

# ARTS INTEGRATION PROGRAM

## GENERAL GUIDELINES & POLICIES



Arts Integration Programs support the role the arts play in all levels of education, community service, and workforce development. This program provides funding for educational institutions, arts organizations, and community service non-profits to use the arts to increase student success, foster creative thinking, develop critical job skills, and enhance community development.

Arts Integration Programs are awarded in three categories:

- Visiting Artists
- Integrated Arts Education
- Innovative Partnerships

### **APPLICANT ELIGIBILITY**

#### Eligible Applicants

- Non-profit 501 (c)(3) arts organization whose primary purpose is to produce, present, promote, or serve the arts.
- Arts programs of non-profit 501 (c)(3) non-arts organizations.
- Units/Divisions of local governments (including, but not limited to, eligible schools, universities and libraries, arts agencies, etc.)
- Federally recognized tribal communities

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, or federally recognized tribal community.
- be incorporated in Kansas and in good standing with the State of Kansas or any department or agency thereof (taxes, etc.).
- 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
- Entities whose primary place of business is not in Kansas (local chapters of national organizations may be considered on a case by case basis)
- 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 full list of these expenses: [law.cornell.edu/cfr/text/2/part-200](http://law.cornell.edu/cfr/text/2/part-200)

Eligible Costs/Expenses:

- Artist fees including travel expenses and accommodation expenses
- Applicable project materials and supplies
- Student transportation expenses
- Additional administrative costs (beyond annually budgeted general operating costs) directly related to the approved project.
- Allowable marketing expenses directly related to the approved project (This does not include campaigns or materials used solely to raise awareness of the organization.)

Ineligible Costs/Expenses include:

- General operating costs of an organization not directly related to the approved project.
- (Applicable general operating costs directly related to the approved project may account for no more than 50% of an applicant's cash match)
- Fundraising campaigns or related expenses, scholarships, capital expenses, software acquisition, and equipment purchases.
- Concessions (e.g., food, T-shirts, other items for resale).
- Social functions, parties, receptions, fundraisers, or galas; Alcoholic beverages
- Construction, purchase, or renovation of facilities.
- Social functions, parties, receptions, fundraisers, or galas
- Operating expenses for home offices
- Projects by privately owned for-profit corporations
- Financing of political activities, lobbying
- Retroactive funding
- Debt reduction
- Equipment purchases of items worth \$5,000 or more.
- Mural projects (must apply in separate category)

## **MATCH REQUIREMENT:** dollar for dollar (1:1)

The total project cost must be at least twice the amount of the grant request.

For Visiting Artist and Integrated Arts Education:

The match requirement must consist of at least 25% cash expenses provided by the applicant.

within this 25%, applicable general operating costs may count for 50% of the cash match.

In-kind or applicable general operating costs may count for 75% of total match.

For Innovative Partnerships:

The match requirement must consist of at least 50% cash expenses.

In-kind non-monetary donations may count for 50% of the required match.

## **EXCEPTION:**

Organizations or projects primarily based in communities with populations of 15,000 or fewer:

In-kind non-monetary donations may be counted as 100% of the required match for grant requests up to \$7,500.

For request amounts greater than \$7,500 (allowed in the Innovative Partnerships category only), this exemption applies only to the initial \$7,500. Applicants must then provide 50% match in cash for exceeding grant amounts (\$7,501-\$20,000).

Note: This exemption is designed to primarily assist rural communities. Communities associated with and/or receiving funding support from larger nearby cities as part of a metropolitan statistical area may be denied this exemption.

Funded applicants will be required to document all in-kind donations needed for their match at the end of the granting period. Reimbursement will be made upon submission of invoices with expense receipts and evidence of required funding match. Payment can take up to 4 weeks to process.

### **APPLICATION PROCESS**

All applications must be submitted via an online form: [kansascaic.submittable.com](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
- Management Plan: Ability of applicant for effective implementation and sustainability including marketing and quality of any proposed partnerships.
- Integration/Educational Impact: Ability of project to impact teaching and learning in, about and through the arts and/or innovative integration of an arts discipline into non-arts curriculum or content areas.
- Community impact: Benefit of project to the local community, region and state

### **REVIEW PROCESS**

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 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.

### **MULTIPLE AWARD POLICY**

Organizations may submit multiple applications under this program. However, additional applications for organizations that have already received an award under this program within a given fiscal year will only be reviewed and considered during the final grant round.

Within a given fiscal year as well as any time a grant is active, an organization may not:

- receive multiple awards for the same project;
- have awards in any one subcategory exceeding the maximum request in that subcategory (\$7,500);
- have total awards in all categories exceeding the maximum request in the largest subcategory (\$20,000)

### **Exemption**

Large institutions that support several communities and/or organizations including community foundations, universities, etc. may be exempt on a case by case basis.

## **REIMBURSEMENT**

The award for these grant funds is on a cost reimbursement basis only. Grantee shall be compensated on a cost reimbursement basis only for actual, reasonable and necessary costs based upon the grant budget, not to exceed the maximum obligation established above. Upon progress toward completion of the project, Grantee shall submit invoices on terms acceptable to Commerce, with all of the necessary supporting documentation, prior to any reimbursement of allowable costs. Commerce will distribute requested amounts equal to demonstrated matching funds.

## **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](#)

[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: [arts.gov/sites/default/files/GTC-Partnership-FY18-June2018.pdf](https://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:

[kansascaic.submittable.com/submit/83319/kcaic-final-report](https://kansascaic.submittable.com/submit/83319/kcaic-final-report)

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