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

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. See page 16 for an easy-to-use schedule to determine the latest deadline date and funding notification timing.

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.

What Does MAC Fund?

▪ **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:

- o Performance of dance, music, opera, and/or theater (single performance or series)
- o Arts festival or art component at a festival or county fair
- o Visual exhibition or exhibition series
- o Literary journal publication
- o 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:

- o Offer programs in more than one arts discipline; and
- o Be located outside the city limits of Kansas City and St. Louis.

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 -------------------------------------

Be tax-exempt as determined by the Internal Revenue Service.	AND	Be incorporated in Missouri as a "domestic" not-for-profit corporation.
Organizations must maintain this status with the annual filing of Form 990 with the IRS.		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.

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).

- Nonexempt nonprofit organizations.

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** – $4,000 maximum.

- **Express Project** – $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

Matching funds are not required for Express Project Applications. You may apply for up to the maximum funding with no match expected. If you apply for a project whose cost is equal to or less than the funding awarded (as determined by request and score), you will have no out-of-pocket cost. If the project cost is greater than the request/award, you will pay only the difference.

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) **or** Arts Education
Mid-Sized Arts Institutions	Arts Education (Artist in Residence or Out of School only)
Established Institutions	No other grant.

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. For evaluation criteria and scoring guide.

The grant amount is determined by a funding formula based on the average score and request amount. Example: If the request was a $2,000 request and score 8.65 (out of 10), then $2,000 would be multiplied by 0.865 resulting in $1,730 as the award 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.

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 21, 2025.

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. New applicants should contact the appropriate program specialist to ensure that their project is eligible for Missouri Arts Council funding and determine the appropriate grant program.

2. If applicable, register in the new grant system, using the Guide to Grant System Registration.

3. 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.

- o Before beginning the online Express Project application form, you must click the "Save Draft" button at the bottom of the page.
- o Click "Save Draft" frequently to save your work. Form does not auto-save.
- o Open each tab above to complete all the questions. All questions with a red asterisk * must be answered. Press "Submit" once you have completed all the required questions.
- o Throughout the proposal, describe only the project(s) for which MAC funds are requested.
- o Where relevant in the narrative and attachments, the narrative should be specific to its artistic discipline. For example, music applicants discuss the proposed repertoire. For details, see pages 11-13.
- o 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.
- o Each proposal is reviewed using the weighted Evaluation Criteria and Application Scoring Guide (see pages XX). With the funding decision, the applicant will receive the average score, written comments for each criterion, and, if applicable, stipulations and recommendations.

4. 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 that 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 go to www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance.

▫ **Title IX of the Education Amendments of 1972**, as amended, provides that no person in the United States shall, on the basis of 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.).

- **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 with current legal name and address.
  - 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. Exempt: Government agencies, public schools, and colleges/universities are not required to submit an audit.

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**
  Missouri Arts Council does not fund projects using fiscal agents.

- **Grant Match Purpose**
  MAC funding leverages local public and private arts funding. This creates additional impact with state funds and helps incentivize local investment in the arts. Most MAC grants require at least a one-to-one cash match.

- **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"

- 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).

- 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.

- 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 which 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.

Electronic 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, 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.

Theater

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.

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:
  - 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.

Evaluation Criteria and Application Scoring Guide

Panel Instructions: Review the applications and support material according to the Evaluation Criteria and Scoring Guide provided below.

- **Numeric Score:** For each criterion and application, provide a score between 1 (lowest) to 10 (highest). Select the score that best reflects the applicant overall in each criterion. The applicant does not need to achieve every item in the category. Score where they predominantly fit. This score should be consistent with the proportion of the criterion achieved. If the applicant does not achieve an acceptable level, the score may be less than six. Applicants with a total average score of less than six are not funded and may not apply for other funding for the same program in that fiscal year.

- **Written Evaluation:** For each criterion and application, provide 1-3 sentences on the proposal's strengths and weaknesses and/or constructive criticism. Avoid repeating the narrative or comparing it to other applications. The comment should correspond with the numeric score, for example, a primarily positive comment should have a good score, while a primarily negative comment should accompany a lower score.

Artistic Quality Criterion – 50% (Arts Council 30%)

- Biographical summaries of key artistic and technical participants.
- Description of the selection process, including artistic selection criteria and qualification of the artistic decision-makers
- The utilization of original and unique works of art and contribution to their respective art field.
- Originality in program concept, design, and presentation.
- Support materials, such as photographs, audio/visual work samples, catalogs, reviews, and articles.

