# 2024-2025 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 **January 22, 2025 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 there are any specific results or outcomes expected, please describe them and how they will be tracked or measured.

*Character Limit: 3000*

## Project and Organizational Mission*

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

*Character Limit: 1500*

## 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 & Programming Quality*

**What are the artistic goals of your project / What does your art strive to communicate?  How does your organization assess the quality of your arts programs?**
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 quality of your arts programs and what are their qualifications or experience?*

*Character Limit: 2000*

## Community Impact*

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? (Consider areas outside the arts as well**.)

*Character Limit: 2500*

## Project Dates and Location*

ArtsKC supported projects for this grant cycle can take place anytime between November 14, 2024 and September 2, 2025. 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*

## 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*

## 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*

## Financial Information

### Total Cost of the Project*

*Character Limit: 20*

**Grant Amounts, FYI**
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, 2024? (Examples: 7/1/23 - 6/30/24, or 1/1/22 - 12/31/23, 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.

Please explain any extenuating circumstances related to your organization's need for this funding.

*Character Limit: 2500*

## 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*

## Diversity, Equity, and Inclusion

**ArtsKC is seeking equity in our funding practices.**

We will use the numbers and demographics you provide to determine how much of your organization's staff and board of directors is made up of underrepresented communities such as BIPOC, LGBTQIA, and people with disabilities.

Without accurate demographic data, it's easy to unknowingly perpetuate inequity. Tracking the diverse identities of the people we work with ensures we are living up to our values and advancing racial and economic justice.

To work toward equity, the organizations that are diverse-led through greater overall representation among their staff and board will receive added value in the evaluation process. We acknowledge that collecting demographic data is a continually improving practice. Here's a resource to consider: GuideStar by Candid's DEI Survey Guide. 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*

## Board & Staff Demographics 2
What are the basic demographic characteristics of your Board of Directors and Staff? Please input the following percentages to the best of your ability. If you prefer not to say, you can input N/A.

What **percentage** of your board and staff are:

| | |
|---|---|
| **People of Color (i.e. African American, Asian, Latino, Native American, two or more races)?** | |
| **Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, or Asexual?** | |
| **People with disabilities (physical or mental)?** | |

## Arts Programs Demographics*
Describe the demographics of the **participants and audience** that are served by your organization (members, performers, exhibitors, volunteers, and audience. Do not include board members or staff). This may include ethnicity/race, sexual orientation, people with disabilities, and any other demographic information that may be relevant to your organization.

*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*

## 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*

## Accessibility*

Are your arts programs 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: 1500*

## *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, 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!

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.org](mailto:Beffa@ArtsKC.org)grantmaking@artskc.org.