Kansas Arts Commission
Visiting Artists Grant Program

INTENT

To encourage the integration of visiting artists into a variety of community settings.

DESCRIPTION

This program provides funding for eligible organizations to engage and deepen the impact of arts programming on local and underserved audiences through exposure to and interaction with professional visiting arts. Presenters may book artists in any discipline, not just in performing arts. Projects should strive to integrate an arts discipline into non-arts content areas; help interpret an exhibition, performance, or presentation; and support community development goals and objectives.

APPLICATION PERIOD

Applications for Kansas Touring Roster Visiting Artists grants are accepted on a rolling basis but must be submitted no fewer than 60 days prior to the planned event.

Visiting Artist grants for artists not on the Touring Roster are accepted annually in conjunction with other KAC open grant application periods.

ELIGIBILITY

All applicants must meet the following basic eligibility requirements at the time of application:

1. All current and previous grantees must be in good standing with KAC and the Department of Commerce at the time of application.
2. Applicant organizations must be either a Kansas 501(c)(3) non-profit, tax-exempt corporation or public entity as of the application deadline. A public entity is a Kansas local government, entity of state government, school district, community college, college, university, or Federally recognized Indian tribal government or tribal organization. Private schools, private community colleges, private colleges and private universities are not public entities and must be non-profit and tax-exempt to meet the legal status requirement. For more information about tax exempt status, see the Charities and Nonprofits section on the Internal Revenue Service website and the National Endowment for the Arts' General Terms and Conditions on eligible organizations.
3. Applicant organizations must have at least one year of completed arts and cultural programming and be able to provide their last completed fiscal year's operating budget.
4. Applicant organizations must be registered with the Kansas Secretary of State Business Services Division and their status must be "active and in good standing." If the applicant is registered with Business Services but their status is not "active," the applicant must correct the status within 10 calendar days of notification, or the application will be deemed

ineligible. For more information on corporation status, visit
https://ksbiz.kansas.gov/operate/maintain-good-standing-status/. Organizations may need to register with the Kansas Attorney General's Office. Please see the "Helpful Hints" appendix for more information.

5. Applicant must provide their UEI number at the time of application. You can request a UEI number at https://sam.gov.

Additional Eligibility Requirements

In addition to Basic Eligibility, all grantees are expected to:

1. Complete all proposal activities within the grant period
2. Make programming and activities open and accessible to all members of the public (see: Accessibility and Non-discrimination)
3. Match the grant amount requested, at least dollar for dollar with non-state and non-federal funds (see: Request Amount and the Rural Opportunity Zone exemption in Match Requirements)
4. Include only allowable expenses in the proposal budget (see: Allowable and Non-allowable Income and Expenses)
5. Comply with all grant administration requirements:
   a. Provide required information for grant award agreement
   b. Return signed grant award agreement within 30 calendar days of receipt
   c. Request approval for any changes to grant award agreement. Details for this process are outlined in How to Manage Your Grant materials.
   d. Complete a final report no later than July 30, 2025
   e. Maintain complete and accurate grant records, including all documentation, for a minimum of three years after the end of the grant period
   f. Comply with the requirements of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04
   g. Use the appropriate credit line or approved logo to acknowledge grant funding. See grant contract for credit requirements.

Independent Components

Ongoing arts and cultural programs within larger, multipurpose public or private non-profit institutions where the parent organization is not eligible for funding may be considered to be Independent Components. Independent Components may apply for grants, provided that they meet the following requirements:

- have a full season or year-round programming
- have a distinct, itemized budget within that of the parent institution
- have a separate and distinct mission from the parent institution
- have an independent advisory board that governs the activities of the program
- have staff and volunteers explicitly for the independent component's programs
- provide programs or services open to the public

- be able to separately fulfill all other eligibility requirements.

For example, if a university houses both an art museum and a theatre festival, the university may apply for grants for each component, provided that each component satisfies the specified eligibility criteria. Entire departments or schools within a university or college do not qualify as Independent Components.

Fiscal Agents

Unincorporated nonprofit groups and incorporated nonprofits lacking administrative or fiscal capability (project producers) can apply for KAC grants through a fiscal agent. A fiscal agent is an incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for a project it does not produce. Project producers should choose a fiscal agent eligible for KAC funding, demonstrating financial and administrative stability. KAC reserves the right to determine the qualification of an application as a fiscal agent project and the eligibility of the representative organization as a fiscal agent.

Fiscal Agent Requirements:

- The fiscal agent may not employ staff or board members of the project producer.
- The project producer and fiscal agent must sign a detailed letter of agreement or contract outlining legal responsibilities.
- A copy of the signed agreement is mandatory support material for fiscal agent applications and must be submitted by the application deadline.
- The fiscal agent must provide services to the project producer *beyond* accepting and delivering grant funds. These services could include other administrative duties such as accounting or financial planning.
- Consultation with an attorney is advisable when drafting the agreement.
- Fiscal agents may charge a fee for project administration.
- The fiscal agent fee should be included in the project budget on the application.
- KAC funds can be requested to cover all or part of the fiscal agent fee.
- If a fiscal agent project receives a KAC grant, the agreement is between KAC and the fiscal agent, not the project producer.
- The fiscal agent is responsible for all KAC paperwork and reporting, including budgets, agreements, payment requests, and final reports.
- Correspondence regarding fiscal agent-sponsored applications or grants must be submitted by the fiscal agent or jointly by the fiscal agent and project producer.
- An organization can act as a fiscal agent for a maximum of three other organizations.

