

2024-2025 Arts Everywhere Grant Guidelines
Kansas Creative Arts Industries Commission

KANSAS
COMMERCE

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Introduction

The Arts Everywhere grant program provides funding for cultural projects, programs, exhibitions, series, arts education projects, and other arts programming. 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, enhance community development, and increase participation in the arts across Kansas. Projects must relate to an arts and culture discipline.

An organization applying for an Arts Everywhere grant may not apply for General Operating Support or Public Art & Mural grants. Organizations receiving a KCAIC grant may also apply for up to two Kansas Touring Roster Visiting Artist grants per fiscal year.

Grant Categories

Arts in Education – up to \$10,000

This category funds projects that 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.

Innovative Partnerships – up to \$20,000

This category supports innovative programming between Kansas arts organizations and Kansas non-arts organizations to impact a variety of community and/or economic development goals. Arts organizations partner with other community entities (hospitals, prisons, non-arts service non-profits, etc.) to develop arts-centered programs that address community needs such as public health, transportation, tourism, unemployment, aging, corrections, etc. The grantee will be one of the partner organizations.

Organizational Development

Only organizations with arts and culture missions are eligible for Organizational Development.

Capacity Building – up to \$5,000

This funding category provides up to \$5,000 for projects that increase administrative or artistic capacity. Eligible projects include but are not limited to:

- Staff/volunteer exchange
- Professional development opportunities such as attendance at seminars and workshops
- Planning for development opportunities such as fundraising or marketing
- Equipment/technology needs.

Salary Assistance – up to \$20,000

This funding is to be used for the full or partial salary support for one or more positions. The positions must be critical to the mission of the organization, and the organization must a SEDI organization or located in a Rural Opportunity Zone (see [Organizational Development – Salary Assistance](#) in the Specific Eligibility Requirements section). Organizations can only receive this grant for up to 3 consecutive years.

Specific Arts and Culture Projects – up to \$10,000

This program is designed to fund a single cultural project, program, exhibition, or series. The grant activities must support the mission of the applicant organization, which may or may not be an arts and culture organization.

Eligibility

Basic 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 KCAIC and the Department of Commerce at the time of application.
2. Applicant organizations must be either a Kansas 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](#).
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/>.

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:
 - Provide required information for grant award agreement
 - Return signed grant award agreement within 30 calendar days of receipt
 - Request approval for any changes to grant award agreement. Details for this process are outlined in How to Manage Your Grant materials.
 - Complete a final report no later than July 30, 2025
 - Maintain complete and accurate grant records, including all documentation, for a minimum of three years after the end of the grant period
 - Comply with the requirements of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04
 - 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 KCAIC 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 KCAIC funding, demonstrating financial and administrative stability. KCAIC 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.
 - 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.
 - KCAIC funds can be requested to cover all or part of the fiscal agent fee.
- If a fiscal agent project receives a KCAIC grant, the agreement is between KCAIC and the fiscal agent, not the project producer.
- The fiscal agent is responsible for all KCAIC 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.

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

Specific Eligibility Requirements

Innovative Partnerships

Eligible projects must include a relevant, strategic partnership between at least one Kansas arts organization and at least one non-arts community entity. Both organizations must have an agreement prior to application.

Projects must address ONE of the following priority areas:

- **HEALTH & HUMAN SERVICES**
Projects that use art to improve human health or functioning. Projects should focus on health-related topics, serve specific populations, or occur in a health care or human service setting (hospital, clinic, senior activity center, women's shelters, homeless shelters, etc.).
- **ECONOMIC DEVELOPMENT**
Projects that use art to diversify local economies, generate revenue, and attract visitors and investment. Projects should focus on job growth, unemployment, or cultural tourism.
- **PUBLIC SAFETY & CRIMINAL JUSTICE**
Projects that use art to prevent delinquency and recidivism in youth and adults. Projects should focus on at-risk youth or incarcerated populations (after school programs, juvenile detention centers, adult prisons, alternative learning centers, etc.).
- **NATURAL RESOURCES & AGRICULTURE**
Projects that use art to understand and/or improve the ecological and agricultural environment. The project should focus on natural resources (energy, water, agriculture, ecological issues, etc.).
- **COMMUNITY DEVELOPMENT**
Projects that use the arts to improve the quality of life and livability in a local community. Projects should focus on transportation, revitalization of neighborhoods and cultural planning activities.

