

# artisticINNOVATIONS

A SERVICE OF MID-AMERICA ARTS ALLIANCE

## Artistic Innovations Grant Program - Application At-A-Glance

Deadline: 11:59 p.m. CST, Thursday, February 16, 2023

### HOW TO APPLY

Mid-America Arts Alliance (M-AAA) accepts grant applications via an online form. Google Chrome is the recommended web browser to use when working in the online application form. Occasionally it is useful to clear your browsing data or clear your cookies to maximize the functionality of the application platform.

The following is the Grant Application At-A-Glance. Use it to prepare your responses in Microsoft Word, Google Docs, or a similar note taking application to ensure you have a backup for reference as you proceed. While draft applications can be saved online, technology is not flawlessly reliable. We strongly recommend you prepare your narrative responses before working in the online application form.

Data typed in the online application form can be saved for editing later by clicking "Save my progress and resume later" at the top or bottom of the application form webpage. Each time you save your application you will be asked for an email address and a password. And each time you save your application you will be sent an email with new instructions on how to resume your draft application. To resume the most recent version of your application refer to the most recent email in your inbox or bookmark the "thank you for saving/resume your application" webpage.

If you have any questions or concerns about the Artistic Innovations Grant Program email [innovations@maaa.org](mailto:innovations@maaa.org).

If you have accessibility needs for an alternate format or process for completing the application please contact: Angelette Severt, Operations and Accessibility Coordinator at [angelette@maaa.org](mailto:angelette@maaa.org) or (816) 421-1388 ext. #216.

Applications are due before 11:59 p.m. CST on Thursday , February 16, 2023 through M-AAA's online application form found here:

The application for Individual Artists can be found here:

<https://www.tfaforms.com/4973907>

The application for Organizations can be found here:

<https://www.tfaforms.com/4973502>

These materials are available in alternative accessible formats upon request.

We urge you to submit your application early to ensure your materials are properly received. The application platform may experience slower processing times when user traffic is higher as the deadline nears. The form will close promptly at midnight.

## 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, 2023 and June 30, 2024? (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 application? (yes/no)

## APPLICANT INFORMATION

### 1. Applicant Legal Name

For organizations: This is the organization's business name as it appears on its Federal Employer Identification document.

For individual artists: This is your name as it appears on your 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.

#### Grant Application Primary Contact Person Name, Title, and Demographics

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.

### 3. Second Contact Person Name, Title, and Demographics

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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. For organizations, this will be the executive or artistic director or the equivalent. For individual artist applicants this is an alternate contact person.

4. Is this the first time the applicant is applying to this grant program? (yes/no)
5. Select the category that best describes the applicant's legal status. (drop down)

The following questions are asked of organizational applicants only:

- o Number of full-time staff, part-time staff, contractors, volunteers, board members
  - o Board of Directors Leadership Position Demographic Survey
  - o Provide the Organization's Federal Employer Identification Number (EIN):  
<https://www.irs.gov/charities-and-nonprofits>
  - o Provide the Organization's Unique Entity Identifier (UEI):  
<https://sam.gov/content/entity-registration>
6. Provide the applicant's U.S. Congressional District Number:  
[https://openstates.org/find\\_your\\_legislator/](https://openstates.org/find_your_legislator/)
  7. Provide the applicant's State House Legislative District Number: "lower chamber"  
[https://openstates.org/find\\_your\\_legislator/](https://openstates.org/find_your_legislator/)
  8. Provide the applicant's State Senate Legislative District Number: "upper chamber"  
[https://openstates.org/find\\_your\\_legislator/](https://openstates.org/find_your_legislator/)
  9. What is the population range of the applicant's community or geographic service area? (picklist) <https://data.census.gov/cedsci/>
  10. Select the category that best describes the applicant. (dropdown)
  11. Choose the discipline that best describes the applicant's primary area of work in the arts. (dropdown)
  12. What is the applicant's mission or artist's statement? (125-word limit)
  13. What is the applicant's annual operating budget range for its most recently completed fiscal year? (picklist)  

For organizations: The applicant may enter the most recent budget prior to March of 2020 (Pre-COVID) if that is a more accurate representation of a typical annual organizational budget.

For individual artists: enter the range that appropriately represents your annual creative and/or artistic programming budget.
  14. Provide a summary of the applicant's artistic endeavors or arts programming focusing on the last 3-5 years. (500-word limit)
  15. Does the applicant advance equity, diversity, inclusion and accessibility in internal and/or external practices? If yes, how? (500-word limit)  

For organizations: This includes but is not limited to policies the organization has in place, partnership/contracts with accessibility providers for the programs the applicant provides, etc.

