

# PILOT PROGRAM

## General Guidelines and Policies

### APPLICANT ELIGIBILITY

To be eligible for KCAIC grants in this category, an organization must:

- be a 501 (c)(3) tax-exempt nonprofit organization as designated by the Internal Revenue Service and/or must be an entity of government
- be incorporated in Kansas and in good standing with the State of Kansas or any department or agency thereof. (non-Kansas organizations will be considered for the Organizational Mentorship category on a case by case basis).
- have fulfilled all its outstanding contractual obligations to KCAIC (final reports, etc.)
- have a DUNS number
- be providing direct support for and be the primary entity responsible for the approved project, not merely serving as a fiscal agent.
- comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

Ineligible Applicants

- Individuals
- K-12 schools
- Organizations whose programs for which the application is made are sectarian in purpose and focus
- Political organizations
- For-profit entities

### ALLOWABLE EXPENSES

Grant funds may only be applied to reimburse expenses deemed allowable under the NEA state partnership agreement.

For a list of these expenses: <https://www.law.cornell.edu/cfr/text/2/part-200>

For additional program expenses restrictions see the main program, website:

<https://www.kansascommerce.gov/about-us/commissions-partners/creative-arts-industries-commission/grants/pilotprograms/>

### APPLICATION PROCESS

All applications must be submitted via an online form: <https://kansascaic.submittable.com>

### REVIEW CRITERIA

- **Project Excellence:** Artistic merit of the applicant and quality/creativity of the project's design and proposed cultural impact.
  - **For Re-imagined Spaces:** this includes the innovative repurposing/activation of a space through the arts
  - **For Organizational Mentorship:** this includes the strength of the proposed relationship between the two organizations and quality of related services.
- **Management Plan:** Ability of applicant for effective implementation and sustainability including marketing and quality of any proposed partnerships.
- **Economic Impact:** Clear and specific strategic goals and measurable economic benefits for the applicant and /or partner.
- **Community impact:** Benefit of project to the local community, region and state.

### REVIEW PROCESS

Applications will be reviewed within 4 weeks of each deadline. Applications are reviewed by a peer review

panel consisting of professionals with broad knowledge in the arts, community and economic development and a chair who shall be a member of the KCAIC.

Grant recommendations will be presented to the full Kansas Creative Arts Industries Commission Board which will make a determination based upon the panel's recommendations. Funding recommendations must be approved by the KCAIC, the only body authorized to make final funding decisions. Not all applications will be funded. If a grant is awarded, KCAIC will notify the applicant within two weeks.

### **ACKNOWLEDGEMENT**

Awarded applicants shall acknowledge KCAIC and NEA support, including logo and verbiage, in a manner consistent with a donor or sponsor at the level of the total grant amount and in all materials, printed or electronic, related to the awarded activity. The manner of acknowledgement will be detailed in the grant agreement.

KCAIC Logo: [https://www.kansascommerce.gov/wp-content/uploads/2018/12/KSComCreativeArtsIndustriesCommissionLogo\\_Black-Gold\\_PMS\\_201408191111397854.jpg](https://www.kansascommerce.gov/wp-content/uploads/2018/12/KSComCreativeArtsIndustriesCommissionLogo_Black-Gold_PMS_201408191111397854.jpg)

NEA Logo: <https://www.arts.gov/grants/manage-your-award/nea-logo>

Grantees will also be required to write a brief letter to their local state senator and representatives informing them of the award and their proposed grant activity.

### **NEA**

All KCAIC grant programs are administered under a partnership agreement with the National Endowment for the Arts and must comply with their general terms & conditions, including compliance with relevant equal opportunity and accessibility laws. Before submitting your application, please review Appendix A, pages 23-26 of the terms & conditions, which can be found at:

<https://www.arts.gov/sites/default/files/GTC-Partnership-FY18-June2018.pdf>

### **FINAL REPORT**

You will be required to submit expense receipts, evidence of required funding match, and a final report form within 30 days of the completion of your activities. You will also be asked to provide documentation of your activities such as photographs, sample curriculum, or media clippings. Furthermore, grantees are required to share results of program development with the field.

The Final Report is available online via the following link:

<https://kansascaic.submittable.com/submit/83319/kcaic-final-report>

Please contact KCAIC at [Peter.Jasso@ks.gov](mailto:Peter.Jasso@ks.gov) or 785.296.2178 with any questions.