Organizational Development – Salary Assistance

The Salary Assistance funding category allows applicants to request up to \$20,000 for the full or partial salary support for one or more positions. The positions must be critical to the mission of the organization. Organizations can only receive this grant for up to 3 consecutive years.

Organizations applying for salary assistance must be arts and cultural organizations. For the purposes of this program, an arts and culture organization is a public or private non-profit organizations that provides arts and cultural programming in one or more of the following categories: music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, and other such allied, major art forms. The organization's mission statement must directly support arts and cultural programming. Public or private pre-K-12 schools; libraries; civic organizations; parks, recreation, and leisure organizations; human service organizations; or other community service agencies do not meet the definition of arts or cultural organizations.

Organizations applying for salary assistance must have Total Operating Income (from the applicant's most recently completed fiscal year) of \$150,000 or less and must also be a *rural and/or socially and economically disadvantaged (SEDI) organization*.

Rural:

A rural organization is:

Located in a county designated by the Department of Commerce as a Rural Opportunity Zone. 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/>.

SEDI:

A SEDI organization as defined by the U.S. Department of Treasury:

- In the case of a mutual institution, a majority of the Board of Directors, account holders, and the community which the institution services is predominantly comprised of socially and economically disadvantaged individuals.

- “Socially and economically disadvantaged individuals” is defined by reference to section 8 of the Small Business Act (15 U.S.C. 637) and the regulations thereunder. This definition includes the following:
 - Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.
 - Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

About Arts Everywhere

Grant Period

All proposed activity must take place within a 12-month grant period.

- The grant period start date is July 1 of the state fiscal year in which requested grant funding is awarded
- The grant period end date is June 30 of the state fiscal year in which requested grant funding is awarded unless an end date extension is approved by KCAIC.

Accessibility and Non-Discrimination

KCAIC is committed to making the arts and culture accessible to everyone.

Organizations seeking support for activities are required to be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation, and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The [504 Self Evaluation Workbook](#) which can be used as a reference and downloadable Disability Symbols can be found at the [Graphic Artists Guild website](#). While the workbook is not required, failure to complete the workbook may impact the applicant’s score at panel.

Review Criteria

All applications will be evaluated and scored using the following four criteria:

- Excellence (up to 40 points)
- Impact (up to 30 points)
- Management (up to 20 points)
- Accessibility (up to 10 points).

Excellence

Applicants must demonstrate excellence in all aspects of the proposal. Panelists will use the following application responses:

- Applicant Mission Statement
- Proposal Description
- Partnerships

(Up to 40 points)

Impact

Applicants must project the expected impact of the proposal. Panelists will use the following application responses:

- Estimated total number of individuals benefiting, including specifying the number of youths benefiting, elders benefiting, and artists participating
- Estimated number of events and opportunities
- Location of project/programming
- Proposal impact (organization's economic impact and education and outreach)
- Marketing and promotion.

(Up to 30 points)

Management

This criterion covers administration, planning, and evaluation. Panelists will use the following application responses:

- Proposal Evaluation Plan
- Organization's Fiscal Condition and Sustainability
- Operating Budgets
- Proposal Budget.

In the future, panelists will also use the applicant's reporting history and compliance status as of the panel meeting (see noncompliance). Reporting history will not be used

for scoring, nor will it be reported to panelists until the 2027-2028 grant cycle. At that point, panelists will receive applicants' most recent three years of reporting history.

(Up to 20 points)

Accessibility

Points will be awarded based on the demonstration of accessibility in the facility and programming. Panelists will use the responses to the Accessibility questions in the application.

(Up to 10 points)

Scoring

The maximum number of points an application can earn is 100. Panel members will individually score each application. The average of the individual panelist scores will be rounded to three decimal places. When the fourth decimal is a 5 or greater, the score will be rounded up in favor of the applicant. For example, 79.9995 will be rounded to 80 but 79.9993 would remain 79.999.

Applications must earn a minimum average score of 80 to be recommended for funding.

Review Process

The application review process includes the following:

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

Staff Review

KCAIC 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, 2024, through June 30, 2025
 - 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 KCAIC staff. Only changes that are approved by KCAIC will be provided to the review panel.

