



Regional Touring Program: FY19 Grant Guidelines

Mid-America Arts Alliance (M-AAA) strengthens and supports artists, cultural organizations, and communities throughout our region and beyond. We are especially committed to enriching the cultural life of 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 underwriting for projects of artistic excellence and artistic merit that meet the Regional Touring Program's objectives and criteria.

The Regional Touring Program (RTP) is designed to support organizations working with artists of all disciplines, including folk and traditional, performing, visual, or literary residing or incorporated in the M-AAA region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas). These RTP projects engage and deepen the impact of arts programming on regional audiences through exposure, interaction and outreach activity. Through this grant program, M-AAA underwrites up to 50% of M-AAA's regional state arts agency roster artist's fees or 25% of other regional artist's fees for projects that include at least one feature presentation with at least one outreach activity occurring between July 1, 2018, and June 30, 2019.

PROGRAM OBJECTIVES AND CRITERIA

Eligible projects require at least two parts: a public feature presentation and an outreach activity. Outreach can include, but is not limited to: residencies, master classes, workshops, exhibitions, lecture/demonstrations, and other creative approaches to engage the general public in the work of the featured artist or educate the community about the art form. The outreach activity does not have to be provided by the featured artists. It can be provided by a local scholar/educator or an artist who works with similar themes or the same art form as that involved in the feature presentation.

Organizations may successfully submit up to three different project applications in a single fiscal year (July 1–June 30). Each application may request 50% of a regional state arts agency roster artist's fees up to a maximum of \$5,000. Organizations working with regional artists not listed on a regional state arts agency roster may request 25% of the artist's fees up to a maximum of \$5,000. Additional support of 10% of the contracted fees will be awarded if the applicant organization is located in a rural community. Rural status is determined by the Department of Commerce's *Metropolitan Statistical Area Rating*.

Each applicant organization is eligible for an aggregate amount of \$15,000 in a single fiscal year. Similarly, no artist, ensemble, or scholar/educator can be the recipient of more than an aggregate of \$15,000 through successful grant applications submitted to M-AAA in a single fiscal year (July 1–June 30). Applicants and artists are urged to include a termination clause in all project contracts that states the fulfillment of the contract is contingent upon funding from M-AAA and/or other pending financial resources.

Project expenses underwritten through this grant must be noted in the signed artist contract(s). Allowable expenses include: artist fees and their subsistence expenses including travel, per diem, and accommodations. Applicants may not request funds to compensate staff or a member of its board of directors for their direct participation in the project.

Eligible RTP projects must:

- feature an artist from outside the applicant's home state in at least one feature presentation that is open to the general public;
- offer at least one outreach activity that builds greater appreciation for the featured artist or the art form;
- attempt to involve relevant, strategic partnerships with organizations in the community and/or adjacent communities;

- identify other funding sources which support this project. Federal funding and in-kind goods or services do not count toward the match for this grant program;
- take place in an accessible facility; and
- attempt to engage underserved audiences who lack access to the arts due to geography, economic conditions, ethnic background, disability, or age.

Projects not eligible for consideration include:

- an artist from the same state as the applicant;
- an artist who resides outside the M-AAA region;
- an activity that is not arts focused (e.g. conference keynote speeches, sidewalk sales, food festivals, fireworks displays, etc.);
- an activity that is part of a benefit or fundraiser;
- activities at colleges and universities where students will receive academic credit for participation or attendance; and/or
- activities that serve mostly students and faculty with minimal or no general public engagement.

PROGRAM TIMELINE

Applicants may apply at any time up to four weeks before the start date of the project. Applicants may consult with staff prior to applying, but that consultation is not required, nor does it guarantee funding.

Once submitted, the RTP application is screened by M-AAA staff to determine eligibility. Eligible applications are awarded on a first-come, first-served basis by state as funds are available. Applicants will receive notification of RTP awards by email.

Funding is distributed in two payments: 50% upon execution of the grant agreement and 50% upon successful review of the final report submitted by the grant recipient due 30 days following the project's final public activity.

Grant awards are considered income. Grant recipients are responsible for all tax obligations under federal, state, and local laws. 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

Organizational applicants *must*:

1. be a 501(c)3 tax-exempt nonprofit organization, a unit of state or local government, or a federally recognized tribal community;
2. have a valid Data Universal Numbering System ID (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 documentation.

HOW TO APPLY

If you wish to apply, please use the following checklist to prepare your responses before completing the online application. Data imported into the online form can be saved for editing later. M-AAA will only consider application materials submitted online at:

<https://www.tfaforms.com/4675519>

REGIONAL TOURING PROGRAM: ONLINE APPLICATION CHECKLIST

- Choose the statement that best reflects the applicant's relationship with M-AAA
- How did the applicant learn about this grant opportunity?

I. APPLICANT INFORMATION

Organization Legal Name

This is the Organization's name as it appears on its Federal IRS 501(c)3 Determination Letter

- 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 demographics
- Choose all categories that describe the Applicant's staff demographics
- How many full-time, part-time and volunteer personnel does the organization have in its most recently completed Fiscal Year
- 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
- Did the applicant expend \$750,000 or more in federal funding in its most recent fiscal year?
- Choose the Applicant's primary discipline area of work in the arts
- Mission Statement of the Applicant (125 word limit)
- Applicant Contact Person Information
- Applicant Accessibility Information (drop down menu for each of the following)
 - The Organization has a stated policy or mission statement regarding accessibility.
 - The Organization has accessible information/accommodations with appropriate disability symbols included in all publicity about the project.
 - The Organization has an accessible website, including alt tags and captioned audio.
 - The Organization has a designated staff member responsible for overseeing accessibility and Section 504/ADA compliance.
 - The Organization has an access committee that includes people with various disabilities to advise on access issues.

