2023-2024 Project Support Grant

ArtsKC - Regional Arts Council

Application Form

<u>DEADLINE</u>: ArtsKC Mission Support Grant applications must be submitted using the online ArtsKC grants system by **February 5, 2024 at 11:45 PM.**

The mission of ArtsKC - Regional Arts Council is to advance lives through the arts. Our vision is to live in a vibrant and just world where everyone participates in and benefits from the transformative power of arts & culture. 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 will help ArtsKC and our grant committee understand how an investment in your work would help fulfill our mission and achieve our vision.

Text Field Limits: The online grants system counts characters, punctuation, and spaces. We estimated how much space you will need to answer each question. *You do not need to use all the available space*. Please focus on answering the spirit of the question fully, accurately, and persuasively.

COPY ANSWERS FEATURE

Click on the button in the top right to copy your answers over from last year's application. Some questions have been combined or changed, and those will not copy. Some attachments will copy. Here's a How To Video.
The Copy Answers feature is meant to save you time year to year. Some questions were combined this year; the main question's answer will copy over, and any combined question that needs additional writing is noted in the instructions.
Review all the content and attachments that copy over. We recommend that you update the content and attachments where appropriate, and make sure your application is complete before submitting it. You can press the Save button at the bottom at any time.

If you have questions about this feature, please email Tara Karaim: grantmaking@artskc.org.

Project Name*
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

Project and Organization Information

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

Applicant Type - Other detail
Character Limit: 100

Project Description and Details*

Describe the project. What are the major project activities? 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: 2500

Project and Organizational Mission*

What is your organizational mission and how does this project relate to it?

Character Limit: 1000

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

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

Project Dates and Location*

ArtsKC supported projects for this grant cycle can take place anytime between August 1, 2023 and September 1, 2024. Please list the dates and location for your project activity in the box below.
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. (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

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

Arts Programs 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?

Character Limit: 1500

Vibrant Kansas City*

How will support for your project help provide access to high-quality and/or community-oriented arts experiences? What role do you see for your project in sustaining or increasing the vibrant arts ecology of the region? Do you have any current or upcoming partnerships / collaborations with other organizations?
What community needs are served by your project, such as education, nutrition, housing, health and wellness, etc., and how?

Character Limit: 2500

Financial Information

Total Cost of the Project*
Character Limit: 20

Grant Amounts, FYI
Contingent upon fundraising, all grants will start at $5,000.

Due to the small amount of variation between grant amounts, ArtsKC is no longer asking you to define your Requested Amount.

Previous Fiscal Year Dates*

What were the start and end dates of your most recent fiscal year that ended prior to June 30, 2023? (Examples: 7/1/22 - 6/30/23, or 1/1/22 - 12/31/22, etc.)

Character Limit: 250

Previous Fiscal Year Operating Revenue*

What was the total operating revenue of the organization in that fiscal year?

Character Limit: 20

Previous Fiscal Year Operating Expenses*

What was the total amount of operating expenses of the organization in that fiscal year?

Character Limit: 20

Current Fiscal Year Operating Revenue*

What is the current FY operating revenue budget? (Projected)

Character Limit: 20

Current Fiscal Year 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. Feel free to discuss any special circumstances with the project budget as well.

Character Limit: 1500

Diversity, Equity, and Inclusion

ArtsKC is seeking equity in our funding practices.

We will use the numbers and demographics you provide to calculate how much of your organization's staff, volunteers, and board of directors is made up of underrepresented communities. We are looking for 51% or higher levels of BIPOC, LGBTQIA, and/or people with disabilities on the board and staff, which we will refer to as "diverse-led."
To achieve equity, diverse-led organizations will have an added value in our evaluation process.
If your combined Board and Staff have a higher percentage of BIPOC, LGBTQIA, and people with disabilities, you will be acknowledged and rewarded for that. We acknowledge that collecting demographic data is a continually improving practice. Here's a resource to consider: GuideStar by Candid's DEI Survey Guide.

