



Regional Touring Program: FY20 Online Application Checklist

ONLINE APPLICATION

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

I. APPLICANT ORGANIZATION INFORMATION

1. Organization Legal Name
This is the Organization's name as it appears on its Federal IRS 501(c)3 Determination Letter
2. Organization Business Address and Information (street address, phone, email, website address, county)
3. US Congressional District Number
4. State House Legislative District Number
5. State Senate Legislative District Number
6. Choose the kind of institution that best describes the Applicant
7. Choose all categories that describe the Applicant's Board of Directors demographics
8. Choose all categories that describe the Applicant's staff demographics
9. How many full-time, part-time, and volunteer personnel does the organization have in its most recently completed Fiscal Year
10. Choose the population range of the Applicant's service area
11. Choose the category that best describes the Applicant's legal status
12. Applicant Federal Employer Identification Number (FEIN)
13. Applicant Data Universal Numbering System ID (DUNS)
14. Choose the Applicant's most recently completed Fiscal Year Operating Budget range
15. Did the applicant expend \$750,000 or more in federal funding in its most recent fiscal year?
16. Choose the Applicant's primary discipline area of work in the arts
17. Mission Statement of the Applicant (125 word limit)
18. Applicant Contact Person Information
19. 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

1. Project Priority
Organizations may submit and receive three different RTP grant applications in a single fiscal year.
2. Project Title
3. Project Start and End Dates
4. Project Primary Discipline (dropdown menu)
5. Project Primary Activity (dropdown menu)

6. 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.*
7. Choose the one statement that best describes the amount of arts education involved in the project
8. 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

1. Project Description (750 word limit)
Describe all project activities. Be as specific as possible about the feature presentation and outreach activities that will take place between the project start and end dates. Do not describe unrelated organizational programming.
2. 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.
3. 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.
4. Project Promotion and Publicity (250 word limit)
Describe your plans for promoting and/or publicizing the project. Be specific; name newspapers, radio stations, etc.
5. 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.
6. 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

1. Feature Presentation Artist or Ensemble Stage Name

2. Artist/Ensemble Discipline
3. Artist/Ensemble Website
4. Artist Agent or Artist Lead Contact Person Information
5. Choose which, if any, regional state arts agency roster lists the Feature Presentation Artist
6. Feature Presentation Artist Biography (250 word limit)
7. Feature Presentation Artist Contract (upload document)
8. Outreach Activity Artist/Personnel Name and Contact Information (if different from Featured Artist)
9. Outreach Activity Personnel Biography (if different from Featured Artist; 250 word limit)
10. Outreach Activity Artist/Personnel Contract (upload document, if different from Featured Artist)
11. Number of Artists under contract for the project

V. SCHEDULE OF ACTIVITIES

1. Schedule of Activities

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

2. 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.)

1. Direct Costs: Artist/Outreach Personnel Fees
This should reflect the total amount noted in the feature presentation and outreach activity contracts.
2. 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.
3. 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.
4. Income: Grant Requests—Federal Funding
This includes any anticipated funding for this project from a federal agency.
5. Income: Grant Requests—State Funding
This includes any anticipated funding for this project from a state agency.
6. Income: Grant Requests—Local Funding

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

7. Income: Direct

This includes cash donations (including items or services that are provided by the applicant organization) and revenue (including ticket sales or other participation fees) that are expected for this project.

DOCUMENTS TO UPLOAD

- 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
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