

# 2019-2020 Catalyst Project Support Grant

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*ArtsKC - Regional Arts Council*

## *Project Summary Information*

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**DEADLINE TO SUBMIT:** ArtsKC Catalyst Project Support Grants must be submitted using the online ArtsKC grants system on **Friday, October 25, 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 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*

### **Art Type\***

Please choose a category that is specific to your project. If more than one of these applies, choose "Multidisciplinary Combination." If your project cannot be categorized in any of these ways, please choose Other, and write a quick detail in the next question.

#### **Choices**

Visual

Music

Dance

Theatre

Literature / Poetry

Multidisciplinary Combination  
Other

## Art Type - Other detail

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 requests must be balanced and show matching funds of at least one to one for the ArtsKC request.

Character Limit: 20

## 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

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

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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*

### Applicant Type\*

#### Choices

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

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

*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*

### **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*

### **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*

### **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: 100*

### **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 applicable.

*Character Limit: 250*

### **Twitter URL**

If applicable.

*Character Limit: 100*

## Project Details

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### 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 September 1, 2019 and August 30, 2020. 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*

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**Total Cost of the Project\***

What is the total cost of the project?

*Character Limit: 20*

**Project Budget\***

Upload a budget document that includes all project income and all project expenses. The income should include the amount of your ArtsKC grant request. The source of any matching revenue should be shown. The total amount for expenses and the total amount of income should be equal to each other, so your budget is balanced.

*File Size Limit: 2 MB*

**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 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 the year, amount and type of support.

(Ex: 2018-2019: \$2,500, Catalyst Mission Support. 2017-2018: \$2,000, Catalyst Project)

*Character Limit: 1000*

## Financial Attachments and Documentation

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**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, 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***

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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. 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 that 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: 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*

Please use the Promotional Materials sections below to add press article, program, brochures, or web links to video or audio promotions for past and upcoming activities.

### 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*

### Summary for Representation of your Project by ArtsKC\*

Please provide a short summary about your project 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, name of project, 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!