

# 2018-2019 Catalyst Mission Support Grant

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*ArtsKC - Regional Arts Council*

## *Basic Application Information*

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**DEADLINE TO SUBMIT:** ArtsKC Catalyst Mission Support Grants must be submitted using the online ArtsKC grants system by midnight on Friday, July 13, 2018.

The mission of ArtsKC - Regional Arts Council is to unleash the power of the arts. Our vision is to build a city of great dreams, and vigorous life, where everyone participates in and benefits from the arts. ArtsKC Grants are investments in people, programs and projects that make the arts more accessible, that sustain a vibrant and thriving arts community, and that support traditions of excellence as well as innovation and entrepreneurship in the arts.

Your answers to application questions will help your organization, ArtsKC, and our grant review committee understand how an investment in your work would help fulfill our mission and achieve our vision. Another goal of the application process is to help your organization be competitive when applying for other funding opportunities, with clear and persuasive replies to questions that are of interest to many of your potential supporters in the community.

### **Grant Application Name\***

Please enter your organization's name followed by the phrase "Mission Support."

*Character Limit: 100*

### **Amount Requested\***

Awards range from \$500 to \$5,000. As a guideline, the amount of the request should be no more than **10%** of the total operating revenue of your most recent fiscal year. Exceptions to this policy may be made under special circumstances for organizations with previous year revenues of less than \$10,000.

Catalyst grant budgets must be balanced and show matching funds of at least one to one for the ArtsKC request. (Matching funds do not have to be secured at the time of application.) For example, the total project budget for a grant request of \$4,000 must be at least \$8,000.

*Character Limit: 20*

### **Service Location(s)**

In which county or counties does your organization actually present programming or provide services? (Multiple selections are permitted.)

#### **Choices**

Clay County, MO  
Jackson County, MO  
Platte County, MO

Johnson County, KS  
Wyandotte County, KS  
All of the Above

## *Fiscal Sponsor Information*

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### **Do you Have a Fiscal Sponsor?\***

#### **Choices**

Yes  
No

If NO, skip ahead to Organization Mission.

### **Fiscal Sponsor Name**

*Character Limit: 100*

### **Fiscal Sponsor Tax ID**

(format xx-xxxxxxx)

*Character Limit: 10*

### **Mailing Address - Fiscal Sponsor**

*Character Limit: 100*

### **City - Fiscal Sponsor**

*Character Limit: 100*

### **State**

(format XX)

*Character Limit: 2*

### **Zip Code - Fiscal Sponsor**

*Character Limit: 9*

### **Fiscal Sponsorship Agreement / Contract**

Provide a copy of the Fiscal sponsorship Agreement, Contract, or Memorandum of Understanding between the organization and the fiscal sponsor.

*File Size Limit: 2 MB*

## *Organization Information*

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### **Organization Mission\***

What is the mission statement of the organization?

*Character Limit: 750*

### **Organization Description\***

Provide a brief overview of the organization and its recent history.

*Character Limit: 1250*

### **Year of Incorporation\***

In what year was the organization incorporated?

*Character Limit: 100*

### **Program Description\***

Please describe the organization's programs, activities and services through which you achieve your mission.

*Character Limit: 2500*

### **Major Programming Changes?\***

Please describe plans for any major changes or additions in programming or services for the upcoming fiscal year, if there are any.

*Character Limit: 1500*

### **Program Attendance/Participation\***

How many people (total) participated in your arts programs last year? This total should include all in-person attendance at all performances, exhibitions, workshops, classes, etc. Please DO NOT include estimated audience total for any broadcast media.

*Character Limit: 20*

### **List of Programs Included in Attendance/Participation Total\***

Please list each of the programs counted in the total above and a specific attendance/participation total for each. Any arts education programs and totals should be included here, and then a combined subtotal for arts ed attendance/participation is also broken out as a separate figure for the next question.

*Character Limit: 2000*

### **Arts Education Attendance/Program Participation Total\***

Out of the total reported above, what is the total attendance/participation figure for any performances or programs that are specifically designed for youth and school-aged participants? (This information is very useful for ArtsKC reporting purposes; if you do not offer any programs in this category, please enter a zero ("0")).

