

## Artistic Innovations Grant Program - Application At-A-Glance

**Deadline: 5:00 p.m. CST, Thursday, March 13, 2025**

### HOW TO APPLY

The Artistic Innovations grant accepts applications via an online platform. The latest version of Google Chrome is the recommended web browser to use when working in the online application form. To maximize the functionality of the online platform, try clearing your browsing data, cookies, and search history in Google Chrome, Firefox, or Safari.

This Application At-A-Glance document is to be used by applicants to support them in preparing their answers. While draft application forms can be saved online, technology is not flawlessly reliable. We strongly recommend applicants prepare their narrative responses in Microsoft Word, Google Docs, or similar note-taking applications to ensure they have a backup for reference. All supporting materials must be in Microsoft Word, Excel, or PDF format. **Note: The maximum upload for one application is 35 megabytes. Strongly recommend compressing files (e.g., PDFs) to reduce the size and to save space in your application before uploading files to the platform.** The application does not support file types saved as Mac Pages or Numbers. See the [Document Checklist](#) to ensure you have all required documents and any optional materials ready for upload to your application form. **Applicants will not have an opportunity to resubmit missing information.**

Draft application forms can be saved for editing later by clicking “*Save my progress and resume later*” at the top or bottom of the application form webpage. Each time you save your application you will be asked for an email address and a password. We highly recommend using a shared email address and reusing the same password so that your project team can access the drafted form to make changes, review, and/or share the information.. An email with new instructions on how to resume the most recent draft of your form will be sent each time it is saved. To resume a saved draft of your application form, refer to the most recent email in your inbox or bookmark the “*Thank you for saving/resume your application*” webpage. If you did not receive a confirmation email at the time of saving your application, then the application was not saved. **For applications that are unsuccessfully saved, regrettably applicants will need to start a new application.**

Once submitted, applicants will receive a confirmation email of their submitted responses including a list of upload files to the email address entered to certify the application form. Double-check the spelling of the email address when certifying your application, and check that inbox or spam folder for that confirmation email.

If you are experiencing issues logging into your application or errors were detected while saving and uploading files to the platform, email us at: [innovations@maaa.org](mailto:innovations@maaa.org).

**Applications are due on Thursday, March 13, 2025 at 5:00 p.m. CST.**

The application for Individual Artists can be found here:

<https://maaa.tfaforms.net/5112342>

The application for Arts-based Organizations can be found here:

<https://maaa.tfaforms.net/5112343>

We urge you to submit your application early to ensure your materials are properly received. The application platform may experience slower processing times when user traffic is higher as the deadline nears. **Applicants will not have an opportunity to submit missing information.**

## **REQUEST FOR EXTENSIONS & LATE SUBMISSIONS**

Extension requests must be received 5 days before the application deadline. An extension gives you extra time to finish your application. Applicants must complete and submit an Extension Request Form before the application deadline with justification for an extension. Requests are considered on a case-by-case basis; approval is not guaranteed. The form can be found here:

<https://maaa.tfaforms.net/5097231>

If your application is received after 5:00 p.m. CST, it is considered late and not guaranteed for review. Applicants who experience technical difficulties at the time of application must immediately email us at [innovations@maaa.org](mailto:innovations@maaa.org). M-AAA staff will evaluate if your application can be processed after the deadline.

## **ALTERNATIVE FORMATS**

Grant materials are available in alternative accessible formats upon request. If you have accessibility needs for an alternate format or process for completing the application, contact **M-AAA's Accessibility Coordinator, Angelette Severt by email at [angelette@maaa.org](mailto:angelette@maaa.org) or by telephone at (816) 421-1388 ext. #216.**

## HAVE QUESTIONS?

Applicants can consult with M-AAA staff before applying during our office hours and help desk support schedule. Staff will not review or provide comments on draft materials. See [Program Timeline](#) for our office hours and help desk support schedule.

For programmatic questions and/or technical issues, email us at: [innovations@maaa.org](mailto:innovations@maaa.org).

## Eligibility Questionnaire At-A-Glance

Applicants are required to answer the multiple-choice questions listed below about the “Applicant” and “Project” to determine eligibility. To support applicants in their preparation process, preview the questionnaire below.

See the [Grant Guidelines](#) to understand our eligibility requirements.

