2020-2021 Catalyst Project Support Grant

ArtsKC - Regional Arts Council

Application Form

**DEADLINE TO SUBMIT:** ArtsKC Catalyst Project Support Grants must be submitted using the online ArtsKC grants system on **Friday, October 23, 2020 at 11:45 PM.**

We highly recommend that you review the Catalyst Project Grant Information page before you apply. It includes the 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*

**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

Do you Have a Fiscal Sponsor?*
Choices
Yes
No

Fiscal Sponsor Information

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

**Choices**
- Arts Not for Profit Organization
- Other Not for Profit Organization
- Unit of Local Government
- Other

**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 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
*Character Limit: 1500*

**Project Details**

**Project Description and Details***
Describe the project. 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 partnerships or collaborations do you have with other organizations? 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: 2500*

**Artistic Quality and Intent***
What are the artistic goals of your project / 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*
Arts Education - Beals III Trust
For Programs and projects that reach K-12 participants, ArtsKC has some funding that is designated to Arts Education within Catalyst Project this year. Grants are expected to be similar in size to other Catalyst Project grants, with the same rules for amounts. The Beals III Trust Arts Education-specific funding is restricted to projects that are 100% for K-12 participants with the following parameters and goals:

- 100% for K-12 participants from a public school, although the project can be virtual or otherwise take place off of school grounds
- Defined collaboration / partnership between the arts organization and a school district or school
- Tracks outcomes: gains in creativity and creative thinking, better behavior, higher levels of engagement, and an ability to reach students regardless of ability level

Do you believe your project is a fit for Beals III Trust Arts Education funding? Please provide details related to the parameters and goals.

Character Limit: 2000

Project and Organizational Mission*
How does this project relate to your organization's mission?

Character Limit: 500

Project Dates and Location*
ArtsKC supported projects for this grant cycle can take place anytime between September 1, 2020 and August 30, 2021. Please list the dates and location for your project activity in the box below.

Character Limit: 1000

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
Johnson County, KS
Platte County, MO
Wyandotte County, KS
Outside this Area
All of the Above

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. (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: 2000
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. (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

Project Demographics*
Describe the demographic characteristics of the participants and audience that will be served by this project. (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%

Character Limit: 1500

Method of Collecting Demographics*
Identify the method(s) by which you collected Demographics 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
Other - Method of Collecting Demographics
If you chose "Other" above, please write details here.

*Character Limit: 100

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.

*Character Limit: 1000

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

Financial Information

Total Cost of the Project*
What is the total cost of the project?

*Character Limit: 20

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

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 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 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

**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.

**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 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

990 Form*
Please upload 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: 2 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. 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: 750 | File Size Limit: 3 MB

Support Material 2: work sample, photograph, etc.*
Add Description or Link
Please use the Promotional Material section 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 or Link

**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.

**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.

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!