



## Artistic Innovations Grant Program

The Artistic Innovations Form can be found here: <https://www.tfaforms.com/4956250>

Chrome is the recommended web browser to use when working on the application. Occasionally it is useful to clear your browsing data or clear your cookies to maximize the functionality of the application platform.

You can save your answers and resume the form at any time, but scrolling to the top or the bottom of your screen and checking the box for "Save my progress and resume later." The easiest way to resume your application is to bookmark the "Thank you. Your response has been saved." webpage each time you save the form. Or check your email inbox for the most recent email confirming your application has been saved.

We urge you save your answers in a word document or similar note taking application so as to have a backup should there be technical difficulties with this application form.

If you have questions or concerns, email [innovations@maaa.org](mailto:innovations@maaa.org).

## Eligibility Questionnaire

- Is the applicant a resident of or incorporated in Arkansas, Kansas, Nebraska, Missouri, Oklahoma, and/or Texas? (yes/no)
- Has the applicant been a resident of or incorporated in Arkansas, Kansas, Nebraska, Missouri, Oklahoma, and/or Texas for at least three years? (yes/no)
- Can the applicant demonstrate at least three years of creative practice or arts programming? (yes/no)
- Will the proposed project premiere publicly in Arkansas, Kansas, Nebraska, Missouri, Oklahoma, and/or Texas? (yes/no)
- Will the proposed project premiere publicly between July 1, 2022 and June 30, 2023? (yes/no)
- Will the proposed project have at least one public outreach activity in Arkansas, Kansas, Nebraska, Missouri, Oklahoma, and/or Texas? (yes/no)
- Are all artists involved in the proposed project residents of Arkansas, Kansas, Nebraska, Missouri, Oklahoma, and/or Texas? (yes/no)
- Is the project budget at least twice the amount of the funding you seek through this grant request? (yes/no)

## APPLICANT DEMOGRAPHIC INFORMATION

**1. Applicant Legal Name**

This is the organization’s business name as it appears on its Federal Employer Identification document.

This is the individual artist’s name as it appears on their social security card or tax documents. Note: Social Security Number information is not required at the time of application.

**2. Applicant Contact Information**

This includes the street and mailing address, phone, email, and website if applicable.

**3. Grant Application Contact Person Name, Title, and Demographic Information**

This is the person to whom questions should be addressed regarding the application. This includes the name, phone number, email address, and demographics. Check all that are applicable with respect to gender, age, race/ethnicity, education, and other identifiers. M-AAA will incorporate principles of equity, access, and inclusion in its implementation of this grant program.

**4. Second Contact Person Name, Title, and Demographic Information**

This includes the name, phone number, email address, and demographic information. Check all that are applicable with respect to gender, age, race/ethnicity, education, and other identifiers For organizations, this will be the executive or artistic director or the equivalent.

For individual artist applicants this is an alternate contact person.

**5. Is this the first time the applicant is applying to this grant program?**

**6. Select the category that best describes the applicant’s legal status.**

The following questions are asked of organizational applicants:

- Number of full-time staff, part-time staff, contractors, volunteers, board members
- Board of Directors Leadership Position Demographic Survey
- Applicant Federal Identification Number (EIN)
- Applicant Data Universal Numbering System (DUNS) or Unique Entity Identifier (UEI)

**7. U.S. Congressional District Number:** [https://openstates.org/find\\_your\\_legislator/](https://openstates.org/find_your_legislator/)

**8. State House “lower chamber”** [https://openstates.org/find\\_your\\_legislator/](https://openstates.org/find_your_legislator/)

**9. State Senate Legislative District Number “upper chamber”**  
[https://openstates.org/find\\_your\\_legislator/](https://openstates.org/find_your_legislator/)

