



## **Regional Touring Program: FY20 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 (CFDA #45.025 Promotion of the Arts Partnership Agreements), 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.

### **PROGRAM OBJECTIVES**

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 supports 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.

### **PROGRAM CRITERIA**

Eligible projects include at least two parts: a public feature presentation and an outreach activity that occur between July 1, 2019, and June 30, 2020. Outreach can include, but is not limited to: residencies, master classes, workshops, pre- or post-performance discussions, 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 artist. 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 contract 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 contract fees up to a maximum of \$5,000. Additional financial support of 10% of the artist's 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 and is generally defined as having a population of less than 50,000 people.

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. 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.

Funding awarded by M-AAA through the Regional Touring Program grant is restricted to support the specific, direct costs associated with the artist's contract fee and may not be used for indirect costs. All M-AAA awards require a dollar-for-dollar cash match unless otherwise indicated in the guidelines. The match may not include Federal Funds received directly or indirectly, such as through a state agency or

other entity. In addition, the required match may not be used to match any other directly or indirectly received Federal funds.

Regional Touring Program grant amounts are determined based on the contract fee stated in the fully executed artist's contract held between the artist and the applicant. The artist contract must include the name of the artist and their contact person or agent's name, their current contact information, the applicant organization's name, and its contact information, the agreed upon activities including a brief description of the feature presentation and outreach activity, its dates(s), and the artist's fee. The artist's fee can include transportation, accommodations, and per diem costs associated with the activities described in the contract.

Applicants are encouraged to reflect all expenses and income expected for this project in the application budget. Applicants may not request funds to compensate staff or a member of its board of directors for their direct participation in the project.

### **APPLICANT ELIGIBILITY**

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.

Eligible applicants do not have to be arts organizations. M-AAA does not accept applications from fiscal agents for this grant program. All applicants should be aware that tax-exempt status will be verified by a third-party entity.

### **PROJECT ELIGIBILITY**

Eligible RTP projects must:

- feature an artist from outside the applicant's home state in at least one feature presentation a minimum of sixty minutes in length that is open to the general public;
- offer at least one outreach activity a minimum of 30 minutes in length that builds an appreciation for the featured artist or their creative discipline and provide additional opportunities for direct interaction between an audience and the artist(s) or the art form;
- attempt to involve relevant, strategic partnerships with organizations in the community and/or adjacent communities;
- identify other funding sources, including ticket sales where applicable, in support of this project. Other federal funding and in-kind goods or services should be noted in the budget, but cannot be used to fulfill payment of the artist's contract fee;
- take place in an accessible facility; and
- attempt to engage underserved audiences who lack access to the arts due to geography, economic conditions, ethnicity, disability, or age, including but not limited to underrepresented cultural groups, immigrants, veterans and active military, persons in institutions, those living below the poverty line, and youth at risk.

Projects not eligible for consideration include:

- an artist from the same state as the applicant organization;
- 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;
- activities that take place exclusively in schools during class time with no other general public engagement, and/or
- an activity that is not open to the public and advertised accordingly.

## **PROGRAM TIMELINE**

Applicants may apply no less than six weeks before the start date of the project. Applicants may consult with M-AAA staff prior to applying, but consultation is not required, nor does it guarantee funding.

Once submitted, the RTP application is screened by 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, which is due 30 days following the project's final public activity.

## **M-AAA POLICIES AND PROCEDURES**

Grant recipients must comply with the Federal policies and legal requirements, statutes, and regulations as stated in [M-AAA's Assurance of Compliance](#).

Grant recipients are required to make accommodations for constituents with disabilities at grant-funded activities upon request. The National Endowment for the Arts has [resources to assist arts organizations in making accommodations](#).

Grant recipients must compensate all professional performers and related or supporting professional personnel at no less than the prevailing minimum rate of compensation. This requirement is in accordance with the regulations issued by the Secretary of Labor in part 505 of Title 29 of the [Code of Federal Regulations](#). Part 505 does not provide information on specific compensation levels.

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.

Grant recipients who fail to properly acknowledge M-AAA and the National Endowment for the Arts' support in programs and press materials for the supported project may not be considered for future funding opportunities.

All changes to a project must be submitted in writing to M-AAA before the event. Awards may be revised or revoked in light of such changes. Note: A reduction in artist fees may result in the reduction or cancellation of the grant.

## **APPEALS PROCESS**

Applicants can request a review of the method for M-AAA's decisions concerning grant applications through the appeals process. Dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal. An applicant not funded may appeal M-AAA's decision if the applicant can demonstrate that the application was rejected for any of the following reasons:

- Application was reviewed using criteria other than those published;
- Funding decision was influenced by panelist/staff/committee member who failed to disclose conflict of interest; and/or

- Application materials (submitted by the deadline) were not provided to panelist/staff/committee members.

If an applicant's funds were rescinded or reduced, the applicant may appeal M-AAA's decision if the applicant can demonstrate that:

- The project activities outlined in the application were performed, and
- The contract terms and conditions were followed and fulfilled.

To appeal a funding decision, first contact the Director of Grant Programs to review considerations affecting M-AAA's decision. If you believe that you have grounds for an appeal, you must submit your appeal, in writing, to M-AAA's President and CEO, no later than fifteen calendar days following the receipt of the written notice from M-AAA. The submission should contain evidence to support one or more of the allowable grounds for appeal. The decision on appeal will be made by the President and CEO, who will render a decision within thirty days of the appeal. Mail your appeal to M-AAA 2018 Baltimore Avenue, Kansas City MO 64108, ATTN. President and CEO.

### **HOW TO APPLY**

If you wish to apply, please use the following checklist to prepare your responses before completing the online application. Data entered into the online form can be saved for editing later. M-AAA will consider application materials submitted online at least six weeks before the projects first public engagement at:

<https://www.tfaforms.com/4735517>

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*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](mailto:Christine@maa.org)