) <b>or</b> Arts Education
Mid-Sized Arts Institutions	Arts Education (Artist in Residence or Out of School only)
Established Institutions	No other grant.

Schools may also apply for School Touring or Big Yellow School Bus as part of their two grants.

### Reconsideration Policy

Applicants may be eligible for reconsideration by the Missouri Arts Council board if they are zero-funded or significantly reduced award amounts. To qualify for reconsideration of a funding decision, the applicant must be able to demonstrate one of the following occurred:

- The panel's review of the applicant's request was based on criteria other than those stated in Missouri Arts Council's guidelines.
- Panel funding recommendation was based on the influence of an advisory panel member with undisclosed conflicts of interest.
- Required information, which the applicant submitted with the application by the posted deadline, was withheld from the panel or the Missouri Arts Council board.
- If the applicant believes there are grounds for reconsideration, the applicant must submit a formal letter requesting reconsideration of the funding decision to the Executive Director at the MAC office within 30 days of the funding notification. The steps for reconsideration are as follows:
  - The Executive Director will review the appeal and grant proposal based on the Evaluation Criteria and discuss the appeal with the following, as needed: appropriate Program Specialist, panel Chair/ Missouri Arts Council board member, or panel members.
  - The Executive Director will review the appeal and, if necessary, make a recommendation to the Missouri Arts Council board.
  - At the subsequent meeting, the full Missouri Arts Council board will review the appeal and staff recommendation and render a decision, based on available resources. The applicant will receive notification of the decision within 30 days of the MAC board meeting.