



## Regional Touring Program: FY22 Grant Checklist

### 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

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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@maaa.org](mailto:Christine@maaa.org)