II. GENERAL PROJECT INFORMATION

Project Priority

Organizations may submit and receive three different RTP grant applications in a single fiscal year.

- Project Title
- Project Start and End Dates
- Project Primary Discipline (dropdown menu)
- Project Primary Activity (dropdown menu)
- Choose the one strategic outcome intended as a result of the project:
 - Creation: The portfolio of American art is expanded.
 - Engagement: People experience art.
 - Learning: People of all ages acquire knowledge or skills in the arts.
 - Livability: Communities are strengthened through the arts.
 - Understanding: Knowledge and understanding about the contributions of the arts are enhanced.

- Choose the one statement that best describes the amount of arts education involved in the project**
- Project Accessibility Information** (dropdown menu for each of the following)
 - Persons using wheelchairs will be able to participate in the project.
 - A sign language interpreter, an assistive listening system, or other assistance for persons with hearing impairments will be provided upon request.
 - Large print materials or descriptive audiotapes will be available upon request for persons with visual limitations.
 - Seats near the speaker/performer/interpreter will be available for persons with hearing and/or visual limitations along with their companions.

III. PROJECT NARRATIVE

- Project Description** (750 word limit)
Describe all feature presentation and outreach activities. Be as specific as possible about the activities that will take place between the start and end dates. Do not describe unrelated organizational programming.
- Selection of Artists/Outreach Personnel** (250 word limit)
Briefly describe the process and criteria for the selection of outreach personnel/artists involved in this project. Where relevant, describe their involvement in the development of the project to date.
- Selection of Organizational Partners** (250 word limit)
An organizational partner is an outside entity that will provide resources (other than money) to support the project. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. If applicable, briefly describe the process and criteria for the selection of key organizations involved in the project.
- Project Promotion and Publicity** (250 word limit)
Describe your plans for promoting and/or publicizing the project. Be specific; name newspapers, radio stations, etc.
- Intended Beneficiaries (Field/Applicant/Audience/Participants/Partners/Community)** (500 word limit)
Who will benefit from the project and how? If applicable, include how the applicant, the artist, and/or the organizational partners will benefit. Describe how and which underserved audiences will be included or invited to attend.
- Project Evaluation** (500 word limit)
How will the applicant measure the success of the project? Describe any plans for program evaluation, working collaboratively with consultants, program evaluators, and/or any other plans for performance measurement related to the project.

IV. ARTIST INFORMATION

- Feature Presentation Artist or Ensemble Stage Name**
- Artist/Ensemble Discipline**
- Artist/Ensemble Website**
- Artist Agent or Artist Lead Contact Person Information**
- Choose which, if any, regional state arts agency roster the Feature Presentation Artist is listed on**
- Feature Presentation Artist Biography** (250 word limit)
- Feature Presentation Artist Contract** (upload document)
- Outreach Activity Artist/Personnel Name and Contact Information** (If different from Featured Artist)
- Outreach Activity Personnel Biography** (if different from Featured Artist; 250 word limit)
- Outreach Activity Artist/Personnel Contract** (upload document, if different from Featured Artist)
- Number of Artists under contract for the project**

V. SCHEDULE OF ACTIVITIES

Schedule of Activities

Dates, artists/outreach personnel, venue name and address for each feature or outreach activity

Venue Accessibility Information (drop down menu for each of the following)

- The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.
- The venue has ground-level entry, ramped access, and/or elevators.
- The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.
- The venue has signage at inaccessible entrances with directions to accessible entrances.
- The venue has a wheelchair-accessible toilet stall, including a 60" diameter or t-turn clear floor space, free of the door swing.

The venue has accessible emergency exits and audio/visual emergency alarms.

VI. PROJECT BUDGET (Round all amounts up to the nearest dollar amount.)

Direct Costs: Artist/Outreach Personnel Fees

This should reflect the total amount noted in the feature presentation and outreach activity contracts.

Direct Costs: Other

Include compensation for administrative and artistic personnel paid on a salary basis directly involved in the activities that will take place between the start and end dates noted. Fringe benefits are not an allowable direct project expense. Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. Include contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodation (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling), telephone, photocopying, postage, supplies and materials, facility and equipment rental, etc.

Income: Grant Requests – M-AAA Grant Request (Maximum \$5,000)

Should be 25%-50% of the total artist's fees for both the featured presentation and outreach activity, which is dependent on the regional state arts agency roster listing status. Adjustments for designated rural areas will be made by M-AAA staff.

Income: Grant Requests – Federal Funding

This includes any anticipated funding for this project from a federal agency.

Income: Grant Requests – State Funding

This includes any anticipated funding for this project from a state agency.

Income: Grant Requests – Local Funding

This includes any anticipated funding for this project from a local organization, foundation, or agency.

Income: Direct

This includes cash donations (including items or services that are provided by the applicant organization) and revenues that are expected for this project.

ITEMS TO UPLOAD: CHECKLIST

- Feature Presentation Artist Contract
- Outreach Activity Artist/Personnel Contract

M-AAA Grant materials are available in alternative accessible formats upon request.

Questions? Concerns? Contact: Christine Dotterweich Bial, Director of Grant Programs

(816) 421-1388, ext. #227 or Christine@maa.org