



Arkansas Arts Council

**Guide to Grants for
Major Arts Partners (MAP)
Fiscal Year 2004**

Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004

The Arkansas Arts Council was created by an act of the Arkansas State Legislature in 1971, following federal legislation that created the National Foundation of the Arts and Humanities in 1965.

Seventeen members appointed by the governor meet four times a year to oversee state arts policies. Meetings are open to the public.

ARKANSAS ARTS COUNCIL
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323 Center Street
Little Rock, AR 72201
501-324-9766
info@arkansasarts.com
Visit the Arts Council at www.arkansasarts.com

The Arkansas Arts Council is an agency of the Department of Arkansas Heritage.

Funding for the Arkansas Arts Council and its Programs is provided by the State of Arkansas And the National Endowment for the Arts, a federal agency.



**NATIONAL
ENDOWMENT
FOR THE ARTS**

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General Information

The Arkansas Arts Council is privileged to review grant applications that represent the range of artistic creativity in cities, towns, and rural areas throughout the state. This *Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004* includes information and application materials for grant programs designed for eligible nonprofit tax-exempt organizations with a three-year average budget equal to or greater than \$1 million.

The Arts Council offers grants for Major Arts Partners in three categories:

- General Operating Support
- Arts in Education
- Major Arts Initiative Laboratory

Grant awards for FY04 are made for projects, programs and activities occurring between July 1, 2003 and June 30, 2004.

Grant funds are supplementary to the budget of any grantee. Applicants are encouraged to secure and demonstrate broadly based financial commitments for the proposal submitted.

Grant awards are based on anticipated Arkansas Arts Council revenues and can be reduced at any time during the grant period.

Eligibility

ORGANIZATIONS MUST

1. Be a 501 (c) (3) arts organization with a three-year average total income equal to or greater than \$1 million for FY00, FY01, and FY02
2. Generate at least 25% of operating revenues from earned income

3. Generate at least 25% of operating revenues from contributed income or sponsorships exclusive of endowment income
4. Have a full-time staff person designated to develop and implement the K-12 educational outreach program if applying for an Arts in Education grant

Application Limits

Eligible Major Arts Partners may submit a maximum of three proposals. This will include an application in the MAP General Operating Support category, along with two others in either the Major Arts Initiative Laboratory (MAIL) category, or one application in the MAIL category and one in the MAP Arts in Education category.

Matching Funds

Specific match requirements are noted in the instructions for each grant category. Grant requests must be matched by cash from sources other than the Arkansas Arts Council, the Heartland Arts Fund through the Mid-America Arts Alliance, or the National Endowment for the Arts. Portions of the proposal not involved in the specific Arts Council request and its match may be funded by government sources.

Matching funds that are anticipated at the time of application must be received and obligated no later than June 30, 2004.

In-kind contributions may not be used as matching funds on applications or counted as matching funds on final reports. They may, however, be included in applications as evidence of the commitment of other resources to the applicant.

Funding Restrictions

Under these guidelines, funding for organizations is not available for:

- Deficits or start-up costs for new organizations
- Contingency funds
- Contributions and donations to other organizations or individuals
- Building renovations or capital expenditures for facilities
- Entertainment expenses
- Tuition for academic study or any form of scholarship or student financial aid
- Faculty salaries
- Lobbying expenses
- Interest and other financial costs

Legal Requirements

The applicant gives assurance to the Arkansas Arts Council (officially, the Office of Arkansas State Arts and Humanities) that

- (1) This application has been authorized and signed by the governing body and staff of the applicant, and that its indicated representative has been authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.
- (2) Applicant shall comply with all applicable state and federal laws including Title IV of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Fair Labor Standards under Section 5(j) of the National Foundation for

the Arts and Humanities Act of 1965; Section 504 of the Rehabilitation Act of 1973; Title VI, Section 504 of the Age Discrimination Act; Executive Order 12549; the Americans with Disabilities Act of 1990; the Drug-Free Workplace Act of 1988; Section 6002 of the Resource Conservation and Recovery Act; Section 304 of the Department of Interior and Related Agencies Appropriations Act of 1990; the Arkansas Freedom of Information Act; the Single Audit Act of 1984, P.L. 98-502 and the Single Audit Act amendments of 1996, P.O. 104-156 (OMB Circular A-133).

- (3) Funds granted shall be utilized solely for activities described in the approved application. Changes in the approved plan can be made only after the Council's receipt of an Arkansas Arts Council Grant Modification Form and written approval being given by the Council for the modification.
- (4) The applicant agrees to the stipulation that all publicity, programs, brochures, etc. will acknowledge the support of the Arkansas Arts Council by using the stated Arkansas Arts Council credit line:

This program is supported, in part, by the Arkansas Arts Council, an agency of the Department of Arkansas Heritage, and the National Endowment for the Arts.
- (5) Applicant shall submit a final report to the Council in such a form and detail as requested within thirty days after the end of the program. Failure to comply can delay state and federal reporting requirements and result in the loss of part or all of

current or future grant funds to the applicant.

- (6) For accounting purposes, financial records shall reflect all receipts, obligations and disbursements of grant and matching monies. The financial accounts shall be subject to audit by appropriate agencies of the Arkansas Arts Council, State of Arkansas, and/or the Federal Government. The applicant shall be responsible for the safekeeping and identification of records maintained to accounts for funds awarded herein. Said records must be kept in the applicant's file for a period of three years after completion of the grant program and must be made available to the Arkansas Arts Council upon request.

Important Information for Applicants

The format of the MAP applications is designed both to assist the review process and to provide the applicant with an analysis of its artistic and administrative components. Application narratives are evaluated according to the review criteria for each category as set forth in these guidelines. Please read the *Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004* thoroughly.

Include all requested application information and submit complete, final copies by the category deadline. If an item does not apply, write NA in the space. If a budget line item does not apply, write a zero (0) in the space. Do not leave blank spaces in any section of the application. **The Total Income projected for FY04 budgets in any of the grant programs should equal the Total Expenses. Any surplus amount of operating income indicated will be subtracted from the grant request.** To clarify for applicants what each budget line item includes, a set of **Standard Definitions** is included on pages **58-62**.

Applicants for any of the MAP grant categories should use either the application form supplied by the Arts Council, or a computer generated version that reproduces the forms included in the *Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004*. The grant forms are available on disc or online at the Arkansas Arts Council website **www.arkansasarts.com**. Additional information requested should be submitted on separate 8½” by 11” pages that allow one (1) inch margins on all sides. Single-spaced lines are acceptable on computer-generated text, but the font used must be clear and no smaller than 12 point.

Application Draft Review Period

Applicants are strongly encouraged to send a draft copy of their application(s) to the appropriate program manager for review prior to the staff review deadline for each grant category. The draft deadline for MAP Major Arts Initiative Laboratory (MAIL) and MAP Arts in Education Residency Program applications is **January 3, 2003**. The draft deadline for MAP General Operating Support applications is **January 24, 2003**.

When to Apply

Complete applications must be hand delivered by 4:30 p.m. or postmarked no later than the deadline date for each grant category. Late applications will not be accepted. Applications that are incomplete will be determined ineligible and changes cannot be made after the application deadline. We strongly recommend you send material “return receipt requested.” Without proof of mailing from the delivery service, the Arts Council may not accept applications that are delayed or lost in the mail.

“Complete application” means **two collated sets** of all indicated parts of the application for a specific grant category. Any application missing either a requested item or a sufficient number of copies will be eliminated from the review process.

Where to Apply

Applications may be mailed to the following address:

**Arkansas Arts Council
1500 Tower Building
323 Center St.
Little Rock, AR 72201**

Hand-delivered applications must be brought to **room 1400 of the Tower Building**.

Application Review Process

Prior to the beginning of the grant cycle each year, the Arkansas Arts Council approves grant categories, policies, and review procedures. The Council uses a review process at the time of application to determine grant recommendations. All panel recommendations are then presented to the full Council for review and are voted on at the annual funding meeting to determine final grant amounts. Grant award payment schedules are designed relative to the activity periods outlined in the approved grant applications.

Panel Selection

Review panels are composed of Arts Council members and field representatives. The Arts Council Chair appoints Council panelists chosen from members who have expressed an interest in reviewing a particular grant category. Members serve on panels as ex-officio advisors to facilitate the review process and to provide insight and historical perspective.

Field representatives are chosen from a pool of nominations consisting of former panelists, academicians, arts administrators, and discipline specialists. Staff members select panelists from the pool based on consideration of geographic, artistic, racial/gender diversity, and availability. The executive director of the agency approves final panel selections. Each panelist completes a conflict of interest statement prior to the application review and does not participate in any application review where a potential conflict may exist.

Application Processing

Applicants for all grant categories must submit a complete application package as outlined in the *Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004* no later than the stated application deadlines for each category.

Once an organization submits its application package, the Arts Council staff checks the application for lateness and technical completeness. Any question of application eligibility is resolved at that time.

Ineligible line items requested in an application budget are also noted and are subtracted from the application request. The Total Income projected for FY04 budgets in any of the grant programs should equal the Total Expenses. Any surplus amount of operating income indicated will be subtracted from the grant request before panel review.

These changes are communicated to the panel before the discussion part of the grant review begins.

Each panelist receives copies of every application in a specific grant category for analysis prior to the scheduled panel review. The signed copy of each submitted application is available in the Arts Council office for review.

Review Attendance

Panel reviewed applicants are notified of a general time frame in which their application will be discussed during the scheduled review. Representatives of the organization are encouraged, but not required, to attend the panel review to answer questions that panelists may have and to utilize the review comments as a management tool. Non-attendance by applicants does not affect application scores, recommendations, or funding awards made by the Council.

Application Review

Procedural rules are stated prior to the beginning of the panel discussions to insure that all panelists understand their responsibilities. The panel chair, facilitated by staff, is responsible for enforcing procedural rules.

The discussion for each application is limited to the amount of time agreed upon in advance of the reviews. The time limit is strictly enforced. A timekeeper will monitor the time, give a five-minute warning and notify the chair when the time limit has been reached.

The panel chair introduces each application to the panel. The staff facilitator presents comments on technical aspects of the application based on the information submitted, including any reduction in request amount due to ineligible line items or a projected budget surplus.

The panel then discusses and evaluates the information in each application relative to each established criterion. **Official representatives of an applicant organization will be given the chance to answer specific questions addressed to them by the panel during its discussion of the application narrative. Answers will be limited to the specific questions posed by panel members.**

Panel Recommendations

Each panel discussion is recorded and a staff member takes separate notes based on the panelists' comments. These notes are read back and the panelists agree upon a consensus statement that serves as a formal evaluation for the application.

Each panelist uses a review sheet listing the criteria established by the Council to record a numerical score and comments. The criteria are the four mission points of the Arkansas Arts Council, plus a fifth component for planning and evaluation. The completed panelist review sheets are signed, dated and submitted to the Council staff for processing.

The staff calculates an average of the field panelists' scores and an average of the Council member panelists' scores. The panel compares the lists of the two averages, with

further discussion held on any application with significant score discrepancies.

The average of the field panelists' scores is given precedence in determining the panel's recommendation to the Council. If panel agreement on a final score cannot be reached, the matter will be forwarded to the full Council for discussion.

All scores are reported to the Council. Review sheets are kept on file in the Arts Council's office.

Criteria Scoring

The Council has established a weighted scoring scale that the panels are instructed to use in evaluating the different grant categories:

MAP GENERAL OPERATING SUPPORT (ROTATION CYCLE YEAR ONE)

To acknowledge the importance of broadly based community involvement with organizations requesting General Operating Support, the review criteria are scored on the following scale:

- Artistic innovation, diversity, and excellence—30 points
- Access to the arts for all Arkansans—20 points
- Education for lifelong learning—20 points
- Community cultural development—20 points
- Planning and evaluation—10 points

MAP GENERAL OPERATING SUPPORT (ROTATION CYCLE YEAR TWO AND YEAR THREE APPLICATIONS)

The agency staff reviews applications in the second and third year of the established

MAP General Operating Support rotation cycle. The grant recommendation for those years is determined from the eligible request percentage of the average of the last three completed years' total incomes adjusted by the panel score determined in Year 1 of the organization's funding cycle. An increased grant recommendation in Years 2 and 3 will generally be based on a larger eligible percentage request determined by a larger total income average reflecting operating growth since the previous year's average.

MAJOR ARTS INITIATIVE LABORATORY (MAIL)

To acknowledge the importance of the artists involved in an organization's request for Project Support, the review criteria are scored on the following scale:

- Artistic innovation, diversity, and excellence—30 points
- Access to the arts for all Arkansans—20 points
- Education for lifelong learning—20 points
- Community cultural development—20 points
- Planning and evaluation—10 points

MAP ARTS IN EDUCATION

To acknowledge the importance of access and planning in Arts in Education programs, the review criteria are scored on the following scale:

- Artistic innovation, diversity, and excellence—30 points
- Access to the arts for all Arkansans—20 points
- Education for lifelong learning—

20 points

- Community cultural development—10 points
- Planning and evaluation—20 points

Funding Decisions

Applicants should remember that the final amount of funding awarded for each grant application is determined at the annual May funding meeting of the Arkansas Arts Council.

