SAMPLE 2025-2026 ARTS EVERYWHERE/GENERAL OPERATING SUPPORT GRANT APPLICATION

The application form must be completed online at https://kansascaic.submittable.com/. Please use this sample form to prepare for completing the application on Submittable.

* indicates that a response is required.

1. Applicant Organization Name*
   _____

2. Unique Entity Identifier (visit SAM.gov for more information)*
   _____

3. Federal Employer Identification Number*
   _____

4. Organization Address*
   Country_____
   Address_____
   Address Line 2_____
   City_____
   State_____
   Zip Code_____

5. Organization Mailing Address (if different from above)

6. County*
   _____

7. Website
   _____

8. When does your fiscal year end?*
   _____
   Enter the end date of your fiscal year in MM/DD format (such as 6/30 or 12/31).

9. Organization Legal Status*
   - Kansas tax-exempt non-profit 501(c)(3) organization
   - Kansas public entity

   Eligible public entities are municipal/county/state/tribal governmental entities, public community colleges, public colleges, and public universities.

10. Organization Mission Statement*
    _____

Provide your organization's mission statement.

Contact Information

11. Grant Application Contact*
First Name _____
Last Name _____
This is the person that will be contacted if there are any issues with your application. The contact may be different from the authorizing official who is typically the executive director or a board member. Provide an email address and phone number that will go directly to the contact (if possible), not one for the general organization.

12. Grant Contact Email*

_____

13. Grant Contact Phone*

_____

14. Additional Grant Contact Email

_____

15. Additional Grant Contact Phone

_____

16. Authorizing Official*
First Name _____
Last Name _____
Provide the name and contact information for the person authorized to sign contracts on behalf of the organization. This is usually the Executive Director or a board member.

17. Authorizing Official's Title/Position*

_____

18. Authorizing Official Email*

_____

19. Authorizing Official Phone*

_____

Applicant Organization Information

20. Applicant Status*

- 02 Organization - Non-profit
- 05 Government – State
- 06 Government – Regional
- 07 Government – County
- 08 Government – Municipal
- 09 Government - Tribal
- 99 None of the Above

21. Institution Type
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group – Community
- 06 Performing Group – Youth
- 07 Performance Facility
- 08 Museum – Art
- 09 Museum – Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government – Executive
- 39 Government – Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)

- 42 Media – Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media – Radio
- 46 Media – Television
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

22. Applicant Discipline*

- 01 Dance - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime (see 04 Theatre for mime).
- 02 Music - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral.
- 03 Opera/Music Theatre - include opera and musical theater.
- 04 Theatre - include theatre general, mime, puppet, theatre for young audiences and storytelling as performance.
- 05 Visual Arts - include experimental, graphics, painting, and sculpture.
- 06 Design Arts - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- 07 Crafts - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.
- 08 Photography - include holography.
- 09 Media Arts - include film, audio, video, and work created using technology or experimental digital media
- 10 Literature - include fiction, non-fiction, playwriting, and poetry.
- 11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.
- 12 Folklife/Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms.   (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)
- 13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international

relations, and other subjects concerned with questions of value and not with quantitative matters.

- 14 Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.
- 15 Non-arts/Non-humanities - none of the above.

Please choose 1 option.

23. How many years of completed programming does your organization have?*
    - Less than one year (not eligible)
    - One – two years
    - Three or more years

24. Choose which best describes your programming:*
    - Arts in Education/Arts Education
    - Dance
    - Literature
    - Media Arts
    - Multidisciplinary
    - Museum
    - Music
    - Presenter
    - Theatre (Community)
    - Theatre (Professional)
    - Traditional Arts
    - Visual Arts
    - None of the Above

Branches following Question 23:
For Traditional Arts Only:

Does your programming involve living traditions?*

- Yes (required for Traditional Arts)
- No

Does your programming involve a folk community?*

- Yes (required for Traditional Arts)
- No

Does your programming involve arts shared informally via oral tradition or observation?*

- Yes (required for Traditional Arts)
- No

For Museums Only:

All of the following statements must be true for you to be eligible to claim museum programming. Check all that apply.*

- My organization is open to the public for at least 180 days each year.
- My organization owns or utilizes collections, including works of art, historical artifacts, or other tangible objects (live or inanimate).
- My organization exhibits these collections, including works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

For our purposes, museums are organizations that are primarily educational and aesthetic with programming focused on the applicant's collections and/or exhibits. This includes (but is not limited to) art museums, science museums, children's museums, history museums, zoos, botanical gardens, arboretums, nature centers and aquariums.

