2020-2021 Catalyst Mission Support Grant

ArtsKC - Regional Arts Council

Application Form

**DEADLINE**: ArtsKC Catalyst Mission Grant applications must be submitted using the online ArtsKC grants system by **Monday, September 14, 2020 at 11:45 PM**.

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, sustain a vibrant and thriving arts community, and support traditions of excellence as well as innovation and entrepreneurship in the arts.

Your answers to application questions will help 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 "Catalyst Mission 20-21 Application."

*Character Limit: 100*

**Do you have a Fiscal Sponsor?**

*Choices*

Yes

No

**Fiscal Sponsor Information**

**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 and Overview*
What is the mission statement of the organization? Provide a brief overview of the organization and its recent history.
*Character Limit: 1300

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

Service Location(s), General*
In which county or counties does your organization 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
Outside this Area
All of the Above

**Program Description***
Please describe the organization's programs, activities and services through which you achieve your mission.
*Character Limit: 2500*

**Program Circumstances***
Are there any special successes, challenges or opportunities that you wish the committee to consider, other than those that are described elsewhere in this application? What are the circumstances of your organization, staff, audience and participants? Specifically, please include information related to COVID-19 in this section.
*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. (By participants and audience, we mean members, performers, exhibitors, volunteers, and audience members. This does not include people who are board members or staff).
*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? (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, Volunteers, & Board of Directors*
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?
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: 2000

Governing Body & Bylaws*
Does the organization have a governing body (Board of Directors) and bylaws?

Choices
Yes
No

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, Equity, and Inclusion 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. This may include strategic programming, collaborations, outreach, or other methods.

Character Limit: 2000

Diversity Statement*
If your organization has a Diversity Statement, paste the text in the field below. If not, or not yet, please respond "N/A," or "Under Development."

Character Limit: 2500

Board & Staff Demographics*
What are the basic demographic characteristics of the Board of Directors and Staff? Include at least ethnicity (African American, Asian American/Pacific Islander, Caucasian, Hispanic/Latino, Native American/American Indian, Other, Not Specified, etc.) and gender, although you can include more characteristics. ArtsKC embraces differences of culture, ethnicity, race, religion, international origin, sexual orientation, physical abilities, socio-economic status, age and gender. Please use the terms for characteristics that your organization prefers to use.

For example:
Gender: Female 5, Male 5, Non-Binary/Third Gender 1, Other/Person prefers not to say 0.
Age: 25-34 (1), 35-44 (4), 55-64 (4)
International origin: USA 9, Thailand 1

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 or upcoming partnerships / collaborations with other organizations?

Character Limit: 1500

Artistic Quality and Intent*
What are the artistic goals of your organization / What does your art strive to communicate? How does your organization assess the artistic quality of your arts programs and services?
You may expand this answer with more information, if applicable:
How do you select participants in auditions, exhibitions, etc?
Do you follow an artistic philosophy and / or cultural tradition?
Who is responsible for the artistic quality and what are their qualifications or experience?

Character Limit: 1200

Community Needs*
What community needs are served by your programs and activities and how?

Character Limit: 1000

Program Dates and Locations*
ArtsKC 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, 2020 through June 30, 2021. 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 participants and audience that are served by your programs and activities. (By participants and audience, we mean members, performers, exhibitors, volunteers, and audience members. Do not include board members or staff).
Include at least ethnicity (African American, Asian American/Pacific Islander, Caucasian, Hispanic/Latino, Native American/American Indian, Other, Not Specified, etc.) and gender, although you can include more characteristics. ArtsKC embraces differences of culture,
ethnicity, race, religion, international origin, sexual orientation, physical abilities, socio-economic status, age and gender. Please use the terms for characteristics that your organization prefers to use.

For Example:
Ethnicity: African American 30%, Latino 15%, Caucasian 50%, Not specified 5%.
Gender: Female 48%, Male 48%, Non-Binary/Third Gender 3%, Other/Person prefers not to say 1%. Age: 10-25 (30%), 25-34 (70%) International origin: USA 90%, Thailand 2%

**Method of Collecting Demographics** *
Identify the method(s) by which you collected Demographic information. If the method you used is not listed, please choose "Other," and write it in the next field.

**Choices**
- Zip Code Collection
- Ticketing Information
- Electronic Survey
- In-Person Survey
- Observation
- Other

**Other - Method of Collecting Demographics**
If you chose "Other" above, please write details here.

**Accessibility** *
Are your programs and services provided in facilities that are accessible to individuals with disabilities or other specific audiences and participants? What access accommodations or services might be available to individuals? Are further access accommodations or services planned? Answers may include meeting ADA compliance, communicating accessibility details in promotional materials, ramps, elevators, audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, specific staff skills, etc.

**Financial Information**

**Previous FY Dates** *
What were the start and end dates of your most recent fiscal year that ended prior to June 30, 2020? (Examples: 7/1/19 - 6/30/20, or 1/1/19 - 12/31/19, etc.)
**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

**Amount Requested***
Grants range from $1,000 to $5,000. The amount of the request should be no more than 10% of the total operating expenses of your most recent fiscal year. Exceptions to this policy may be made under special circumstances for organizations with previous year expenses of less than $10,000.
*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

**Estimated Financial Loss Due to COVID-19***
Amount. If you prefer not to answer, write "N/A."
*Character Limit: 250

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**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: 2 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: 2 MB*

**990 Form**
990 Form Please upload a PDF of the first page of your organization's most recent 990 form since 2018. If your organization does not have a 990 form, you can download and learn more here: https://www.irs.gov/forms-pubs/about-form-990

*File Size Limit: 1 MB*

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**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 2 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. If your file is too large, try: http://www.simpleimageresizer.com/, https://resizeimage.net/

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: 3 MB*
Support Material 2: work sample, photograph, etc.*
Add Description or Link

*Character Limit: 750 | File Size Limit: 3 MB

Please submit 1 promotional material, press article, program, brochure or web link 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: 3 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 Organization*
All applicants must include at least one image for ArtsKC to use in public representation of your 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: 3 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!