A formula based on the panel's numerical score, the amount of request adjusted for non-allowable items, and the available Arkansas Arts Council funds, provides the basic amount of funding recommended for each applicant. The Arts Council staff then reviews the formula amount for each application to determine the final grant to recommend to the Arkansas Arts Council.

The recommended amount is presented to the Council along with a prepared summary on each application review that also includes the following information:

- Name of the applicant, grant category, grant application number, amount of request
- Staff review with notes on technical problems from the administrative side, the program managers, and the director
- Panel consensus statement
- Explanation of staff funding recommendation

The Council reviews the recommendations and votes to approve or reject the grant amounts. A copy of this summary will be sent to each grant applicant after the annual funding meeting as part of the official announcement of the grant award.

Request for Reconsideration

Once the awards are determined by the Arkansas Arts Council at the annual funding meeting, an applicant may request reconsideration of a decision. A request for reconsideration may be made if the applicant can demonstrate any of the following:

- The review of its application was based on criteria other than those appearing in the Council's guidelines
- The final decision was unduly influenced by a panelist with undisclosed conflicts of interest
- Required information submitted by the applicant was withheld from the review panel or the Arts Council

Dissatisfaction with either the denial of an application or the amount of an award is not sufficient reason to request a Council reconsideration.

Reconsideration Process

To request reconsideration, an applicant should consult with the appropriate program manager to review the factors that contributed to the Council's decision.

If an applicant believes there are grounds for reconsideration, its representative must write a formal letter to the Arkansas Arts Council Executive Director requesting reconsideration within ten (10) working days of funding notification. The letter should contain evidence to support one or more of the listed grounds for reconsideration.

The request will be reviewed by members of the agency staff and by the Executive Committee of the Arts Council. The Executive Committee may deny the request, or it may recommend a review by the full Council at its next scheduled meeting.

The applicant will be notified in writing of any decision made by the Executive Committee and by the Arkansas Arts Council within thirty days of the decision.

MAP General Operating Support (GOS)

*Draft Due for Staff Review (Optional):
January 25, 2003*

*Final Application Due Date:
February 14, 2004*

Maximum award: \$75,000

Match: 2:1 cash match with artistic expenditures

Contact: Grant Programs Manager

The Arkansas Arts Council awards MAP General Operating Support grants to help fund administrative operating expenses of established not-for-profit local arts agencies or single discipline organizations with a three-year budget average equal to or greater than \$1 million.

By definition, a local arts agency is a community organization or agency of city or county government that provides financial support, services or other programs for a variety of arts organizations and/or individual artists and the community as a whole.

A single-discipline arts organization is primarily a producing/presenting agency in one art form with a permanent administrative facility, a representative board and a full-time executive/artist director.

MAP General Operating Support Eligibility

An organization is eligible to apply for MAP General Operating Support if it

- Received a MAP GOS award for FY03 as a 501(c) (3) arts organization and maintained a three-year average total income equal to

or greater than \$1 million for FY00, FY01, and FY02.

OR

Has been approved as a new eligible MAP GOS applicant after filing a **Letter of Intent by January 3, 2003**

- Has at least 25% of its operating revenues coming from earned income
- Has at least 25% of its operating revenues coming from contributed income or sponsorships exclusive of endowment income
- Has evidence of long-term planning for the next 3-5 years that has been approved by the Board of Directors
- Has an independent audit of its most recently completed fiscal year on file with the Arkansas Arts Council

MAP General Operating Support Limitations

Arts Council funds may be spent **only** for non-programmatic, administrative expenses. These can include, but are not limited to, administrative staff salaries, facility rental, utilities, maintenance of the facility, staff travel, or other expenses associated with the operations of the organization.

It may not be used for artistic or technical staff, or for contracted administrative or artistic costs. Any question on the appropriateness of a proposed budget line item should be referred to the list of **Standard Definitions** on pages 58-62, or to the Grant Programs Manager.

MAP General Operating Support Request Amounts

MAP applicants may request a maximum of five percent (5%) of the average of its last three years adjusted operating income actuals (1999-2000, 2000-2001, and 2001-2002) up to \$75,000.

MAP General Operating Support Application Cycle

Currently eligible MAP organizations were panel reviewed for General Operating Support in FY03 for the first year of its three-year cycle. Years 2 (FY04) and 3 (FY05) will be staff reviewed. Request amounts in those years are determined from 5% of the average of the last three completed years' total incomes up to \$75,000. Grant awards will be subject to staff review and adjusted by panel scores from Year 1.

For example, the request for FY04 would be based on 5% of the average actual income totals from FY00, FY01 and FY02.

First Time MAP Applicants: Intent to Apply for MAP General Operating Support

Potential MAP GOS applicants must send a Letter of Intent to apply by **January 3, 2004**.

An organization that seeks eligibility to apply for a General Operating Support grant must first consult with the Art Council's Grant Programs Manager, and then submit

- A completed copy of the basic MAP GOS application form Cover Page (Sections 1-7) of *Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004* (see pages MAP-GOS 1-3).
 - A copy of the MAP GOS budget form used in *Guide to Grants for Major Arts Partners (MAP) Fiscal Year 2004* with only Column A of Section 8 completed (see page 19).
-
- A one-page letter describing the organization's history and stating that its three-year average total income from FY00, FY01, and FY02 is equal to or greater than \$1 million
 - A copy of the organization's IRS Letter of Determination

Instructions to Complete MAP General Operating Support Application

Blank General Operating Support application forms are provided for Sections 1-12 following these application instructions. A hard copy, a disc, or a computer-generated template for these sections is available from the Arts Council staff upon request; the forms are also available online at the Arkansas Arts Council website www.arkansasarts.com. Pages for Sections 13-20 are to be provided by the applicant.

SECTION 1: APPLICANT INFORMATION

- a.-g. Self-explanatory.
- h. Web site: The <http://> address of the applicant's Internet web page.
- i. Executive director: The name of the person directly responsible for administrative management of the organization.
- j. Board president: The name of the person chairing the organization's Board of Directors.
- k. Description of area served (include radius in miles): in the space provided give a socio-economic and geographical description of the area to be served by the proposal. Include a specific listing of locations, communities, cities, towns etc. where programs indicated in the proposal will occur.

SECTION 2: AGENCY DESCRIPTION

Use the space provided to write a brief statement describing the organization.

SECTION 3: PROPOSAL SUMMARY AND BUDGET SPECIFICS

Use the space provided to list the administrative line items and amounts for which a grant award will be used. The total amount indicated must equal line a. in Section 4 (Amount of Request).

SECTION 4: PROPOSAL INFORMATION

- a. Amount of Request: The dollar amount requested in this MAP GOS application. Round to nearest whole dollar.
- b. Project Dates: Applicants should indicate the organization's fiscal year.
- c. Contact Person: The name of the person most familiar with the MAP General Operating Support application information who can answer questions about the application.
- d. Phone: The phone number of the contact person.
- e. Estimated Audience Served: The number of people expected to attend or participate in all programs and services included in the MAP General Operating Support proposal.
- f. Number of FY04 AAC proposals (including this one): The total number of applications being made to the AAC in all categories for FY04.
- g. Total FY04 AAC Dollar Request (including this one): The combined dollar amount of funds being requested in all categories for FY04.
- h. Total FY04 Projected Operating Budget: The total amount of all operating expenses budgeted by the applicant organization for FY04. This amount should equal item 28 in Column C in Section 8.

SECTION 5: MISSION STATEMENT

Use the space provided to write the mission statement approved by the applicant organization's Board of Directors.

SECTION 6: DEMOGRAPHIC ANALYSIS

List the numbers, **not percentages**, of each ethnic group to be served in the applicant's proposal area (as defined in Section 1.k.) and in all the other categories listed.

The **Projected FY04 Audience** should be the total number of audience members anticipated for the activities described in the MAP GOS proposal.

The **Total FY02 Audience** is the total number of all audience members served by your organization during its last fiscal year.

The **Current Area Population** is the total number of inhabitants living in the geographic area served by your organization

The **Current Staff** is the total number of full and part-time paid employees working for your organization.

The **Current Board** is the total number of Board members overseeing your organization.

The **Current Volunteers** are the total number of non-paid individuals working for your organization in any capacity.

For each group total, list the number of people younger than 18 years of age participating, the number of people over 65 participating and the number of people with disabilities participating.

SECTION 7: AUTHORIZATION

The executive director and the board president of the applicant organization must sign and date the application form after reading the Legal Requirements on page 2

and completing all application materials required.

SECTION 8: BUDGET

Complete each column in Section 8 for the fiscal year noted. Round all budget figures to the nearest dollar. **The dollars should indicate only unrestricted operating monies. The figure should not include capital expenditures (plant, property or equipment) or restricted funds.**

Column A should indicate the actual total income and total expenses calculated at the end of FY02 and should match figures provided in the submitted independent audit.

Column B should indicate the total income and total expenses projected in the applicant's current FY03 operating budget.

Column C should indicate the total income and total expenses projected for FY04. The **Total Income** in line 11 should equal the **Total Expenses** in line 28. **Any projected surplus will be subtracted from the GOS request amount.**

The Budget line items in Section 8 should be self-explanatory. If any items are unclear, applicants should refer to the **Standard Definitions** on pages 58-62 to determine what amounts should be included in a specific line item, or should consult with the Grant Programs Manager.

Any budget amounts from the applicant's own accounting system that do not fit into the application line items indicated on budget form should be combined in one of the "Other" items provided in each budget subsection. Any "Other" line items should be listed by fiscal year on a separate 8½" x 11" page and broken out by type and amount.

SECTION 9: RATIO ANALYSIS

Use the MAP GOS Budget figures indicated in Section 8 to calculate the ratios requested

in Section 9. For example, divide the administrative expense figure in item 19 in Column A by the total expenses figure in item 27 Column A to give the ratio for FY01 Actuals. **Express ratios in percentages, not numbers, and round them to the nearest hundredth of a percent (xx.xx).**

SECTION 10: BUDGET ANALYSIS

Answer both budget questions (a and b) in the space provided.

SECTION 11: STATEMENT OF ASSETS AND LIABILITIES

List the totals based on your last audited fiscal year in the space provided. Using the space provided or a separate 8½" x 11" page if necessary, explain long-term debt, or any changes in the totals since the last audit figures.

SECTION 12: SUMMARY OF ENDOWMENT STATUS

Explain the status of your endowment in the space provided, including revenue generated. Outline your plans to establish an endowment if one does not already exist.

SECTION 13: REQUEST SUMMARY

Explain how you plan to use the specific amounts itemized in the GOS request.

SECTION 14: NARRATIVE QUESTIONS (Year 1 ONLY)

Answer each of the questions listed on page 22 fully, but concisely, in the order presented. Use a maximum of eight (8) separate 8½" x 11" pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

Narrative summaries longer than the maximum of eight pages cannot be shortened after the stated application

deadline of February 14, 2003. The extra length will cause the whole application to be rejected.

SECTION 15: LIST OF PREVIOUS, CURRENT AND PROJECTED YEAR'S ARTS PROGRAMMING/GUEST ARTISTS

On separate sheets enclose a list of arts programming/guest artists for the three requested years.

SECTION 16: STAFF LIST

Enclose a staff list with name of employee, position title and area of responsibility.

SECTION 17: BOARD OF DIRECTORS

Enclose a list of all Board members of the applicant organization. Include each director's name, address, city and occupation, along with their assigned committee roles on the Board. Indicate officers with a cross (+). Indicate any Board members who are Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander with an asterisk (*).

SECTION 18: IRS LETTER OF DETERMINATION

Enclose a copy of the applicant organization's 501(c)(3) Letter of Determination from the Internal Revenue Service.

SECTION 19: LAST COMPLETED AUDIT

Enclose a copy of the applicant's most recently completed independent audit.

SECTION 20: APPROVED LONG-RANGE PLAN (Year 1 ONLY)

Enclose a copy of long-term planning for the next 3-5 years that has been approved by the applicant's Board.

SECTION 21: SUPPLEMENTAL MATERIAL (Year 1 ONLY)

Enclose **one copy** of the most representative audio/visual/published artistic material of the applicant. The Arts Council archive files with materials sent by the organizations during the year will be available to the panel members as additional reference material for review.