  KAC recommends that fiscal agents maintain separate financial accounts for each represented project producer. KAC does not mediate disputes between parties in grant applications or awards through a fiscal agent.

PROJECT CRITERIA

Eligible Projects must:
- feature a visiting artist from outside of the host community (at least 60 miles) in at least one exhibition, program, or performance that is open to the general public;
- include at least ONE of the following complementary activities that builds greater appreciation for the featured artist or the art form:
  - An educational activity that features artist interaction with students
  - A community activity that features artist interaction with members of the community Complementary activities can include, but are not limited to: lectures/demonstrations, master classes, workshops, and other creative approaches to engage the community in the work of the featured artist or art form. Innovative activities that feature interactions with segments of the community that may not otherwise engage in visiting artists activities are strongly encouraged.
- involve relevant, strategic partnerships with organizations in the community and/or adjacent communities;
- take place in an accessible facility;
- engage underserved audiences who lack access to the arts due to geography, economic conditions, ethnic background, disability, or age.

Eligible projects may NOT include requests to fund:
- an artist from the same community as the applicant (at least 60 miles);
- a project that is not arts focused (e.g., conference keynote speeches, sidewalk sales, food festivals, fireworks displays, etc.);
- an artist appearing in a locally produced presentation, concert, or production;
- activities at colleges and universities where students will receive academic credit for participation or attendance; and/or
- activities that serve mostly students and faculty with minimal or no general public involvement.

MAXIMUM REQUEST
- $7,500 for non-roster artists
- $8,500 for roster artists (depending on how the applicant applies the credit)

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.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

Eligible Expenses/Costs include:

- Artist and consultant fees including travel expenses and accommodation expenses
- Applicable project materials and supplies
- Additional administrative costs (beyond annually budgeted general operating costs)

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.)
- Equipment purchases under $5,000.

Ineligible Costs/Expenses include:

- General operating costs of an organization not directly related to the approved project.
- Fundraising campaigns or related expenses, scholarships
- Concessions, souvenirs, or merchandise (e.g., food, T-shirts, other items for resale).
- Social functions, parties, receptions, fundraisers, or galas; Alcoholic beverages or food
- Construction, purchase, or renovation of facilities.
- Operating expenses for home offices
- Operating expenses for state operated facilities including, but not limited to, salary support and facility costs
- Projects by privately owned for-profit corporations
- Financing of political activities, lobbying
- Retroactive funding or debt reduction
- Honorariums (artists and contractors must be paid as fees for services rendered).

Match Requirements

KAC requires that all grants are matched at a minimum of 1:1 through a combination of cash and in-kind expenses. For example, if your grant request is $10,000, your organization would be expected to spend $10,000 in expenses from other non-state and non-federal sources towards the project, for total project expenses of $20,000. This can include any allowable in-kind goods or services.

Applicant organizations based in a Rural Opportunity Zone may claim in-kind non-monetary donations as up to 100% of the required matching funds.

All Kansas Counties are designated Rural Opportunity Zones, except for the following:
- Butler
- Douglas
- Jefferson
- Johnson
- Reno
- Riley
- Saline
- Sedgwick
- Shawnee
- Wyandotte

For more information on Kansas Rural Opportunity Zones, visit
https://www.kansascommerce.gov/program/taxes-and-financing/rural-opportunity-zones-roz/

To calculate the value of volunteer services, use the federal minimum wage. If the volunteer is professionally skilled in the service provided (such as a photographer donating photography services or a Certified Public Accountant providing a pro bono audit), use the wage rate the individual is normally paid for the service. Reference on rates can be found at the Bureau of Labor Statistics (https://www.bls.gov/oes/current/oes_nat.htm).

The value of all professionally skilled services used as in-kind must be documented in writing by the volunteer. The value of donated goods must also be documented. Records of such documentation must be available upon request.

Organizations are allowed to include some in-kind (donated goods and services) in their proposal budget. Applicants not in a Rural Opportunity Zone can include a maximum of 75% percent of their match expenses as in-kind in the Proposal Budget.

KANSAS TOURING ROSTER

Projects featuring artists from the Kansas Touring Roster are eligible for a $1,000 credit that can be applied either to the applicants match or to the grant request.

Click here to view the roster.

MULTIPLE AWARDS POLICY

Organizations may apply for and receive multiple Visiting Artist Awards. However, 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;
- receive total Visiting Artist awards exceeding $20,000 or receive more than 1 Visiting Artist and 2 Kansas Touring Artist Visiting Artist Grants.
- Exemption: Large institutions that support several communities and/or organizations including community foundations, universities, etc. may be exempted from the Multiple Awards Policy on a case-by-case basis.

