



MID-AMERICA ARTS ALLIANCE

Regional Touring Program: FY21 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 funding to support projects of artistic excellence and artistic merit that meet the Regional Touring Program's objectives and project criteria.

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 (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, or Texas); and
4. be in good standing with M-AAA, with no overdue or delinquent reports and/or documentation.

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.

Organizations may submit multiple applications and receive awards for up to three different projects in a single fiscal year (July 1–June 30). Each applicant 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.

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. RTP projects engage and deepen the impact of arts programming on regional audiences through exposure, interaction, and outreach engagement. 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 up to a maximum of \$5,000 for projects that include at least one feature presentation by the artist and at least one outreach engagement.

PROJECT CRITERIA

Eligible projects include at least two public-facing activities: a feature presentation and an outreach engagement that occurs between July 1, 2020, and June 30, 2021. While M-AAA's preference for public-facing activities remains in-person experiences of the artist or ensemble, live streaming online events are an excellent accommodation while the COVID-19 pandemic is a public health concern. The outreach engagement can be provided by a local scholar, educator, or another artist who works with similar themes or the same art form as that involved in the feature presentation.

Applicants and artists are urged to include a termination clause in all project contracts that states the fulfillment of the contract is contingent upon local public health authority guidance and/or funding from M-AAA and other pending financial resources.

Applicants are encouraged to reflect all expenses and income expected for this project in the application budget. Funding awarded by M-AAA through the Regional Touring Program grant is restricted to support the costs

specified in the featured artist's project contract and the outreach engagement contract if applicable. Grant funding may not be used for indirect project costs. All M-AAA funding requires a dollar-for-dollar cash match unless otherwise indicated. The match may not include Federal funds received directly or indirectly. And further, the required match may not be used to match any other Federal funds.

Regional Touring Program grant awards are determined based on the artist's fees stated in the fully executed project contract held between the artist and the applicant. In light of changing public health scenarios where fully executed contracts may be difficult to obtain in a timely fashion, a Letter of Agreement or Memo of Understanding that reflects tentative project details can be submitted with the application for M-AAA staff consideration.

The fully executed contract required for final grant award determination must include the name of the artist and their contact person or agent's name, their current contact information, the grant applicant organization's name, and its contact information, the agreed upon in-person activities or online streaming events including a brief description of the feature presentation and outreach engagement, the location at which the events will take place, its dates(s) and time(s), and the artist's fee. For in-person activities, the artist's fee can include the artist payment for services, transportation, accommodations, and per diem costs. When the events are streamed online, the artist's fee can include the artist payment for services and online streaming fees associated with the project described in the contract.

Additional financial support of 10% of the artist's fees will be awarded by M-AAA 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.

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 60 minutes in length that is open to the general public;
- offer at least one outreach engagement a minimum of 30 minutes in length that builds an appreciation for the featured artist or their creative discipline and provides 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 if applicable in support of the 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 or on an accessible streaming platform that allows for artist and audience interaction before, during and/or after the presentation or engagement (e.g. chat, Q&A); 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 already funded by M-AAA through another grant program;
- 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 or available to the public.

REVIEW CRITERIA

Review of application materials relies upon:

- Applicant eligibility
- Project eligibility
- Availability of funding

PROGRAM TIMELINE

- Application Form will be available online in June 2020.
- Applications are due no less than six weeks before the first public-facing activity if possible.
- Applications will be reviewed by M-AAA staff.
- Award decisions require a fully executed contract on file and notifications will be made by email no less than 3 weeks before the first public-facing activity, if possible.
- Funding is distributed in two payments: 50% upon full execution of M-AAA's grant agreement and 50% upon successful review of the final report submitted by the grant recipient.
- Final report is due 30 days following the project's last public-facing activity.

Eligible applications are awarded on a first-come, first-served basis by state as funds are available. Applicants may consult with M-AAA staff prior to applying, but consultation is not required, nor does it guarantee award.

FINAL REPORTING

M-AAA will provide an online Final Report form. Grant recipients must complete and submit one within 30 days of the project's last public-facing activity. M-AAA will require: in-person and on-line attendance information for funded activities, pictures or screenshots of funded activities, documentation of award acknowledgements, promotion, and publicity efforts and, when available, press reviews and/or evaluations of activities including anecdotal feedback. Pictures and documentation must be uploaded into the online Final Report form.

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 upon request for constituents with disabilities at M-AAA funded activities. 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 activity takes place. Awards may be revised or revoked in light of such changes. 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;
- Award 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 outlined in the application was performed, and
- The contract terms and conditions were followed and fulfilled.

To appeal a grant determination, 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 15 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 30 days of the appeal. Mail your appeal to M-AAA 2018 Baltimore Avenue, Kansas City MO 64108, ATTN: President and CEO.

HOW TO APPLY

Applicants must submit M-AAA's online RTP grant application form found here:

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

Use the following checklist to prepare your responses. Data entered into the online form can be saved for editing later.

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 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 receive three different RTP grant awards in a single fiscal year.*
2. Project Title
3. Project Start and End Dates (dates the first and last public-facing activities are scheduled to take place)
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 for in-person presentations and engagements (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.*

Project Accessibility Information for online live streaming presentations and engagements (dropdown menu for each of the following)

 - *Real-time captioning will be provided for persons who are deaf or hard of hearing.*
 - *Automatic captioning or subtitles will be provided and synced up in post-production for later streaming.*
 - *Real-time on screen American Sign Language interpretation will be provided.*

- *Real-time audio or visual description will be provided.*
- *Images will include alternative text tags for people who are blind or have low vision that use screen-reading software.*
- *Screen reader support will be available.*

III. PROJECT NARRATIVE

1. Project Description (750 word limit)
Describe all project activities this grant application's funding request will support. Be as specific as possible about the feature presentation and outreach engagement 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 personnel/artists involved in this project. Where relevant, describe their involvement in the development of the project to date.
3. Selection of Organizational Partners, if applicable (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 the Feature Presentation Artist is listed
6. Feature Presentation Artist Biography (250 word limit)
7. Feature Presentation Artist Letter of Agreement, Memo of Understanding or Contract (upload document)
8. Outreach Artist/Personnel Name and Contact Information (If different from Featured Artist)
9. Outreach Personnel Biography (if different from Featured Artist; 250 word limit)
10. Outreach Artist/Personnel Letter of Agreement, Memo of Understanding or Contract (upload document, if different from Featured Artist)
11. Total 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 engagement
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 all project feature presentation and outreach contracts.
2. Direct Costs: Other
Include compensation for administrative and artistic personnel paid on a salary basis directly involved in carrying out the presentations and engagements 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 the project, 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 and services provided by the applicant organization and revenue (including ticket sales or other participation fees) anticipated for this project.
8. Budget (upload document; offer details about any line item other than those associated with the artist fees which account for more than 10% of the project budget).

DOCUMENTS TO UPLOAD

- Feature Presentation Artist Letter of Agreement, Memo of Understanding, or Contract
- Outreach Engagement Letter of Agreement, Memo of Understanding, or Contract
- Budget Detail

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