

SIMPLIFIED ANNUAL SUPPORT ALLOCATION PROPOSAL - FY2013
Due October 28, 2011

INSTRUCTIONS TO PROPOSAL PREPARERS

OVERVIEW

1. Download or request the guidelines and application. Read them carefully.
2. Compose your application. Answer each narrative question fully. Clear and understandable text is favored by panelists over flowery prose. Panelists have noted that the easier the application is to understand, the easier it is to fund.
3. Review the application checklist. Collect necessary attachments and support material.
4. Feel free to contact the Allied Arts office if you have questions. We are here to help. If you would like to submit a draft review before final submission to the Allocations Committee, submit it no later than October 7, 2011.
5. Make certain the final application is submitted no later than **October 28, 2011**.

GRANT REQUEST

- The maximum request is \$4,999 for this grant. You may not apply for more than one grant per year.

Match Requirement

Arts Fund requests and grants must be matched 1:1.

Fund Availability

Grants will be awarded subject to availability of funds.

• **WHEN COMPLETING PROPOSAL FORMS**

- Typewritten or computer printed only (available on line, or by e-mail - files are in Adobe format- if you do not have the latest Adobe Reader download it for free at www.adobe.com)
- Complete requested signature on proposal forms
- Complete all requested information. Incomplete applications may receive reduced or no funding

UPON COMPLETION OF PROPOSAL FORMS

- For your records, keep a copy of the completed forms and all attachments
- Complete the Checklist to insure that all necessary information is submitted to the Allied Arts Council

Section A- Application Information, Questions 1-11 are self explanatory.

Question 12 a & b- Remember to circle the corresponding figures on your attached financial statement. The figures in 12a should match your income and expense line items in your income/expense statement.

Question 13 This is where you place your allocation request.

Question 15 & 16 Give the allocations committee a brief synopsis of where your organization has been, what you're doing this year and where you want to go

Section B, Directed Narrative, Program Description

List your programs/events location and dates

Section C, Directed Narrative – use only the space available to answer the questions

- Artistic Quality (30 points)
- Community Involvement (40 points)
- Directed Narrative, Management Ability (30 points)

Section D, Financial Summary– Provide a summary budget for the last two years, and projected budget for the current year and 2013 projected budget.

Expenses List the cash expense for each item

D1. Administrative: Payments for administrative expenses including employee salaries, wages and benefits for executive and supervisory staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, bookkeepers and support personnel, such as maintenance, security staff, and ushers.

D2. Artistic: Payments for artistic expenses including artistic directors, conductors, curators, dancers, composers, choreographers, designers, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, singers, musicians, instructors, etc.

D3. Technical/Production: Payments for technical/production expenses include technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparers, etc.

D4. Space Rental: Payments for the rental of office, rehearsal, theater, hall, gallery, etc. Do not include space rental for applicant-owned facilities.

D5. Operating/office: Payments for office supplies, utilities, etc.

D6. Travel: All costs directly related to the travel of an individual or individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc.

D7. Marketing: All costs for marketing/publicity/promotion. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see Remaining Operating Expenses, D9.

D8. Office Equipment: All costs for office furniture, copiers, computers and computer programs.

D9. Production Expenses: Expenses related to a specific production. These include scripts and scores, lumber and nails, and set and props, box office fees and ASCAP fees, etc.

D10. Remaining Operating Expenses: All expenses not entered in other categories. These include fundraising expenses, interest charges, photographic supplies, publication purchases, food consumed on premises, insurance fees, nonstructural renovations or improvements, security and trucking, shipping and hauling expenses.

D11. Total Expenses: Add amounts listed on lines 1 through 10

Income List the cash income for each item.

D12. Actual Admissions: List the revenue derived from the sale of admissions, tickets, subscriptions, etc. for events. Do not put booth rental fees here (include in Other Revenue, D20).

D13. Program Ad Income: List revenue derived from sale of program ads.

D14. Corporate Support/Sponsorships: Cash support derived from contributions given for this project by businesses, corporations and corporate foundations.

D15. Membership/Development Drive Support: List revenue derived from membership/development drive income.

D16. Fundraising: List revenue derived from fundraising activities.

D17. Government Support — Federal: Cash support derived from grants by agencies of the federal government.

D18. Government Support — State/Regional: Cash support derived from grants by agencies of the state government and/or multi-state consortiums of state agencies (i.e., Missouri Arts Council, Mid-America Arts Alliance, Missouri Humanities Council.)

D19. Government Support — Local: Cash support derived from grants by city, county, other local government agencies. Include funds from St. Joseph Convention and Visitors Bureau.

