

**2024-2025 General Operating Support Grant  
Guidelines**

**Kansas Creative Arts Industries Commission**

**KANSAS**  
**COMMERCE**

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# Introduction

The General Operating Support (GOS) grant program provides funding for Kansas public and private non-profit arts and cultural organizations, including museums, local arts councils and commissions, statewide arts and cultural service organizations, and organizations that have cultural program activities in any of the art and cultural disciplines (see [Definitions](#) for an explanation of cultural disciplines). The organization's mission must directly support arts and cultural programming. Eligible organizations may apply for up to \$25,000 in state funds to support their arts and cultural programming.

## 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 organization must be either a Kansas non-profit, tax-exempt corporation or arts-based unit of a public entity as of the application deadline. 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. Arts-based units of public entities must have their own discreet operating budgets and an advisory or governing board.
4. 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.
5. 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/>.

6. Applicant must provide their UEI number at the time of application. You can request a UEI number at <https://sam.gov>.
7. Applicant must have an arts and culture-centered mission statement. 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. Individual public or private pre-K-12 schools, libraries, civic organizations, parks, recreation, and leisure organizations, human service organizations and other community service agencies do not meet this definition of arts or cultural organizations.
8. Organizations may not apply for General Operating Support through a fiscal agent.

## ***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.

Museums applying for General Operating Support must:

- be open to the public for at least 180 days a year
- own or utilize works of art, historical artifacts, or other tangible objects (live or inanimate)
- exhibit these works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

Organizations applying for General Operating Support may not apply for Arts Everywhere or Public Art & Mural grants. Organizations receiving KCAIC grants may apply for up to 2 Kansas Touring Roster Visiting Artist grants per fiscal year.

## ***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.

## **About General Operating Support**

### ***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](#) 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 Impact score.

## ***Request Amount***

General Operating Support grants have a minimum request amount of \$1,000 and a maximum request of \$25,000, with the maximum request based on Total Operating Income (TOI). (See [Operating Budget](#) beginning on page 10).

Organizations with TOI between \$4,000 and \$100,000 may request up to 25% of their current fiscal year's TOI.

Organizations with TOI above \$100,000 may request a maximum of \$25,000.

## ***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
- Goals and Objectives
- 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 youth 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. Applications must earn a minimum average score of 80 to be recommended for funding.

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.

## **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 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 its 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 General Operating Support 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 General Operating Support program, subject to legislative appropriation. All General Operating Support grant applications approved by the Department of Commerce will be **funded according to the following method:**

1. If the funding formula results in a recommendation that is less than \$1,000, the award will be increased to \$1,000.
2. If the funding formula results in a recommendation that is greater than \$1,000, the award will be the amount that is determined by the formula.
3. 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.

## The Formula

The funding formula is used to ensure that all approved grants receive funding. The formula distributes the funds with consideration given to panel scores and requested funding.

1. Step 1: Initial award amounts will be determined by a score-based formula that proportionally distributes the appropriation.

$$\frac{\text{Funds Available for Distribution}}{\text{Sum of All Eligible \$ Requests}} \times \left( \frac{\text{Score}}{100} \times \$ \text{Request} \right) = \$ \text{Award}$$

2. Step 2: If the initial award amount from step 1 is \$999 or less, the request amount will be \$1000. If the initial award from step 1 is equal to or more than the full request amount, the award will be the full request amount.
3. Awards of \$1000 or at the full request amount will be removed from further calculations and the formula repeated, if necessary, until all grant awards fall within the eligible range and all funds are distributed.

## 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.

## 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

- 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.

## 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

In-kind contributions refer to non-monetary support that an organization receives in the form of donated goods or services, rather than cash. These contributions hold tangible value and can significantly contribute to a project’s overall budget. In the context of grant applications, in-kind contributions are often used to demonstrate additional resources or community support beyond financial assistance. Examples include volunteer hours, donated professional services (like legal or accounting expertise), or goods provided at no cost. Accurately valuing and documenting in-kind contributions is crucial for transparent budgeting and showcasing the full scope of support received by the organization.