For Multidisciplinary Only:

Does your organization produce at least 50% of your programming?*

- Yes
- No (you should probably choose "Presenter")

For Arts in Education/Arts Education Only

Does your organization have an arts education mission and primarily conduct arts in education programming?*

- Yes
- No – choose a different description
- We do arts in education programming, but it's not the majority of our programming

Project/Program Information

25. What is the name or title of your project? (Arts Everywhere only)*

_____

26. Please describe your organization and its programming.*

_____

Use this space to provide a brief history of the organization. You could also consider discussing what it does for your community. What does your programming look like?

27. Which type of Arts Everywhere grant are you applying for? (Arts Everywhere only)*
    - Arts in Education - maximum $10,000 request based on eligibility
    - Innovative Partnerships - maximum $20,000 request based on eligibility
    - Organizational Development: Capacity Building - maximum $5,000 based on eligibility
    - Organizational Development: Salary Assistance - maximum $20,000 request based on eligibility
    - Specific Arts & Cultural Projects - maximum $10,000 based on eligibility

    Please review the [Guidelines](#) for eligibility for each type of Arts Everywhere project.

Branches following Question 26:
For Innovative Partnerships Only

What is the name of the organization you will be partnering with?*

_____

Upload a letter from your partner organization that indicates their intent to partner with you.*

(Upload button)

Please provide the name and email address for a representative of the partner organization.*

_____

For Organizational Development: Salary Assistance Only

Which of the following describe your organization? Please see the Guidelines for definitions and choose all that apply.*

- Rural
- Total Operating Income is less than $150,000 per year

Organizations applying for salary assistance must have Total Operating Income (from the applicant's most recently completed fiscal year) of $150,000 or less. See the Guidelines for more information.

28. Please describe the project activities. All project activities must take place between July 1, 2025 and June 30, 2026.*

29. Please list at least three goals associated with your project.*
Goals: Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement.
Sample goal: To provide residents and visitors with increased opportunities to view local art and meet local artists.

30. Please describe any partnerships and/or collaborations with other organizations.*
Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

31. Please describe how you will evaluate your project.*
How will you determine if your Goals and Measurable Objectives are achieved?
Who will conduct the evaluation, and who will the evaluation target?
What methods will be used to collect participant feedback (surveys, evaluation forms, interviews, etc.)?
When will you collect the information, and how will it be used to inform future programming?

Branches following Question 30:
For Museums Only

Please describe your collection.*

Impact

Only include individuals served IN PERSON. Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. These numbers should specifically reflect the project.

32. What is your estimated number of events?* _____
How many different events will be produced or presented within the grant period as a part of this proposal?
Be sure to list different events, not performances or instances. For example:
- *a musical performed 10 times is only 1 event*
- *a season of 2 musicals and a play is 3 events*
- *a multi-session workshop with 8 sessions is 1 event*
- *a workshop given once is 1 event*
- *a museum open every day is 1 event*

- *a museum open every day that also hosts a musical performance is 2 events*

33. What is the estimated number of opportunities for public participation for the events?*

    _____

    Each event will have one or more opportunities for public participation. For example:
    - *a musical performed 10 times is 1 event with 10 opportunities for public participation*
    - *a multisession workshop with 8 sessions is 1 event with 8 opportunities for public participation*
    - *a museum open every day of the year is 1 event with 365 opportunities for public participation*
    - *a museum open every day that also holds 6 artist talks is 7 events with 371 opportunities for public participation*

34. How many Adults will participate in the proposed events?* _____
    Enter the number of individuals over 18 who will be directly engaged with the arts, whether through attendance at cultural events or participation in cultural learning or other types of activities in which people will be directly involved with artists or the arts. Do not include artists directly involved in programming.

35. How many children will participate in the proposed events through their school?* _____
    *Enter the number of individuals under the age of 18 that are expected to be directly engaged with the cultural activities **through their school**, whether through attendance at cultural events or participation in cultural learning or other types of activities in which they will be directly involved with artists or the arts and cultural events. **Do not include students who will participate outside of their school activities.***

36. How many children will participate in the proposed events NOT through their school?*

    _____

37. How many Kansas professional artists will be directly involved?* _____
    Enter the estimated number of professional artists currently based in Kansas that will be directly involved in providing artistic services specifically identified with the proposal. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution.