Panel Review

After KCAIC staff review, KCAIC 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

KCAIC is always seeking panelist nominations. Anyone may nominate a panelist (themselves or someone else) at any time by contacting KCAIC 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 KCAIC'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 KCAIC's website. KCAIC 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 Creative Arts Industries Commission. If a member of the Commission is not available, a KCAIC 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:
 - the Chair will announce the application number and applicant name
 - applicants may provide a *brief* update on the application. Updates may only include new proposal information
 - applicants will be permitted to respond to panelist questions
 - each panelist will voice a score
 - KCAIC staff will calculate and voice the total points and the average panel score
5. Public comment prior to panel consensus on scores
 - 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
6. Panel Recommendations
7. General discussion from the panel (policies, procedures)
8. General comments from the public (limited to 3 minutes or at the Chair's discretion)
9. Closing remarks from the Chair
10. Adjournment.

Commission Review

After the panel meeting, KCAIC will report the panel recommendations to KCAIC 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 Arts Everywhere 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:
 1. Excellence
 2. Impact
 3. Management
 4. Accessibility.
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.

Funding

KCAIC will announce the amount of funds available for the Arts Everywhere program, subject to legislative appropriation. All Arts Everywhere grant applications approved by the Department of Commerce will be **funded according to the following method:**

1. Applications scoring 80 or above are eligible for funding. Applications scoring less than 80 are not eligible for funding.
2. Should an entity receive other state funding outside the review panel process or Department of Commerce, that entity shall not be eligible to receive financial support from KCAIC for the same scope of work within the same fiscal year in which other state funding is made available.

Arts Everywhere grant recommendations approved by the Department of Commerce will be funded top down in order of the ranked list until the funds available for Arts Everywhere grants are depleted.

How to Apply

Applications are only accepted through the [KCAIC Submittable platform](https://kansascaic.submittable.com/submit) at <https://kansascaic.submittable.com/submit>. The application opens on January 12, 2024 and closes at 5 p.m. Central Time on the application deadline, February 23, 2024.

Maximum Request Amounts

- Arts in Education – up to \$10,000
- Innovative Partnerships – up to \$20,000
- Organizational Development
 - Capacity Building – up to \$5,000
 - Salary Assistance – up to \$20,000
- Specific Arts and Culture Projects – up to \$10,000

Operating Budget

Organizations are required to provide three fiscal year budgets for their organization: the last completed fiscal year budget, their current fiscal year budget and their proposed budget for the upcoming fiscal year (the grant year applied for). While the proposal budget includes expensing during the grant period of July 1 – June 30, the operating budget should match the applicant's fiscal year.

Applicants are expected to present their operating budget using the following budget categories.

Expenses

1. Personnel: Administrative (administrative employees)
2. Personnel: Programmatic (programmatic employees)
3. Personnel: Technical/Production (technical/production employees)
4. Outside Fees and Services: Programmatic (programmatic outside contractors)
5. Outside Fees and Services: Other (all other outside contractors)
6. Space Rental, Rent or Mortgage

7. Travel
8. Marketing (tangible marketing products)
9. Remaining Operating Expenses (all other expenses not listed above)

Income

1. Revenue: Admissions
2. Revenue: Contracted Services
3. Revenue: Other
4. Private Support: Corporate
5. Private Support: Foundation(s)
6. Private Support: Other
7. Government Support: Federal
8. Government Support: State/Regional
9. Government Support: Local/County
10. Applicant Cash
11. In-Kind Donations

In-Kind Donations

Organizations are allowed to include some in-kind (donated goods and services) in their operating budget. To calculate the maximum allowed in-kind, look at your organization's Total Cash Income (TCI) for the last fiscal year.

- If Total Cash Income (TCI) is \$250,000 or less, Total Operating Income (TOI) may not include more than 25% in-kind. Maximum allowable in-kind = Total Cash Income divided by 3.
- If Total Cash Income (TCI) is over \$250,000, Total Operating Income (TOI) may not include more than 10% in-kind. Maximum allowable in-kind = Total Cash Income divided by 9.

SAMPLE OPERATING BUDGET

The Operating Budget is found within the application.

