



MID-AMERICA ARTS ALLIANCE

Regional Touring Program: FY23 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 that enriches 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. 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.

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, 2022, and June 30, 2023. 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 in order to clarify the project scope for reviewers. Funding awarded by M-AAA through the Regional Touring Program grant is restricted to support the costs specified in the artist contracts. 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 (LOA) or Memorandum of Understanding (MOU) that reflects tentative project details can be submitted with the application for M-AAA staff consideration.

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.

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 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 fees can include their payment for services (performance, workshops, etc.), 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.

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 [Unique Entity Identifier](#) generated through [SAM.gov](#);
- 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.

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, an artist, ensemble, or scholar/educator can be the recipient of an aggregate of \$15,000 through successful RTP 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 2022.
- Applications are due at least six weeks before the first public-facing activity when possible. Contact M-AAA staff at rtp@maaa.org if there is less than six weeks before the first events so that staff can expedite the grant application review process if possible.
- Applications will be reviewed by M-AAA staff.
- Award decisions require a fully executed artist contract on file.
- Award notifications will be made by email approximately three 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 on-line 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 on-line 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 RTP grant application form found online here:

<https://www.tfaforms.com/4988526>

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

REGIONAL TOURING PROGRAM: ONLINE APPLICATION AT A GLANCE

- 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. Provide the applicant organization's legal name.
2. Provide the applicant organization's mailing address.
3. Provide the applicant's Executive/Artistic Director (or equivalent) contact information and demographics.
4. Provide the applicant's Development Director/Project Manager (or equivalent) contact information and demographics.
For #5, #6, and #7 search online: https://openstates.org/find_your_legislator/
5. Provide the U.S. Congressional House of Representatives District Number for the applicant's address.
6. Provide the State House Legislative District Number ("lower chamber") for the applicant's address.
7. Provide the State Senate Legislative District Number ("upper chamber") for the applicant's address.
8. Choose the kind of institution that best describes the applicant organization.
9. How many full-time staff, part-time staff, contract personnel, volunteer personnel, and Board of Directors members did the applicant have in its most recently completed fiscal year?
10. Choose all that describe the applicant's full-time staff demographics.
11. Choose all that describe the applicant's part-time staff demographics.
12. Choose all that describe the applicant's contract personnel demographics.
13. Choose all that describe the applicant's volunteer personnel demographics.
14. Choose all that describe the organization's Board of Directors demographics.
15. Choose the population range of the applicant's service area.
16. Choose the category that describes the applicant's legal status.
17. Provide the applicant's Federal Employer Identification Number (EIN).
18. Provide the applicant's Unique Entity Identifier (UEI).
19. Choose the applicant's most recently completed fiscal year operating budget range.
20. Did the applicant expend \$750,000 or more in federal funding in its most recent fiscal year?
21. Choose the applicant's primary discipline area of work in the arts.
22. Provide the applicant's Mission Statement. (125-word limit)
23. Provide information about the applicant's accessibility. Choose Yes/No/Not Applicable 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

24. Provide the project title.

25. Provide the project start and end dates. (These are the dates of the first and last public-facing activities.)

26. Choose the project's primary creative discipline. (dropdown menu)

27. Choose the project's primary type of activity. (dropdown menu)

28. Choose the 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.

29. Choose the statement that best describes the amount of arts education involved in the project.

30. Choose all that apply to how the project will take place. (In-Person/Streamed Online)

If in-person, provide information about the accessibility of the project. Choose Yes/No/Not Applicable 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.

If streamed online, provide information about the accessibility of the project. Choose Yes/No/Not Applicable 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

31. Provide a 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.
32. Describe the process and/or the criteria for the selection of the artists/personnel involved in the project. Where relevant, describe their involvement in the development of the project to date. (250-word limit)
33. Describe the plans for promoting the project to the general public. (250-word limit)
34. Describe how the applicant, the artist, audiences including the underserved, and/or the applicant's partners will benefit from, be included in, or invited to attend the project. (500-word limit)
35. Describe how the applicant defines and will measure the success of the project. (500-word limit)
36. Will the project change if the applicant does not receive this funding? If yes, tell us how the project will change. (250-word limit)

IV. ARTIST INFORMATION

37. Provide the feature presentation artist/ensemble's stage name.
38. Choose the feature presentation artist/ensemble's primary creative discipline.
39. Provide the feature presentation artist/ensemble's website address.
40. Is the feature presentation artist/ensemble listed on a regional arts agency touring or teaching artist roster? If yes, which one?
41. Provide the feature presentation artist/ensemble's contact person information.
42. Provide the feature presentation artist/ensemble's biography. (250-word limit)
43. Upload the feature presentation artist/ensemble's contract or agreement. (upload document)
44. Provide the total number of artists included in the feature presentation contract.
45. Is the outreach engagement led by the feature presentation artist/ensemble? If no, provide and upload the following:
 - Provide the outreach artist/personnel's name and contact information.
 - Provide the outreach artist/personnel's biography. (250-word limit)
 - Choose the outreach artist/personnel's primary creative discipline.
 - Upload the outreach artist/personnel's contract or agreement. (upload document)
 - Provide the total number of artists included in the outreach artist/personnel's contract.

V. SCHEDULE OF ACTIVITIES

46. Choose all that apply to how the feature presentation activities will take place: In-person/Streamed Online

Provide the start and end dates, number of activities, artist/personnel name, activity description, venue name and address for each if applicable.

If in-person, provide information about the accessibility of each venue. Choose Yes/No/Not Applicable 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.

47. Choose all that apply to how the outreach engagement activities will take place: In-person/Streamed Online

Provide the start and end dates, number of activities, artist/personnel name, activity description, venue name and address for each if applicable.

If in-person, provide information about the accessibility of each venue. Choose Yes/No/Not Applicable 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.)

48. Direct Costs: All Artist/Outreach Personnel Fees

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

49. Direct Costs: Other

This should reflect any expenses other than those noted in #48 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.

50. 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.

51. 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.

52. Income: Grant Requests – Local Funding

This includes any anticipated funding for this project from a local organization, foundation, or agency.

53. Income: Grant Requests – State Funding

This includes any anticipated funding for this project from a state agency.

54. Income: Grant Requests – Federal Funding

This includes any anticipated funding for this project from a federal agency.

DOCUMENTS TO UPLOAD

- Feature Presentation Artist Letter of Agreement, Memo of Understanding, or Contract (#43)
- Outreach Engagement Letter of Agreement, Memo of Understanding, or Contract (#45, if applicable)

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