*(NOTE: If you offer class instruction in an arts subject, an individual who attends multiple class sessions over an extended period of time counts as 1, and not as the number of individual sessions attended.)*

*Character Limit: 20*

## Staff and Volunteers\*

How many paid employees do you have, and are they full-time or part-time? Please list the names and titles of up to five key staff members, including the chief administrative and artistic staff leaders.

Do you have any volunteers in key staff roles? If so, which ones?

*Character Limit: 750*

## Governing Body & Bylaws\*

Does the organization have a governing body (Board of Directors) and bylaws?

### Choices

Yes

No

## Board of Directors\*

List the current Board of Directors, board positions (chairman, treasurer, etc.) and professional affiliation (place of business or employment).

*Character Limit: 3500*

### ArtsKC Diversity Statement

**One of the many well-recognized benefits of the arts to the region is their power to bring together people of diverse cultures, backgrounds, ethnicities and socio-economic circumstances. [Click here](#) for our official ArtsKC Diversity Statement.**

## Diversity Progress and Efforts\*

Please tell us about any progress and efforts made in the past 2 years toward diversifying your board, staff, audiences and/or participants so that they reflect better the constituents and communities which you strive to serve. This may include ethnicity, cultural background, county of residence/work, other demographics, professional/academic experience or community leadership roles.

*Character Limit: 2000*

## Diversity Statement

OPTIONAL - If your organization has a Diversity Statement, please attach it, and paste the text in the field below.

If not, or not yet, please respond "N/A," or "Under Development."

*Character Limit: 2500 | File Size Limit: 1 MB*

## Board Demographics\*

What are the basic demographic characteristics of the Board of Directors? Include at least ethnicity (African American, Asian American/Pacific Islander, Caucasian, Hispanic/Latino, Native American/American Indian, Other, Not Specified, etc.) and gender (female, male). Please use whatever labels for these characteristics that your organization prefers to use.

*For Example:*

**ETHNICITY:**

African American: 4

Latino: 3

Caucasian: 2

Not Specified: 1

**GENDER:**

Female: 5

Male: 5

Character Limit: 1000

**Facebook Page URL**

If the organization has a Facebook page, please provide the URL.

Character Limit: 250

**Twitter URL**

If the organization has a Twitter account, please provide the URL.

Character Limit: 100

## Program Details

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**Vibrant Kansas City\***

How will support for your mission help provide access to high-quality and/or community-oriented arts experiences? What role do you see for your organization in sustaining or increasing the vibrant arts ecology of the region? Do you have any current partnerships or collaborations with other organizations? Are there any new partnerships or initiatives that you are working on for the future?

Character Limit: 1500

**Artistic Quality and Intent\***

How does your organization assess the artistic quality of your arts programs and services? Who is responsible for the artistic quality and what are their qualifications?

Character Limit: 1000

**Community Needs\***

What community needs do you think are served by your programs and activities?

Character Limit: 1000

**Program Dates and Location**

ArtsKC Mission Support grants awarded for this grant cycle are for the one year period that corresponds most closely to your organization's fiscal year. The dates of this grant cycle are

from July 1, 2018 through June 30, 2019. Please list the dates and locations for your major programs and activities during your one-year grant period in the box below.

*Character Limit: 2000*

### **Program Demographics\***

Describe the demographic characteristics of the audience that are served by your programs and activities. If different programs reach different audiences, you may provide additional details as necessary.

*Character Limit: 1500*

### **Accessibility\***

Are your programs and services provided in facilities that are accessible to individuals with physical disabilities?

#### **Choices**

Always

Most of the time

Some of the time

No

### **Other Accessibility Issues\***

Are there any special accommodations available or planned that make your programs more accessible to individuals with disabilities or other special audiences? This could include access accommodations such as audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, etc.

*Character Limit: 1000*

## ***Financial Attachments***

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**All files submitted should be in PDF or JPEG format as noted below.**

File uploads automatically save when attached. You can check that the file has successfully attached by clicking on the "save draft" button at the bottom of the application and visiting the "Attachments" section.