Expenses	Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year
Personnel: Administrative			
Personnel: Programmatic	\$3,790	\$4,120	\$7,659
Personnel: Technical/Production			
Outside Fees and Services: Programmatic	\$240	\$240	\$240
Outside Fees and Services: Other	\$1,919	\$3,543	\$3,542
Space Rental, Rent, or Mortgage	\$2,606	\$5,400	\$8,160
Travel	\$299	\$1,485	\$1,700
Marketing	\$2,831	\$4,002	\$4,610
Remaining Operating Expenses	\$2,100	\$8,732	\$8,900
Total Cash Expenses	\$13,785	\$27,522	\$34,811
In-Kind Contributions	\$5,005	\$4,405	\$4,970
Total Operating Expenses	\$18,790	\$31,927	\$39,781

Income	Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year
Revenue: Admissions	\$4,901	\$7,200	\$7,600
Revenue: Contracted Services	\$2,820	\$5,352	\$6,500
Revenue: Other	\$1,207	\$3,500	\$3,087
Private Support: Corporate	\$2,170	\$2,562	\$4,000
Private Support: Foundation(s)		\$3,500	
Private Support: Other		\$1,250	
Government Support: Federal			
Government Support: State/Regional		\$5,000	\$11,000
Government Support: Local/County	\$5,000		
Applicant Cash			\$2,624
Total Cash Income	\$16,098	\$28,364	\$34,811
In-Kind Contributions	\$5,005	\$4,405	\$4,970
Total Operating Income	\$21,103	\$32,769	\$39,781

Grant Proposal Budget

Match Requirements

KCAIC 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/>

In-kind can appear in both the proposal budget and the operating budget. 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 50% percent in-kind in the Proposal Budget.

To calculate the maximum allowed in-kind, add the total Grant Request and Cash Match.

Entering the Proposal Budget

The proposal budget consists of an expense section and an income section.

The expense section has three columns:

1. Grant funds – these are the funds you are requesting from the state
2. Cash match – these are cash expenses that are expended from funds earned or raised by your organization
3. In-kind – this is the value of donated goods and services that are contributed to your organization

Using the [Proposal Budget Spreadsheet](#) and the same budget categories used in the operating budget, you will enter the lines containing the expenses for your proposal budget. You may add as many line items as needed within the proposal budget. Expenses that are charged to the grant will be listed in the grant funds column. Expenses that are paid for by your organization will be placed in the cash match column. Any in-kind that you are crediting towards the project will be listed in the in-kind column. Organizations are allowed to include some in-kind (donated goods and services) in their proposal budget.

The income section has one column, cash match, in which you will account for the total amount of expenses in the cash match (middle) column of the expenses section. The cash match column in the income section must equal the total of the cash match column in the expenses section. You will use the categories used in the operating budget to indicate the source of these funds. **Remember, you cannot match grant funds with state or federal funds.**

Allocating expenses in the grant funds, cash match, and in-kind columns in the proposal budget involves categorizing each expense item according to its funding source. Be sure to include only [allowable expenses](#).

1. Grant Funds:

- **Definition:** This column represents the funds you are requesting from the state through the grant.
- **Allocation:** Include expenses that will be covered directly by the grant. These are costs essential to the successful execution of the proposed project or program.

2. Cash Match:

- **Definition:** The cash match column represents expenses that your organization will cover using its own funds, earned, or raised independently.
- **Allocation:** Include costs that your organization will contribute in cash. These can be expenses related to the project or program that you commit to covering with your own financial resources.

3. In-Kind:

- **Definition:** The in-kind column represents the value of donated goods and services contributed to your organization.
- **Allocation:** Include the value of non-monetary contributions such as volunteer hours, donated professional services, or goods

Applicants will complete your proposal budget on the [Proposal Budget Spreadsheet](#) and upload it into the application in the Submittable platform.