MAP General Operating Support Checklist for Year 1 Applicants (Panel Reviewed)

(Current MAP Organizations were Year 1 in FY03)

The MAP General Operating Support application package for Year 1 consists of **TWO COMPLETE SETS of ALL REQUESTED materials**. Where possible, copy on the front and back of pages to reduce the total number of pages in the application package. Use only paper clips to group together separate copies. **Do not use staples or separate folders**. Each set should be collated in the specific order listed:

Two (2) Collated Sets :

- **Sections 1- 7 (Cover Page)**
with original signatures
- **Section 8 (Budget)**
with extra “Other” page if necessary
- **Section 9 (Ratio Analysis)**
- **Section 10 (Budget Analysis)**
- **Section 11 (Statement of Assets and Liabilities)**
- **Section 12 (Endowment Status)**
- **Section 13 (Request Summary)**
- **Section 14 (Narrative Questions MAP GOS Year 1)**
- **Section 15 (List of Previous, Current, and Projected Year’s Arts Programming/Guest Artists)**
- **Section 16 (Staff List)**
Titles of all staff members with their areas of responsibility
- **Section 17 (Board of Directors)**
List of board members with their areas of responsibility.
- **Section 18 (IRS Letter of Determination)**
- **Section 19 (Last Completed Audit)**
- **Section 20 (Approved Long-Range Plan)**

One Set Only:

- **Section 21 (Supplemental Materials)**
Audio/visual/published materials documenting artistic quality of the organization.

MAP General Operating Support Checklist for Current Year 2 (FY04) Applicants (Staff Reviewed)

The MAP General Operating Support application package for Year 2 consists of **TWO COMPLETE SETS of ALL REQUESTED materials**. Where possible, copy on the front and back of pages to reduce the total number of pages in the application package. Use only paper clips to group together separate copies. **Do not use staples or separate folders**. Each set should be collated in the specific order listed:

Two (2) Collated Sets:

- **Sections 1- 7 (Cover Page)**
with original signatures
- **Section 8 (Three-Year Budget)**
with extra “Other” page if necessary
- **Section 9 (Ratio Analysis)**
- **Section 10 (Budget Analysis)**
- **Section 11 (Statement of Assets and Liabilities)**
- **Section 12 (Endowment Status)**
- **Section 13 (Request Summary)**
- **Section 15 (List of Previous, Current and Projected Year’s Arts Programming/Guest Artists)**
- **Section 16 (Staff List)**
Titles of all staff members with their areas of responsibility
- **Section 17 (Board of Directors)**
List of board members with their areas of responsibility.
- **Section 18 (IRS Letter of Determination)**
- **Section 19 (Last Completed Audit)**

No additional supplementary material is required.

Arkansas Arts Council FY04 Major Arts Partner - GOS Grant Application Form

(for projects occurring between July 1, 2003 and June 30, 2004)

for AR Arts Council use only

FY04- _____ - _____

(revised 9/02)

1. Applicant Information

- a. Organization Name: _____
- b. Mailing Address: _____
- c. City: _____ d. Zip: _____
- e. Phone: _____ f. Fax: _____
- g. E-Mail: _____ h. Website: _____
- i. Executive Director: _____
- j. Board President/Chair: _____
- k. Description of area served (include radius in miles): _____

2. Organization Description (use only the space provided)

3. Proposal Summary and Budget Specifics (use only the space provided)

4. Proposal Information

- a. Amount of Request _____ b. Project Dates: beginning date: _____ ending date: _____
- c. Contact Person: _____ d. Phone: _____
- e. Estimated Audience for this Project: _____
- f. Number of FY04 Arkansas Arts Council Proposals (including this one): _____
- g. Total FY04 Arkansas Arts Council Dollar Request (including this one): _____
- h. Total FY04 Projected Operating Budget: _____

MAP - GOS

5. Organization Mission Statement

6. Demographic Analysis (list numbers, not percentages)

Ethnicity/Racial Characteristic	Projected FY04 Audience	Total FY02 Audience Base	Current Area Population	Current Staff	Current Board	Current Volunteers
Asian						
Black/ African American						
Hispanic/Latino						
American Indian/ Alaska Native						
Native Hawaiian/ Pacific Islander						
White						
TOTALS						
18 and under						
65 and older						
People with disabilities						

7. Authorization

By signing this application, the executive director and board president/chair for the applicant organization certify that the information contained in the application, including all attachments and support materials, is true and correct to the best of their knowledge, and that the organization will comply with the requirements outlined in the “Legal Requirements” section of these guidelines.

_____ signature of executive director

_____ date

_____ signature of board president/chair

_____ date

8. Budget (MAP - GOS) The Excel version of Section 8 on this CD will calculate budget totals.

Include only unrestricted operating monies; do not include capital (plant, property or equipment) or restricted funds

INCOME		A. FY02 Actual Income	B. FY03 Operating Income	C. FY04 Proposed Income
Revenue (Earned Income)				
1)	Admissions			
	a) Single Ticket Sales			
	b) Subscriptions			
	c) Memberships			
	Total Admissions			
2)	Contracted Services			
	a) Workshops/Classes			
	b) Government Contracts			
	c) Performances/Residencies			
	d) Other Services (explain)			
	Total Contracted Services			
3)	Other Revenue			
	a) Sales/Concessions			
	b) Fundraising			
	c) Interest Received			
	d) Miscellaneous (explain)			
	Total Other Revenue			
4)	Subtotal - Revenue			
Support (Contributed Income)				
5)	Private Contributions (cash)			
	a) Individuals			
	b) Board Members			
	c) Affiliated Organizations			
	Total Private Contributions			
6)	Corporate Contributions			
7)	Foundation Grants			
8)	Government Support			
	a) City			
	b) County			
	c) State			
	GOS (this request)			
	Other (explain)			
	d) Regional			
	e) Federal			
	Total Government Support			
9)	Applicant Cash			
10)	Subtotal - Support			
11)	TOTAL INCOME			
	(total of line 4+10)			
12)	In-Kind Contributions			

8. Budget continued (MAP - GOS)

EXPENSES		A. FY02 Actual Expenses	B. FY03 Operating Expenses	C. FY04 Proposed Expenses
Administrative (Operating Expenses)				
13)	Staff Salaries/Benefits			
14)	Contracted Personnel			
15)	Marketing/Public Relations			
16)	Fundraising			
17)	Space/Facilities			
18)	Travel			
19)	Remaining Expenses			
	a) Phone/Postage/Fax			
	b) Insurance			
	c) Concessions/Sales			
	d) Other (explain)			
	Total Remaining Expenses			
20)	Subtotal-Admin. Expenses			
Artistic (Programming Expenses)				
21)	Staff Salaries/Benefits			
22)	Tech./Prod. Salaries/Benefits			
23)	Contracted Personnel			
24)	Prod. Supplies/Materials			
25)	Rentals/Maint. (non-facility)			
26)	Remaining Expenses			
	a) Phone/Fax			
	b) Insurance			
	c) Travel (non-contract)			
	d) Shipping/Hauling			
	f) Other (explain)			
	Total Remaining Expenses			
27)	Subtotal-Artistic Expenses			
28)	TOTAL EXPENSES			
	(total of line 20+27)			
29)	Surplus (Deficit)			

9. Ratio Analysis (MAP - GOS)

	Budget Line Item Number	A. FY02 Actual Totals	B. FY03 Operating Totals	C. FY04 Proposed Totals
Administrative Expenses/Total Expenses	(20/28)	_____	_____	_____
Artistic Expenses/Total Expenses	(27/28)	_____	_____	_____
Marketing Expenses/Total Expenses	(15/28)	_____	_____	_____
Fundraising Expenses/Total Expenses	(16/28)	_____	_____	_____
Surplus(Deficit)/ Total Expenses	(29/28)	_____	_____	_____
Revenue/Total Income	(4/11)	_____	_____	_____
Support/Total Income	(10/11)	_____	_____	_____
Individuals/Support	(5a/10)	_____	_____	_____
Foundations/Support	(7/10)	_____	_____	_____
Corporate/Support	(6/10)	_____	_____	_____
Total Government/Support	(8/10)	_____	_____	_____
In-Kind Contributions/Total Income	(12/11)	_____	_____	_____

10. Budget Analysis (MAP - GOS)

a. Does any ratio in Section 9 (Ratio Analysis) change by 10% or more from one year to the next?
 Yes No If yes, explain the cause for the change(s).

b. Do the budget amounts on lines 28 and 29 in Section 8 (Budget) reflect an accumulated surplus or deficit over the 3 year period?
 Yes No If yes, explain the plan to use the surplus or to eliminate the deficit.

11. Assets/Liabilities (MAP - GOS)
Based on the last audited fiscal year.

Assets	_____	Property and Equipment	_____
Liabilities	_____	Long-Term Debt	_____

Explain the Long-Term Debt figures and any changes in the totals since the last audit.

12. Endowment Status (MAP - GOS)

Explain the status of the endowment, including revenue generated or plans to establish a fund if one does not exist.

13. Request Summary (MAP - GOS)

Each applicant should use the space provided to explain how it plans to use the specific amounts itemized in the GOS request.

14) Narrative Outline Questions (MAP - GOS)

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of eight (8) separate pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

A. Artistic innovation, diversity and excellence (30 points)

1. Describe your organization and its history, including the year it began operation.
2. Describe the artistic goals of the organization.
3. Name the administrative and artistic staff and describe their artistic experience.
4. State how this grant will help your organization develop administratively in the upcoming three-year cycle and describe how this development will support your organization's artistic goals.

B. Access to the arts for all Arkansans (20 points)

1. Describe the goals and strategies used by your organization's staff to identify representatives from underserved communities. An underserved community is one in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, disability or age.
2. Evaluate past efforts by the governing board to reach underserved communities and describe steps taken to increase or maintain diverse representation.
3. Describe distinctive aspects of the planned programs and services offered by your organization during the upcoming three-year cycle that will involve underserved communities.
4. Describe the efforts your organization makes to address the physical access concerns of its audiences.

C. Education for lifelong learning (20 points)

1. Summarize your organization's planned educational program activities during the upcoming three-year cycle.
2. Identify specific educational innovations that will relate to the needs of underserved audience groups.
3. Indicate the extent public input is involved in educational planning.
4. Describe any anticipated collaborations with existing educational organizations and identify the educational staff from your organization involved in coordinating such collaborations.

D. Community cultural development (20 points)

1. Describe long-range plans for marketing your organization and explain specific efforts to market to target audience groups.
2. Describe the anticipated efforts of your organization to raise earned and contributed income in the upcoming three-year cycle and identify the development staff involved in coordinating fundraising.
3. Outline what your measures of success in marketing and fundraising will be in relation to your organization's operational plan.

E. Planning and evaluation (10 points)

1. Describe the extent that public input will be sought and used in the planning process for introducing new/innovative art forms or more inclusive programming during the upcoming three-year cycle.
2. Describe the processes that will be used to evaluate programming achievements.

MAP Arts in Education (AIE) Program

Staff review deadline: January 3, 2003

Application Due Date: January 31, 2003

Maximum Award: \$40,000 for Residencies; \$10,000 for Artists in Communities or Arts Curriculum Projects

Match: 1:1 cash match

Contact: Arts in Education Manager

The Arkansas Arts Council Arts in Education (AIE) grants are awarded to Major Arts Partners for the purpose of placing professional artists either in residencies at specific school sites or in conjunction with other community-based non-profit organizations.

Based on guidelines provided by the National Endowment for the Arts, the MAP AIE program is designed to strengthen the role of the arts in education with the understanding that the development of aesthetic awareness and participation in the arts should be an integral part of life as well as the basic educational process.

MAP Arts in Education Eligibility

An organization is eligible to apply for a MAP Arts in Education grant if

- It received a MAP GOS award for FY03

OR

It has been approved as an eligible MAP GOS applicant after filing a **Letter of Intent**

- It has a full-time staff person designated to develop and implement the K-12 educational outreach program

Application Limits

Eligible MAP applicants may either submit a maximum of two proposals in the Arts in Education category, or one proposal in each of the Arts in Education and Major Arts Initiative Laboratory (MAIL) categories.

Before submitting an application, all prospective applicants are encouraged to obtain and follow the guidelines provided in the Arkansas Arts Council publication, *Planning a Successful Arts in Education Program*.

Support Limitations

Funds from the AIE grant may be used **only** for contracted administrative or artistic expenses related to the proposed MAP AIE program. Funds cannot be used for faculty salaries/benefits, capital expenditures or for artistic and technical staff salaries/benefits. Any question on the appropriateness of a proposed budget line item should be referred either to the list of **Standard Definitions** on pages 58-62, or to the Arts in Education Manager.

Matching Funds

MAP Arts in Education requests must be matched 1:1 by cash from sources other than the Arkansas Arts Council, the Heartland Arts Fund through the Mid-America Arts Alliance or the National Endowment for the Arts. Other portions of the proposal not involved in the specific Arts Council request and its match may be funded by government sources.