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 and scroll down to "ArtsKC Diversity" for our official ArtsKC Diversity Statement.

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

Diversity, Equity, and Inclusion Progress and Efforts*

Please tell us about any progress and efforts made in the past two 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

Governing Body & Bylaws*

Does the organization have a governing body (Board of Directors) and bylaws?

Choices

Yes
No

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

Board & Staff Demographics*

What are the basic demographic characteristics of the Board of Directors and Staff? **Please include differences of race, ethnicity, sexual orientation, physical abilities, and any other demographics relevant to your organization.** Please use the terms for characteristics that your organization prefers to use.

> Here's an example of a Board & Staff Demographics listing. This sample is not meant to be a complete all-inclusive list of individuals in our community, but to represent a balanced board and staff: Ethnicity: African American 3, Asian 1, Latino 3, Two or More Races 1, Caucasian 2, not specified 1. Gender: Female 5, Male 5, Non-Binary/Third Gender 1, Trans-identifying: 1, Other/Person prefers not

to say 0.
Age: 25-34 (1), 35-44 (4), 55-64 (4)
International origin: USA 9, Thailand 1
People with Disabilities: 2
Sexual Orientation: Gay 1, Lesbian 1, Bisexual 1, Heterosexual 5, prefers not to say 2.

Character Limit: 1500

Arts Programs Demographics*

Describe the demographics of the **participants and audience** that are served by your arts programs. (Members, performers, exhibitors, volunteers, and audience. Do not include board members or staff).

Please include differences of race, ethnicity, sexual orientation, physical abilities, and any other demographics relevant to your organization. Use the terms that your organization prefers.

Here's an example of a demographics listing. This example is not meant to be an all-inclusive list of individuals in our community, but to represent a balanced group:
Ethnicity: African American 30%, Asian 10%, Latino 20%, Two or More Races 10%, Caucasian 20%, Not specified 10%.
Gender: Female 45%, Male 45%, Non-Binary/Third Gender 10%, Trans-identifying, 1%, prefers not to say 0.
Age: 25-34 (10%), 35-44 (40%), 55-64 (40%)
International origin: USA 90%, Thailand 10%
People with Disabilities: 20%
Sexual Orientation: Gay 10%, Lesbian 10%, Bisexual 10%, Heterosexual 50%, Prefers not to say 20%.

Character Limit: 1500

Method of Collecting Demographics*

Identify the method(s) by which you collected Demographic information. Pick all that apply. 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.

Character Limit: 100

Accessibility*

Are your programs and services provided in facilities that are accessible to individuals with disabilities (physical and/or mental) 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, sensory sensitivities etc.

Character Limit: 1000

Financial Attachments

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 source of any related income / revenue should be shown. Income / revenue can be pending or secured. Please include in-kind or donated resources and label them as such. Include a line for ArtsKC support from this grant for up to $5,000. 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

Support Materials and Documentation

Please submit **work samples, photographs, links, or other support materials** that document the artistic quality of your programs or services. If possible, include images that show your programs and services in action, your constituents, and your organization's activities. 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 or https://resizeimage.net.

For the **performing arts especially**, 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. 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: 5 MB

Support Material 2: work sample, photograph, etc.*

Add Description or Link

Character Limit: 750 | File Size Limit: 5 MB

Promotional Material 1: press article, program, brochure, etc.*
Add Description

Character Limit: 750 | File Size Limit: 5 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.

Please keep this short so ArtsKC can use it for social media / web.

Character Limit: 250

Image for ArtsKC's Representation of your Organization's Project*
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.

By submitting the photo here, you are granting ArtsKC permission to use it for marketing purposes.

Note: If your image includes minors, please ensure you have the proper consent from parents or guardians to share the image publicly.

File Size Limit: 5 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, <u>which is how our committee reviews it.</u>** 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!

You will receive a Submitted notification email with a link to our 3-minute Post-Applicant Survey. We value your feedback. If you prefer to email feedback, please contact Tara Karaim: mailto:Beffa@ArtsKC.orggrantmaking@artskc.org.