38. How many total professional artists will be directly involved?* _____
    This number should include the number of professional artists based outside of Kansas and the number of artists based in Kansas.

39. Total number of individuals engaged* _____
    Add the number of adults, children, and artists.

Proposed Beneficiaries

Select all groups of people that your project intends to serve directly. For each group, you can select more than one answer if applicable. *If your organization does not have a specific focus on reaching distinct populations, select the "No Specific Group" option.*

40. Audience Age Ranges*
- Children/Young (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older adults (65+ years)
- No specific age group

41. Underserved/Distinct Groups*
- Individuals with disabilities
- Individuals in institutions
- Individuals living below the poverty line
- Individuals with limited English proficiency
- Military veterans/active-duty personnel
- Youth at risk
- Other underserved/distinct group
- No specific underserved/distinct group

42. Additional impact/participation numbers information (optional)

   Use this space to provide the panel with additional detail or information about the impact/participation numbers. A higher number of events or participants does not necessarily mean a higher impact score. Describe what makes your organization/programming unique. Put the project and its impact in context for the panel.

43. In what counties will your programming take place? Do not include virtual, radio, television, or other distance-based participants.

44. Describe your virtual programming, if any.
   Briefly describe any virtual programming that you provide to the public. This information should include who is able to access the programming and any payment structure. If you have virtual participation numbers from past years, you may include them here. If you have no virtual programming, please type "Not applicable."

45. How will this project benefit your community?*
   You can use this space to paint a picture of the ways the project will help the community it will serve. What needs or gaps will the project address?

46. How will you market and promote your project?*

Accessibility

Federal regulations require that all projects funded by the National Endowment for the Arts be accessible to people with disabilities.
Buildings and facilities (including projects held in historic facilities) are required to be physically accessible. This can include, but is not limited to:
   > ground-level/no-step entry, ramped access, and/or elevators to project facilities and outdoor spaces;
   > integrated and dispersed wheelchair seating in assembly areas;
   > wheelchair-accessible box office, stage/backstage, meeting, and dressing rooms;
   > wheelchair-accessible display cases, exhibit areas, and counters;
   > accessible studio, classroom, and workspaces;
   > accessible artist residency studios and living spaces;
   > wheelchair-accessible restrooms and water fountains; and
   > directional signage for accessible entrances, restrooms, and other facilities.
The programmatic aspects of the project are required to be accessible as either part of the planned activity or upon request, where relevant. This can include, but is not limited to:
   > public contact information for requesting accommodations;
   > accessible electronic materials and websites;
   > print materials in alternative formats, such as large-print brochures/labels/programs, Braille, and electronic/digital formats;
   > accommodations for performances, tours, and lectures, such as audio description, tactile opportunities, sign language interpretation, and real- time captioning.

47. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility.*
    In addition to your facility, what step are you taking to make your programming accessible to persons of all abilities and welcoming to all members of your community?

48. Do you have documented policies and procedures that address non-discrimination on the basis of sex, race, color, national origin, religion, disability, age, or marital status?*
    - Yes
    - No

49. Do you have a designated person that is responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and Kansas Act Against Discrimination?*
    - Yes
    - No

50. If yes, what is that person's name? _____

51. Have you completed the Section 504 Self Evaluation Workbook or the Brief Accessibility Checklist from the National Endowment for the Arts?
    - Yes, we have completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.
    - Yes, we have completed the Abbreviated Accessibility Checklist.
    - No, we have not conducted an accessibility self-evaluation of our facilities and programs.

For more information about the Section 504 Self Evaluation Workbook, click [HERE](#). The Brief Accessibility Checklist may be found [HERE](#).

52. If yes, when was the evaluation completed (month/year)? _____

Management and Budget

53. Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. If there are any plans to sustain the proposal activities after the grant period, please describe them.
    How healthy is your organization economically?

54. What is the end date for the applicant's last completed fiscal year? The last fiscal year must be completed by the application deadline.*

Operating Budget

You may complete the above table OR download and complete the [Operating Budget Worksheet](#) and upload it below. We are aware that the table above may not display correctly for some users.

