



MID-AMERICA ARTS ALLIANCE

FY18 Professional Development Reimbursement Guidelines

DEADLINE: No later than February 1, 2018

Mid-America Arts Alliance (M-AAA) strengthens and supports artists, cultural organizations, and communities throughout our region and beyond. We achieve this primarily through our national traveling exhibition programs, innovative leadership development, and strategic grantmaking. We are especially committed to enriching the cultural life of historically underserved communities by providing high quality, meaningful, and accessible arts and culture programs and services.

M-AAA recognizes the important roles that arts and culture organizations and artists play in making our region more vital. Thanks in part to generous support from the National Endowment for the Arts (NEA), M-AAA invites eligible organizations to apply for reimbursement of expenses associated with attending the Folk Alliance International Conference and its scheduled activities of professional excellence and merit that meet the Professional Development Reimbursement objectives and criteria.

The Professional Development Reimbursement grant is designed to support organizations across the M-AAA region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas) in their efforts to expand skills and knowledge in the arts and arts administration while building and sustaining professional networks. Through this grant M-AAA reimburses expenses incurred when attending the Folk Alliance International conference occurring between February 14 – February 18, 2018.

PROGRAM OBJECTIVES AND CRITERIA

Conference attendees may submit only one Travel Support Reimbursement Request per registrant for a maximum of \$1,000 (limit two per organization). Each recipient may request reimbursement for accommodation and travel expenses including: hotel, rental car fees, gas, parking expenses, air travel, airport and hotel parking, taxi/shuttle fees or mileage roundtrip from organization address to the conference site at the 2017 federal standard mileage rate (\$0.53).

No rewrites, changes, or additions will be accepted once the reimbursement request is submitted.

GRANT PROGRAM TIMELINE

Applicants may submit receipts at any time up to six weeks in advance of the conference, but no later than 30 days following the activity. Notification regarding the status of the reimbursement request will be made within three weeks of applicant's submission.

APPLICATION REVIEW AND AWARD NOTIFICATION PROCESS

Once submitted, the Professional Development Reimbursement request is screened by M-AAA staff to determine eligibility. Final reimbursement is based upon the receipts submitted in the online final report form.

As a reimbursement this funding may be considered taxable income. M-AAA recommends that all recipients consult a tax accountant or local Internal Revenue Service office with questions or concerns regarding deductions and reporting.

APPLICANT ELIGIBILITY

Applicants *must*:

1. be a nonprofit, 501(c)3 tax-exempt organization, a unit of state or local government, or a federally recognized tribal community;
2. have a valid Data Universal Numbering System number (DUNS);
3. be located in the M-AAA region; and
4. be in good standing with M-AAA, with no overdue or delinquent reports and/or grant documents.

HOW TO REQUEST REIMBURSEMENT

If you wish to request reimbursement, please submit the following information through the online form. M-AAA staff will confirm the amount available to you in advance of the conference. Actual reimbursement amount will be based upon the copies of receipts submitted within 30 days after the conference conclusion.

<https://www.tfaforms.com/4640483>

PROFESSIONAL DEVELOPMENT SUPPORT REIMBURSEMENT REQUEST: CHECKLIST

I. APPLICANT INFORMATION

- Organization Legal Name
- Attendee Name/Title
- Organization Business Address and Information (street address, phone, fax, email, website address, county)
- US Congressional District Number
- State House Legislative District Number
- State Senate Legislative District Number
- Choose the kind of institution that best describes the Applicant
- Choose all categories that describe the Applicant's Board of Directors and staff demographics
- Choose the population range of the Applicant's service area
- Choose the category that best describes the Applicant's legal status
- Applicant Federal Employer Identification Number (FEIN)
- Applicant Data Universal Numbering System ID (DUNS)
- Choose the Applicant's most recently completed Fiscal Year Operating Budget range
- Mission Statement of the Applicant (125 word limit)

II. CONVENING / CONFERENCE INFORMATION

UPLOAD CONFIRMATION OF CONFERENCE REGISTRATION

III. BUDGET

1. Estimated Travel Expense
2. Estimated Accommodations Expense
3. Estimated Expense Amount

Questions or concerns regarding the reimbursement form or process?

Contact: Christine Dotterweich Bial, (816) 421-1388, ext. #227 or Christine@maaa.org