Artists

Artists used in **Residencies** must be selected from the *Artist Roster: Arts in Education Fiscal Year 2004* included with this application booklet, unless prior approval is obtained from the AIE Program Manager. A review panel of experts selects artists for the roster based on the quality of their work,

their record of professional achievement and their skills and experience in communicating with participants. Applicants selecting artists or disciplines not represented in this roster must contact the AIE Manager for more information.

Funded **Artist in Community (AIE AIC)** residencies must be based in settings where K-12 youth work with artists outside the traditional school environment. These settings can include such sites as community/neighborhood centers, low-income housing projects, juvenile facilities, social service centers, after-school programs, summer programs, parks/recreation programs, boys and girls clubs, or governmental organizations and institutions that provide facilities and guidance during non-school hours.

Arts in Education **Arts Curriculum Project (AIE ACP)** grants are awarded to schools and non-profit or governmental organizations and institutions to help support projects that advance the goal of arts as a basic part of education. Projects must seek to enhance current arts curricula or must assist in the goal of establishing on-going arts programming and/or curricula in schools and organizations. An AIE ACP may last from one day to one year.

AIE ACP grant funds may be used for workshops, technical assistance, in-service training and other projects designed to increase skills in and awareness of arts in education. Activities may serve K-12 students, adult and/or special constituents directly or indirectly. Colleges, universities, arts centers, local arts councils, museums, public schools and other such entities are encouraged to apply and must demonstrate involvement with elementary or secondary schools. An AIE ACP is not to be used as an AIE artist residency program or Arts on Tour program.

Activities may include, but are not limited to:

- Hiring AIE roster artists, consultants or trainers to provide pre-service or in-service and staff development trainings for teachers, art educators, artists, parents or others interested in sequential arts education.
- Costs of planning, designing or implementing workshops, seminars, conferences or other events focusing on arts in education issues.
- Development of curriculum materials in arts education that are consistent with the Arkansas Department of Education's Content Standards/Frameworks.
- Design and implementation of advocacy programs to increase public awareness and support for arts education.
- Hiring AIE roster artists or consultants to advise on methods to incorporate the arts in comprehensive curriculum development and school programming, methods of student assessment, program evaluation, research or other efforts in arts education.

Residency Description

Community non-profit organizations can sponsor professional artists at a core site for a minimum of ten days, with longer residencies lasting up to ten months, or the entire school year. During the Residency program, an artist is based in a core school or community organization where he or she works with the site coordinator and key staff to develop programs and activities based on the site's needs and facilities. The site coordinator is usually the person who initiates the grant, or serves as the contact person, and is involved with the core site on a regular basis.

At the site, the artist may instruct students, conduct in-service workshops for teachers or staff, advise activity groups, present lectures and demonstrations to local community organizations, organize exhibitions of work by students, teachers or themselves, initiate field trips, supervise student projects and encourage and develop arts curriculum and materials.

The artist-in-residence is a resource and creative catalyst, not a replacement for a teacher or staff member. Participating teachers/staff must be aware of the artist's schedule. They are required to remain in the classroom/activity site during the proposed arts activities and should serve either as a co-teacher with the artist, or as a fellow learner with the participating youth.

Residencies are designed to meet special needs of sponsors and highlight strengths of artists, but certain characteristics are typical of each Residency program:

- Residencies are usually based on a 40-hour, five-day workweek, with a maximum of 20 hours contact time between artists and Residency participants. These hours need not be on sequential days; they must, however, provide an intensive arts experience for the core group. The other remaining time may be reserved for the artist's own creative work and professional development.
- Artists may be scheduled for up to 4 hours per day at the site to work with both a core and a peripheral group of students. The core group is usually a smaller class and receives the most intensive arts experience. There should be specific outcomes for what this group is to achieve or know by the Residency's end. The peripheral group, or majority of students, gains an exposure to the artist and art form through demonstrations, assemblies or short workshops.

- The emphasis of the Residency program is on the artist as a practitioner, rather than as a teacher/staff member in the usual sense.
- The sponsoring organization, as the grant recipient and primary sponsor of the program, is responsible for administering the Residency. Other groups may be included in Residency activities without being primary sponsors.
- For best results, sponsors, teachers/staff and artists work together in the development, planning and implementation of the Residency program.

Professional Development In-Service

A requirement for an in-service workshop conducted by the artist for the teachers/administrators involved is included in each Residency program. The required in-service workshop should focus on assisting teachers/administrators to increase their comfort level with integrating the arts into curriculum. This will help ensure longer-term benefits from the Residency. The sponsor, artist and school will determine the length and content of the in-service workshop. It may take place in one block of time, or may be spread out over the course of the Residency.

Arkansas Department of Education State Standards

Applicants are strongly encouraged to correlate their proposals to the Arkansas Department of Education's statewide goals for curriculum planning for Arkansas students. These state academic standards as defined by the *Frameworks* guidelines can be downloaded from the Arkansas Department of Education's web site <http://arkedu.state.ar.us/curriculum/frameworks.html>.

Residency Lengths

AIE programs may vary in length and have different goals and budget constraints. A short-term Residency program may last from a minimum of 10 days to a maximum of 2 months. A short-term Residency helps broaden a participant's arts experience by adding an arts component to an existing program or curriculum. This addition will provide a foundation upon which long-term programs can be built.

A long-term Residency lasts from 3 months to 10 months and allows greater access to the artist. It provides the flexibility of working in more detail with the artist to develop a program tailored to the site's needs with more opportunities for comprehensive participant interaction. Visiting artist residencies last from 1 day to 5 days and allow other roster artists to augment the work of the artist selected for the AIE program. This type of Residency is suggested as part of a long-term program.

Budget Information

Fees

Artists must be paid at the Arkansas Arts Council rates listed below. The artist and sponsoring organization may negotiate higher artist fees, but any amount over the grant maximum must be paid from other funding sources. Sponsoring organizations should budget for expenses to cover at least one planning meeting with the artist prior to the start of the AIE program.

Hourly = \$31.25 (up to the \$125/day limit)
1 day (four hours contact time) = \$125
1 week (5 working days) = \$625
1 month (4 weeks) = \$2,500

Artist preparation time and costs should be considered as part of the Residency and should be planned and budgeted accordingly.

Artist Travel

If the artist lives outside of the Residency site's phone calling area, reasonable round trip travel expenses may be included in the budget proposal. Travel by car should be estimated at 29 cents per mile. If an artist lives in another state, travel expenses can only be estimated from the Arkansas state line to the location of the Residency.

Lodging and Meals

The Arkansas Arts Council will fund meals at \$30 per day and lodging expenses up to a maximum of \$55 per night for an artist during the AIE program. Any costs over these limits must be paid from other sources of funding. If an artist must travel more than 50 miles per day, it is recommended they stay overnight in the site's community.

Prior to submitting an AIE application, the sponsoring organization should consult with the artist to determine acceptable lodging arrangements prior to submitting the application. Sponsors are encouraged to pursue possible in-kind donations for lodging.

Supplies

Sponsoring organizations should discuss supply needs with the artist and determine costs prior to submitting the application. In-kind donations for supplies are encouraged.

Instructions to Complete MAP Arts in Education (AIE) Applications

Blank MAP application forms for Sections 1-8 for each of the three AIE grant possibilities are provided following these application instructions. A hard copy, a disc, or a computer-generated template for these sections is available from the Arts Council staff upon request; the forms are also available online at the Arkansas Arts Council website www.arkansasarts.com. Pages for Sections 9-14 are to be provided by the applicant.

SECTION 1: APPLICANT INFORMATION

- a.-g. Self-explanatory
- h. Web site: The <http://> address of the applicant's Internet web page.
- i. Executive director: The name of the person directly responsible for administrative management of the applicant organization.
- j. Board president: The name of the person chairing the Board of Directors for the applicant organization.
- k. Description of area served (include radius in miles): provide a socio-economic and geographical description of the area to be served by the proposal. Include a specific listing of locations, communities, cities, towns etc. where programs indicated in the proposal will occur.

SECTION 2: AGENCY DESCRIPTION

Use the space provided to write a brief statement describing the organization.

SECTION 3: PROPOSAL SUMMARY AND BUDGET SPECIFICS

Use the space provided to write a brief summary of the MAP AIE program proposal detailed in the application Narrative (Section 9). The summary should include a statement indicating how the applicant plans to spend the specific grant dollars requested.

SECTION 4: PROPOSAL INFORMATION

- a. Amount of Request: The dollar amount requested in this MAP AIE application. Round to nearest whole dollar.
- b. Project Dates: The month, specific date, and year of the beginning and ending of the MAP AIE program proposal period.
- c. Contact Person: The name of the person most familiar with the AIE application information who can answer questions about the application.
- d. Phone: The phone number of the contact person.
- e. Estimated Audience for this Project: The number of people expected to attend or participate in all programs and services included in the MAP AIE program proposal.
- f. Number of FY04 AAC proposals (including this one): The total number of applications being made to the AAC in all categories for FY04.
- g. Total FY04 AAC Dollar Request (including this one): The combined dollar amount of funds being requested in all categories for FY04.
- i. Total FY04 Projected Operating Budget: The total amount of all operating expenses projected by the applicant organization for FY04. The MAP Arts in Education project total provided on line C 28 in Section 8 (the Budget page) is only a portion of the Total FY04

Projected Budget listed here in Section 4.h.

SECTION 5: MISSION STATEMENT

Use the space provided to write the mission statement approved by the applicant organization's Board of Directors.

SECTION 6: DEMOGRAPHIC ANALYSIS

List the numbers, **not percentages**, of each ethnic group to be served in the applicant's proposal area (as defined in Section 1.k.) and in all the other categories listed.

The **Estimated Project Audience** should be the total number of participants in the activities described in the AIE proposal.

The **Current Audience Base** is the total number of all audience members served by your organization during the last completed fiscal year

The **Current Area Population** is the total number of inhabitants living in the geographic area served by your organization.

The **Current Staff** is the total number of full and part-time paid employees working for your organization.

The **Current Board** is the total number of Board members overseeing your organization.

For each group total, list the number of people younger than 18 years of age participating, the number of people over 65 participating, and the number of people with disabilities participating.

SECTION 7: AUTHORIZATION

The executive director and the board president of the applicant organization must sign and date the application form after

reading the Legal Requirements and completing all application materials required.

SECTION 8: BUDGET

Complete each column in Section 8 as noted. **The dollars should indicate only unrestricted monies. The figures should not include capital expenditures (plant, property or equipment) or restricted funds.**

Column A should indicate only the amount of Arts in Education support requested from the Arkansas Arts Council in the application. The request amount should be entered in the blank box on line 8,c in the Income portion of the budget and distributed as operating costs in the blank line items in the **Column A** Expenses portion of the budget.

Column B should indicate the applicant's cash match for the amount requested from the Arts Council in **Column A**. The amount of the Applicant Match must at least equal the amount of the AIE Request in **Column A**. The Income provided by the Applicant Match should be similarly distributed as operating cash in the blank line items in the **Column B** Expenses portion of the budget.

Column C should indicate the total budget for the MAP AIE proposal. **Column A** added to **Column B** should equal **Column C**. The **Total Income** in line 11 of Column C should equal the **Total Expenses** in line 28. **Any projected surplus will be subtracted from the request amount.**

The budget line items in Section 8 should be self-explanatory. If any of the budget line items are unclear, applicants should refer to the **Standard Definitions** section to determine what amounts should be included in a specific line item, or should consult with the AIE Program Manager.

Any budget amounts from the applicant's own accounting system that do not fit into

the application line items indicated on budget form should be combined in one of the "Other" items provided in each budget subsection.

All "Other" line items should be listed by fiscal year on a separate 8½"x 11" page and broken out by type and amount. This total includes all other grants anticipated from the Arkansas Arts Council, including Assistance Fund grants, Arts on Tour reimbursements, and all grants anticipated from the Heartland Arts Fund through Mid-America Arts Alliance, or the National Endowment for the Arts.

SECTION 9: NARRATIVE OUTLINE

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of four (4) separate 8½" x 11" pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

Narrative summaries longer than the maximum of four pages cannot be shortened after the stated application deadline of January 31, 2003. The extra length will cause the whole application to be rejected.

SECTION 10: EDUCATION PLAN

Submit a brief description of the applicant's general educational program, including information on how the organization is responding to the Arkansas state academic standards defined in the Arkansas Department of Education's *Frameworks*.

SECTION 11: STAFF LIST

Enclose a staff list with the name of each employee, position title and area of responsibility.

SECTION 12: BOARD OF DIRECTORS

Enclose a list of all Board members of the applicant organization. Include each director's name, address, city and occupation, along with their assigned committee roles on the Board. Indicate officers with a cross (+). Indicate any Board members who are Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander with an asterisk (*).

SECTION 13: IRS LETTER OF DETERMINATION

Enclose a copy of the applicant organization's 501(c)(3) Letter of Determination from the Internal Revenue Service.