**10. Select the population range of the applicant’s community. (picklist)**

**11. Select the category that best describes the applicant. (dropdown menu)**

**12. Select the discipline that best describes the applicant’s primary area of work in the arts. (dropdown)**

**13. Provide the applicant’s mission statement or artist’s statement. (125-word limit)**

**14. Select the applicant’s operating budget or annual income range. (picklist)**

- 15.** Provide a summary of the applicant’s artistic endeavors or arts programming focusing on the last 3–5 years. (500-word limit)
- 16.** Does the applicant advance equity, diversity, inclusion, and accessibility in internal and external practices?  
If yes, how? (limit 250 words) *This could include policies the organization has in place, partnership/contracts with accessibility providers for the programs the applicant provides, etc.*
- 17.** Applicant’s Accessibility Information (dropdown menu: yes, no, not applicable)
- a) The applicant has a stated policy or mission statement regarding accessibility.
  - b) The applicant has accessible information/accommodations with appropriate disability symbols included in all publicity about the project.
  - c) The applicant has an accessible website, including alt tags and captioned audio.
  - d) The applicant has a designated staff member responsible for overseeing accessibility and section 504/ADA compliance.
  - e) The applicant has an access committee that includes people with various disabilities to advise on access issues.
  - f) If the applicant answered “Not Applicable” or “No” to any of the statements above, please explain.

## PROJECT INFORMATION

- 18.** Project Title
- 19.** Project Primary Discipline (dropdown menu)  
Project Secondary Discipline (applicable only if #19 is interdisciplinary or multidisciplinary)
- 20.** Select one outcome that most aligns with the project’s intention:
- 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.
- 21.** Select the one statement that best describes the amount of arts education involved in the project:
- 50% or more of the project activities are arts education.
  - Less than 50% of the project activities are arts education.
  - None of the project activities involve arts education.

**22. Project Start and End Dates**

Start date is the date of the first public-facing event. The end date is the date of the last public-facing event.

**23. Upload a project timeline document.** (upload PDF or Microsoft word document) The timeline should include milestones or significant events associated with the project including the premiere feature presentation and outreach activities.

**24. Provide a full project description.** (1,500-word limit)

Describe the proposed project. Include information about both the premiere feature presentation and the outreach activities.

**25. Provide a short project description.** (250-word limit)

Provide a short description of the project for use in M-AAA publicity materials.

**26. Describe how the project and the grant program aligns.** (250-word limit)

Describe the ways the proposed project reflects the spirit of the M-AAA Artistic Innovations grant program. Define what innovation means to the applicant. What makes the project innovative, experimental, and extends [M-AAA's vision, mission, or values](#). For more information go to: <https://www.maaa.org/about/>

**27. Does the project include, work with, or raise the profile of artists with accessibility concerns?** (yes/no)

If yes, describe the ways the project includes, works with or raises the profile of artists with accessibility concerns. (250-word limit)

**28. Does the project address diversity, equity, access, and/or inclusion in its implementation?** (yes/no)

If yes, describe the ways the project addresses diversity, equity, access, and/or inclusion in its implementation. (250-word limit)

**29. Project Accessibility Information** (dropdown menu: yes, no, not applicable)

- a) Persons using wheelchairs will be able to participate in the project.
- b) A sign language interpreter, an assistive listening system, or other assistance for persons with hearing impairments will be provided upon request.
- c) Large print materials or descriptive audiotapes will be available upon request for persons with visual limitations.
- d) Seats near the speaker/performer/interpreter will be available for persons with hearing and/or visual limitations along with their companions.
- e) If the Applicant answered "not applicable" or "no" to any of the statements above, please explain.

**30. Feature Presentation Activities**

List at minimum the premiere event that is open to the public. Include date, venue name, address, and accessibility information (dropdown menu: yes, no, not applicable).

- a) The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.
- b) The venue has ground-level entry, ramped access, and/or elevators.
- c) The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.
- d) The venue has signage at inaccessible entrances with directions to accessible entrances.
- e) The venue has a wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.
- f) The venue has accessible emergency exits and audio/visual emergency alarms.
- g) If the Applicant answered "Not Applicable" or "No" to any of the statements above, please explain.