### ELIGIBILITY QUESTIONNAIRE

1. Is the applicant a resident of, or incorporated as an arts or cultural nonprofit in M-AAA’s six-state region? (yes/no)
2. Can the applicant demonstrate at least three years of creative practice or arts programming? (yes/no)
3. Will the proposed project have at least two public-facing events in M-AAA’s six-state region? (yes/no)
4. Will the proposed project have at least one public premiere or featured presentation in M-AAA’s six-state region? (yes/no)
5. Will the premiere or featured presentation occur between July 1, 2025 and June 30, 2026? (yes/no)
6. Will the proposed project have at least one public educational or outreach activity in M-AAA’s six-state region? (yes/no)
7. Will the educational or outreach activity occur between July 1, 2025 and June 30, 2026? (yes/no)
8. Will the proposed project exclusively engage artists/personnel from M-AAA’s six-state region? (yes/no)
9. Is the applicant’s project budget at least twice the amount of the funding it seeks through this grant application, specifically can the applicant show a dollar-for-dollar match or cost-share? (yes/no)

### Application At-A-Glance

Given the answers provided in the questionnaire above by the applicant and about their project, they may be eligible to proceed to the application form. Eligible applicants will be asked to tell us more about themselves and their project. To support applicants in their preparation process, preview the application questions below.

Applicants can save a draft application for editing later. See [How To Apply](#) above to learn how to save your draft application.

## APPLICANT INFORMATION

### 1. Applicant Legal Name

**For organizations:** This is the organization's business name as it appears on its Federal Employer Identification document. Note: A valid 9-digit Federal Employer Identification Number (FEIN) is required at the time of application.

**For individual artists:** This is the artist's name as it appears on their social security card or tax documents. Note: A 9-digit Social Security Number (SSN) is not required at the time of application. That information will be requested if the application is selected for funding.

### 2. Applicant Information

This includes the applicant's name, title/artistic discipline, street and mailing address, phone, email address, and website, if applicable.

**For organizations:** This is the organization's information as it appears on its Federal Employer Identification document and/or Unique Entity Identifier (UEI) registration in SAM.gov.

**For individual artists:** This is the individual artist's information as it appears on their tax documents.

### Grant Application Contact Person Name, Title, and Demographics

This includes information about the grant application contact person's name, title/artistic discipline, and demographics.

**For organizations:** This is the primary contact person to whom questions should be addressed regarding the application if awarded. This includes the name, title, phone number, email address, and demographics. Check all that are applicable concerning gender, age, race/ethnicity, education, and other identifiers.

**For individual artists:** This is the primary contact person to whom questions should be addressed regarding the application, and if awarded. This includes the name, title, phone number, email address, and demographics. Check all that are applicable concerning gender, age, race/ethnicity, education, and other identifiers/identities the individual artist holds that they believe are relevant to share. (125-word limit)

### 3. Second Contact Person Name, Title, and Demographics. (optional)

This is someone other than the primary contact person. This should be an alternative person to whom questions should be addressed in the event the primary contact person is unavailable during the grant period or activities.

**For organizations:** Provide information about the organization's leadership person (President, CEO, executive, or the equivalent). This should be an alternative person to whom questions should be addressed in the event the primary grant contact person

is unavailable. This includes the name, phone number, email address, and demographics. Check all that are applicable concerning gender, age, race/ethnicity, education, and other identifiers.

**For individual artists:** This is an alternative contact person (optional). This includes the name, phone number, email address, and demographics. Check all that are applicable concerning gender, age, race/ethnicity, education, and other identifiers.

4. **Is this the first time the applicant is applying to this grant program?** (yes/no/don't know)
5. **The following questions are asked only of organizational applicants.**

