

REGIONAL
TOURING PROGRAM
A SERVICE OF MID-AMERICA ARTS ALLIANCE

Regional Touring Program: Application At-A-Glance

Rolling Deadline: Applications are accepted any time between July 1, 2023 and June 30, 2024

HOW TO APPLY

M-AAA accepts grant applications via an online form. Google Chrome or Firefox 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 RTP 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 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.

Applications are accepted at any time between July 1, 2023 and June 30, 2024 through M-AAA's online application platform.

The application for Organizations can be found here:

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

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 application opens.

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 or (816) 421-1388 ext. #216.

APPLICANT SURVEY

- Choose the statement that best reflects the applicant's relationship with M-AAA. (dropdown)
- How did the applicant learn about this grant opportunity? (dropdown)

APPLICANT INFORMATION

1. **Provide the applicant organization's legal name.** This is the organization's business name as it appears on its Federal Employer Identification document.
2. **Provide the applicant's mailing address.** This is the organization's street address. P.O. boxes are not accepted. If the organization has a different address from its mailing address, please provide.
 - **Applicant Telephone Number.** This is the organization's business telephone number.
 - **Applicant Email Address.** This is the organization's email address.
 - **Applicant Website.** This is the organization's business website.
3. **Provide the applicant's Executive/Artistic Director (or equivalent) contact information and demographics.** 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.
4. **Provide the applicant's Development Director/Project Manager (or equivalent) contact information and demographics.** 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.
5. **Provide the applicant's U.S. Congressional District Number for the organization's address.**
https://openstates.org/find_your_legislator/
6. **Provide the applicant's State House Legislative District Number for the organization's address: "lower chamber"** https://openstates.org/find_your_legislator/
7. **Provide the applicant's State Senate Legislative District Number for the organization's address: "upper chamber"** https://openstates.org/find_your_legislator/
8. **Choose the kind of institution that best describes the applicant.** (dropdown)
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?**
 - Full-time staff
 - Part-time staff
 - Contract personnel
 - Volunteers
 - Board of Directors members
10. **Choose all that describe the applicant's full-time staff demographics.** (picklist)
11. **Choose all that describe the applicant's part-time staff demographics.** (picklist)
12. **Choose all that describe the applicant's contract personnel demographics.** (picklist)
13. **Choose all that describe the applicant's volunteer personnel demographics.** (picklist)

14. Choose all that describe the applicant's Board of Directors demographics. (picklist)
15. Choose the population range of the applicant's service area. (picklist)
16. Choose the category that describes the applicant's legal status. (dropdown)
17. Provide the applicant's 9-digit Federal Employer Identification Number (EIN),
<https://www.irs.gov/charities-and-nonprofits>.
18. Does the applicant have a UEI? If yes, provide the applicant's 12-character alphanumeric Unique Entity Identifier (UEI) ID assigned by System for Award Management (SAM),
<https://sam.gov/content/home>.
 - If no, register for a UEI and upload confirmation of entity registration. Upload a confirmation receipt of your UEI registration via SAM.gov.
 - M-AAA's sub-grantees are required to have a valid UEI ID but not an entity registration via SAM.gov. Your organization can get a UEI by [visiting this page](#) and clicking the option that says "Get Unique Entity ID Only." Note, the organization's physical address must match the UEI ID assigned in SAM.gov.
19. Choose the applicant's most recently completed fiscal year operating budget range. 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.
20. Did the applicant expend \$750,000 or more in federal funding in its most recent fiscal year? (dropdown)
 - If "Yes", upload Single Audit or Subpart F Audit.
21. Choose the applicant's primary discipline area of work in the arts. (dropdown)
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.

PROJECT INFORMATION

24. Provide the project title.
25. Provide the project start and end dates.

- Start date is the date of the first public-facing event.
 - End date is the date of the last public-facing event.
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:** (dropdown menu)
- 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.** (dropdown menu)
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.
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.** (250-word limit). Where relevant, describe their involvement in the development of the project to date.
33. **How will the applicant promote and publicize the project?** (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?** (dropdown)
 - If "Yes", tell us how the project will change. (250-word limit)

ARTIST INFORMATION

37. **Provide the feature presentation artist/ensemble's stage name.**
 - The feature presentation artist CANNOT be from the applicant organization's state.
38. **Choose the feature presentation artist/ensemble's primary creative discipline.** (dropdown)
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?** (dropdown)
 - If "Yes", which one? (dropdown)
41. **Provide the feature presentation artist/ensemble's contact person information.**
 - This includes the name, contact information, phone number and email address.
42. **Provide the feature presentation artist/ensemble's biography.** (250-word limit)
43. **Upload the feature presentation artist/ensemble's contract or agreement.** (Upload Microsoft Word or PDF document)
 - If you are in the process of finalizing an Artist Contract at the time of submitting your application, you will need to provide a draft of the Contract or a Letter of Intent for our review and records. Note, Award decisions require a fully executed artist contract on file. Prior to the issuance of grant funds, a copy of the fully executed Artist Contract is required for M-AAA to award the grant amount requested.
44. **Provide a total number of feature presentation artists included in the Artist Contract.**
45. **Is the outreach engagement led by the feature presentation artist/ensemble?** (dropdown)
 - a. **If "No", provide and upload the following:**
 - i. Provide the outreach artist/personnel's name and contact information.
 - ii. Provide the outreach artist/personnel's biography. (250-word limit)
 - iii. Choose the outreach artist/personnel's primary creative discipline.
 - iv. Upload the outreach artist/personnel's contract or agreement. (Upload Microsoft Word or PDF document)