**31. Outreach Activities**

List at least one outreach activity that is open to the public. Include date, venue name, address, and venue accessibility information (dropdown menu: yes, no, not applicable).

**32. Does the proposed project include organizational partners? (yes/no)**

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 provide other informational capital or actively participate in the project. Where relevant, describe their involvement in the development of the project to date. Where partners remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek.

If yes, create and upload a summary document in a PDF or Word format. Name each organizational partner. Include their address and mission statement. Describe their involvement in the development of the project to date or the support they will provide as it progresses.

**33. Is the applicant the lead artist for the proposed project? (yes/no)**

If no, create and upload a document in a PDF or Word format. Include the name of the lead artist, a brief, current biography, and the website address if applicable. Be sure to note the city and state in which the artist resides. Describe the artist's involvement in the development of the project to date or what they will provide as it progresses. Optional uploads include a letter of support from the lead artist and/or the lead artist's résumé.

**34. Does the project include other individual partners? (yes/no)**

If yes, create and upload a PDF or Word format summary document. Include the names of each individual partner, brief, current biographies, and their website addresses, if applicable.

Be sure to note their involvement in the development of the project to date or what they will provide as it progresses.

**35. Upload a work sample list.**

Create and upload a PDF or Word format document. List five to ten website addresses featuring the creative work of the applicant, the lead artist, or the various partners involved in the project. If any of the links are password protected be sure to include the password alongside the link in this list. The applicant is urged to provide samples that are recent (from the last 3–5 years), of high quality, and relevant to the grant criteria *or* the proposed project.

For each link, provide the panel reviewer some context by noting the following information:

- Title of the work
- Date created or performed
- Artists/Personnel involved in the work, if applicable
- Medium and Dimensions of the work, if applicable
- A concise description of the work, including how it relates to the grant criteria or proposed project

Work samples are a critical part of the proposal and are considered carefully during panel review. Panelists will spend no more than 15 minutes reviewing each application's materials. If you are providing video or audio tracks, explicitly note the time stamp designations of where to start and stop recordings so that the panel hears and sees exactly what you want them to consider in the time allotted for review.

**36. Upload support materials.** (upload Microsoft Word or PDF documents, limit 5 documents)

Optional. These support materials can include, but are not limited to artist contracts, venue rental agreements, partner letters of agreement or letters of support pertaining to the project.

**37. How will the applicant promote and publicize the proposed project?** (250-word limit)

Briefly describe the plans for promoting and/or publicizing the project.

**38. Who are the intended beneficiaries of the proposed project?** (500-word limit)

Who will benefit from the project and how? Include the applicant, key individuals, organizational partners, and audience. Where relevant, describe the impact the project may have on the creative field.

**39. What are the potential risks involved in creating the proposed project and how will those concerns be managed?** (250-word limit)

Describe potential risks in implementing the project. How does the applicant intend to manage these risks?

**40. How does the applicant define success with respect to the proposed project?** (250-word limit)

How will the applicant measure success or evaluate the project? Describe any plans for project documentation, evaluation, and/or any other specific performance measurements you intend to use.

## PROJECT FINANCIAL INFORMATION

**41.** M-AAA Grant Amount Requested (\$15,000 maximum)

**42.** Total Project Budget Amount

This amount must be at least twice that noted in #41.

**43.** Project Budget with Details (Upload Microsoft Word, Excel or PDF document).

- Organizational applicants must show evidence of a dollar for dollar (1:1) cash match for the grant amount requested, while individual artist applicants may meet this requirement through evidence of either cash income or in-kind contributions.
- A balanced project budget is expected, so the total expenses should equal the total income.
- The project budget-with-details document should reflect all public facing event income and associated costs that will be incurred for the project during the grant period.
- All items in the budget must be reasonable, necessary to accomplish project objectives, allowable, and documented.
- In-kind contributions are materials or services donated in support of the project that would otherwise be a cash expense. As such there should be a line item for the expense at fair market value on the expense side of the budget sheet and a corresponding in-kind line item on the income side in order to maintain a balanced budget.
- Indirect costs, including staff fringe benefits are not allowable expenses. 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.
- Food and beverages associated with opening or closing receptions for the project are not allowable expenses.
- Show your math where you can. Double check your math.
- Be sure the M-AAA grant request amount in #41 and the Total Project Budget Amount in #42 are accurately reflected in the Project Budget document you upload (#43).