SECTION 14: SUPPLEMENTAL MATERIAL

Enclose **one copy** of the most representative supplemental material. This could be extra information about the artist(s) involved, or a brochure, review or other material from a previous project similar in nature to the application proposal. Materials can be organized and bound in a separate three-ring binder.

MAP Arts in Education Checklist

The MAP Arts in Education application package consists of **TWO COMPLETE SETS of ALL REQUESTED materials**. Where possible, copy on the front and back of pages to reduce the total number of pages in the application package. Use only paper clips only to group together separate copies. **Do not use staples or separate folders**. Each set should be collated in the specific order listed:

Two (2) Collated Sets:

- **Sections 1- 7 (Cover Page)**
with original signatures
- **Section 8 (Project Budget)**
with extra “Other” page if necessary
- **Section 9 (Narrative Questions)**
- **Section 10 (Education Plan)**
- **Section 11 (Staff List)**
Titles of all staff members with their areas of responsibility
- **Section 12 (Board of Directors)**
List of board members with their areas of responsibility.
- **Section 13 (IRS Letter of Determination)**

One Set Only:

- **Section 14 (Supplemental Materials)**
Audio/visual/published materials documenting artistic quality of the organization.
- **Section 15 (Outside Consultants/Non-roster artists)**
Additional information needed to review consultants or non-roster artists if required.

Arkansas Arts Council
FY04 Major Arts Partner - AIE
Residency Grant Application Form

(for projects occurring between July 1, 2003 and June 30, 2004)

for AR Arts Council use only

FY04- _____ - _____

(revised 9/02)

1. Applicant Information

- a. Organization Name: _____
- b. Mailing Address: _____
- c. City: _____ d. Zip: _____
- e. Phone: _____ f. Fax: _____
- g. E-Mail: _____ h. Website: _____
- i. Executive Director/School Principal: _____
- j. Board President/School District Official: _____
- k. Description of area served (include radius in miles): _____

2. Organization Description (use only the space provided)

3. Proposal Summary and Budget Specifics (use only the space provided)

4. Proposal Information

- a. Amount of Request _____ b Project Dates: beginning date: _____ ending date: _____
- c. Contact Person: _____ d. Phone: _____
- e. Estimated Audience for this Project: _____
- f. Number of FY04 Arkansas Arts Council Proposals (including this one): _____
- g. Total FY04 Arkansas Arts Council Dollar Request (including this one): _____
- h. Total FY04 Projected Operating Budget: _____

MAP - AIE Residencies

5. Organization Mission Statement

6. Demographic Analysis (list numbers, not percentages)

Ethnicity/Racial Characteristic	Estimated Project Audience	Current Audience Base	Current Area Population	Current Staff	Current Board	Current Volunteers
Asian						
Black/ African American						
Hispanic/Latino						
American Indian/ Alaska Native						
Native Hawaiian/ Pacific Islander						
White						
TOTALS						
18 and under						
65 and older						
People with disabilities						

7. Authorization

By signing this application, the executive director/school principal and board president/school district official for the applicant organization certify that the information contained in the application, including all attachments and support materials, is true and correct to the best of their knowledge, and that the organization will comply with the requirements outlined in the “Legal Requirements” section of these guidelines.

_____ signature of executive director/school principal

_____ date

_____ signature of board president/school district official

_____ date

8. Budget (MAP - AIE Residencies) The Excel version of Section 8 on this CD will calculate budget totals.

Your current fiscal year began on: _____ and ends on: _____

	A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
INCOME			
Revenue (Earned Income)			
1)	Admissions		
	a) Single Ticket Sales	\$0	
	b) Subscriptions	\$0	
	c) Memberships	\$0	
	Total Admissions	\$0	
2)	Contracted Services		
	a) Workshops/Classes	\$0	
	b) Government Contracts	\$0	
	c) Performances/Residencies	\$0	
	d) Other (explain)	0	
	Total Contracted Services	\$0	
3)	Other Revenue		
	a) Sales/Concessions	\$0	
	b) Fundraising	\$0	
	c) Interest Received	\$0	
	d) Miscellaneous (explain)	\$0	
	Total Other Revenue	\$0	
4)	Subtotal - Revenue	\$0	
Support (Contributed Income)			
5)	Private Contributions (cash)		
	a) Individuals	\$0	
	b) Board Members	\$0	
	c) Affiliated Organizations	\$0	
	Total Private Contributions	\$0	
6)	Corporate Contributions	\$0	
7)	Foundation Grants	\$0	
8)	Government Support		
	a) City	\$0	
	b) County	\$0	
	c) State		
	AIE Residency (this		\$0
	Other (explain)	\$0	
	d) Regional	\$0	
	e) Federal	\$0	
	Total Government Support		
9)	Applicant Cash	\$0	
10)	Subtotal - Support		
11)	TOTAL INCOME		
	(total of line 4+10)		
12)	In-Kind Contributions	\$0	

8. Budget continued (MAP - AIE Residencies)

EXPENSES		A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
Administrative (Operating Expenses)				
13)	Staff Salaries/Benefits	\$0		
14)	Contracted Personnel			
15)	Marketing/Public Relations			
16)	Fundraising	\$0		
17)	Space/Facilities	\$0		
18)	Travel	\$0		
19)	Remaining Expenses			
	a) Phone/Postage/Fax	\$0		
	b) Insurance	\$0		
	c) Concessions/Sales	\$0		
	d) Other (explain)			
	Total Remaining Expenses			
20)	Subtotal-Admin. Expenses			
Artistic (Programming Expenses)				
21)	Staff Salaries/Benefits	\$0		
22)	Tech./Prod. Salaries/Benefits	\$0		
23)	Contracted Personnel			
	a) Artist/Consultant Fee			
	b) Travel			
	c) Lodging			
	d) Meals			
	e) Planning Meeting			
	f) Preparation Time			
	Total Contracted Personnel			
24)	Prod. Supplies/Materials			
25)	Rentals/Maint. (non-facility)			
26)	Remaining Expenses			
	a) Phone/Fax			
	b) Insurance			
	c) Travel (non-contract)			
	d) Shipping/Hauling			
	e) Documentation			
	f) Other (explain)			
	Total Remaining Expenses			
27)	Subtotal-Artistic Expenses			
28)	TOTAL EXPENSES			
	(total of line 20+27)			
29)	Surplus/(Deficit)	\$0		

9) Narrative Outline Questions (MAP - AIE Residencies)

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of four (4) separate pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

A) Artistic innovation, diversity and excellence:

1. Describe the proposed residency program in as much detail as possible. Outline the arts activities to be included and describe how these activities will support integrating the art form into the curriculum. If particular details are yet to be determined, indicate the plan to be followed to firm up the specifics.
2. Name the site coordinator and the proposed AIE roster artist(s) involved, and describe why the selected artist(s) is tailored to fit the needs of the proposed residency program
3. Describe how the residency program will be administered and monitored to ensure it is progressing as planned.

B) Access to the arts for all Arkansans:

1. Identify both the core and peripheral groups of students participating in the residency. Include the age level and number of participants in each group and describe how each group will participate.
2. Describe the plans to make this residency program accessible to the underserved and to those with special needs.
3. Describe the in-service portion of the residency program. Identify which teachers/administrators/staff will be involved and describe how in-service activities will be scheduled.

C) Education for life-long learning:

1. If a first-time residency program, describe methods used to determine the need for the residency; (OR) If building on a current or previous residency program, explain what was learned and how this residency experience will expand the current program; (OR) If this residency program is similar to previous residency programs, detail the rationale for continuing with the same type of residency.
2. If there are other arts programs at the school/site, identify them and describe how the proposed residency will relate to those programs.
3. Describe how the benefits of the residency program will be continued once it ends.

D) Community cultural development:

1. Describe the community support structure for the proposed AIE residency program.
2. Describe how parents and community members will be involved in residency-related activities and how they will be promoted within the community.

E) Planning and evaluation:

1. List the names and affiliations of all people involved in the planning process, and highlight the key steps taken to develop the residency program.
2. Describe the artist involvement in the planning and development process, including a brief description of pre-planning sessions with the artist and school/site prior to the start of the residency program.
3. Describe how the completed residency program will be evaluated in order to measure its value to students, teachers, parents, and other participants.
4. Describe how evaluation results will be used to make future residency programs more successful.
5. Describe how the residency program will be documented, and how the school/site will use this documentation in the future.

Arkansas Arts Council FY04 MAP - AIE – Artists in Communities Application Form

(for projects occurring between July 1, 2003 and June 30, 2004)

for AR Arts Council use only

FY04- _____ - _____

(revised 9/02)

1. Applicant Information

- a. Organization Name: _____
- b. Mailing Address: _____
- c. City: _____ d. Zip: _____
- e. Phone: _____ f. Fax: _____
- g. E-Mail: _____ h. Website: _____
- i. Executive Director/School Principal: _____
- j. Board President/School District Official: _____
- k. Description of area served (include radius in miles): _____

2. Organization Description (use only the space provided)

3. Proposal Summary and Budget Specifics (use only the space provided)

4. Proposal Information

- a. Amount of Request _____ b Project Dates: beginning date: _____ ending date: _____
- c. Contact Person: _____ d. Phone: _____
- e. Estimated Audience for this Project: _____
- f. Number of FY04 Arkansas Arts Council Proposals (including this one): _____
- g. Total FY04 Arkansas Arts Council Dollar Request (including this one): _____
- h. Total FY04 Projected Operating Budget: _____

5. Organization Mission Statement

6. Demographic Analysis (list numbers, not percentages)

Ethnicity/Racial Characteristic	Estimated Project Audience	Current Audience Base	Current Area Population	Current Staff	Current Board	Current Volunteers
Asian						
Black/ African American						
Hispanic/Latino						
American Indian/ Alaska Native						
Native Hawaiian/ Pacific Islander						
White						
TOTALS						
18 and under						
65 and older						
People with disabilities						

7. Authorization

By signing this application, the executive director/school principal and board president/school district official for the applicant organization certify that the information contained in the application, including all attachments and support materials, is true and correct to the best of their knowledge, and that the organization will comply with the requirements outlined in the “Legal Requirements” section of these guidelines.

_____ signature of executive director/school principal

_____ date

_____ signature of board president/school district official

_____ date

8. Budget (MAP - AIE-AIC) The Excel version of Section 8 on this CD will calculate budget totals.

Your current fiscal year began on: _____ and ends on: _____

INCOME		A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
Revenue (Earned Income)				
1)	Admissions			
	a) Single Ticket Sales	\$0		
	b) Subscriptions	\$0		
	c) Memberships	\$0		
	Total Admissions		\$0	
2)	Contracted Services			
	a) Workshops/Classes	\$0		
	b) Government Contracts	\$0		
	c) Performances/Residencies	\$0		
	d) Other (explain)	\$0		
	Total Contracted Services		\$0	
3)	Other Revenue			
	a) Sales/Concessions	\$0		
	b) Fundraising	\$0		
	c) Interest Received	\$0		
	d) Miscellaneous (explain)	\$0		
	Total Other Revenue		\$0	
4)	Subtotal - Revenue		\$0	
Support (Contributed Income)				
5)	Private Contributions (cash)			
	a) Individuals	\$0		
	b) Board Members	\$0		
	c) Affiliated Organizations	\$0		
	Total Private Contributions		\$0	
6)	Corporate Contributions		\$0	
7)	Foundation Grants		\$0	
8)	Government Support			
	a) City	\$0		
	b) County	\$0		
	c) State			
	AIE AIC (this request)		\$0	
	Other (explain)	\$0		
	d) Regional	\$0		
	e) Federal	\$0		
	Total Government Support			
9)	Applicant Cash		\$0	
10)	Subtotal - Support			
11)	TOTAL INCOME			
	(total of line 4+10)			
12)	In-Kind Contributions		\$0	

8. Budget (MAP - AIE-AIC) continued

EXPENSES		A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
Administrative (Operating Expenses)				
13)	Staff Salaries/Benefits		\$0	
14)	Contracted Personnel			
15)	Marketing/Public Relations			
16)	Fundraising		\$0	
17)	Space/Facilities		\$0	
18)	Travel		\$0	
19)	Remaining Expenses			
	a) Phone/Postage/Fax	\$0		
	b) Insurance	\$0		
	c) Concessions/Sales	\$0		
	d) Other (explain)			
	Total Remaining Expenses			
20)	Subtotal-Admin. Expenses			
Artistic (Programming Expenses)				
21)	Staff Salaries/Benefits		\$0	
22)	Tech./Prod. Salaries/Benefits		\$0	
23)	Contracted Personnel			
	a) Artist/Consultant Fee			
	b) Travel			
	c) Lodging			
	d) Meals			
	e) Planning Meeting			
	f) Preparation Time			
	Total Contracted Personnel			
24)	Prod. Supplies/Materials			
25)	Rentals/Maint. (non-facility)			
26)	Remaining Expenses			
	a) Phone/Fax			
	b) Insurance			
	c) Travel (non-contract)			
	d) Shipping/Hauling			
	e) Documentation			
	f) Other (explain)			
	Total Remaining Expenses			
27)	Subtotal-Artistic Expenses			
28)	TOTAL EXPENSES (total of line 20+27)			
29)	Surplus/(Deficit)		\$0	

9) Narrative Outline Questions (MAP - AIE-AIC)

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of four (4) separate pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

A) Artistic innovation, diversity and excellence (30 points)

1. Describe the proposed residency program in as much detail as possible. Outline the arts activities to be included and describe how these activities will support integrating the art form into curriculum or character-development programming.
2. List the proposed artist(s) involved and indicate the specific length(s) of the residency activities.
3. Describe how artist(s) chosen fit(s) the requirements of the proposed residency.
4. Describe how the residency will be administered and explain how it will be monitored.
5. If the proposed residency is built upon a previous program, explain how it expands the earlier residency.
6. If the proposed residency duplicates or is similar to a previous residency, explain the rationale for repeating the same type of program.