APPLICATION PROCESS

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

Review Criteria

- **Overall Project Excellence:** The overall excellence and conceptual foundation of the proposed project.
- **Artistic Merit:** The level of artistic merit of the proposed visiting artist and quality of primary presentation.
- **Community Impact and Engagement:** How the project will engage with and serve the

community. The quality of the complementary activity will be considered here.

- **Community Integration:** The degree to which the project will engage with and serve the community including relevant and strategic partnerships.

Review Process
The application review process includes the following:

1. Staff review for eligibility
2. Panel review and scoring
3. Kansas Arts Commission recommendations
4. Department of Commerce approval.

Staff Review
KAC staff will review all applications that meet the deadline for eligibility (see Eligibility). Staff review does not include subjective evaluations or comments on the content or quality of any grant application. Only applications that meet eligibility requirements will move forward to the grant review panel.

Staff will contact the applicant during the staff review to address issues with eligibility including:

- Issues with applicant's legal status:
  - IRS status has been revoked
  - Federal Employer Identification Number or Corporate name does not match the Kansas Secretary of State record
  - Applicant is incorporated as a nonprofit but does not have an active Kansas Secretary of State record
  - Applicant does not have a Federal Unique Entity Identifier (UEI) number
- Issues with basic application requirements:
  - Activities fall outside of the grant period of July 1, 2025, through June 30, 2026
  - Request amount is too high or the proposal budget does not meet matching requirements
  - The proposal or operating budget contains too much in-kind
  - The proposal budget contains non-allowable costs
  - Required uploads have not been submitted
  - Applicant does not meet organization eligibility requirements.

After the application deadline, applications may only be amended at the request of KAC staff. Only changes that are approved by KAC will be provided to the review panel.

Panel Review
After KAC staff review, KAC will release eligible applications to the grant panel for review and scoring. Panelists are practicing artists and qualified professionals in their cultural discipline. Panelists will be appointed each year based on the following considerations (in no particular

order):
- panelist resume, knowledge, experience, and active involvement in arts and culture
- panelist experience with the panel process
- panelist availability
- geographic representation
- minority representation
- conflicts of interest
- diverse aesthetic, institutional, and cultural viewpoints

KAC is always seeking panelist nominations. Anyone may nominate a panelist (themselves or someone else) at any time by contacting KAC or through the [Nomination Form](). Panelists may serve on a specific panel for up to 3 consecutive years. Panelists serve on a volunteer basis. Panelists independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow KAC's scoring instructions. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss, and score the applications. Panelists must voice their scores in the panel meeting. Only scores voiced during the panel meeting count towards the final average score for an application.

Panel Meetings

Panel meetings are a public process (usually conducted by webinar), and anyone can participate by attending in person or by joining online. Participation instructions will be emailed to applicants and posted on KAC's website. KAC strongly encourages applicants to participate in the grant panel meeting, although it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

Panel meetings are chaired by a member of the Kansas Arts Commission. If a member of the Commission is not available, a KAC staff member will serve as the panel Chair. Chairs do not score or vote on applications being reviewed.

A typical panel meeting will include the following:

1. Call to Order
2. Introduction of Panelists and Staff
3. Panel Instructions from the Chair
4. Preliminary scoring of applications. For each application:
   a. the Chair will announce the application number and applicant name
   b. applicants may provide a *brief* update on the application. Updates may only include new proposal information
   c. applicants will be permitted to respond to panelist questions
   d. each panelist will voice a score & funding recommendation
   e. KAC staff will calculate and voice the total points and the average panel score
5. Public comment prior to panel consensus on scores

6. During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists may adjust their scores before the final vote to accept all scores and recommendations.
7. Panel Recommendations
8. General discussion from the panel (policies, procedures)
9. General comments from the public (limited to 3 minutes or at the Chair's discretion)
10. Closing remarks from the Chair
11. Adjournment.

Commission Review

After the panel meeting, KAC will report the panel recommendations to KAC Commissioners. The Commissioners may amend panel recommendations based on new or existing information about the applicant or panel proceedings.

Information that will allow recalculation of the average score by the Commission includes:

- a panelist's conflict of interest
- scoring errors.

Information that will result in the Commission recommending zero funding includes:

- noncompliance with administrative requirements of previous grants
- bankruptcy or other fiscal concerns
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

Commission Recommendations

All Public Art & Mural applications recommended by the Commission will be merged into a ranked list.

1. Applications will be ranked by average score (highest to lowest)
2. Applications with a tied average score will be ranked using the average points scored on each criterion in the following order:
   a. Project Excellence
   b. Artistic Merit
   c. Community Impact & Engagement
   d. Community Integration
3. If there is still a tie after the score for each criterion has been compared, the applications will be ordered by a sequence number assigned at application submission (lowest to highest).

This ranked list will be submitted to the Department of Commerce for review and approval.

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 Request for Payment form(s) through the Submittable grant platform to include 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 KAC 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.