Instructions: Summarize your organization's operating expenses and income in the listed budget categories using actual numbers from your last completed fiscal year, expected numbers from your current fiscal year, and projections for your next fiscal year. The last completed fiscal year should reflect the actual budget.

You may need to slide down to see all the lines. Complete both the Expenses and Income sections.

Note: Calculated fields will not update until you click into at least one other cell, sometimes you may have to click into more than one other cell before the calculations update. **Use rounded whole numbers, do not include cents or any punctuation ($ or .).**

Operating Budget: In-Kind Donations

In-kind: Organizations are allowed and encouraged 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 in the spreadsheet below.

- *If Total Cash Income (TCI) is $150,000 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 $150,000, Total Operating Income (TOI) may not include more than 10% in-kind. Maximum allowable in-kind = Total Cash Income divided by 9.*

If your organization has more in-kind than is allowable in this budget, you may report it in "Additional Operating Budget Information" below.

55. Operating Budget*
(complete the table or upload)

56. Additional Operating Budget Information
Use this space to provide the panel with additional detail or information about the operating budget. Please explain any deficits, excess revenue, or major changes to any line items or budget totals. If not applicable, then write "not applicable."

57. Paid Staff – Select the statement that is most true about your organization*
- Organization has no paid management staff.
- Organization has at least one part-time paid management staff member, but no full-time paid management staff.
- Organization has one full-time paid management staff member.
- Organization has more than one full-time paid management staff member.

58. Does your organization have a strategic plan or long-range plan?*
- Yes
- No

59. If you answered YES, please upload a copy of the plan.

(Upload button)

Proposal/Project Budget

You may complete the table below OR download and complete the [Proposal Budget Worksheet](#) and upload it. We are aware that the table above may not display correctly for some users.

1. Proposal/Project Budget Expenses

Report estimated proposal/project expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses in the Guidelines.

The expense section contains three columns:

1. Grant funds (these are the funds you are requesting from the state)
2. Cash Match (theses are earned or contributed funds supplied by your organization
3. In-kind (the value of donated goods and services)

Do not include any non-allowable expenses in the proposal budget.

For General Operating Support the Proposal Budget should match the Operating Budget above minus any non-allowable expenses. The project is the applicant's overall operations with non-allowable expenses removed.

2. Proposal Budget Income

Detail the expected source of the cash match your organization will be using in order to match the requested state funds outlined in the expense section. Use the budget categories listed below. Do not include your grant request (first column) or in-kind (third column). Include only income that specifically relates to the proposal. The Proposal Budget income must equal to the Proposal Budget cash match in the expenses.

   60. Project Budget.*

 (complete the table or upload)

   61. Additional Project Button Information (optional)

   Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

   62. Total Grant Request _____
   This number must match the request amount in your Proposal Budget.

For organizations that marked that they are based in a county that is a Rural Opportunity Zone Only:

   My organization is located in a Rural Opportunity Zone and we request to use in-kind donations as more than 50% of the required matching funds.

   - Yes
   - No

Attachments and Support Materials
*Note: maximum file size is **400 mb**.*

*The maximum size for all files and submissions is **800 mb**.*

Required Attachments
   63. State Policy Regarding Sexual Harassment Acknowledgement Form*
   (Upload button)
   Upload a signed copy of this form. Be sure to include BOTH pages, not just the signature page.
   A blank form can be found here: Policy Regarding Sexual Harassment Form

   64. Support Materials

At least one Support Material document must be submitted with the application. Attachments and support materials will not be accepted by any other method including email and fax. See the [Guidelines](#) for additional information. No more than 5 support material documents may be uploaded.

KAC 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 could take any form, even something taken on a phone with someone explaining what makes the organization special.

Certification

By submitting this application and typing my name and date below, I certify to the Kansas Arts Commission that:

1. I am authorized by the applicant organization to act as its official representative and submit this application on the organization's behalf.

2. I, and the organization I represent, am in compliance with stated eligibility and Kansas residency requirements for this program, and ALL information contained in this application is true and correct to the best of my knowledge.

3. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant solely for the described projects and programs.

4. I, and the organization I represent, will comply with all applicable federal and state laws when conducting any program activity for which the applicant receives financial assistance from the Kansas Arts Commission.

5. The applicant organization is in compliance with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

6. The applicant organization certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency

65. Name _____