B) Access to the arts for all Arkansans (20 points)

1. Describe the audience to be served by the proposed residency.
2. Describe the in-service portion of the residency program. Identify which teachers/staff/administrators will be involved and describe how in-service activities will be scheduled.
3. Describe plans to make this residency program accessible to the underserved and to those with special needs.

C) Education for lifelong learning (20 points)

1. Describe how the proposed residency relates to the applicant's current arts education programming.
2. Indicate what services the residency will provide that are not available from existing programs in the community.
3. Describe the long-range influence the AIE AIC residency will have on including the arts as basic to the organization's educational programming and/or character-development programming.

D) Community cultural development (10 points)

1. Describe the community support structure for the proposed residency.
2. Describe how parents and community members will be involved in residency-related activities and how they will be promoted within the community.

E) Planning and evaluation (20 points)

1. List the names and affiliations of all people serving on the proposed residency planning committee, including the site coordinator(s).
2. Describe the key planning steps the committee undertook to develop the residency program.
3. Describe the involvement of the proposed artist(s) in the planning process. Include a brief description of the planning meeting with the artist(s) prior to the start of the residency itself.
4. Describe how the residency program will be evaluated in order to measure its value to students, parents and other participants.
5. Describe how the residency will be documented, and how the site will use this documentation in the future.

Arkansas Arts Council
FY04 MAP - AIE - Arts
Curriculum Projects Application Form

(for projects occurring between July 1, 2003 and June 30, 2004)

for AR Arts Council use only

FY04- _____ - _____

(revised 9/02)

1. Applicant Information

- a. Organization Name: _____
- b. Mailing Address: _____
- c. City: _____ d. Zip: _____
- e. Phone: _____ f. Fax: _____
- g. E-Mail: _____ h. Website: _____
- i. Executive Director/School Principal: _____
- j. Board President/School District Official: _____
- k. Description of area served (include radius in miles): _____

2. Organization Description (use only the space provided)

3. Proposal Summary and Budget Specifics (use only the space provided)

4. Proposal Information

- a. Amount of Request _____ b Project Dates: beginning date: _____ ending date: _____
- c. Contact Person: _____ d. Phone: _____
- e. Estimated Audience for this Project: _____
- f. Number of FY04 Arkansas Arts Council Proposals (including this one): _____
- g. Total FY04 Arkansas Arts Council Dollar Request (including this one): _____
- h. Total FY04 Projected Operating Budget: _____

(MAP - AIE-ACP)

5. Organization Mission Statement

6. Demographic Analysis (list numbers, not percentages)

Ethnicity/Racial Characteristic	Estimated Project Audience	Current Audience Base	Current Area Population	Current Staff	Current Board	Current Volunteers
Asian						
Black/ African American						
Hispanic/Latino						
American Indian/ Alaska Native						
Native Hawaiian/ Pacific Islander						
White						
TOTALS						
18 and under						
65 and older						
People with disabilities						

7. Authorization

By signing this application, the executive director/school principal and board president/school district official for the applicant organization certify that the information contained in the application, including all attachments and support materials, is true and correct to the best of their knowledge, and that the organization will comply with the requirements outlined in the “Legal Requirements” section of these guidelines.

_____ signature of executive director/school principal

_____ date

_____ signature of board president/school district official

_____ date

8. Budget (MAP - AIE-ACP) The Excel version of Section 8 on this CD will calculate budget totals.

Your current fiscal year began on: _____ and ends on: _____

INCOME		A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
Revenue (Earned Income)				
1)	Admissions			
	a) Single Ticket Sales	\$0		
	b) Subscriptions	\$0		
	c) Memberships	\$0		
	Total Admissions		\$0	
2)	Contracted Services			
	a) Workshops/Classes	\$0		
	b) Government Contracts	\$0		
	c) Performances/Residencies	\$0		
	d) Other (explain)	\$0		
	Total Contracted Services		\$0	
3)	Other Revenue			
	a) Sales/Concessions	\$0		
	b) Fundraising	\$0		
	c) Interest Received	\$0		
	d) Miscellaneous (explain)	\$0		
	Total Other Revenue		\$0	
4)	Subtotal - Revenue		\$0	
Support (Contributed Income)				
5)	Private Contributions (cash)			
	a) Individuals	\$0		
	b) Board Members	\$0		
	c) Affiliated Organizations	\$0		
	Total Private Contributions		\$0	
6)	Corporate Contributions		\$0	
7)	Foundation Grants		\$0	
8)	Government Support			
	a) City	\$0		
	b) County	\$0		
	c) State			
	AIE AC (this request)		\$0	
	Other (explain)	\$0		
	d) Regional	\$0		
	e) Federal	\$0		
	Total Government Support			
9)	Applicant Cash		\$0	
10)	Subtotal - Support			
11)	TOTAL INCOME			
	(total of line 4+10)			
12)	In-Kind Contributions		\$0	

8. Budget (MAP - AIE-ACP) continued

EXPENSES		A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
Administrative (Operating Expenses)				
13)	Staff Salaries/Benefits	\$0		
14)	Contracted Personnel			
15)	Marketing/Public Relations			
16)	Fundraising	\$0		
17)	Space/Facilities	\$0		
18)	Travel	\$0		
19)	Remaining Expenses			
	a) Phone/Postage/Fax	\$0		
	b) Insurance	\$0		
	c) Concessions/Sales	\$0		
	d) Other (explain)			
	Total Remaining Expenses			
20)	Subtotal-Admin. Expenses			
Artistic (Programming Expenses)				
21)	Staff Salaries/Benefits	\$0		
22)	Tech./Prod. Salaries/Benefits	\$0		
23)	Contracted Personnel			
	a) Artist/Consultant Fee			
	b) Travel			
	c) Lodging			
	d) Meals			
	e) Planning Meeting			
	f) Preparation Time			
	Total Contracted Personnel			
24)	Prod. Supplies/Materials			
25)	Rentals/Maint. (non-facility)			
26)	Remaining Expenses			
	a) Phone/Fax			
	b) Insurance			
	c) Travel (non-contract)			
	d) Shipping/Hauling			
	e) Documentation			
	f) Other (explain)			
	Total Remaining Expenses			
27)	Subtotal-Artistic Expenses			
28)	TOTAL EXPENSES			
	(total of line 20+27)			
29)	Surplus/(Deficit)	\$0		

9) Narrative Outline Questions (MAP - AIE-ACP)

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of four (4) separate pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

A) Artistic innovation, diversity and excellence:

1. Describe the proposed ACP in as much detail as possible. Outline the activities to be included and explain how this project will assist in the establishment of on-going arts programming and/or curricula.
2. Name the site coordinator and the proposed artist or consultant involved, and indicate the specific length of the ACP.
3. Describe why the selected artist or consultant is tailored to fit the needs of the proposed ACP.
4. Describe how this ACP will be administered and monitored to ensure it is progressing as planned.

B) Access to the arts for all Arkansans

1. Describe plans to include or involve underserved and special constituencies.
2. Explain how this project will include collaboration or cooperation with other groups. Include the specific roles of each collaborator.

C) Education for life-long learning

1. If a first-time ACP, describe methods used to determine the need for the project (OR) If building on a current or previous ACP, explain what was learned and how this experience will expand the current project (OR) If this ACP is similar to current or previous projects, detail the rationale for continuing the same type of project.
2. Describe the long-lasting impact of this project, including its potential district, regional or statewide significance.

D) Community cultural development

1. Describe the community support structure for the proposed ACP.
2. Explain how this project will be unique, innovative or different from similar activities already going on in the school or community.

E) Planning and evaluation

1. Show evidence of a comprehensive planning process with the names and affiliations of all people serving on the steering committee, and highlight the key planning steps the steering committee has taken to develop this project.
2. Describe the consultant involvement in the planning and development process, including a brief description of planning meeting with the artist/consultant prior to the start of the ACP.
3. Describe how the completed ACP will be evaluated in order to measure its value to the participants.
4. Describe how evaluation results will be used to make future ACPs more successful.
5. Describe how the ACP will be documented, and how the site will use this documentation in the future.

MAP Major Arts Initiative Laboratory (MAIL)

*Draft Due for Staff Review (Optional):
January 3, 2003*

*Final Application Due Date:
January 31, 2003*

Maximum Award: \$15,000

Match: 1:1 cash match

Contact: Grant Programs Manager

The Major Arts Initiative Laboratory (MAIL) program is a project support grant program for the organizations making up the Major Arts Partners (MAP).

The Arts Council views the MAIL program as a catalyst to stimulate a larger collaborative program designed by one or more of the Major Arts Partners that will implement either statewide or broad regional arts outreach.

Major Arts Initiative Laboratory Eligibility

An organization is eligible to apply for MAIL support if

- It is a Major Arts Partner with a three-year average budget equal to or greater than \$1 million

OR

It has filed a Letter of Intent to become a Major Arts Partner

- It has a proposed project that demonstrates both **collaboration** and **outreach** by the applicant

The **collaboration** must be with

- one or more Major Arts Partners
AND/OR
- one or more organizations that have received General Operating Support or Expansion Arts grants within the last three years

The project's **outreach** should be directed primarily at one or more underserved communities as defined by the Arkansas Arts Council:

An underserved community is one in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, disability or age.

Instructions to Complete MAP Major Arts Initiative Laboratory (MAIL) Application

Blank MAIL application forms are provided for Sections 1-9 following these application instructions. A hard copy, a disc, or a computer-generated template for these sections is available from the Arts Council staff upon request; the forms are also available online at the Arkansas Arts Council website. Pages for Sections 10-16 are to be provided by the applicant.

SECTION 1: APPLICANT INFORMATION

- a.-g. Self-explanatory.
- l. Web site: The http:// address of the applicant's Internet web page.
- m. Executive director: The name of the person directly responsible for administrative management of the organization.
- n. Board president: The name of the person chairing the organization's Board of Directors.
- o. Description of area served (include radius in miles): The socio-economic and geographical description of the area to be served by the proposal. Include a specific listing of locations, communities, cities, towns etc. where programs indicated in the proposal will occur.

SECTION 2: AGENCY DESCRIPTION

Use the space provided to write a brief statement describing the organization.

SECTION 3: PROPOSAL SUMMARY AND BUDGET SPECIFICS

Use the space provided to write a brief summary of the MAIL proposal detailed in the application Narrative (Section 4). The

summary should include a statement indicating how the applicant plans to spend the specific grant dollars requested.

SECTION 4: PROPOSAL INFORMATION

- a. Amount of Request: The dollar amount requested in this MAIL application. Round to nearest whole dollar.
- b. MAIL project Dates: The month, specific date, and year of the beginning and ending of the MAIL project.
- c. Contact Person: The name of the person most familiar with the application information who can answer questions about the application.
- d. Phone: The phone number of the contact person.
- e. Estimated Audience for this MAIL project: The number of people expected to attend or participate in the project.
- f. Number of FY04 AAC MAP proposals (including this one): The total number of applications being made to the AAC in all MAP categories for FY04.
- g. Total FY04 AAC Dollar Request (including this one): The combined dollar amount of funds being requested in all MAP categories for FY04.
- h. Total FY04 Projected Operating Budget: The total amount of all operating expenses budgeted by the applicant organization for FY04.

SECTION 5: MISSION STATEMENT

Use the space provided to write the mission statement approved by the applicant organization's Board of Directors.

SECTION 6: DEMOGRAPHIC ANALYSIS

List the numbers, **not percentages**, of each ethnic group to be served in the applicant's proposal area (as defined in Section 1.k.) and in all the other categories listed.

The **Estimated Project Audience** should be the total number of audience members participating in the activities described in the MAIL proposal.