For individual artists: This includes but is not limited to the ways in which you carry out your creative practice, choose collaborators, and/or partner with organizations.

16. Applicant's Accessibility Information (dropdown: 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 its programming.
- 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

17. Project Title

18. What is the project's primary artistic discipline? (dropdown)

If "interdisciplinary" or "multidisciplinary" is selected, designate the project's secondary artistic discipline.

19. Choose 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.

20. Choose 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.

21. 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.

22. 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.

23. Provide a full project description. (2,000-word limit)

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

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

Provide a short description of the project for possible use in M-AAA publicity materials if the project is selected for funding.

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

Describe the ways the 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/>

26. Does the project include, work with, or raise the profile of disabled artists? (yes/no)

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

27. 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)

28. Project Accessibility Information (dropdown: 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.

29. Feature Presentation Activities

List at minimum the premiere event that is open to the public. Include date, venue name, address and accessibility information (dropdown: 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.

### 30. 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).

### 31. Does the project include organizational partners? (yes/no)

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.

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 they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek.

### 32. Is the applicant the lead artist for the project? (yes/no)

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

Optional uploads can include a letter of support from the lead artist and/or the lead artist's résumé.

### 33. Does the project include other individual partners? (yes/no)

If yes, create and upload a PDF or Word format summary document about the other individual partners. Include the names of each individual partner, a brief, current biography, and their website address, if applicable. Be sure to note the city and state in which they reside. Describe the individual partners involvement in the development of the project to date or what they will provide as it progresses.

### 34. Upload a work sample list.

Create and upload a PDF or Word format document about the work samples. 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. The applicant is urged to provide samples that are recent (in 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 project.

Work samples are a critical part of the application 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.

35. Upload additional support materials (optional).

Create and upload a PDF or Word format document. Limit 5 documents.

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.

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

37. Who are the intended beneficiaries of the 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.

38. What are the potential risks involved in creating the 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?

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

Describe any plans for project documentation, evaluation, and/or any other specific performance measurements you intend to use.

## PROJECT FINANCIAL INFORMATION

### EXPENSES

40. What dollar amount of the project budget will be spent on applicant salaries/wages?

41. What dollar amount of the project budget will be spent on artist/contractual personnel not employed by the applicant?

42. What dollar amount of the project budget will be spent on other direct costs such as equipment or services?

43. Total Project Budget Amount

This dollar amount must be at least half that noted in #56.

44. Comments regarding Expenses

Provide additional context for the dollar amounts noted as expenses as needed.

## INCOME

45. What is the dollar amount of the Artistic Innovations Grant funds being requested? (\$15,000 maximum)
46. What dollar amount of the project budget income will come from grant requests made to entities in the applicant's local community or service area?
47. What dollar amount of the project budget income will come from grant requests from state agencies?
48. What dollar amount of the project budget income will come from grant requests made to national foundations?
49. What dollar amount of the project budget income will come from grant requests from federal agencies? (Cannot include NEA funds)
50. What dollar amount of the project budget income will come from the applicant's cash reserves?
51. What dollar amount of the project budget income will come from corporate or other sponsorships?
52. What dollar amount of the project budget income will come from ticket sales or participation fees?
53. What dollar amount of the project budget income will come from merchandise sales?
54. What dollar amount of the project budget income will come from donations from individuals?
55. What dollar amount of the project budget income will come from in-kind contributions from the applicant organization or a partner organization?
56. Total Anticipated Project Income  
This dollar amount must be at least twice that noted in #44.
57. Comments regarding Income  
Provide additional context for the dollar amounts noted as income as needed.
58. Project Budget with Details (Upload Microsoft Word, excel or PDF document).
  - For organizations: applicants must show evidence of a dollar for dollar (1:1) cash match for the grant amount requested.
  - For individual artists: applicants may meet this match 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 detailed 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 #46 and the Total Project Budget Amount in #44 are accurately reflected in the Project Budget document you upload (#59).

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-diemrates>

**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: M-AAA, Artistic Innovations Grant the maximum request is \$15,000 and should reflect the amount listed in #46. 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

Refer to the following list to ensure you have all required documents ready for upload in the application. 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@maaa.org](mailto:innovations@maaa.org).

- Project Timeline (#22)
- Organizational partners summary and letters of support (optional) (#31)
- Lead Artist Summary, letter of support, and résumé (optional) (#32)
- Other individual partners summary and letters of support (optional) (#33)
- Work Sample list (#34)
- Additional Support Materials (optional) (#35)
- Project Budget with Details (#58)