

2026-2027 Kansas Touring Roster Visiting Artists

Kansas Arts Commission

Application Guidelines

Opening Date: April 1, 2026

[Click here to view the informational webinar register](#)

Deadline: 60 days prior to proposed activity

KANSAS
C O M M E R C E

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Program Description

The Kansas Touring Roster Visiting Artists grant program provides funding of up to \$10,000 for eligible organizations to engage and deepen the impact of arts programming on local and underserved audiences through exposure to and interaction with professional visiting arts. Presenters may book current Kansas Touring Roster artists in any discipline, not just in performing arts. Projects should strive to integrate an arts discipline into non-arts content areas; help interpret an exhibition, performance, or presentation; and support community development goals and objectives.

Authority

The Kansas Arts Commission (KAC) and Department of Commerce are granted authority to award grants to promote, support, coordinate, foster, develop and measure the outcomes of the arts, their practice and their impact on employment development within this state per K.S.A. 74-5209.

Timeline

Applications are accepted year-round on a rolling basis. Applications must be submitted no later than 60 days prior to funded activity.

Funding Availability

KAC will announce total available funds for this program following the adoption of the budget for the fiscal year through approval by the Kansas Legislature and signature of the Governor.

- Minimum Award Amount: \$1,000
- Maximum Award Amount: \$10,000
- Period of Performance: July 1, 2026 – June 30, 2027

Estimated Time to Complete Application

2 hours

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 KAC and the Department of Commerce at the time of application.
2. Applicant organizations must be either a Kansas 501(c)(3) non-profit, tax-exempt corporation or public entity as of the application deadline. A public entity is a Kansas local government, entity of state government, school district, community college, college, university, or Federally recognized Indian tribal government or tribal organization. Private schools, private community colleges, private colleges and private universities are not public entities and must be non-profit and tax-exempt to meet the legal status requirement. For more information about tax exempt status, see the Charities and Nonprofits section on the [Internal Revenue Service website](#) and the National Endowment for the Arts' [General Terms and Conditions](#) on eligible organizations.
3. Applicant organizations must have at least one year of completed arts and cultural programming and be able to provide their last completed fiscal year's operating budget.
4. Applicant organizations must be registered with the [Kansas Secretary of State Business Services Division](#) and their status must be "active and in good standing." If the applicant is registered with Business Services but their status is not "active," the applicant must correct the status within 10 calendar days of notification, or the application will be deemed ineligible. For more information on corporation status, visit <https://ksbiz.kansas.gov/operate/maintain-good-standing-status/>. [Organizations may need to register with the Kansas Attorney General's Office. Please see the "Helpful Hints" appendix for more information.](#)
5. Applicants must provide their UEI number at the time of application. You can request a UEI number at <https://sam.gov>.
6. Applicants must provide a valid Tax Clearance Certificate from the Kansas Department of Revenue, requested no more than 90 days prior to grant application submission. Tax Clearance Certificates can be requested online through an application on the Kansas Department of Revenue's secure website at <https://www.kdor.ks.gov/apps/taxclearance/>. Applicants that are government or tribal entities are exempt from submitting a Tax Clearance Certificate.
7. Projects involving student activities for which student participants or student artists will receive academic credit are ineligible.
8. Organizations may receive up to two Kansas Touring Roster Visiting Artists grants per fiscal year and may also receive one General Operating Support, Arts Everywhere, or Public Art & Murals grant per fiscal year.
9. Organizations may not receive multiple grant awards for the same project within a given fiscal year.
10. Organizations may receive multiple Kansas Touring Roster Visiting Artists grants totaling up to, but no more than \$20,000 per fiscal year.

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. The required match may be reduced by up to \$1,000 (e.g., a \$5,000 request requires only \$4,000 in match). See the population-based 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, 2027
 - 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 KAC grants through a fiscal agent. A fiscal agent is an incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for a project it does not produce. Project producers should choose a fiscal agent eligible for KAC funding, demonstrating financial and administrative stability. KAC reserves the right to determine the qualification of an application as a fiscal agent project and the eligibility of the representative organization as a fiscal agent.

Fiscal Agent Requirements:

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

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

Project Eligibility Requirements

Eligible projects must include hiring a professional artist member of the Kansas Touring Roster based more than 60 miles from the host community for at least one public program or performance along with a complementary activity. Performances at Kansas K-12 public schools are considered public. The applicant must function as the presenter of the program. Conference keynote speakers or presenters, participation as a vendor without an additional programmed performance, appearances in a locally produced presentation, concert, or production, etc. (such as hiring a performer to appear in a play) are not eligible for consideration.

Projects must include *at least one additional* complementary activity that builds greater appreciation for the featured artist or the art form:

- An educational activity that features artist interaction with students
- A community activity that features artist interaction with members of the community
- Complementary/educational activities may include, but are not limited to:
 - lectures/demonstrations
 - master classes
 - workshops
 - and other creative approaches to engage the community in the work of the featured artist or art form.

