

2018-2019 Catalyst Project Support Grant

ArtsKC - Regional Arts Council

Project Summary Information

DEADLINE TO SUBMIT: ArtsKC Catalyst Project Support Grants must be submitted using the online ArtsKC grants system by midnight on Friday, September 7, 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 the questions below will help your organization, our staff, our grant review panelists and the ArtsKC Board of Directors understand how an investment in this project 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.

Project Name*

Character Limit: 100

Project Description*

Briefly describe the project for which you are requesting funds. *(1 to 3 sentences)*

Character Limit: 500

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 project 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

Applicant Type*

Choices

Arts Not for Profit Organization
Other Not for Profit Organization
Unit of Local Government
Other

Fiscal Sponsor Information

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

Character Limit: 10

Mailing Address - Fiscal Sponsor

Character Limit: 100

City - Fiscal Sponsor

Character Limit: 100

State - Fiscal Sponsor

(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

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?

Also, if you are not a 501 (c) 3 not-for-profit organization, what is your legal status? (example: unit of local government, etc.)

Character Limit: 100

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, their position (chairman, treasurer, etc.) and professional affiliation (place of business or employment).

Character Limit: 2000

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 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 or 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

Arts 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 totals for any broadcast media.

Character Limit: 20

List of Programs Included in Arts 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 number may be the same as the total reported above, if all of your arts programs are of this type.

(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

Major Arts Programming Changes?*

Are there plans for any major changes or additions in arts programming or services for the fiscal year during which your project takes place? If yes, what are those changes?

Character Limit: 1500

Facebook Page URL

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

Character Limit: 250

Twitter URL

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

Character Limit: 100

Project Details

Project Details*

What are the major project activities? When will the activities take place? Is this a new project, or one that you have done before? What are the plans for promoting and/or publicizing the project, if public participation is sought? If there are any specific results or outcomes expected, please describe them and how they will be tracked or measured.

Character Limit: 2000

Artistic Quality and Intent*

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

Character Limit: 1000

Project Dates and Location

ArtsKC supported projects for this grant cycle can take place anytime between July 1, 2017 and September 30, 2018. Please list the dates and location for your project activity in the box below.

Character Limit: 1000

Counties Served*

Please check below the counties in the Kansas City metropolitan area that will be served by this project (more than one answer allowed).

Choices

Clay County, MO
Jackson County, MO
Johnson County, KS
Platte County, MO
Wyandotte County, KS

Project and Organizational Mission*

How does this project relate to your organization's mission?

Character Limit: 500

Community Needs*

What community needs do you think will be served by this project?

Character Limit: 1000

Project Demographics*

Describe the demographic characteristics of the audience that will be served by this project. Please estimate the number of people to be reached and other information about them.

Character Limit: 1000

Accessibility*

Will this project be held in a facility that is accessible to individuals with physical disabilities?

Choices

Yes
No

Other Accessibility Issues*

Are there any special accommodations available or planned that will make this project 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 Information

Total Cost of the Project*

What is the total cost of the project?

Character Limit: 20

Previous FY Dates*

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

(Examples: 7/1/16 - 6/30/17, or 1/1/17 - 12/31/17, etc.)

Character Limit: 250

Previous FY Operating Revenue*

What was the total operating revenue for the organization in your most recently completed fiscal year?

Character Limit: 20

Previous FY Operating Expenses*

What was the total amount of operating expenses for the organization in your most recently completed 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*

Have there been any major changes in the operating budget from the previous fiscal year? If so, please explain.

Character Limit: 1500

Previous ArtsKC Funding*

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

(Ex: 2014: \$2,500-Catalyst Mission Support; 2016-17: \$2,000-Catalyst Project; 2015-16)

Character Limit: 1000

Financial Attachments and Documentation

All document files submitted should be in PDF or JPEG format. 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 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 file of your most recent year-to-date financial report. Please include your total year budget figures in some format.

File name should be: *YourOrganizationsNameCurrentYReport*

File Size Limit: 1 MB

Program Budget*

Submit a file of the budget of the project for which you are requesting funds. Include planned income and expenses for the project as well as any in-kind income and expenses. If possible, indicate the planned source and amount of matching funds.

File name should be: *YourOrganizationsNameProjectBudget*

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

Support Materials and Documentation

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: 1000 | File Size Limit: 3 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

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

Promotional Material 3: 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!