SAMPLE PROJECT BUDGET

PROPOSAL BUDGET EXPENSES				
SOURCE	GRANT FUNDS	CASH MATCH	IN-KIND	TOTAL
1. Personnel: Administrative (administrative employees)				
2. Personnel: Programmatic (programmatic employees)				
2.1 Instructors/Artists	\$3,500	\$1,670	\$2,489	\$7,659
Totals	\$3,500	\$1,670	\$2,489	\$7,659
3. Personnel: Technical/Production (technical/production employees)				
4. Outside Fees and Services: Programmatic (programmatic outside contractors)				
4.1 StreamYard	\$120	\$120		\$240
Totals	\$120	\$120	\$0	\$240
5. Outside Fees and Services: Other (all other outside contractors)				
5.1 Website sales shipping charges		\$110		\$110
5.2 Post Office Box Rental		\$172		\$172
5.3 Example College - Training for Board Members	\$110	\$110		\$220
5.5 Cleaning Service		\$2,500		\$2,500
Totals	\$110	\$2,892	\$0	\$3,002
6. Space Rental, Rent				
6.1 Studio Rental		\$5,440	\$2,720	\$8,160
Totals	\$0	\$5,440	\$2,720	\$8,160
7. Travel				
7.1 Travel to intensive workshops		\$1,700		\$1,700
Totals	\$0	\$1,700	\$0	\$1,700
8. Marketing (tangible marketing products)				
8.1 Online Marketing	\$1,269	\$1,269		\$2,538
8.2 Printed Promotional Material	\$1,036	\$1,036		\$2,072
Totals	\$2,305	\$2,305	\$0	\$4,610
9. Remaining Operating Expenses (all other expenses not listed above)				
9.1 Costumes		\$3,350		\$3,350
9.2 Technology/Sound System	\$500	\$1,500		\$2,000
9.3 Website		\$1,550		\$1,550
9.4 Musical Instruments	\$500	\$1,500		\$2,000
Totals	\$1,000	\$7,900	\$0	\$8,900
TOTAL	\$7,035	\$22,027	\$5,209	\$34,271
Grant Request	\$7,035			
Cash Match	\$22,027			
In-Kind Match	\$5,209			
Total Match	\$27,236			
Total Project Cost	\$34,271			

Must match Total Project Income

PROPOSAL BUDGET INCOME	
SOURCE	CASH MATCH
1. Revenue: Admissions	
1.1 Dance and Percussion Classes	\$7,600
Totals	\$7,600
2. Revenue: Contracted Services	
2.1 Performances at Private Events	\$5,000
2.2 Presentations	\$1,500
Totals	\$6,500
3. Revenue: Other	
3.1 Website and Merchandise Sales	\$3,087
Totals	\$3,087
4. Private Support: Corporate	
4.1 Walmart	\$1,500
4.2 Bank of America	\$1,000
Totals	\$2,500
5. Private Support: Foundation	
6. Private Support: Other	
7. Government Support: Federal	
8. Government Support: Regional	
9. Government Support: Local/County	
10. Applicant Cash	
10.1 Account Reserve	\$2,340
Totals	\$2,340
Total Project Cash Income	\$22,027
Request	\$7,035
Total Cash	\$29,062
In-Kind	\$5,209
Total Project Income	\$34,271

Must match Total Project Expenses

Expenses

Allowable Expenses

Only allowable expenses may be included in the proposal budget.

Allowable expenses must be:

1. directly related to the proposal
2. specifically and clearly detailed in the proposal budget
3. incurred or paid within the 1-year Grant Period beginning on July 1 of the year of appropriation ending June 30.

Equipment and technology purchases must be part of a larger project and be directly related to the project. Equipment and technology expenses may not exceed \$5,000 for any one item. Salaries and payments to staff must be directly related to the proposal. It is allowable to allocate funds to salaries based on the amount of time spent working on the project.

Any state grant funds expenditures that are not allowed may result in the request of the return of funds and could jeopardize future funding with KCAIC.

Non-Allowable Income and Expenses

Some income and expenses are not allowed in the proposal budget at all. Those include:

- State funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Kansas
- Federal funds from any source, including federal funds passing through another agency such as Humanities Kansas.
- Funds used as match for other Department of Commerce grants
- Expenses incurred or obligated outside of the grant period
- Capital expenditures (acquisitions, building projects, renovation, or remodeling of facilities).
 - **Exception:** Capital expenditures that are directly related to the proposal, such as exhibit construction or stage lighting, are allowed. Please contact a KCAIC Field Rep or staff with questions.
- Costs associated with bad debts, contingencies (money set aside for *possible* expenses), fines and penalties, interest, taxes (does not include payroll taxes), depreciation and other financial costs including bank fees and charges and credit card fees
- Costs of goods for resale are unallowable. This includes the sale of concessions, promotional merchandise, including clothing, or items purchased for sale, even if related to your programming. It also includes any associated staffing or facilities costs. However, costs of items that are produced as part of the approved project activity (e.g., publishing books or exhibition catalogs, or making recordings or

films for distribution) and that are incurred during the period of performance are allowable.

