

## **Missouri Arts Council FY2027 On-Year Annual Application Checklist**

Use this checklist to review your application prior to submission.

### **Eligibility**

- ☐ All events (in the program schedule) take place in Missouri between July 1 and June 30.
- ☐ Contact information, legal organization name, and required identification numbers (FEIN, SAM-UEI) are correct.
- ☐ Missouri Secretary of State registration is current, if required.
- ☐ IRS 990 reports are current, if required.

### **Narrative**

- ☐ Narrative is written clearly and concisely and answers the questions.  
Remember: easy to read and easy to understand, is easy to fund.
- ☐ Programs described in the narrative are supported by the Budget Detail.
- ☐ An explanation is provided if the financial statement indicates a deficit.
- ☐ Narrative is not repeated in multiple questions. Each question is an opportunity to provide new information for the review criteria.
- ☐ There are no typos, poor grammar, spelling errors, or unexplained acronyms.
- ☐ Projects comply with Missouri Arts Council policies described on the [Apply for Funding](#) page on our website.

### **Budget Detail**

- ☐ Each expense is described clearly and fully and shows how it was calculated.
- ☐ Critical budget items are explained in the project narrative.
- ☐ Request amount equals the budget expenses.
- ☐ In-kind costs and donations are not included in the budget. They can be used in the narrative to demonstrate community support and diverse funding.
- ☐ There are no unallowed expenses.
- ☐ On the budget form, "Personnel" is used for regularly paid staff [receive W-2], and "Outside Fees and Services" is used for contracted staff [receive 1099].

### **Attachments**

- ☐ Attachments are in accepted file type and include the required information.
- ☐ Financial statement includes a statement of assets and liabilities, fund balance, revenues and expenses, accounting type, and dates.
- ☐ Uploaded documents and links have been tested.
- ☐ If you are requesting funding for a performing art including music, dance, theatre, and festivals, a video is required in order to assess the artistic quality.

### **Authorization & Submit**

- ☐ This has been completed by an authorized official.