Eligible projects may not include requests to fund:

- An artist from the same community as the applicant (within 60 miles)
- A project that is not arts-focused (e.g., conference keynote speeches, sidewalk sales, food festivals, fireworks displays, etc.)
- An artist appearing in a locally produced presentation, concert, or production (such as hiring an out-of-town performer to appear in a play with a local cast and crew). These sorts of projects should apply through the Arts Everywhere grant program
- Activities at colleges and universities where students will receive academic credit for participation or attendance.

Grant Period

All proposed activity, including expending of grant and matching funds, must take place prior to June 30, 2027.

- The grant period start date will be on or after July 1 of the state fiscal year in which requested grant funding is awarded. Applications are accepted on a rolling basis a minimum of 60 days in advance of the proposed programming. Individual award start dates will be determined based on the application review.

- 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 KAC.

Accessibility and Non-Discrimination

KAC 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 accommodation 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 504 Workbook is not a requirement for application, having the form completed demonstrates a commitment to accessibility. Per the Evaluation Rubric, panelists will consider completion of this form (or an equivalent document or policy) as a factor in evaluation.

If a grant is awarded, the grantee will be required to ensure that their arts programs are accessible to disabled visitors and employees.

To assist grantees in their compliance with this requirement, the National Endowment for the Arts (NEA) provides a Program Evaluation Workbook designed to assist in evaluating the current state of accessibility. More specifically, this Program Evaluation Workbook is designed to assist organizations in their efforts to:

- A. comply with the Endowment's regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, including the preparation of a self-evaluation of all programs, activities, policies and practices to determine areas of noncompliance, and
- B. better understand the relationship between 504 and the Americans with Disabilities Act (ADA).

The Workbook is also designed to be used in conjunction with [DESIGN FOR ACCESSIBILITY, A Cultural Administrator's Handbook](#), a how-to guide for making arts programs accessible to people with various disabilities.

While grantees are not obligated to use this Workbook, if they do, it should be completed by a designated 504 coordinator.

If you have any questions about the Workbook, establishing a 504 coordinator position, or anything concerning Section 504 and ADA regulations, please contact the NEA's Civil Rights Office at (202) 682-5454.

The Workbook is available as a PDF document. Please note that upon completion, the Workbook should be printed and filed or saved as an electronic file.

[SECTION 504 SELF-EVALUATION WORKBOOK](#)

[NEA Section 504 Regulations](#)

Review Process

KAC staff will review all applications for eligibility and compliance with program requirements, including verification of budget accuracy, matching fund requirements, and required attachments. Applications that do not meet eligibility requirements will not move forward.

Staff will contact applicants to address any correctable issues, such as:

- Missing or incomplete required attachments
- Budget errors or matching fund shortfalls
- Activities that fall outside the grant period.

Applications that pass staff review are submitted to Department of Commerce leadership for final approval.

Final Approval

Kansas Department of Commerce may determine which grant applicants will receive state grant funds based on a number of factors, including:

- Grant reviewer scores
- Geographic distribution of grant applicants
- Services to specified populations
- History of grant applicant as a state grantee
- Applicant's capacity to perform the work
- Pre-award capacity assessment of applicant.

All awards must be approved by the Secretary of Commerce. Kansas Commerce strives to notify applicants of awards in a timely manner. Applicants will be notified by email of final decisions.

Funding

Kansas Touring Roster Visiting Artist grant recommendations approved by the Department of Commerce will be funded in order of application date until the funds available for the program are depleted.

How to Apply

Applications are only accepted through the Department of Commerce's online grant system at <https://kansascommerce.my.site.com/Grants/s/>. Applications are accepted year-round on a rolling basis and must be submitted at least 60 days before the funded event.

For events taking place in the fiscal year following your application date, applications open on April 1 and must be submitted no more than 90 days before the event. The fiscal year is July - June.

Maximum Request Amount

\$10,000

Late Applications

To maintain a fair application process, the Kansas Department of Commerce will not accept late grant applications.

For emergency circumstances please contact KAC to discuss any extenuating circumstances that led to late submission.

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). The Operating Budget Form will be uploaded into the application. 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
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. For 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 may include in-kind (donated goods and services) in their operating budget, subject to the following limits based on Total Cash Income (TCI) from the last completed fiscal year:

If your Total Cash Income is \$250,000 or less: In-kind may not exceed 25% of your Total Operating Income. To calculate your maximum allowable in-kind, divide your Total Cash Income by 3.

Example: An organization with \$60,000 in Total Cash Income can include up to \$20,000 in in-kind ($\$60,000 \div 3 = \$20,000$), for a Total Operating Income of \$80,000.

If your Total Cash Income is over \$250,000: In-kind may not exceed 10% of your Total Operating Income. To calculate your maximum allowable in-kind, divide your Total Cash Income by 9.

Example: An organization with \$450,000 in Total Cash Income can include up to \$50,000 in in-kind ($\$450,000 \div 9 = \$50,000$), for a Total Operating Income of \$500,000.

Sample Operating Budget

The Operating Budget will be uploaded into the application. The form is available for download [HERE](#).