- Private hospitality or entertainment
- Food and beverages
- Plaques, awards, and scholarships
- Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age, or marital status
- Re-granting
- Contributions and donations
- Mortgage payments
- Payments to current Department of Commerce employees

Match Only Expenses

Some expenses can only be made with matching funds, and therefore should only be listed in the cash match (middle) column. No grant funds may be used towards operational or indirect/overhead costs which include, but are not limited to:

1. Equipment costing over \$5,000
2. Property improvements
3. Fixtures
4. Space rental
5. Building maintenance

Required Attachments

Attachments and support materials must be uploaded into the application through Submittable. Attachments and support materials will not be accepted by any other method. Required attachments are required for eligibility. The required attachment is

- A signed copy of the State Policy Regarding Sexual Harassment Acknowledgment Form.
 - You can get a blank form [here](#).
- At least one support material document.

Support Materials

At least one support material document is required, and all applicants are strongly encouraged to include more. They are considered by the panelists in scoring and can make a difference on scores. You may include up to 5 uploads for support materials. Support materials may include:

- Video or audio work samples or a document with links where they can be viewed (less than 5 minutes each)

- Brochures, programs, catalogs, photographs, or other printed materials (include those with accessibility symbols)
- Materials crediting KCAIC for recent grants
- Recent support letters or reviews
- Long range plan or status report
- Organizational chart
- Brief list of collections (museums)
- List of current board members
- Detail about in-kind contributions
- Definitions of acronyms
- Letter from the Executive Director
- A document containing links to websites or online documents
- KCAIC encourages applicants (especially those with limited grant-writing experience) to upload a video describing your organization and programming. The video can be up to five minutes long and could take any form, even a video taken on a phone with someone explaining what makes the organization special.

It is your responsibility to verify and receive permission for the use of any copyrighted materials. You are also responsible for considering accessibility of your materials.

File Formats

Panelists are not required to own specific software and KCAIC makes no guarantee that panelists will be able to view your digital materials. To increase the chances of file compatibility, make sure files are in one of the following formats.

- Documents: .doc., .docx, .pdf, or .txt
- Images: .jpg, .gif, .png, or .tiff
- Audio: .mp3
- Video: .mp4, .mov, or .wmv

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save these files into .pdf format before submission.

In lieu of large media files KCAIC recommends providing a document with links to view media online. You can include more than one item in an upload. You are not required to upload multiple copies. Please submit only high-quality materials that support your application and only as many as you need.

Federal Requirements

Funds from this grant are allocated by the State of Kansas, Kansas Department of Commerce, Kansas Creative Arts Industries Commission and may be used to meet the required cost share or match for federal funding from the National Endowment for the Arts (NEA) State Partnership Award and as such are considered NEA subawards.

All funds disbursed under this program may only be used in compliance with both State and Federal regulations including applicable provisions of 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, National Policy Requirements and all other applicable statutes, regulations, and executive orders. For more information regarding NEA subrecipient requirements see the General Terms and Conditions for Partnership Agreements available at [arts.gov](https://www.arts.gov).

Definitions

Accessibility - Opening existing programs, services, facilities, and activities to individuals with disabilities. Inclusiveness of persons with disabilities is addressed through staffing, mission, policy, budget, education, meetings, and programs to ensure that audiences/participants have an equal range of opportunities.

Arts & Cultural Disciplines - For the purposes of this program, arts and cultural disciplines include music, dance, theatre, creative writing, literature, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, and other such allied, major art forms.

Applicant - A non-profit, tax-exempt, Kansas corporation or a local or state governmental entity, school district, community college, college, university, or artist engaged in or concerned with arts and cultural activities that is requesting grant funds from KCAIC.

Applicant Cash (\$) - Funds from the applicant's present and/or anticipated resources. For the Operating Budget purposes, this line-item represents withdrawal from savings. This line item is often used to "balance the budget" when expenses exceed other revenues. It shows the applicant's ability to "pay the bills" for all expense items. If there are excess revenues, reduce this line to zero or only the amount needed to balance the budget. Negative numbers cannot be used to balance the budget.

Authorized Official - Name of person with authority to legally obligate the Applicant.