**For organizations: Select the category that best describes the organizational applicant's status:**

- o Number of annual full-time staff, part-time staff, contractors, volunteers, and board members;
  - o Describe the demographics of the Board of Directors leadership position;
  - o Provide a valid 9-digit Federal Employer Identification Number (FEIN) as a Tax-Exempt Organization registered with the IRS at: <https://www.irs.gov/charities-and-nonprofits>; and
  - o Have and provide a valid 12-character alphanumeric Unique Entity Identifier (UEI) as assigned in the System for Award Management (SAM) at: <https://sam.gov/content/entity-registration>. Organizations are required to have a valid UEI ID but not an entity registration to do business with M-AAA. Note: The street address *must* match the UEI assigned in SAM.gov;
    - Does the applicant have a Unique Entity Identifier (UEI)? (yes/no)
      - If yes, provide the applicant's 12-character alphanumeric UEI.
      - If no, upload an email confirmation or screenshot of the UEI registration from SAM.gov in PDF or Microsoft Word format. The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.
6. **Provide the applicant's U.S. Congressional District Number.** Find your Local Legislator at: <https://pluralpolicy.com/find-your-legislator/?address=>
  7. **Provide the applicant's State House Legislative District Number.** Commonly referred to as "lower chamber". Find your Local Legislator at: <https://pluralpolicy.com/find-your-legislator/?address=>
  8. **Provide the applicant's State Senate Legislative District Number.** Commonly referred to as the "upper chamber". Find your Local Legislator at: <https://pluralpolicy.com/find-your-legislator/?address=>

9. **Select the population range of the applicant's community or geographic service area.** (picklist)

See US Census Bureau for more information at: <https://data.census.gov/cedsci/>.

10. **Select the category that best describes the type of applicant (artists, arts center, performing group, school, etc.).** (dropdown)

11. **Select the discipline that best describes the applicant's primary area of work in the arts.** (dropdown)

This is the applicant's art practice in general, which may not necessarily be the same as that involved in the proposed project.

12. **What is the applicant's mission or artist's statement?** (125-word limit)

**For organizations:** Ideally, the organization will have arts and culture explicitly stated as central to the organization's mission. An arts-based organization that includes arts and culture as a primary and major focus of a larger mission may apply if its larger mission is centered on serving a specific cultural group.

**For individual artists:** If the artist does not have an artist statement, then describe what the artist makes, and how and why they make it.

13. **Choose the applicant's most recently completed fiscal year operating budget range.** (picklist)

**For individual artists: Select that which reflects the most recent year's creative practice budget.**

14. **Did the applicant spend \$1 million or more in federal funding in its most recently completed fiscal year? (yes/no)**

- o If yes, upload Single Audit or Subpart F Audit in PDF or Microsoft Word format. The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

15. **Provide a summary of the applicant's artistic endeavors or arts programming during the last 3-5 years.** (500-word limit)

**For organizations:** This is the organization's history of arts programming during the last 3-5 years.

**For individual artists: This is the artist's history of** arts engagement in a creative practice during the last 3-5 years.

16. **Does the applicant utilize non-discriminatory policies and/or procedures in its internal and/or external practices?** If yes, how? (500-word limit)

**For organizations:** This includes but is not limited to policies the organization has in place, partnership/contracts with accessibility providers for the programs and services the applicant offers its audience.

**For individual artists:** This includes but is not limited to practices the artist carries out, partnerships/contracts with accessibility providers for the programs and services the applicant offers its audience.

17. **Applicant's Accessibility Information.** (yes/no/not applicable)

Provide information about the applicant's accessibility efforts. Applicants should seek technical assistance concerning accessibility from [Americans with Disabilities Act \(ADA\) Centers](#), partner organizations, and venues.

Select a response to each of the following statements:

- a) The applicant has a stated policy or mission statement regarding accessibility.
- b) The applicant has accessible information/accommodations with appropriate disability symbols included in all publicity about its programming.
- c) The applicant has an accessible website, including alt tags and captioned audio.
- d) The applicant has a designated staff member responsible for overseeing accessibility and section 504/ADA compliance.
- e) The applicant has an access committee that includes people with various disabilities to advise on access issues.
- f) If the applicant answered "Not Applicable" or "No" to any of the statements above, please explain. (200-word limit)

## PROJECT INFORMATION

18. **Project Title**

19. **What is the project's primary artistic discipline?** (dropdown)

If "interdisciplinary" or "multidisciplinary" is selected, you will be asked to designate the project's secondary artistic discipline.

20. **Choose one outcome that most aligns with the project's intention.** (dropdown)

- o Creation: The portfolio of American art is expanded.
- o Engagement: People experience art.
- o Learning: People of all ages acquire knowledge or skills in the arts.
- o Livability: Communities are strengthened through the arts.
- o Understanding: Knowledge and understanding about the contributions of the arts are enhanced.

21. **Choose one statement that best describes the amount of arts education involved in the project.** (dropdown)

- o 50% or more of the project activities are arts education.
- o Less than 50% of the project activities are arts education.



- o None of the project activities involve arts education.