D20. Other Revenue: Revenue derived from sources other than those listed on lines 12 through 19. Include booth rental fees, gift shop income, concessions, parking, investment income, etc.

D21. Applicant Cash: Funds from the applicant's present and/or anticipated resources that the applicant plans to provide other than income listed above.

D22. Total Applicant Cash Income: Add amounts listed on lines 12 through 21.

D23. Arts Fund Request: List the request to the Arts Fund. The request amount cannot exceed \$4,999 or 50% of D11 which ever is less.

D24. Total Cash Income: Add amounts listed on lines 22 and 23. Must be equal or greater than line 11

Section E Compliance Statement- President or designated officer signs and dates application.

APPLICATION CHECKLIST - Complete the checklist by checking the items and paperclip checklist on top of the original application.

Response to Recommendations/Stipulations (if applicable) (maximum: 1 double-sided page) Submit a letter responding to the FY2012 Allocations **recommendations** and/or **stipulations**,

which were included in the FY2012 grant notification. There is no need to respond to overall panel comments.

Budget Breakdown (maximum: 2 double-sided pages) Provide detailed budget and explanation of figures on the Summary Budget. The Budget breakdown should follow your own format.

Financial Statement (maximum, 3 double-sided pages) Submit a Financial Statement for the applicant organization for the two most recently completed fiscal years. Circle the total operating expenses and income circled for 2011. **These figures must match question 12.a.** (page 1 of application form). Financial statement must be typed and must include:

- Period covered by the two most recently completed fiscal years
- Beginning balance
- Statement of activities (itemized list of revenues and expenses)
- Ending balance
- Method of accounting used (i.e., cash or accrual)

Long Range Plan or Strategic Plan Submit a Long Range Plan or Strategic Plan

Marketing Plan Submit a copy of the proposed marketing plan for FY 2013.

Biographical Summary of Artistic Decision Maker(s) and Key Artistic & Technical People, (maximum: 2 double-sided pages and ¼-page per person) Provide biographies of artistic decision makers (for example, Artistic Director, Curator, Artist Selection Committee), key artistic and technical people (for example, teachers and workshop instructors) and project artists. The decision makers and artistic and technical people can be volunteers or paid staff.

Biographical Summary of Administrative Decision Maker(s) and Key Management People (maximum: 2 double-sided pages and ¼-page per person) Provide biographies of administrative decision makers (for example, Executive Director) and key management people (for example, Volunteer Coordinator, Business Manager, and Project Coordinator). The Decision Makers and Artistic and Technical People can be volunteers or paid staff.

List of Board Members (maximum: 2 double-sided pages for each board list) Provide a list of the applicant organization's board members, noting officers, professional affiliation and term duration. Full mailing addresses are required.

Missouri Annual Registration Report or Nonprofit Incorporation Papers

Provide a copy the applicant organization's annual registration report. To download proof of the most recent registration report, go to www.sos.mo.gov/BusinessEntity/soskb/csearch.asp.

IRS Tax-Exempt Status Letter Submit the organization's IRS tax-exempt status letter, including the organization's FEIN number.

IRS form 990 Non-profits, charities, and other tax-exempt organizations are required to file Form 990 or Form 990-EZ along with Schedule A with the Internal Revenue Service each year to maintain their tax-exempt status.

Support Material

Guidelines

Use the support materials to demonstrate the Evaluation Criteria.

- Maximum of 5 items, including audio/visual materials (i.e., CD/DVD) including two pieces of printed material showing appropriate use of AAC logo
- Submit items that directly address the evaluation criteria. Support material can add detail or verification that is not included in the application form or required attachments
- Organize the materials in relation to the application and ease of use
- Label each piece to indicate which criteria they support as well as how it supports the criteria
- Highlight sections and flag pages of particular interest. Note what you would like the panelist to know about your organization and program
- Highlight and flag places where you recognize AAC/Arts Fund support.

Presentation Notes

- Audio materials may include compact discs and DVDs. Panelists will be instructed to limit their review of audio support materials to 3-5 minute segments, so cue the segment intended for review and indicate the track to be reviewed.
- Visual materials may include CDs, DVDs, videos, and photographs. Panelists will be instructed to limit their review of video support materials to 3-5 minutes, so cue the segment intended for review. You can create a photo montage to save space and increase impact. Caption photographs (date, program, what is happening) so that panelists can fully appreciate them.
- Printed materials may include the following: programs, brochures, reviews, newspaper/magazine articles, annual report, and newsletters. Each brochure, review or letter is considered one "item."