Best Score	Good Score	Adequate Score
10	9-7	6
☐ Clear explanation of the artistic program with specific details (who, what, where, when, and why). ☐ The qualifications of the primary artist(s) in the Narrative and/or Required Materials are clear and compelling. ☐ The criteria for selection are clearly explained and based on community needs. The selection committee consists of people with relevant experience.	☐ Explanation of artistic program is sufficient with some details provided. ☐ The qualifications of the primary artists in the Narrative and/or the Required Materials are sufficient. ☐ The criteria for selection are determined by a committee or qualified individual with relevant expertise.	☐ Minimal explanation of the artistic program is provided. ☐ The qualifications of the primary artists in the Narrative and/or the Required Materials are adequate. ☐ The criteria for selection are based on adequate artistic quality.

Community Involvement Criterion – 30% (Arts Council 40%)

- Community location and reach of the applicant and the geographic need for art services.
- Financial backing and/or donated professional goods/services from the community or local government.
- Accessibility of the project to the general public (location of the project, appropriateness of facility, cost of the event, publicity, etc.).
- Demographics of applicant organization's board, staff, and volunteers.

- The estimated size and range of audiences served by the project and the size of past audiences.
- Outreach services to new and diverse audiences (for example, racial and ethnic. minorities, elderly, disadvantaged, and persons with disabilities).
- The project's contribution to the education of the local community.
- Letters of support/interest from past or proposed participants in the project.

Best Score	Good Score	Adequate Score
10	9-7	6
☐ Clear explanation of how the Applicant is part of the community fabric, an institution. ☐ The community need is well articulated. ☐ There is an active and detailed effort to engage new and underserved audiences and promotes accessibility. ☐ The educational opportunities for the community are substantial.	☐ Community is significantly involved ☐ Makes an effort to reach new and underserved audiences ☐ Offers good accessibility accommodations ☐ Strong community support ☐ Provides education in a specific form.	☐ Community involvement is minimal ☐ Some community support

Management Ability Criterion – 20% (Arts Council 30%)
- Biographical summaries of administrative staff, whether paid or volunteer.
- Financial stability of the organization based upon financial reports.
- Administration of previous MAC-funded programs, including prompt and complete paperwork.
- Accuracy, clarity, and completeness of the application form.
- The organization's fulfillment of its stated mission and long-range goals.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-MAC financial support for the project.

Best Score	Good Score	Adequate Score
10	9-7	6
☐ High quality of management ☐ History of financial stability ☐ Strong financial support ☐ Diverse sources of support ☐ Clear alignment with the organization's mission ☐ Evidence of planning ☐ Good record with managing MAC grants	☐ Clear, accurate, and complete application ☐ Experienced management ☐ Financial stability ☐ History of MAC funding ☐ Good record with managing MAC grants	☐ Adequate management ☐ Feasible budget ☐ Complete application ☐ Addresses any financial issues ☐ Good record with managing MAC grants

General Comments
If you want to give feedback that doesn't fit the evaluation criteria, you may provide it under General Comments. For example, suggestions for improvement, resources, and observations.

FY2025 Express Grant Deadline Schedule

This schedule shows the latest date that you can apply for the corresponding period. Applications must be submitted by 11:59 p.m. on the posted deadline date.

Project Dates When will you incur the expenses for the proposed project?	Latest Application Deadline	Notification of Funding Decision
July 2024 – June 2025	May 1, 2024	Late July
August 2024– June 2025	June 5, 2024	Late July
September 2024 – June 2025	July 3, 2024	Mid-August
October 2024 – June 2025	August 7, 2024	Mid-September
November 2024 – June 2025	September 5, 2024 (Tuesday due to holiday)	Mid-October
December 2024 – June 2025	October 2, 2024	Mid-November
January 2025 – June 2025	November 6, 2024	Mid-December
February 2025 – June 2025	December 4, 2024	Mid-January
March 2025 – June 2025	January 2, 2025 (Tuesday due to holiday)	Mid-February
April 2025 – June 2025	February 5, 2025	Mid-March
May 2025 – June 2025	March 4, 2025	Mid-April
June 2025	April 1, 2025	Mid-May

APPLICATION 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
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: Please Select One:
- Express Project
- Arts Council Basic

Secondary Contact Name

Secondary Contact Title or Position in Organization

Secondary Contact Phone (###-###-####)

Secondary Contact Email

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, non-arts organization should complete all parts of this question.
- Nonprofit arts organizations should complete the total income and expenses for the full organization.
- Schools, Universities, and Colleges should complete the total income and expenses for the department or program doing the project.
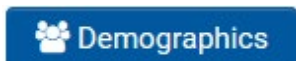
Organization's Operating Income   **Department/Program Operating Income**

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

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

 Demographics

Organization Demographics
Using numbers provides 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. You can provide the statistics on your advisory board in current volunteers.
- 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.