1. If you are in the process of finalizing an Artist Contract at the time of submitting your application, you will need to provide a draft of the Contract or a Letter of Intent for our review and records. Note, Award decisions require a fully executed artist contract on file. Prior to the issuance of grant funds, a copy of the fully executed Artist Contract is required for M-AAA to award the grant amount requested.
- v. Provide the total number of artists included in the outreach artist/personnel's contract.

SCHEDULE OF ACTIVITIES

46. Feature Presentation. Choose all that apply to how the feature presentation activities will take place:

Will the feature presentation take place in-person/streamed Online? (yes/no)

- 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.
- **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.

47. Outreach Engagement. Choose all that apply to how the outreach engagement activities will take place: Will the outreach engagement take place in-person/streamed online. (yes/no)

- 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.
- **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.

PROJECT FINANCIAL INFORMATION

Include information that is relevant to the project described in this grant application. Round all amounts up to the nearest dollar.

EXPENSES

48. **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. Round up to the nearest dollar.
49. **Direct Costs: Other.** This should reflect the total amount noted in the feature presentation and outreach activity contracts. Round up to the nearest dollar.
50. **Total Project Expenses (OR Budget Amount).** All projects should reflect a balanced budget so the project income should be equal to or greater than the Total Project Income.

51. **Expense Comments.** Provide additional context for the dollar amounts noted as expenses (optional).

INCOME

52. **M-AAA Grant Request** (\$5,000 maximum)

- 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.

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

54. **Total Project Income.** All projects should reflect a balanced budget so the project income should be equal to or greater than the Total Project Expenses noted above.

55. Income Comments

Recommended budget line items to consider:

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 review.

EXPENSES

A. 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. Round up to the nearest dollar.

B. Direct Costs: Other. For expenses related to the project activities applicant must:

- In-person activities: The artist's fees can include their payment for services (performance, workshops, etc.), transportation, accommodations, and per diem costs in the contract.
- Online activities: The artist's fee can include payment for services and online streaming fees associated with the project described in the contract.

Indirect costs like remaining artist fees, staff time, marketing, materials are not allowable expenses and *must* be covered by the applicant organization.

Note: 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.

C. Total Project Expenses. This is the total of direct cost items listed in "A. Artist/Outreach Personnel Fees" and "B. Other". *NOTE: All projects should reflect a balanced budget so the project expenses should be equal to or greater than the Total Project Income noted below.*

INCOME

D. M-AAA grant request. The maximum M-AAA grant amount request is \$5,000. This should reflect the total amount noted in all contracts included with this application.

E. Direct Income. There is a 1:1 match required for this grant. Identify other grant sources that include any anticipated funding for this project from local organizations, state and/or federal agencies. This can include organizational cash, other cash donations, and revenue from ticket sales to workshop fees and/or other participation fees including in-kind goods and services donated by [individuals or organizations] other than the applicant organization that are expected for this project. All direct income *must* also be identified since there is a 1:1 match required for this grant. Note, the dollar value of in-kind non-cash donations should be calculated at their verifiable fair-market value.

F. Total Project Income. This is the total of “D. Grant Requests” and “E. Direct Income” derived from the project. *NOTE: All projects should reflect a balanced budget so the project income should be equal to or greater than the Total Project Expenses noted above.*

DOCUMENT CHECKLIST

1. A confirmation receipt of your UEI (or screenshot) as proof while your entity is being validated and assigned a 12-character alphanumeric from SAM.gov (#18, if applicable);
1. Single Audit or Subpart F Audit (#20, if applicable)
2. Feature Presentation Artist/Ensemble’s Contract (e.g., Letter of Agreement, Letter of Memo of Understanding, or Contract) (#43); and
3. Outreach Engagement Letter of Agreement/Ensemble’s Contract (e.g., Letter of Agreement, Letter of Memo of Understanding, or Contract) (#45, if applicable).

HAVE QUESTIONS

If you have any questions about the RTP grant, please visit the [FAQ by Artists](#) or [FAQ by Organizations](#) to see if your questions are addressed in those documents. Applicants to read through all questions and answers before emailing any inquiries to M-AAA. If you did not see your question addressed in the FAQs, please email us at rtp@maaa.org. You may also schedule a 30-minute appointment to discuss your specific project further with a M-AAA staff member via telephone or Zoom, please email us.