The **Current Audience Base** is the total number of all audience members served by your organization during the last completed fiscal year.

The **Current Area Population** is the total number of inhabitants living in the geographic area served by your organization.

The **Current Staff** is the total number of full and part-time paid employees working for your organization.

The **Current Board** is the total number of Board members overseeing your organization.

The **Current Volunteers** are the total number of non-paid individuals working for your organization in any capacity.

For each group total, list the number of people younger than 18 years of age participating, the number of people over 65 participating and the number of people with disabilities participating.

SECTION 7: AUTHORIZATION

The executive director and the board president of the applicant organization must sign and date the application form after reading the Legal Requirements on pages 2-3 and completing all application materials required.

SECTION 8: BUDGET

Complete each column in Section 8 for the fiscal year noted. **The dollars should indicate only unrestricted monies. The figure should not include capital expenditures (plant, property or equipment) or restricted funds.**

Column A should indicate the amount of MAIL support requested from the Arkansas Arts Council in the application. The request amount should be entered in the blank box on line 13 in the Income portion of the budget and distributed as Operating Expenses in the blank line items in the **Column A** Expenses portion of the budget.

Column B should indicate the applicant's cash match for the amount requested from the Arts Council in **Column A**. The amount of the Applicant Match must at least equal the amount of the Project Request in **Column A**. The Income provided by the applicant match should be similarly distributed as Operating Expenses in the blank line items in the **Column B** Expenses portion of the budget.

Column C should indicate the total budget for the proposal. **Column A** added to **Column B** should equal **Column C**. The **Total Income** in line 16 of **Column C** should equal the **Total Expenses** in line 32. **Any projected surplus will be subtracted from the request amount.**

The budget line items in Section 8 should be self-explanatory. If any items are unclear, applicants should refer to the **Standard Definitions** on pages 58-62 to determine what amounts should be included in a specific line item, or should consult with the Grant Programs Manager.

Any budget amounts from the applicant's own accounting system that do not fit into the application line items indicated on budget form should be combined in one of the "Other" items provided in each budget subsection.

Any “Other” line items should be listed by fiscal year on a separate 8½” x 11” page and broken out by type and amount. “Other” costs include all grants anticipated from the Arkansas Arts Council beside the project support request, including Assistance Fund grants, Arts on Tour reimbursements, and any grants anticipated from the Heartland Arts Fund through Mid-America Arts Alliance, or from the National Endowment for the Arts.

SECTION 9: ARTISTS INVOLVED

Write a short description of the principal artist(s) or groups that will be hired for the project proposed in Section 10: Narrative Questions. Section 9 should not describe the applicant’s artistic staff coordinating the project.

SECTION 10: MAIL NARRATIVE QUESTIONS

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of four (4) separate 8½” x 11” pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

Narrative summaries longer than the maximum of four pages will cause the whole application to be rejected.

SECTION 11: LIST OF MAIL PROJECTS FUNDED BY THE ARKANSAS ARTS COUNCIL IN THE LAST THREE YEARS

On a separate sheet list and briefly describe all MAIL projects that have been funded by the Arkansas Arts Council in the last three years.

SECTION 12: LIST OF PREVIOUS, CURRENT AND PROJECTED YEAR’S ARTS PROGRAMMING/GUEST ARTISTS

On separate sheets enclose a list of arts programming/guest artists for the previous, current, and projected years.

SECTION 13: STAFF LIST

Enclose a staff list with the name of each employee, position title and area of responsibility.

SECTION 14: BOARD OF DIRECTORS

Enclose a list of all Board members of the applicant organization. Include each director’s name, address, city and occupation, along with their assigned committee roles on the Board. Indicate officers with a cross (+). Indicate any Board members who are Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander with an asterisk (*).

SECTION 15: IRS LETTER OF DETERMINATION

Enclose a copy of the applicant organization’s 501(c)(3) Letter of Determination from the Internal Revenue Service.

SECTION 16: SUPPLEMENTAL MATERIAL

Enclose **one copy** of the most representative audio/visual/published artistic material of the applicant. The Arts Council’s archive files with materials sent by the organizations during the year will be available to the review panel as additional reference material.

MAP Major Arts Initiative Laboratory (MAIL) Checklist

The MAP Major Arts Initiative Laboratory application package consists of **TWO COMPLETE SETS of ALL REQUESTED materials**. Each set has a number of items in it. Where possible, copy on the front and back of pages to reduce the total number of pages in the application package. Use only paper clips to group together separate copies. **Do not use staples or separate folders**. Each set should be collated in the specific order listed:

Two (2) Collated Sets:

- **Sections 1- 7 (Cover Page)**
with original signatures
- **Section 8 (Budget)**
with extra “Other” page if necessary
- **Section 9 (Artists Involved)**
- **Section 10 (MAIL Narrative Questions)**
- **Section 11 (List of MAIL Projects Funded by AAC)**
- **Section 12 (List of Previous, Current and Projected Year’s Arts Programming/Guests Artists)**
- **Section 13 (Staff List)**
Titles of all staff members with their areas of responsibility.
- **Section 14 (Board of Directors)**
List of board members with their areas of responsibility.
- **Section 15 (IRS Letter of Determination)**

One Set Only:

- **Section 16 (Supplemental Materials)**
Audio/visual/published materials documenting artistic quality of the organization.

Arkansas Arts Council FY04 Major Arts Initiative Laboratory Grant Application Form

(for projects occurring between July 1, 2003 and June 30, 2004)

for AR Arts Council use only

FY04- _____ - _____

(revised 9/02)

1. Applicant Information

- a. Organization Name: _____
- b. Mailing Address: _____
- c. City: _____ d. Zip: _____
- e. Phone: _____ f. Fax: _____
- g. E-Mail: _____ h. Website: _____
- i. Executive Director: _____
- j. Board President: _____
- k. Description of area served (include radius in miles): _____

2. Organization Description (use only the space provided)

3. Proposal Summary and Budget Specifics (use only the space provided)

4. Proposal Information

- a. Amount of Request _____ b Project Dates: beginning date: _____ ending date: _____
- c. Contact Person: _____ d. Phone: _____
- e. Estimated Audience for this Project: _____
- f. Number of FY04 Arkansas Arts Council Proposals (including this one): _____
- g. Total FY04 Arkansas Arts Council Dollar Request (including this one): _____
- h. Total FY04 Projected Operating Budget: _____

MAIL

5. Organization Mission Statement

6. Demographic Analysis (list numbers, not percentages)

Ethnicity/Racial Characteristic	Estimated Project Audience	Current Audience Base	Current Area Population	Current Staff	Current Board	Current Volunteers
Asian						
Black/ African American						
Hispanic/Latino						
American Indian/ Alaska Native						
Native Hawaiian/ Pacific Islander						
White						
TOTALS						
18 and under						
65 and older						
People with disabilities						

7. Authorization

By signing this application, the executive director and board president for the applicant organization certify that the information contained in the application, including all attachments and support materials, is true and correct to the best of their knowledge, and that the organization will comply with the requirements outlined in the “Legal Requirements” section of these guidelines.

_____ signature of executive director

_____ date

_____ signature of board president

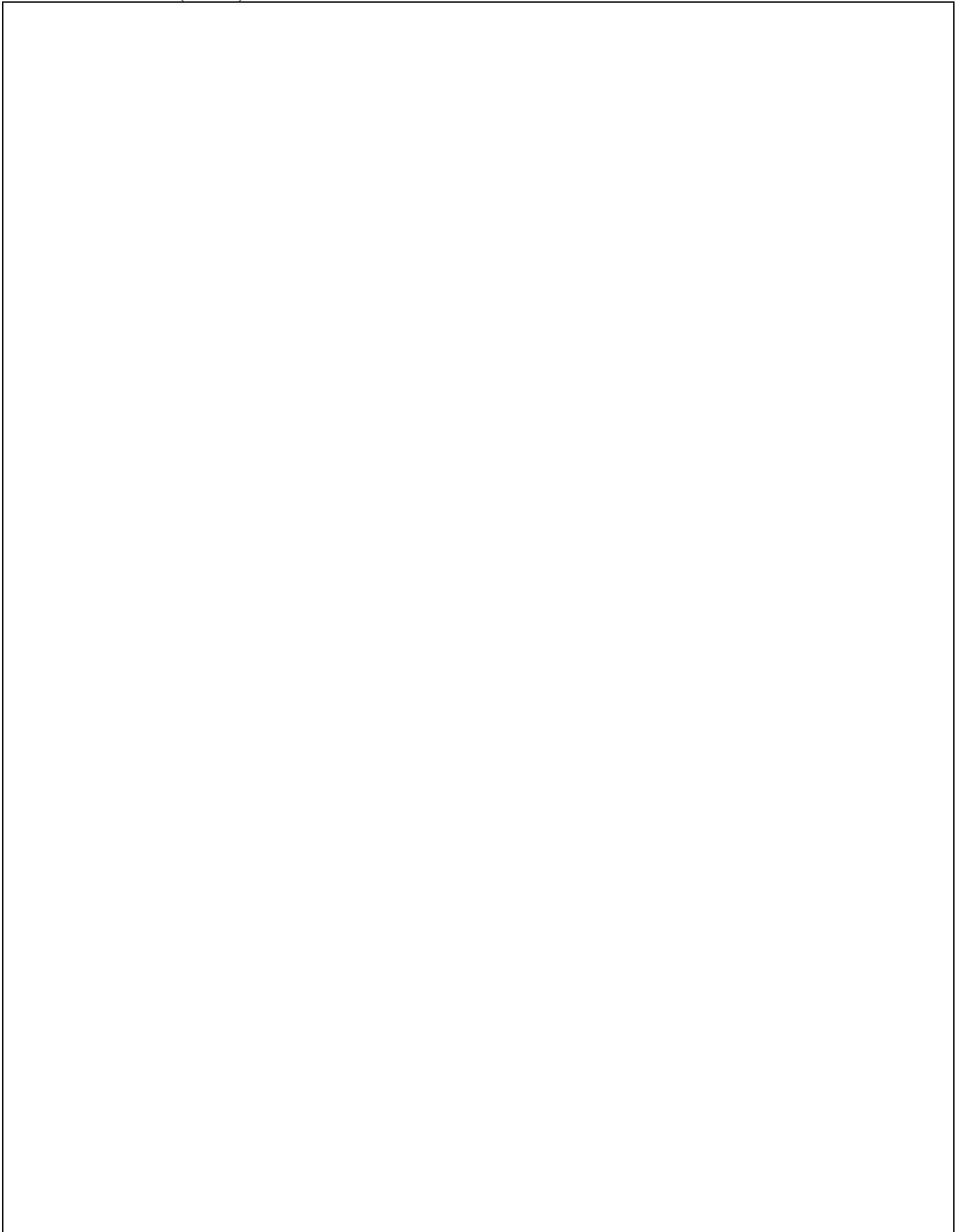
_____ date

8. Budget (MAIL) The Excel version of Section 8 on this CD will calculate budget totals.

Your current fiscal year began on: _____ and ends on: _____

INCOME		A. FY04 Council Request	B. FY04 Applicant Match	C. FY04 Project Total
Revenue (Earned Income)				
1)	Single Ticket Sales	\$0		
2)	Subscriptions	\$0		
3)	Memberships	\$0		
4)	Contracted Services	\$0		
5)	Interest Received	\$0		
6)	Other (explain)	\$0		
7)	Subtotal - Revenue		\$0	
Support (Contributed Income)				
8)	Individuals			
9)	Corporate Contributions	\$0		
10)	Foundation Grants	\$0		
11)	Other (explain)	\$0		
12)	Local Government	\$0		
13)	Arts Council (this request)		\$0	
14)	Federal Government	\$0		
15)	Subtotal - Support			
16)	TOTAL INCOME			
	(total of line 7+15)			
EXPENSES				
Administrative (Operating Expenses)				
17)	Staff Salaries/Benefits	\$0		
18)	Contracted Personnel			
19)	Marketing/Public Relations			
20)	Fundraising	\$0		
21)	Capital Expenditures	\$0		
22)	Space/Facilities	\$0		
23)	Other (explain)			
24)	Subtotal-Admin. Expenses			
Artistic (Programming Expenses)				
25)	Staff Salaries/Benefits	\$0		
26)	Tech./Prod. Salaries/Benefits	\$0		
27)	Contracted Personnel			
28)	Production			
29)	Rentals/Maint. (non-facility)			
30)	Other (explain)			
31)	Subtotal-Artistic Expenses			
32)	TOTAL EXPENSES			
	(total of line 24+31)			
33)	Surplus (Deficit)		\$0	
34)	In-Kind Contributions		\$0	

9. Artists Involved (MAIL)



10) Narrative Outline Questions (MAIL)

Answer each of the questions fully, but concisely, in the order presented. Use a maximum of four (4) separate pages. Follow the outline numbers given for the questions and repeat the questions on the narrative pages. On computer generated pages, use a font that is no smaller than 12 point.