Cash Reserves (\$) - For most organizations, this will be your savings account, other cash reserves or investments that are available to spend on general operations or programs. The "reserve" will usually increase when there are excess revenues for the year and decrease if there was a deficit. This is more a year end accounting function than actual day to day activity.

Commission – The Kansas Creative Arts Industries Commission; the 11-member advisory council appointed to advise the Secretary of Commerce regarding cultural grant funding and on matters pertaining to culture in Kansas.

Community - The geographic area and/or constituents served by the applicant (for general program support requests) or by the proposal (for project requests).

Community Organizations - Civic, social service and business groups that may be involved in the project for which funding is being requested. These may include science organizations, historical organizations, and organizations which serve diverse populations.

Contact Person - The person to contact for additional information about the application. The person with immediate responsibility for the project.

Costs: Allowable (\$) - Costs shall be allowed for the purposes of a grant provided that:

- they occur or are obligated within the grant period specified on the grant application; and
- they are solely for the purposes of the grant and can be easily identified as such.

Cultural Diversity - Having the characteristic of being deeply rooted in and reflective of ethnically diverse, inner-city, or rural populations and which represents the works of a particular culture, including an ethnic minority.

Cultural Events - Includes different artistic, cultural, or educational activities produced or sponsored by the grantee, are open and accessible to the public and that take place in the grant period, i.e., performances, exhibits, rehearsals, workshops, classes, seminars, demonstrations, conferences, publications, or media broadcasts. Do not include strictly fundraising/gala events. Note: to count number of events, only include the number of different events which were offered, i.e., a play performed ten times or a museum exhibit running for three months, should each be counted as one event.

Department - The Kansas Department of Commerce

Director - The Director of the Kansas Creative Arts Industries Commission.

Disability - A physical or mental impairment that substantially limits one or more major life activities.

End Date - The last date of fiscal activity in the project for which assistance is requested.

Equipment (\$) - All items which cost in excess of \$5,000 (per unit) and have a life expectancy of over one year.

Fiscal Agent - An incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for a project it does not produce.

Folklife - The traditional expressive culture shared within the various groups in Kansas: familial, ethnic, occupational, religious, and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicraft, which forms are generally learned orally, by imitation or in performance and are maintained or perpetuated without formal instruction or institutional direction.

Government Support: Federal (\$) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal government or a proportionate share of such grants or appropriations allocated to this project.

Government Support: Local/County (\$) - Cash support derived from grants or appropriations given for this project by agencies of the local or county government or a proportionate share of such grants or appropriations allocated to this project.

Government Support: State/Regional (\$) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies or a proportionate share of such grants or appropriations allocated to this project.

Grant Award - The dollar amount of a grant award for a project, program or general program support as outlined in the application.

Grant Award Agreement - The document by which the Grantee enters into a contract with the State of Kansas for the management of grant funds.

Grant Award Letter - A letter signed by the Secretary of Commerce or an authorized representative of the Department of Commerce containing the grant award offer and amount.

Grant Period - The time for the use of the grant award as set forth in the grant award agreement.

Grantee - An organization receiving a grant award from the Department of Commerce.

In-Kind – Donated goods or services. See the In-Kind Section in “How to Apply.”

Independent Component – An ongoing arts and cultural program within a larger, multipurpose public or private non-profit institution.

Individuals Participating - The total number of individuals who are directly involved in the funded activity as artists, non-artist project participants, or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity and should include Artists Participating and Youth Benefiting. For General Program Support, count artists, staff, audiences, and project participants directly involved with organization’s events and services within the given funding period.

Marketing (\$) - Include all costs for marketing/publicity/promotion specifically identified with the project or programming. Do not include payments to individuals or firms which belong under "Personnel," or "Outside Fees and Services: Other." Include costs of newspaper, radio and television advertising, printing, and mailing of brochures, fliers and posters and space rental when directly connected to promotion publicity or advertising.

Matching Funds - The portion of the project costs not borne by the Department of Commerce. Matching funds shall amount to at least 50 percent of project costs.

Noncompliance – Not following Kansas statutes or rules, the terms of the grant agreement, Kansas Department of Commerce policies and guidance, local policies, or other applicable laws.

Non-profit – An organization incorporated as an active non-profit 501(c)(3) Kansas corporation. We do not fund foreign non-profits. A foreign non-profit is an existing

corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated.