Community Demographics

Using percentages provide the demographics of the community based on United States Census Bureau QuickFacts.

	Current Staff	Current Board	Current Volunteers
Asian			
African American			
Hispanic			
American Indian/Alaska Native			
White			
Pacific Islander			
Total	**0**	**0**	**0**

	Asian	African American	Hispanic	American Indian/ Alaska Native	White	Pacific Islander
Percentage						

Tab 2: Project Information

Proposed Project Title (60 characters)

Dates: Project dates should include the period that expenses are incurred. The dates must begin no sooner than July 1 and end no later than June 30 of the same fiscal year.

Project Beginning Date

Project Ending Date

Project Location (100 characters)

Project Discipline(s) (Check all the apply)

- Dance
- Electronic Media
- Festivals
- Literature
- Music
- Theater
- Traditional/Folk Arts
- Visual Arts

Describe the project and how MAC funds will be used. What is the proposed project for MAC funding? What are the artistic components, event date(s), and location(s)? (2,500 characters)

- **Arts Council Basic** – In addition to meeting the eligibility requirements, organizations applying to Arts Council Basic must request support for projects that include more than one artistic discipline.

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)

List the project's artistic components. (1,000 characters)
Provide a detailed overview of your proposed project for MAC funding. Make sure to include the artistic components, project dates, locations, and other relevant information. Make sure that you address issues specific to your artistic discipline or program (see pages 11-12 in the Guide to Express Grants).

How will the project be marketed? (1,000 characters)

What is the project's estimated audience? (such as 100 -150) (30 characters)

For college and university applicants: What percentage of the anticipated audience is affiliated with the college or university and what is the percentage from the general community? This may be determined by ticket pricing categories or audience estimates. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public. (250 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.)

How does the project demonstrate artistic quality? Describe the performer/artist's credentials and tell us why you chose to present/perform this work. (2,500 characters)
Consider the artistic choices made in selecting the project and/or artists: which artists to use, what program or play to present, and how to arrange the performance, staging, and presentation. Why did you make these choices? How do they demonstrate artistic quality?

How does the project demonstrate community support and/or community need? (2,500 characters)
- For community support, provide details on cash donations, sponsorships, contributions of products and services, and volunteers from the community (beyond the board).
- For community needs, address how the proposed project fulfills an:
    - Unserved or underserved needs for populations that lack access to the arts due to lack of access to arts programs due to geography, economics, ethnicity, or disability.
    - Artistic need (for example, the art form significant to cultural heritage or offer only dance program within the region).

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?
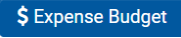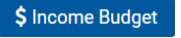
If your operating figures for the last fiscal year reflected a deficit, how did this deficit occur? How did your organization handle this deficit? How will your organization prevent deficits in the future? If not, type N/A. (2,500 characters)

Arts Council Basic Applicants: How does the project reach and benefit your community? (2,500 characters)
- **Arts Council Basic:**

o   Describe the services the organization provides to artists and arts organizations.
o   Describe the artistic disciplines for the programs they offer (must be at least two artistic disciplines like Dance and Theater).
o   Demonstrate how it meets the eligibility requirements as described in the [Guide to Arts Council Grants](#).

Tab 3: Budget Detail

▪   Click on the buttons for **Expense Budget** `$ Expense Budget` and **Income Budget** `$ Income Budget` to enter the Cash Expense and Income.
▪   All figures will be rounded automatically to the nearest dollar. Total Cash Expenses and Total Cash Income must balance.
▪   The system will calculate the total.

To add a budget line, select the "+" button. In the first column, list the dollar amount. In the second column, describe the expense in detail. Select the "+" button again to enter an additional item. To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down.

All budget detail should explain the expenses. Make certain the information answers questions but doesn't raise any. The budget should align with the Application project description.

Expense examples:

▪   Personnel or outside job positions should indicate what portion of the salary applies to the project (Executive Director 30% of $43,000).
▪   Other line items require detail on types and frequency of costs. Marketing - Print Ads in Newspapers for 3 weekends ($650 total). Travel - Airfare for performing artists from Denver ($568 RT DEN), Lodging at Drury Inn for two nights ($268 total).

Income examples: For Admissions, you could enter $3,000 in the first column and "Single Ticket Sales 200 @ $15 each" in the second column. For other income line items, you can list the individual companies or foundations.