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

KAC requires that all grants are matched at a minimum of 1:1 through a combination of cash and in-kind expenses. For Kansas Touring Roster Visiting Artist grants the total match may be \$1,000 less than the grant request. For example, if your grant request is \$10,000, your organization would be expected to spend \$9,000 in expenses from other non-state and non-federal sources towards the project, for total project expenses of \$19,000. This can include any allowable in-kind goods or services. Applicant organizations based in a county with a 2024 population of 50,000 or less or a municipality with a population of 5,000 or less may claim in kind non-monetary donations as up to 100% of the required matching funds for the project. Refer to the [Kansas Certified Population document](#) available from the Kansas Division of the Budget for population data.

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 based in a county with a 2024 population of 50,000 or less or a municipality with a population of 5,000 or less can include a maximum of 50% percent of their match expenses as in-kind in the Proposal Budget.

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

Entering the Proposal Budget

The project 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 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 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.

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 goals. 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 KAC.

Eligible Expenses/Costs may include, but are not limited to:

- Artist and consultant fees, including travel expenses and accommodation expenses
- Applicable project materials and supplies
- Additional administrative costs directly related to the approved project.
- Marketing expenses directly related to the approved project. This does not include campaigns or materials used solely to raise awareness of the organization
- Equipment purchases under \$5,000.

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)
- 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
- Lobbyists, political contributions
- Contributions and donations to other organizations
- 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. Grant funds may be used towards operational or indirect costs directly related to the project, but may not include:

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

Sample Project Budget

Kansas Touring Roster Visiting Artist Proposal/Project Budget			
Expenses			
Expenses	Grant Funds	Matching Funds	In-Kind Match
Employee Salaries (including fringe benefits)			
Contracted Artistic Personnel (fees for services performed, not for goods purchased)	\$5,000	\$500	
Other Contracted Personnel (fees for services performed, not for goods purchased)		\$1,200	
Space Rental or Rent (match only)		\$500	\$1,000
Travel		\$700	
Marketing (could include printing, ad placement, marketing firms, graphic designers, mailings, etc.)		\$100	
Equipment, Supplies, etc. (Goods, not services. Do not include equipment that costs more than \$5,000 per item)			
Remaining Project Expenses			
Total Grant Funds Requested	\$5,000		
Cash Match	\$3,000		
In-Kind Match	\$1,000		
Total Match	\$4,000	Note the match can be \$1,000 less than the grant award	
Total Project Cost	\$9,000		
Income			
Donations/Contributions/Fundraising Income	\$500		
Grants (Local Government)			
Grants (Private)			
Earned Program Revenue (include admissions, workshop/class fees, contracted services, etc.)	\$2,500		
Other Revenue (explain)			
Applicant Cash (withdrawals from reserves or savings to break even)			
Total Project Income (must balance with Cash Match)	\$3,000		
Project Budget Overview			
Request Amount	\$5,000		
Cash Match	\$3,000		
Total Cash	\$8,000		
In-Kind	\$1,000		
Total Proposal Budget	\$9,000		

Required Attachments

Attachments and support materials must be uploaded into the application through the online grants system. Attachments and support materials will not be accepted by any other method. Required attachments are required for eligibility.

- A signed copy of the [State Policy Regarding Sexual Harassment Acknowledgment Form](#)
- A completed [W-9 form](#) signed within 365 days of the application
- A signed [Certification of Company Not Currently Engaged in the Procurement or Obtainment of Certain Equipment, Services, or Systems](#) form
- A printout or screenshot from the [Business Search of the Kansas Secretary of State webpage](#) indicating that the organization is a Domestic Not For-Profit Corporation in Active and Good Standing
- [Tax Clearance Certificate from the Kansas Department of Revenue](#), requested within the last 90 days of grant application submission
- 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 (up to two minutes) or a document with links where they can be viewed (less than five minutes each)
- Brochures, programs, catalogs, photographs, or other printed materials (especially those with accessibility symbols)
- Materials crediting KAC 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
- 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 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

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 KAC 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.

Required Reports for Awarded Grants

All required reports shall be submitted through the online grant system in the forms provided.

- A. Final Report – due 30 days following completion of funded activity; no later than July 30, 2027
 - a. Documents the completion of the Project, expenses, and other Project activities that occurred during the period of performance.
 - b. Final Expenditure Log

Grant Payments

Funds will be disbursed upon submission and approval of a Payment Request and Expenditure Log detailing how grant funds and matching Each log must list all grant expenditures, including check numbers or transaction numbers, payees, dates of payment, check amounts, or other financial documents. Grantees are not required to submit invoices/receipts/etc. but must keep all invoices, receipts and all other financial documents relating to the grant activities for a minimum of three years following the date the grant is closed. Payment Requests will be submitted through the online grant system.

Release of Information

Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.). Confidentiality will not be guaranteed.

Federal Requirements

Funds from this grant are allocated by the State of Kansas, Kansas Department of Commerce, Kansas Arts 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).

Contact Information

For more information about this grant, please contact KDC staff at arts@ks.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 KAC.

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 is a deficit. This is more a year end accounting function than actual day-to-day activity.

Commission – The Kansas Arts 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 distinct 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 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 Arts 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 more than \$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 the 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 KAC 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.