Recommended budget line items include:

## EXPENSES

**A. Direct Costs: Organization Salaries and Wages** The organization's administrative and artistic personnel paid on a salary basis who work directly on the proposed project are an allowable expense, but fringe benefits are not allowable direct project expenses.

Indicate the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project. List key staff positions, and combine similar functions when possible. Where appropriate, use salary ranges.

Wages for relevant support personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations.

<https://www.dol.gov/whd/>

**B. DIRECT COSTS: Artist/Contractual Personnel and Per Diem** includes artists and personnel working on the project who are paid on a fee for service basis. If travel, accommodations and meals are not included in the fee for service, they can be itemized here according to the applicant's established practices but cannot exceed federal standard reimbursement rates.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

**C. DIRECT COSTS: Other** includes facility and equipment rental fees, supplies and materials, project promotion, royalties, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling) expenses, telephone, photocopying, postage, publication, distribution, translation, shipping of materials, and other project-specific costs. Group similar items together on a single line when possible with one total cost.

Clearly identify the rental of equipment versus the purchase of equipment. If you intend to purchase any equipment that costs \$5,000 or more per item and that has an estimated useful life of more than one year, you must identify those items here. Provide justification for this expenditure either in this section of the project budget or in your narrative. Costs for food, alcohol or entertainment at receptions are not allowable expenditures.

**D. TOTAL PROJECT EXPENSES** is the total of direct cost items listed in "A. Salaries and Wages," "B. Artist / Contractual Personnel," and "C. Other." NOTE: The Project Budget must be balanced so "D. Total Project Expenses" must equal "G. Total Project Income."

## INCOME

**E. GRANT REQUESTS** include all grant or funding opportunities that may support this project. For Regional: Mid-America Arts Alliance, Innovations Grant the maximum request is \$15,000 and should reflect the amount listed in #41. Be realistic in your request. Identify other grant sources and designate which are confirmed or pending.

**F. CASH/IN-KIND** refers to cash (including that provided by the applicant), other sources of revenue that are expected for this project including ticket sales and workshop fees, as well as in-kind goods and services donated by individuals or organizations other than the applicant. Identify sources. There is a 1:1 match required for this grant. In-kind contributions must also



be identified in the project budget as an expense to maintain a balanced budget. The dollar value of in-kind non-cash donations should be calculated at their verifiable fair-market value.

G. TOTAL PROJECT INCOME is the total of "E. Grant Requests" and "F. Cash/In-Kind" derived from the project. *NOTE: "D. Total Project Expenses" must equal "G. Total Project Income."*

DOCUMENT CHECKLIST TO UPLOAD IN THE APPLICATION FORM – Be sure to upload PDF or Microsoft word or excel formatted documents.

If you have difficulty saving documents as PDF, Microsoft Word or Microsoft Excel, please contact M-AAA staff at [innovations@maa.org](mailto:innovations@maa.org).

- Project Timeline (#23)
- Organizational partners summary and letters of support (optional) (#32)
- Lead Artist Summary, letter of support, and résumé (optional) (#33)
- Other individual partners summary and letters of support (optional) (#34)
- Work Sample list (#35)
- Support Materials (optional) (#36)
- Project Budget (#43)

If you have any questions or concerns about the Artistic Innovations Grant Program or these guidelines, please contact:

Christine Bial, Director of Grant Programs

(816) 421-1388, ext. #227 or email [innovations@maa.org](mailto:innovations@maa.org)

These materials are available in alternative accessible formats upon request.