

2019-2020 Catalyst Mission Support Grant

ArtsKC - Regional Arts Council

Basic Application Information

DEADLINE TO SUBMIT: ArtsKC Catalyst Mission Support Grants must be submitted using the online ArtsKC grants system by midnight on **Friday, August 16, 2019 at 11:45 PM.**

We highly recommend that you review the Catalyst Resources page before you apply: <https://artskc.org/grantmaking/getfunding/catalystresources>. It includes timeline & deadlines, eligibility, previews of the application form, evaluation, funding, conditions, committee members, an instructional video for the grant system, and general grant application advice.

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 \$1,000 to \$5,000. 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 budgets must be balanced and show matching funds of at least one to one for the ArtsKC request.

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

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

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

Art Type*

Please choose a category for your organization. If more than one of these applies, choose "Multidisciplinary Combination." If your organization's work cannot be categorized in any of these ways, please choose Other, and write a quick detail in the next question field.

Choices

Visual

Music

Dance

Theatre

Literature / Poetry

Multidisciplinary Combination

Other

Art Type - Other detail

Character Limit: 100

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). We do not require the addresses of your board members.

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**. 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

Non-Binary / Third Gender: 1

Other/ Person prefers not to say: 0

Character Limit: 1000

Facebook Page URL

If applicable.

Character Limit: 250

Twitter URL

If applicable.

Character Limit: 100

Program Details

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, 2019 through June 30, 2020. 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 Information

Previous FY Dates*

What were the start and end dates of your most recent fiscal year that ended prior to June 30, 2019?

(Examples: 7/1/18 - 6/30/19, or 1/1/18 - 12/31/18, 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 financial support from 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

Financial Attachments

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, 2019, 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 creates, 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. Especially, include samples that are closely related to your proposal.

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

Please use images that are at least 300 dpi in print quality and are not blurry or pixelated.

For the performing arts, add web links to music, video, YouTube, Vimeo, etc. Do not upload media files, because they do not work with our grants system. Type links in full "http" format in the boxes, and include passwords if needed. The committee has a limited amount of time to review applications, so links to short excerpts are best. They are unlikely to sample more than a short section of longer works, so guide them to the most important part.

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

Add Description or Link. Include the most closely related or best work here, as the first sample.

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, brochures or web links to video or audio promotions** for past and upcoming activities.

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

Summary for Representation of your Organization by ArtsKC*

Please provide a short summary about your organization for ArtsKC to use in potential announcements, promotion, and fundraising. This summary may be changed or shortened by ArtsKC Staff as needed for social media or other purposes. Using information from this application, and without adding any new details, please write a summary with this outline:

Your organization's mission, type of art, what you plan to do, why, with whom, where, and how.

Character Limit: 800

Image for ArtsKC's Representation of your Project*

All applicants must include at least one image for ArtsKC to use in public representation if you are awarded a grant. Images that show your programs and services in action, your constituents, and the unique activities of your organization are best.

You can choose an image that is already included in this application. In this case, please upload it again.

File Size Limit: 2 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!