



MID-AMERICA ARTS ALLIANCE

Regional Touring Program: FY22 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 equitable policies, accessible programming, inclusive practices, and celebration of the rich diversity of our region enriching the cultural life of historically underserved communities by providing high quality, meaningful, and accessible arts and culture programs and services.

Through generous support from the National Endowment for the Arts, M-AAA invites eligible organizations to apply for funding to support projects of artistic excellence and artistic merit that meet the following program objectives and project criteria.

PROGRAM OBJECTIVES

The Regional Touring Program (RTP) is designed to support projects by organizations working with artists of all disciplines including, but not limited to, 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

For the purposes of this grant program a project is defined as two public-facing activities: a feature presentation and an outreach engagement that occurs between July 1, 2021, and June 30, 2022. The outreach engagement can be provided by the feature presentation artist, a scholar/educator, or another artist who works with similar themes or the same art form as that involved in the feature presentation.

While M-AAA's preference for public-facing activities remains in-person experiences of the artist or ensemble, live streaming online activities are an excellent accommodation while the COVID-19 pandemic is a public health concern. 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 contract and the outreach engagement contract, if applicable. Grant funding may not be used for indirect project costs.

Regional Touring Program grant amounts are determined based on the artist's fees stated in the fully executed contract held between the artist and the applicant. In light of changing public health scenarios where fully executed contracts may be difficult to obtain, 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 is required for final grant award determination and must include the name of the artist, their contact person or agent's name, their current contact information (mailing address, phone number and email address), the grant applicant organization's name, a brief description of the agreed upon activities, the venue name and address or the streaming platform where activities will take place, its dates(s), time(s), and the artist's fees associated with the project.

For in-person activities, the artist's fee can include their payment for services, transportation, accommodations, and per diem costs. When the activities are streamed online, the artist's fee can include payment for services and online streaming fees associated with the project described in the contract.

Additional financial support of up to 10% of the grant amount 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.

REVIEW CRITERIA

Review of application materials relies upon:

- Applicant eligibility
- Project eligibility
- Availability of funding

APPLICANT ELIGIBILITY

Applicants *must*:

- be a 501(c)3 tax-exempt nonprofit organization, a unit of state or local government, or a federally recognized tribal community;
- have a valid Data Universal Numbering System ID (DUNS #);
- be located in the M-AAA region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, or Texas); and
- 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.

PROJECT ELIGIBILITY

Eligible RTP projects must:

- feature an in-region 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 direct interaction between an audience and the artist(s) or the art form;
- identify other funding sources which can include, but is not limited to, ticket sales, entry fees, cash contributions, grants and/or organizational funding. 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 online streaming platform that allows for artist and audience interaction before, during and/or after the feature presentation and/or outreach 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 in which the applicant organization is incorporated;
- 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;
- an activity through which students will receive academic credit for attendance or participation;
- those which take place exclusively in schools during school hours;
- those that are not open or available in part to the general public.

PROGRAM TIMELINE

- Application Form will be available online in June 2021.
- Applications are due at least six weeks before the first public-facing activity when 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 approximately 3 weeks before the first public-facing activity.
- Funding is distributed in two payments: 50% upon return of the signed 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, 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 access 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 recipients consult a tax accountant or local Internal Revenue Service office with questions or concerns regarding deductions and reporting.

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

All changes to a project must be submitted in writing to M-AAA before the public-facing activity takes place. Awards may be revised or revoked in light of such changes.

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 or by email, to M-AAA's President and CEO, no later than 15 calendar days following the receipt of the notice from M-AAA staff. 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.

HOW TO APPLY

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

<https://www.tfaforms.com/4913436>

Use the following list 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. Applicant Organization Legal Name as on its Federal IRS 501(c)3 Determination Letter
2. Applicant Organization Street Address and Information (street address, phone, email, website address, county)
3. U.S. 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 Applicant have in its most recently completed fiscal year?
10. Choose the population range of the Applicant's service area
11. Choose the category that describes the Applicant's legal status
12. Applicant Federal Employer Identification Number (EIN)
13. Applicant Data Universal Numbering System ID (DUNS)
14. Choose the range of the Applicant's most recently completed fiscal year Operating Budget
15. Did the Applicant spend \$750,000 or more in federal funding in its most recently completed fiscal year?
16. Choose the Applicant's primary discipline area of work in the arts
17. Applicant Mission Statement (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

20. Project Title
21. Project Start and End Dates (dates the first and last public-facing activities are scheduled to take place)
22. Project Primary Discipline (dropdown menu)
23. Project Primary Type of Activity (dropdown menu)
24. Choose 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.
25. Choose the statement that best describes the amount of arts education involved in the project.
26. Project Accessibility Information for in-person activities (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.
27. Project Accessibility Information for online streaming activities (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

28. Project Description (750 word limit)

Describe all project activities this grant application's funding request will support. Be as specific as possible about what will take place between the project start and end dates. Do not describe unrelated organizational programming.

29. 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.

30. Project Promotion and Publicity (250 word limit)

Describe your plans for promoting and/or publicizing the project. Be specific; name newspapers, radio stations, etc.

31. Intended Beneficiaries (Applicant/Audience/Participants/Partners/etc.) (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.

32. Project Evaluation (500 word limit)

How will the applicant measure the success of the project?

33. Will the project change if the applicant doesn't receive this grant? If yes, how? (250-word limit)

IV. ARTIST INFORMATION

34. Feature Presentation Artist or Ensemble Stage Name

35. Artist/Ensemble Discipline

36. Artist/Ensemble Website

37. Is this artist on a regional state arts agency artist roster? Which one.

38. Artist Contact Person Information

39. Feature Presentation Artist Biography (250 word limit)

40. Feature Presentation Artist Letter of Agreement, Memo of Understanding or Contract (upload document)

41. Is the Outreach Engagement lead by someone other than the Feature Presentation Artist? If yes, Outreach Artist/Personnel Information requested includes contact information, biography, letter of agreement, memo of understanding or contract, and total number of artists included in the contract

V. SCHEDULE OF ACTIVITIES

42. Feature Presentation Dates, artists/ personnel, venue name and address, if applicable
Venue Accessibility Information for In-Person Activities (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.
43. Outreach Engagement Dates, artists/ personnel, venue name and address, if applicable
Venue Accessibility Information for In-Person Activities (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.)

44. Direct Costs: Artist/Outreach Personnel Fees

This should reflect the total amount noted in all project feature presentation and outreach contracts included with this application.

45. Direct Costs: Other

This should reflect any expenses other than those noted in #47 that are incurred for the project. Can include contract services, marketing and promotional expenses, access accommodation (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling), facility and equipment rental, and other expenses directly related to the project. Also include compensation for administrative staff and artistic personnel paid on a salary basis by the applicant that are directly involved in carrying out the

project. Fringe benefits are not an allowable direct 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.

46. Income: Direct

This includes cash and services provided by the applicant and revenue (including ticket sales or other participation fees) anticipated for this project.

47. 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.

48. Income: Grant Requests – Federal Funding

49. Income: Grant Requests – State Funding

50. Income: Grant Requests – Local Funding

51. 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, when applicable
- Budget

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@maaa.org