**22. Project Start and End Dates**

- o The anticipated date of the first public-facing engagement.
- o The anticipated date of the last public-facing engagement.

**23. Upload a Project Timeline.** (required)

A project timeline document is a required part of the application process to meet our eligibility requirements. A timeline *must* be realistic and include milestones or significant events associated with the proposed project and activities. Upload a timeline document in PDF or Microsoft Word or Excel format. The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

**24. Provide a full project description.** (1,500-word limit)

Describe the project and information about both the premiere feature presentation and the outreach activities.

**25. Provide a short project description.** (250-word limit)

Provide a short description of the project for use in M-AAA publicity materials if the project is selected for funding.

**26. Describe how the project and grant program align.** (250-word limit)

Describe the ways the project aligns with the spirit of the Artistic Innovations grant program. Define what innovation means to the applicant. What makes the project innovative, and extends M-AAA's philosophy in the proposed project?

Read **M-AAA's Mission, Vision, and Values** at: <https://www.maaa.org/about/mission/>

**27. Does the project include, work with, or raise the profile of disabled artists?** (yes/no)

If yes, describe the ways the project includes, works with or raises the profile of disabled artists. (250-word limit)

**28. Does the project demonstrate non-discriminatory, fair practices in its creation and presentation?** (yes/no)

If yes, describe the ways the audience will have access to and/or participate in the project. (250-word limit)

**29. Project Accessibility Information** (yes/no/not applicable)

Provide information about the accessibility of the project. Applicants should seek technical assistance concerning accessibility from [Americans with Disabilities Act \(ADA\) Centers](#), partner organizations, and venues.

Select a response to each of the following statements:

- a) Persons using wheelchairs will be able to participate in the project.

- b) A sign language interpreter, an assistive listening system, or other assistance for persons with hearing impairments will be provided upon request.
- c) Large print materials or descriptive audiotapes will be available upon request for persons with visual limitations.
- d) Seats near the speaker/performer/interpreter will be available for persons with hearing and/or visual limitations along with their companions.
- e) If the applicant answered “not applicable” or “no” to any of the statements above, please explain. (200-word limit)

30. **Feature Presentation Activities & Venue Accessibility.** (yes/no/not applicable)

Provide information for at least one premiere or featured presentation activity that is open to the public. Include dates, primary activity, title/work/program, key artist/personnel name, venue name, address, and accessibility information. Where the venue remains to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek.

- a) The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.
- b) The venue has ground-level entry, ramped access, and/or elevators.
- c) The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.
- d) The venue has signage at inaccessible entrances with directions to accessible entrances.
- e) The venue has a wheelchair-accessible toilet stall, including a 60” diameter or T-turn clear floor space, free of the door swing.
- f) The venue has accessible emergency exits and audio/visual emergency alarms.
- g) If the applicant answered “Not Applicable” or “No” to any of the statements above, please explain. (200-word limit)

31. **Outreach Activities & Venue Accessibility.** (yes/no/not applicable)

Provide at least one educational or outreach activity that is open to the public. Include dates, primary activity, title/work/program, key artist/personnel name, venue name, address, and venue accessibility information. Where the venue remains to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek.

- a. The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.
- b. The venue has ground-level entry, ramped access, and/or elevators.

- c. The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.
- d. The venue has signage at inaccessible entrances with directions to accessible entrances.
- e. The venue has a wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.
- f. The venue has accessible emergency exits and audio/visual emergency alarms.
- g. If the applicant answered "Not Applicable" or "No" to any of the statements above, please explain. (200-word limit)

**32. Does the project involve Organizational Partners? (yes/no)**

An organizational partner is an outside entity providing resources other than money to support the project. Funders are not excluded from being partners, but they must also provide other informational capital, or actively participate in the project.

If yes, upload a summary document and any letter(s) of support in a PDF or Microsoft Word format. Provide the names of each organizational partner, their contact information (e.g., street address, website), and mission statement. Be sure to note the address in which they are incorporated in the six-state region. Describe their involvement in the development of the project to date or the support they will provide during the grant period of activities. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek.

- o Upload a summary document from the organizational partner(s). (optional)
- o Upload letters of support from the organizational partners, if applicable. (optional)

The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

**Applicants will not have an opportunity to submit missing information.**

**33. Is the applicant the Lead Artist for the project? (yes/no)**

If no, upload a summary document about the lead artist in PDF or Microsoft Word format. Provide the name of the lead artist, a brief, current biography, and website address, if applicable. Be sure to note the city and state in which they reside in the six-state region. Describe their involvement in the development of the project to date or the support they will provide during the grant period of activities.