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

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
<b>Total Cash Expenses</b>	<b>\$13,785</b>	<b>\$27,522</b>	<b>\$34,811</b>
<b>In-Kind Contributions</b>	<b>\$5,005</b>	<b>\$4,405</b>	<b>\$4,970</b>
<b>Total Operating Expenses</b>	<b>\$18,790</b>	<b>\$31,927</b>	<b>\$39,781</b>

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
<b>Total Cash Income</b>	<b>\$16,098</b>	<b>\$28,364</b>	<b>\$34,811</b>
<b>In-Kind Contributions</b>	<b>\$5,005</b>	<b>\$4,405</b>	<b>\$4,970</b>
<b>Total Operating Income</b>	<b>\$21,103</b>	<b>\$32,769</b>	<b>\$39,781</b>



## Grant Proposal Budget

For General Operating Support, the proposal is your full operations for the fiscal year, minus non-allowables. The proposal budget shows how you will allocate grant funds within your operating 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, with the exception of the following:

- Butler
- Douglas
- Johnson
- Leavenworth
- 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/Donated Goods and Services>)

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](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.

Applicants not located in a Rural Opportunity Zone can include a maximum of 50% percent in-kind in the Proposal Budget.

- If the Total Cash Income (TCI) from your most recent completed fiscal year is \$250,000 or less, Total Project Income (TPI) may not include more than 50% in-kind. Maximum allowable in-kind = Total Cash Income
- If Total Cash Income (TCI) from your most recent completed fiscal year is over \$250,000, Total Project Income (TPI) may not include more than 25% in-kind.

## 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.

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 in order 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 PROPOSAL BUDGET

PROPOSAL BUDGET EXPENSES				
SOURCE	GRANT FUNDS	CASH MATCH	IN-KIND	TOTAL
<b>1. Personnel: Administrative (administrative employees)</b>				
<b>2. Personnel: Programmatic (programmatic employees)</b>				
2.1 Instructors/Artists	\$3,500	\$1,670	\$2,489	\$7,659
<b>Totals</b>	<b>\$3,500</b>	<b>\$1,670</b>	<b>\$2,489</b>	<b>\$7,659</b>
<b>3. Personnel: Technical/Production (technical/production employees)</b>				
<b>4. Outside Fees and Services: Programmatic (programmatic outside contractors)</b>				
4.1 StreamYard	\$120	\$120		\$240
<b>Totals</b>	<b>\$120</b>	<b>\$120</b>	<b>\$0</b>	<b>\$240</b>
<b>5. Outside Fees and Services: Other (all other outside contractors)</b>				
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
<b>Totals</b>	<b>\$110</b>	<b>\$2,892</b>	<b>\$0</b>	<b>\$3,002</b>
<b>6. Space Rental, Rent</b>				
6.1 Studio Rental		\$5,440	\$2,720	\$8,160
<b>Totals</b>	<b>\$0</b>	<b>\$5,440</b>	<b>\$2,720</b>	<b>\$8,160</b>
<b>7. Travel</b>				
7.1 Travel to intensive workshops		\$1,700		\$1,700
<b>Totals</b>	<b>\$0</b>	<b>\$1,700</b>	<b>\$0</b>	<b>\$1,700</b>
<b>8. Marketing (tangible marketing products)</b>				
8.1 Online Marketing	\$1,269	\$1,269		\$2,538
8.2 Printed Promotional Material	\$1,036	\$1,036		\$2,072
<b>Totals</b>	<b>\$2,305</b>	<b>\$2,305</b>	<b>\$0</b>	<b>\$4,610</b>
<b>9. Remaining Operating Expenses (all other expenses not listed above)</b>				
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
<b>Totals</b>	<b>\$1,000</b>	<b>\$7,900</b>	<b>\$0</b>	<b>\$8,900</b>
<b>TOTAL</b>	<b>\$7,035</b>	<b>\$22,027</b>	<b>\$5,209</b>	<b>\$34,271</b>
<b>Grant Request</b>	<b>\$7,035</b>			
<b>Cash Match</b>	<b>\$22,027</b>			
<b>In-Kind Match</b>	<b>\$5,209</b>			
<b>Total Match</b>	<b>\$27,236</b>			
<b>Total Project Cost</b>	<b>\$34,271</b>			

**Must match Total Project Income**

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

**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.

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:

1. state funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Kansas
2. federal funds from any source, including federal funds passing through another agency such as Humanities Kansas.
3. funds used as match for other Department of Commerce grants
4. expenses incurred or obligated outside of the grant period
5. 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, may be allowed. Please contact a KCAIC Field Rep or staff with questions
6. 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
7. private entertainment
8. food and beverages
9. plaques, awards, and scholarships
10. 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
11. re-granting
12. contributions and donations
13. mortgage payments

14. 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.
15. 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 for:

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](#).

### 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 (up to 2 minutes) 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 two 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 10-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, 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.

**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.