### **Previous FY Financial Report\***

Submit a PDF file of the financial statement for the most recently completed fiscal year.

File name should be: *YourOrganizationsNamePreviousFYReport*

*File Size Limit: 1 MB*

### **Current YTD Financial Report and Budget\***

Submit a PDF file of your most recent year-to-date financial report; be sure that it also includes your total year budget figures in some format.

File name should be: *YourOrganizationsNameCurrentYReport*

*File Size Limit: 1 MB*

### **Other Budget (if necessary and available)**

If you are requesting support for a future grant period that has not yet begun as of July 1, 2017, and the budget is available, please submit it here. Indicate the period of time covered by this budget below, and whether or not it has already been approved by your board.

*Character Limit: 250 | File Size Limit: 1 MB*

## *Financial Information*

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### **Previous FY Dates\***

What were the start and end dates of your most recent fiscal year that ended prior to March 31, 2018?

(Examples: 7/1/14 - 6/30/15, or 1/1/14 - 12/31/15, etc.)

*Character Limit: 250*

### **Previous FY Operating Revenue\***

What was the total operating revenue of the organization in that fiscal year?

*Character Limit: 20*

### **Previous FY Operating Expenses\***

What was the total amount of operating expenses of the organization in that fiscal year?

*Character Limit: 20*

### **Current FY Operating Revenue\***

What is the current FY operating revenue budget? (Projected)

*Character Limit: 20*

### **Current FY Operating Expenses\***

What is the current FY operating expense budget? (Projected)

*Character Limit: 20*

### **Major Budget Changes and Concerns\***

Have there been any major changes in the operating budget from the previous fiscal year? If so, please explain. If there was a significant operating deficit in the previous fiscal year or in the current budget, please explain plans for dealing with it.

*Character Limit: 1500*

### **Previous ArtsKC Funding\***

Has the organization received support from the ArtsKC in the past two years? If so, please indicate year, amount and type of support.

(Ex: 2015-16: \$2,500-Catalyst Mission Support; 2016-17: \$2,000-Catalyst Project)

*Character Limit: 1000*

## ***Support Materials and Documentation***

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**Aside from reading about your organization, our reviewers benefit from experiencing samples of the art your organization brings into being, presents, or supports with your programming.**

Please submit up to **3 work samples, photographs, or other support materials** that document or describe the artistic quality of your programs or services. If possible, include images that show your programs and services in action, your constituents, and the unique activities of your organization.

Please use images that are at least 300 dpi in print quality. ArtsKC staff may contact you directly to see if a higher quality version of a particular image is available from you.

**Files can be PDF, JPEG, GIF, PNG, Doc, Docx, Xls, Xlsx, Txt or CSV.**

For audio and video work samples, you may paste links into the fields below, but it is not recommended to attach media files.

### **Support Material 1: work sample, photograph, etc.\***

Add Description or Link

*Character Limit: 750 | File Size Limit: 1 MB*

### **Support Material 2: work sample, photograph, etc.**

Add Description or Link

*Character Limit: 750 | File Size Limit: 1 MB*

### **Support Material 3: work sample, photograph, etc.**

Add Description or Link

*Character Limit: 750 | File Size Limit: 1 MB*

Please submit up to **3 promotional materials, press articles, programs or brochures** that further illustrate your programs.

Please use images that are at least 300 dpi in print quality. ArtsKC staff may contact you directly to see if a higher quality version of a particular image is available from you.

**Files can be PDF, JPEG, GIF, PNG, Doc, Docx, Xls, Xlsx, Txt or CSV.**

### **Promotional Material 1: press article, program, brochure, etc.\***

Add Description

*Character Limit: 750 | File Size Limit: 1 MB*

### **Promotional Material 2: press article, program, brochure, etc.**

Add Description

*Character Limit: 750 | File Size Limit: 1 MB*



We recommend clicking "Save Application," then, let the page reload. Next, click on "Application Packet," at the top of the page to **preview your application and attachments as a combined PDF, which is how our committee reviews it.**

Up until the time you hit "Submit Application," or the deadline, you can return to your application online to revise and edit your request.

FINISHED? Be sure to click the **Submit Application** button!