- o Upload a summary document from the lead artist. (optional)
- o Upload letters of support from the lead artist, if applicable. (optional)
  - Describe the support your lead artist will provide during the grant period of activities.

- o Upload a résumé from the lead artist, if applicable. (required)
  - A résumé must demonstrate at least 3-years of engagement in a creative practice highlighting artistic endeavors or arts programming. See [Grant Guidelines](#) document for more information.

The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

**Applicants will not have an opportunity to resubmit missing information.**

**34. Does the project include other Individual Partners (e.g., artists)? (yes/no)**

An individual partner is a person who will provide resources other than money to support the project.

If yes, upload any information (e.g., summary document) about the other individual partners in PDF or Microsoft Word format. Provide the names of each partner, a brief, current biography, and website address, if applicable. Be sure to note the city and state in which they reside. Describe their involvement in the development of the project to date or the support they will provide during the grant period of activities.

The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

**35. Upload a Work Sample List. (required)**

Work samples are a required part of the application process to meet our eligibility requirements. Applicants are urged to provide at least 5 and up to 10 high-quality work samples created within the last 3-5 years and relevant to the project and alignment of this grant program.

Applicants can create their own work sample list document or utilize [M-AAA's Work Sample Template](#). If you choose to use your own document it must be in Microsoft Word or PDF format. **Applicants will not have an opportunity to resubmit missing information.** The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

Each work sample must include:

- o Names of artist/personnel (e.g., lead artist, partners) involved in the work;
- o Title of the work;
- o Date created, performed, or published;
- o Medium and dimensions;
- o Length of recordings (if applicable). You must explicitly note the time stamp designations of where to start and stop recordings (i.e., video or audio track) intended for panel review (e.g., 1:30 to 2:30);

- o Description of the work. You must include a brief and concise summary, and how it relates to the grant or project in 1-5 sentences; and
- o Art websites and login credentials, if protected. You must include the website addresses of your work. If any of the URL addresses/links are password protected, please include any login credentials (e.g., passwords).

Note: Panelists will spend no more than 15 minutes reviewing work sample materials.

**36. Upload additional Supporting Materials** (optional).

Upload up to 5 supporting documents in PDF or Microsoft Word format. These materials can include, but are not limited to:

- o artist contracts
- o venue rental agreements
- o letters of agreement and/or support from key individuals, partners, etc.

The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

**Applicants will not have an opportunity to resubmit missing information.**

**37. How will the applicant promote and publicize the project?** (250-word limit)

Describe the applicant's plans for promoting and/or publicizing the project. Be specific and provide any names of newspapers, radio stations, etc.

**38. Who are the intended beneficiaries of the project?** (500-word limit)

Who will benefit from the project and how? Include the applicant, key individuals, partners and audience. Where relevant, describe the impact the project may have on the creative field.

**39. What are the potential risks involved in creating the project and how will those concerns be managed?** (250-word limit)

Describe potential risks in implementing the project. How does the applicant intend to manage these risks?

**40. How does the applicant define success concerning the project?** (250-word limit)

How will the applicant measure the success of the project? Describe any plans for project documentation, evaluation, and/or any other specific performance measurements you intend to use.

## PROJECT FINANCIAL INFORMATION

Include budget information relevant to the project described in this application. Applicants must list dollar amounts for each category and include a project budget with details. Applicants can create their own project budget or utilize [M-AAA's Budget Template](#) to be uploaded. If you choose to use your own budget document it must be in Microsoft Excel, Word or PDF format. The maximum upload for one application is 35 megabytes. Prior to uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

Refer to the **Appendix** which contains general budget information that must be included in your detailed project budget and recommended budget line items.

### EXPENSES

What dollar amount of the applicant's project budget expenses will go to the following line items:

41. **Project salaries/wages**

42. **Project artist/contractual personnel fees**

This is personnel hired specifically to work on the project including per diem.

43. **Other direct costs**

These are other direct costs related to the project.

44. **Total Project Budget Expenses**

This total dollar amount must be equal to the total income in #57.

45. **Expense Comments**

Provide additional context for the dollar amounts noted as expenses as needed. Reflect all public-facing event expenses that will be incurred for the project during the grant period.