Cash Expenses

▪   **Personnel - Administrative**: Personnel expenses are for staff positions only (full or part-time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
▪   **Personnel - Artistic**: Personnel expenses are for staff positions only (full or part-time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
▪   **Personnel - Technical/Production**: Personnel expenses are for staff positions only (full or part-time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
▪   **Outside Artistic Fees and Services**: Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part-time) should be included under Personnel (Administrative, Artistic, or Tech).
▪   **Outside Other Fees and Services**: Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part-time) should be included under Personnel (Administrative, Artistic, or Tech).
▪   **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 the 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.

- **Capital Expenditures - Acquisitions**: Expenses for additions to a collection, such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. **MAC does NOT FUND Capital Expenditures.**

- **Capital Expenditures - Other**: Expenses for purchase of buildings or real estate; renovations or improvements involving structural changes; payments for roads, driveways, or parking lots; permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project. **MAC does NOT FUND Capital Expenditures.**

Total Cash Expenses

Cash Income

- **Admission**: 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 - Federal**: Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the project.

- **Government Support - State/Regional**: Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies (i.e., Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. Also include funding from the Missouri Humanities Council. Note: State funds cannot be used to match state funds from MAC.)

- **Government Support - Local**: Cash support derived from grants or appropriations given for this project by the 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, catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

- **Applicant Cash (used for this request)**: Funds from the applicant's present and/or anticipated resources that the applicant plans to provide to the project other than the income listed above (Do not include MAC request in this line.)

- **Missouri Arts Council Request**. **Maximum Request - Project $3,000; Organizations of Color $4,000; and Arts Council Basic $4,000.**

Total Cash Income

Tab 4: Attachments

- 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.

REQUIRED: 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 artists' websites and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

REQUIRED: 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 artist bio. No more than 1/4 page per person, no more than 4 pages.

REQUIRED: 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. This information may be used to contact board members for grant follow-up and advocacy. Click here for the Board List Template.

REQUIRED: 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 document here.

If you are an arts organization, submit financial information for your full organization. If you are a school, university, or public institution (municipal or county agency), you need only submit financial information for the department or program that is producing the funded project. If you are a non-arts organization, you should submit both the financial information for your full organization and a separate statement 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 Balances
- List of Revenues and Expenses
- Method of Accounting (i.e., cash or accrual)

IRS Tax Exempt Status Letter (Required for nonprofit organizations)
This is required for all nonprofit applicants that have never submitted their Internal Revenue Service Tax-Exempt Status Letter in this system. The letter must include your FEIN number that matches your organizational profile in the online grant system. Link for Sample Letter 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.

IRS Form 990
NEW THIS YEAR: Attach the public copy of the most recently submitted Form 990-N (postcard), 990-EZ, or 990. Program Specialists check the Annual Return to determine eligibility at Application and Interim Report submission as well as invoice processing.
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 (Required for nonprofit organizations)
This is required for nonprofit organizations. Attach the most recent annual or biennial report. You may download your records online at the Missouri Secretary of State's 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 Letter (If applicable)
Only select individuals are authorized to sign the MAC application and other paperwork.
- For Public School District, the authorizing official is the Superintendent.
- For Private schools, the authorizing official is the Principal.
- For a nonprofit, authorizing official is the organization's Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary).
- For college/university applicants, the authorizing official is the President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position).
- For city agency applicants, the authorizing official is the City Manager or Mayor.

To designate additional individuals as authorizing officials, upload a letter that names the appropriate individuals and is signed by one of the positions listed above. If anyone other than the above will be signing the application, a letter naming the appropriate authorizing official(s) is required. This letter is

required annually. It is the applicant's responsibility to notify MAC when authorization changes. Your application may be rejected or payment may be delayed if signed by a non-authorized individual.

Audit (If applicable)
An audit must be submitted by organizations with an annual budget greater than $1,000,000. Exempt: government agencies, public schools, and colleges/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.

Recommendations / Stipulations (If applicable)
If your organization received a recommendation and/or stipulation for a grant in the most recent fiscal year, you must submit a letter responding to the panel concern. Your grant notification from that fiscal year would include any recommendations and/or stipulations.

REQUIRED: Support Material
Support materials are optional but give reviewers additional information regarding the application. Upload items that directly address the evaluation criteria and connect to the application narrative. Maximum 3 items.
For guidance, consult the [Guide to Support Material](.).
File Formats and Size information: Documents – pdf, doc, docx, xls or xlsx; Images – jpg; Audio - mp3; Videos – mp4

Tab 5: Compliance Statement

By clicking "Submit," I:
- Attest that this document is submitted with the full approval of the board of directors;
- Attest that the information submitted with this document is correct;
- Agree to meet all administrative obligations of the project funded by the Missouri Arts Council.

Note: The authorizing official's name and title below provide your agreement that the information submitted with this document is correct.

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**