A) Artistic innovation, diversity and excellence (30 points)

1. Briefly describe the project and explain why the artists or activities were chosen.
2. List any other organizations participating in the project and explain why they were chosen.
3. Discuss the potential for artistic growth of your organization as a result of this project.
4. Name the staff members who will coordinate the project and describe their artistic qualifications.

B) Access to the arts for all Arkansans (20 points)

1. Identify the targeted audience for this project and explain how it will compare or contrast with your regular audience base.
2. Describe the members of your organization's governing board and explain their current involvement with the audience targeted by the project.

C) Education for lifelong learning (20 points)

1. Describe any special educational features that are part of this project and explain how they relate to the needs of specific target audience groups.
2. Describe the extent that input from educators was involved in determining the educational features of the project.

D) Community cultural development (20 points)

1. Describe general plans for marketing the project and explain specific efforts to market it to the target audience groups.
2. Describe specific earned or contributed income sources for this project.

E) Planning and evaluation (10 points)

1. Describe the extent of public participation during the planning process for the project and explain the specific involvement of any collaborating organizations and target audience groups.
2. Describe the process that will be used to document the project and to evaluate how well the project achieves its objectives.

STANDARD DEFINITIONS

Administrative Staff Salaries/Benefits—Payments for full or part-time administrative employee salaries, wages and benefits specifically identified with the event(s) described in the application. This includes executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund-raisers, clerical staff such as secretaries, computer programmers, bookkeepers and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel. This amount should include the salary portion of the Executive Director for time spent on administrative duties. The salary portion for time spent on artistic duties should be included in Artistic Staff Salaries/Benefits in item 20.

Affiliated Organizations—Cash support from separate but connected organizations that was or will be contributed for the event(s) described in the application. This amount may also be a portion of a larger grant that has been or will be set aside specifically for this proposal.

Artistic Salaries & Benefits—Payments for full or part-time artistic employee salaries, wages and benefits specifically identified with the event(s) described in the application. This includes artistic directors, staff stage directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. This amount should include the salary portion of the Executive Director for time spent on artistic duties. The salary portion for time spent on administrative duties should be included in Administrative Staff Salaries/Benefits in item 12.

Assets—Things of value held by the organization. The total listed under Assets in Section 11 includes figures that are both current (e.g. cash, accounts receivable, inventory and merchandise, pledges receivable, prepaid rent, prepaid insurance) that will be used up within one year, and fixed (e.g. equipment and vehicles) that are generally not converted to cash within one year. The amount listed for Property and Equipment in Section 11 should be included in the amount listed for Assets.

Board Members—Cash support from board members that was or will be contributed for the event(s) described in the application.

Capital Expenditures—Broadly speaking, all assets are capital assets except those specifically excluded by the tax Code. A capital expenditure is one made for assets with useful lives of more than one year. A capital improvement is one made to extend the useful life of a property or add to its value. Major repairs such as the replacement of a roof are capital improvements.

City—Cash support through grants or appropriations by city, or other local government agencies for the event(s) described in the application. This amount may also be a portion of a larger amount that has been or will be set aside specifically for this proposal.

Contracted Administrative Personnel—Payments for salaries for administrative employees not normally considered employees of the applicant, but hired specifically for the event(s) described in the application. This includes additional clerical staff or contracted technical staff involved with marketing, publicity or fundraising, etc.

Contracted Artistic Personnel—Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but whose services are specifically identified with the artistic event(s) described in the application. This includes artistic stage or music directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities and hired specifically for the event(s) described in the proposal. Totals for artists/consultants contracted for AIE residencies should also include artist fees, separate travel costs for residency artists/consultants if not included in artist fee, separate lodging costs, separate meal costs, planning meeting expenses, and payment for preparation time.

Contracted Services—Income earned from fees paid to the applicant for services other than this grant request. This can include fees from workshops/classes, etc. paid by other community organizations, government contracts for specific services, outside performance or residency fees, tuition, etc. Include foreign government support.

Corporate Contributions—Cash support that was or will be contributed by businesses, corporations or corporate foundations for the event(s) described in the application. This amount may also be a portion of a larger contribution that has been or will be set aside specifically for this proposal.

County—Cash support through grants or appropriations by county or in-state regional agencies for the event(s) described in the application. This amount may also be a portion of a larger amount that has been or will be set aside specifically for this proposal.

Federal—Cash support through grants or appropriations by the federal government for the event(s) described in this application. This amount may also be a portion of a larger amount that has been or will be set aside for this proposal. Grants from the National Endowment for the Arts cannot be used as part of the cash match required for this application.

Foundation Grants—Cash support that was or will be granted by private foundations for the event(s) described in the application. This amount may also be a portion of a larger grant that has been or will be set aside specifically for this proposal.

Fundraising—Payments for general fundraising activities. This may also be a portion of a larger amount that has been or will be set aside for this proposal. Do not include payments to individuals or firms that belong under administrative Contracted Personnel in item 13. This includes costs of advertising, printing, mailing, and food, drink or space rental when directly connected to general fundraising activities.

Individuals—Cash support from individual patrons that was or will be contributed for the event(s) described in the application.

In-Kind Contributions—The value of any administrative or artistic expense items specifically identified with the event(s) described in the application that are provided to the applicant by volunteers or outside parties at no cash expense to the applicant.

Interest Received—An amount received for the use of money that is to be repaid in full at a specified time or on demand.

Liabilities—What the organization owes creditors. The total listed under Liabilities in Section 11 includes figures that are both current (e.g. accounts payable, taxes, and wages) that are due within a year, and fixed (e.g. notes payable that have a five-year maturity) that are due in more than one year. The amount listed for Long-Term Debt in Section 11 should be included in the amount listed for Liabilities.

Local Arts Agency—A community organization or an agency of city or county government which provides financial support, services, or other programs for a variety of arts organizations and/or individual artists and the community as a whole.

Long-Term Debt—The amount owed creditors that is not due within one year. The amount listed for Long-Term Debt in Section 11 is part of the organization's total Liabilities.

Marketing/Public Relations—Payments for marketing, publicity and promotional efforts specifically identified with the event(s) described in the application. Do not include payments to individuals or firms, which belong under administrative Salaries/Benefits in item 12 or administrative Contracted Personnel in item 13. This includes costs of newspaper radio and television advertising, printing and mailing of brochures, flyers and poster, and food, drink or space rental when directly connected to promotion, publicity or advertising. Include the costs of catalogue production. Use Fundraising in item 15 to list expenses involved in fund-raising activities.

Memberships—Income earned through sale of special donor packages for the event(s) described in the application. These donor packages include extra benefits for the contributors.

Operational Deficit—The amount of money lacking when TOTAL EXPENSES in item 27 are subtracted from TOTAL INCOME in item 11 on General Operating Support budget page.

Other Revenue—Income earned from sources other than those listed above. This can include catalog sales, concessions, gross proceeds from fundraising events, interest earned as a result of investments made by the applicant, endowment income earned from a bequest or a gift set aside for the purpose of providing support for the applicant, advertising space in programs, gift shop income, parking income, etc.

Production Supplies/Materials—Payments for the purchase of limited use equipment or resources specifically for the artistic events(s) described in the application. This includes disposable artist materials, nonpermanent set materials, costumes and scripts, display materials, etc.

Property and Equipment—Value is recorded at cost, if purchased, or at appraised value at the date of receipt, if contributed. Depreciation is provided over the estimated useful lives of the respective assets on a straight-line basis. Artwork is valued at the historical cost if purchased, or at the appraised value at the time of donation. Artwork does not depreciate in value over time. The value determined for Property and Equipment in Section 11 is part of the organization's total Assets.

Regional—Cash support for artists obtained from the Heartland Arts Fund through the regional Mid-America Arts Alliance.

Remaining Artistic Expenses—Payments for all artistic expenses not entered in other artistic categories and specifically identified with the event(s) described in the application. This includes expenses for incidentals such as artist telephone and FAX expenses, specific insurance fees for artists, artist travel costs not included in contract fees, artistic shipping and hauling expenses not included in artist contract fees, documentation costs, and food and beverages for artists.

Remaining Operating Expenses—All payments not entered in other administrative items identified with the event(s) described in the application. This includes telephone, postage, and FAX costs, insurance fees, food consumed on administrative premises, incidental storage, interest charges, photographic supplies, publication purchases, administrative equipment rental, non-structural improvements, trucking, shipping and hauling, and Arts in Education planning meeting expenses.

Rentals/Maintenance (non-facility)—Payments for artistic space or equipment rental expenses, utilities and maintenance expenses specifically identified with the event(s) described in the application. Do not include payments that belong under administrative Space/Facilities in item 16 as part of normal operating expenses.

Single Ticket Sales—Income earned from the sale of single admissions tickets for the event(s) described in the application.

Single-discipline Organization—A producing/presenting agency in one art form with a permanent administrative facility, a representative board and at least a part-time executive or artistic director.

Space/Facilities—Payments for administrative space rental costs, utilities and maintenance costs identified with the events(s) described in the application. This may include purchase of permanent or generally immobile equipment identified with the event(s) described in the application, or acquisitions to a collection identified with the proposal. This includes purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways or parking lots, grid systems or central air conditioning, works of art, artifacts, plants, animals or historic documents, etc. This may also be a portion of a larger amount that has been or will be set aside for this proposal.

State—Cash support from the Arkansas Arts Council through the grant request described in this application. The **first** State line item includes only the amount requested in the application. The **second** “Other” State line item includes all other grants from Arkansas besides this specific grant request that have been received or are anticipated, including Arkansas Arts Council Assistance Fund grants and artist fee subsidies for Arkansas Arts on Tour artists.

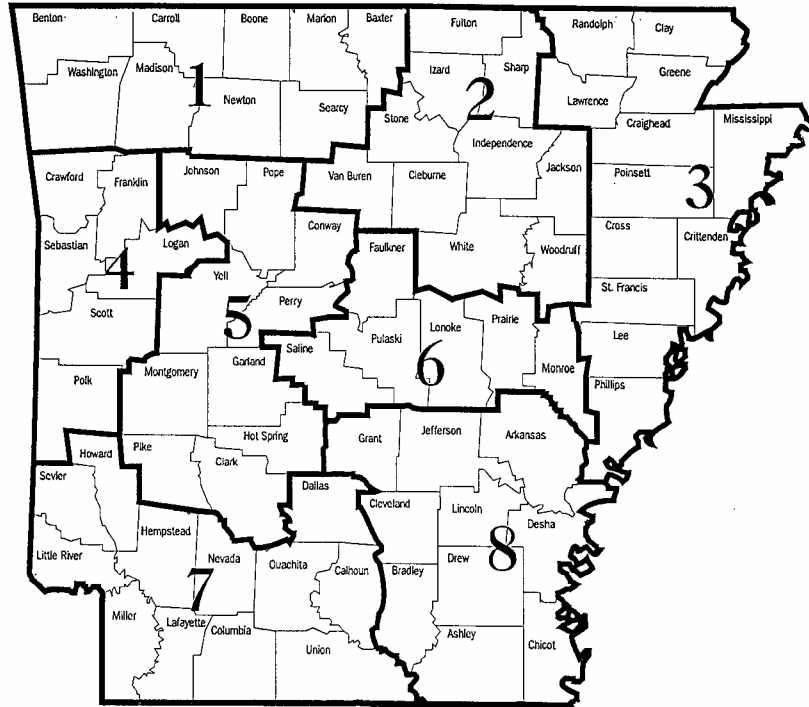
Subscriptions—Income earned from the sale of season tickets or subscriptions for the event(s) described in the application.

Technical/Production Salaries/Benefits—Payments for full or part-time artistic technical/production employee salaries, wages and benefits specifically identified with the events(s) described in the application. This includes technical management and production staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibition preparators and installers, etc.

Travel—Payments for administrative travel expenses and lodging in connection with the event(s) described in the application.

Surplus/(Deficit)—The balance remaining when TOTAL EXPENSES in item 28 are subtracted from TOTAL INCOME in item 11.

Arkansas Arts Council District Map



District One

Mary Benjamin - Siloam Springs
Dick Trammel - Rogers

District Two

Robin King - Batesville
Linda Van Trump - Onia

District Three

Ray Crutchfield - Paragould
Barbara Dodge - West Memphis

District Four

Nancy Beauchamp - Ozark
Lorraine Cravens - Fort Smith

District Five

Ken Futterer - Russellville
Bess Sanders - Hot Springs

District Six

Garbo Hearne - Little Rock
Michael Tidwell - Little Rock

District Seven

Lanatter Fox - El Dorado
Michael Malek - Hope

District Eight

Heath Bryant - Warren
Mildred Franco - Pine Bluff

At-Large

Anne Douglas - Texarkana

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