### INCOME

What dollar amount of the applicant's project budget is anticipated as income for the following line items:

46. **Artistic Innovations grant request amount**

Each applicant can only submit one application for a grant request amount of up to \$15,000.

47. **Local grant request amount**

This is made to entities in the applicant's local community or service area.

48. **State agency grant requests amount**

49. **National Foundation grant requests amount**

50. **Federal agency grant requests amount**

Federal and other M-AAA grant funding cannot be used to meet the 1:1 match or cost-share requirement for any applicant including NEA funds.

51. **Cash reserves amount**

This is the applicant's reserves dedicated to the project.

52. **Corporate and/or other sponsorships amount**

53. **Ticket sales and/or participation fees amount**

54. **Merchandise sales amount**

55. **Individual donation amount**

56. **In-kind contributions amount**

This is from the applicant and/or partners.

57. **Total Project Budget Income**

This total dollar amount must be equal to the total expenses in #44.

58. **Income Comments**

Provide additional context for the dollar amounts noted as income. Reflect all public-facing event income that will be incurred for the project during the grant period.

59. **Upload a Detailed Project Budget.** (required)

A detailed project budget is a required part of the application process to meet eligibility requirements. A project budget must reflect all income and associated expenses that will be incurred for the project and all public-facing events during the grant period of activities. We urge applicants to show your math where you can and double-check your totals!

Applicants can use their own project budget or utilize [M-AAA's Budget Template](#). If you choose to use your own budget document it must be in Microsoft Excel, Word, or PDF format. If an individual artist/lead artist uses [M-AAA's Budget Template](#), be sure to add your fees in Section A (not Section B).

The maximum upload for one application is 35 megabytes. Before uploading files, compress files (e.g., PDFs) to reduce the size and save space in your application.

Refer to the **Appendix** in this document which contains general budget information that must be included in your detailed project budget and recommended budget line items.

## APPENDIX

Applicants are expected to provide a project budget that is balanced with line items that are allowable, reasonable, and necessary to accomplish the project's objectives.

Recommended budget line items must include, but are not limited to the following:

### **EXPENSES**

**A. DIRECT COSTS: Salaries and Wages.** Provide the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project. If applicable, list key staff positions, and combine similar functions when possible. Where appropriate, use salary ranges.

Wages for relevant support personnel must be estimated at rates no less than the prevailing minimum compensation as required by the US Department of Labor's Regulations State Minimum Wage Laws, <https://www.dol.gov/agencies/whd/minimum-wage/state>.

See the [Grant Guidelines](#) document for more information.

*Allowable direct costs* include those who work directly on the proposed project that are paid on a salary basis:

- Artist/artistic personnel
- Artist or Organization's administrative personnel

See "C. DIRECT COSTS" for other general allowable expenses.

*Unallowable expense costs* that are not eligible for M-AAA grant funds include:

- alcoholic beverages
- audit costs that are not directly related to a single audit (formerly known as A-133 audit)
- capital outlay including construction projects, purchase or renovation of facilities
- cash awards to individuals or organizations to honor or recognize achievement
- commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, artwork, or other items for resale. This includes online or virtual sales/shops
- compensation for the applicant organization's board of directors



- contracts with artists/personnel who reside outside M-AAA's region
- contributions and donations to other entities
- costs for the creation of new organizations
- costs incurred before the beginning or after the completion of the grant period
- costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews or the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act
- direct grants to individuals
- expenditures related to compensation to foreign nationals and/or travel to or from foreign countries
- fines and penalties, bad debt costs, deficit reduction
- fringe benefits: costs other than wages or salary that are attributable to an employee/staff in the form of insurance, pension, sick and vacation leave, etc.
- general operating or seasonal support
- gifts and prizes, including cash prizes as well as other items (e.g., electronic devices, gift certificates) with monetary value
- lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public
- marketing expenses that are not directly related to the project
- other indirect costs not directly related to the project
- project costs supported by any other federal funding. This includes federal funding received either directly from a federal agency or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity
- regranteeing or subgranteeing
- rental costs for home office workspace owned by the applicant
- research involving human subjects
- social activities such as receptions, parties, fundraising galas
- the purchase of vehicles
- voter registration drives and related activities
- Visa costs paid to the US government

See "C. DIRECT COSTS" for other unallowable expenses.