Older adults - Individuals over the age of 65 that directly attended/participated in the project or program.

Outside Fees and Services: Other (\$) - Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming.

Outside Fees and Services: Programmatic (\$) - Payments to firms or persons for the programmatic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Personnel: Administrative (\$) - Payments for salaries, wages, fees, and benefits specifically identified with the project or programming, for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

Personnel: Programmatic / Artistic (\$) - Payments for salaries, wages, fees, and benefits specifically identified with the project or programming for programmatic personnel including artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel: Technical/Production (\$) - Payments for employee salaries, wages and benefits specifically identified with the project, for technical management and staff, such as wardrobe, lighting and sound crew, technical directors, stage managers, stagehands, video and film technicians, exhibit preparators and installers, etc.

Presenter (Sponsor) - An organization that is in the business of presenting professional performing artists or arts groups to the public.

Private Support: Corporate (\$) - Cash support derived from contributions given for this project (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

Private Support: Foundation (\$) - Cash support derived from grants given for this project or programming by private foundations.

Private Support: Other (\$) - Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

Project Costs - All allowable expenditures incurred by the grantee and the value of in-kind contributions made by the grantee or third parties in accomplishing the grant.

Project Title - A short descriptive title of the project for which applicant is requesting assistance. If no formal title exists or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.

Public Entity - A Kansas local government, entity of state government, school district, community college, college, or university. 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.

Regional - Within the state, at least 150-mile land radius of venue.

Regranting - using state grants monies to underwrite grants programs or individual grants within one's own organization or another organization. Regranting of KCAIC funds is prohibited.

Remaining Operating Expenses (\$) - All expenses not entered in other categories and specifically identified with the project. Include non-structured renovations, improvements, scripts and scores, lumber and nails, electricity, telephone, storage, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under "Travel."

Remaining Proposal Expenses (\$) - All expenses not entered in other categories that are specifically identified with the project or programming.

Revenue: Admissions (\$) - Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. In the Proposal Budget the admissions must be for events attributable or prorated to the proposal.

Revenue: Contracted Services (\$) - Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

Revenue: Other (\$) - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

School-based Cultural Events - Cultural events that directly involve the participation of a public or private PreK-12 school, i.e., school field trips to arts organizations, performances or workshops which took place on school grounds or other collaborations between arts organizations and schools. In school-based cultural events, the school is involved in organizing the children's participation in the cultural event.

Scope of Work - A description of the specific work to be performed under the grant agreement in order to complete the project. The Scope of Work will be provided by the grantee for inclusion in the grant agreement if the grant is awarded funding.

Secretary – The Kansas Secretary of Commerce.

Service Area - Regular client/program participants, not including broadcasts or virtual participation.

Space Rental, Rent or Mortgage (\$) - Payments for rental of office, rehearsal, theatre, hall, gallery, and other such spaces. Do not include principal of mortgage; include interest only. Do not include rental of housing for guest artists or other persons.

Start Date - The first date of fiscal activity in the project for which assistance is requested.

State Supported Institution - Any organization whose general operations budget is supported by funds from state appropriations which exceeds \$10,000, exclusive of competitive, nonrecurring grants.

Tax-exempt: Designated as tax-exempt as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status.

Total Fund Revenue – All revenue received by an organization during a fiscal year and recognized in the organization's independent certified audit or attested financial statement.

Total Cash Income – the sum of all income generated during a fiscal year, not including in-kind donations.

Total Operating Income (\$) - Gross operating income for the organization's last completed fiscal year. Governmental agencies may include all funds directly appropriated and administered by the applicant agency, as well as support services provided by the agency, that are directly attributed to the program. Do not include capital contributions or expenses in the operating budget.

Traditional Arts - Traditional arts are traditional cultural expressions through which a community maintains and passes on a shared way of life. Traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often

within family and community, through demonstration, conversation, and practice. Traditional art expressions are usually learned informally through a relative or the community and are maintained without formal teaching or academic training. Traditional arts are learned orally or by observation and imitation, often through a master artist instructing an apprentice. Some traditional arts have a deep-rooted history with little change, while others are constantly evolving and adapting to their changing environment.

Travel (\$) - Include fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For transportation not connected with travel of personnel and for trucking.

Youth Participating - Individuals under the age of 18 who directly attend/participate in the project or program.