KANSAS
COMMERCE

Frequently Asked Questions (FAQ)
KCAIC General Operating Support Grants

Q: Who is eligible to apply for the General Operating Support grant?

A: Non-profit organizations and public entities based in Kansas are eligible. The organization's mission must directly support arts and cultural programming and its activities must align with this mission.

Q: How do I submit my application?

A: All applications must be submitted through the KCAIC Submittable platform at https://kansascaic.submittable.com/submit during the open application period.

Q: When are applications accepted?

A: The application period opens on January 12, 2024 and closes at 5 p.m. Central Time on February 23, 2024.

Q: Can I apply for a General Operating Support grant AND an Arts Everywhere or Public Art & Murals grant?

A: No. Applicants may apply for one Arts Everywhere grant, one General Operating Support Grant, or one Public Art & Mural grant.

Q: Can I make updates to my application after submission?

A: No, once submitted, applications cannot be updated or modified except for corrections requested by KCAIC staff. Staff will contact you for corrections.

Q: Are panel meetings open to the public?

A: Yes, panel meetings are public and usually conducted via webinar. Anyone can attend in person or online. Participation instructions will be provided to applicants.

Q: Is attendance at the panel meeting mandatory for applicants?

A: While attendance is encouraged, it is not mandatory. Panelists may have questions that can be answered during the panel meeting. Participating can be beneficial for those planning future grant applications.

Q: How are applications scored?

A: Panelists independently evaluate applications based on rubric criteria outlined in the guidelines. Scores are voiced during a public panel meeting, and the final average score determines funding eligibility. The scoring rubric is available on the KCAIC website.

Q: What is the funding process?

A: Applications scoring 80 or above are eligible for funding. The ranked list of recommended applications is submitted first to the Kansas Creative Arts Commission and then to the Department of Commerce for review and approval.

Q: What expenses are considered allowable in the proposal budget?

A: Allowable expenses are those directly related to the proposal, clearly detailed in the budget, and incurred within the one-year grant period. See the guidelines for more information about non-allowable expenses.

Q: Can capital expenditures be included in the proposal budget?

A: Generally, capital expenditures are not allowed, except when directly related to the proposal and meeting certain criteria. Contact KCAIC for clarification.

Q: Can federal or state funds from other sources be used as part of the matching funds?

A: No, federal funds, including NEA subawards, and state funds from any source cannot be used as part of the matching funds.

Q: How is the value of in-kind contributions calculated?

A: For volunteer services, use federal minimum wage, and for skilled services, use the individual's normal wage rate. Document all in-kind contributions.

Q: What support materials should I include?

A: Include materials such as work samples, brochures, recent support letters, organizational charts, and more. Up to five uploads are allowed.

Q: How important are support materials in the evaluation process?

A: Support materials are considered in scoring and can significantly impact the application. Include materials that strengthen your application.

Q: Can organizations include materials demonstrating previous success with KCAIC grants?

A: Yes, including materials that credit KCAIC for recent grants is allowable.

Q: How does the grant relate to federal funding from the National Endowment for the Arts (NEA)?

A: KCAIC uses grant funds as matching funds for its NEA State Partnership Award. Ensure compliance with both state and federal regulations.

Q: What federal regulations must organizations comply with?

A: Compliance with 2 CFR 200, Uniform Administrative Requirements, and other applicable statutes and regulations is required. Refer to [NEA General Terms and Conditions for Partnership Agreements](#).

Q: What file formats are acceptable for uploads?

A: Preferred formats include .doc, .docx, .pdf, .txt, .jpg, .gif, .png, .tiff, .mp3, .mp4, .mov, .wmv. Ensure high-quality materials for better visibility.