If an individual artist/lead artist uses [M-AAA's Budget Template](#), be sure to add your fees in section A (not section B):

**B. DIRECT COSTS: Artist/Contractual Personnel Fees and Per Diem.** Provide all artists and personnel working on the project who are paid on a fee-for-service basis.

If travel, accommodations, and meals are not included in the fee for service, they are eligible costs. They can be itemized according to the applicant's established practices but cannot exceed federal standard reimbursement rates per the US General Service Administration's Per Diem Rates at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**C. DIRECT COSTS: Other.** Provide justification for any expenditure either in this section of the project budget or in your narrative. Group similar items together on a single line with one total cost when possible.

Other general *allowable expense costs* associated with the project include:

- access accommodations expenses (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling)
- artists/personnel fees
- commissioning fees
- facility and equipment rental fees\*
- production or exhibition materials
- project evaluation fees
- promotion and audience development
- other project-specific costs (e.g., telephone, photocopying, postage, publication, distribution, translation, shipping of materials).
- rehearsal or studio expenses
- royalties
- supplies and materials

\*Identify any rental fees of equipment versus the purchase of equipment. If you intend to purchase any equipment that costs \$5,000 or more per item and that has an estimated useful life of more than 1-year, you must identify those items in Section C. Direct Costs: Other.

**D. TOTAL PROJECT EXPENSES.** This is the total of direct cost items listed in your budget under categories: "A. Salaries and Wages", "B. Artist/Contractual Personnel," and "C. Other."

The project budget *must* be balanced so "D. Total Project Expenses" *must* be equal to "G. Total Project Income."

## **INCOME**

**E. GRANT REQUESTS.** List all grant requests that may support this project. This grant requires a dollar-for-dollar (1:1) match or cost-share. Each applicant may submit one Artistic Innovations application for a grant request amount of up to \$15,000.

Applicants *must* reflect the amount that is noted in their “Artistic Innovations Grant Request Amount”, and the “Total Project Budget Amount” which are reflected in the uploaded “Detailed Project Budget”.

Be realistic in your request. Identify other requests for grant sources and designate which are “*confirmed*” or “*pending*” in your project budget.

Individual applicants may meet the dollar-for-dollar (1:1) match or cost share requirement through either cash reserves, donations, and/or in-kind contributions. Applications on behalf of an organization cannot use in-kind contributions to meet the dollar-for-dollar (1:1) match or cost share. Note: M-AAA does not require evidence of a 1:1 match or cost share at the time of application but as part of the final report as needed.

**F. CASH/IN-KIND.** Provide all cash income and other sources of revenue that are expected to be identified in the project such as:

- cash provided by the applicant
- ticket sales
- workshop fees
- merchandise sales
- in-kind contributions\*

\*In-kind contributions are materials or services of non-cash donation by individuals or partners other than the applicant to support the project that would otherwise be a cash expense. Identify sources and the dollar value of in-kind non-cash donations in a single line item and should be calculated at their verifiable fair-market value. As such there should be a line item for the expense at fair-market value on the expense side and a corresponding in-kind line item on the income side of the detailed project budget in order to maintain a balanced budget.

**G. TOTAL PROJECT INCOME.** This is the total of “E. Grant Requests” and “F. Cash/In-Kind” derived from the project.

The project budget *must* be balanced so “D. Total Project Expenses” *must* be equal to “G. Total Project Income.”

## DOCUMENT CHECKLIST

All applicants *must* upload the required documents and any optional materials in support of the proposed project. **Applicants will not have an opportunity to resubmit missing information.**

All documents should be in PDF, Microsoft Word, Excel, and/or Google Docs format.

**Note: The maximum upload for one application is 35 megabytes. We strongly recommend compressing files (e.g., PDFs) to reduce the size and save space in your application before uploading files to the platform.**

### **Required documents:**

- Project Timeline (#23)
- Work Sample List (#35)
- Detailed Project Budget (#59)

### **Optional documents:**

- Letters of support from organizational partners (#32)
- Summary from organizational partners (#32)
- Résumé, and/or summary document from lead artist (#33)
- Letters of support from lead artist (#33)
- Summary and/or letters of support from other key individuals or partners (#34)
- Additional supporting materials (#36)

## HAVE QUESTIONS?

For programmatic questions and/or technical issues, email us at: [innovations@maaa.org](mailto:innovations@maaa.org).