

2026-2027 Micro Arts Program Grant

Kansas Arts Commission

Application Guidelines

Opening Date: March 23, 2026

Webinars:

March 23, 2026 - 12:00 p.m. [Click here to register](#)

March 26, 2026 9:00 a.m. [Click here to register](#)

Deadline: April 24, 2026

KANSAS
C O M M E R C E

Introduction

The Micro Arts Program (MAP) supports the work of Kansas organizations with annual total cash income of \$20,000 or less. These organizations are the backbone of Kansas' grassroots arts community, and this program can serve as an introduction to Kansas Arts Commission (KAC) funding by providing grants of \$1,000 - \$2,000 with 6-month periods of performance and quick turnaround time.

Eligible projects include cultural projects, programs, exhibitions, series, arts education projects, and other arts programming. This program provides funding for arts-centered non-profits to harness the power of the arts to increase student success, foster creative thinking, develop critical job skills, enhance community development, and increase participation in the arts across Kansas.

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

- Grant Announcement: March 20, 2026
- Application Period: March 23 – April 24, 2026
- Submission Deadline: 5:00 p.m. Central, April 24, 2026
- Award Notification: May 23, 2026
- Informational/Grant Application Webinars:
 - March 23, 2026
12:00 p.m.
[Click here to register](#)
 - March 26, 2026
9:00 a.m.
[Click here to register](#)

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: \$2,000
- Period of Performance: July 1 – December 31 OR January 1 – June 30

Eligibility

Applicant organizations may seek funding for a project that explicitly focuses on arts and cultural programming. Organizations receiving General Operating Support, Arts Everywhere, or Public Art & Murals grants are ineligible to apply. Organizations receiving a MAP grant may also apply for up to two Kansas Touring Roster Visiting Artist grants per fiscal year. An organization may apply for one MAP grant per application cycle and may receive no more than three MAP grants within a 5-year

period following the award of their first MAP grant. Organizations may not apply for MAP grants through a fiscal agent.

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 arts-based unit of a 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 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. Proposed projects must have an arts and culture-centered focus. 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.
4. Applicant organizations must have a total cash income of \$20,000 or less for their most recently completed fiscal year and an expected total cash income of \$20,000 or less for their current fiscal year. Total cash income is defined as the sum of all income generated during a fiscal year, not including [in-kind donations](#).
5. Arts-based units of public entities must have their own discrete operating budgets and an advisory or governing board.
6. Applicant organizations must have at least one year of completed programming and be able to provide their last completed fiscal year's operating budget.
7. 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/>.
8. A non-profit that meets the definition of a charitable organization in state law *may* be required to register with the Attorney General's office prior to soliciting donations. A charitable organization is defined [here](#). Visit the Attorney General's [Charitable Organization Registration page](#) for more information.
9. Applicants must provide their [UEI number](#) at the time of application. You can request a UEI number at <https://sam.gov>.
10. 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.

11. Organizations may not apply for Micro Arts Projects through a fiscal agent.

Additional Eligibility Requirements

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

1. Complete all proposal activities within the six-month 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 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 30 days from the end of the period of performance
 - 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. Programs for which students receive grades for participation do not qualify as individual components.

About Micro Arts Projects

Grant Period

All supported activities must take place within a 6-month grant period:

- Applications for projects taking place January – June will be accepted in late fall.
- Applications for projects taking place July- December will be accepted in late spring.

Accessibility and Non-Discrimination

Accessibility Requirements

KAC requires all supported organizations to be open to the public regardless of sex, race, color, national origin, religion, disability, age, or marital status.

ADA & Section 504 Compliance

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. If awarded a grant, grantees must ensure their arts programs are accessible to disabled visitors and employees.

To support compliance, the NEA offers a **Section 504 Self-Evaluation Workbook** to help organizations assess accessibility and understand the relationship between Section 504 and the ADA. Use of the Workbook is optional, but if completed, it should be done by a designated 504 coordinator. 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.

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) 682-5532 or accessibility@arts.gov.

[Section 504 Self-Evaluation Workbook](#)

[NEA Section 504 Regulations](#)

Although completion of the Workbook is not required for application, panelists will consider applicants' policies and efforts toward expanding accessibility as a factor in evaluation.

Request Amount

MAP grants have a minimum request of \$1,000 and a maximum request of \$2,000.

Review Criteria

All applications will be evaluated and scored using the following four criteria, in accordance with the Evaluation Rubric:

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

Excellence- Up to 40 points

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

Impact- Up to 30 points

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

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

Management- Up to 20 points

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

- Plan for Evaluating the Project
- Organization's Fiscal Condition and Sustainability
- Operating Budgets
- Proposal Budget

Accessibility- Up to 10 points

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

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.

VALUE	DESCRIPTION	SCORE
EXCELLENT	Clearly explains the project and its significant public value, justifying the allocation of financial support from the State of Kansas.	92-100
GOOD	Satisfactorily explains the project and its public value, justifying the allocation of financial support from the State of Kansas.	80-91

FAIR	Does not sufficiently make a case the project or its public value; does not warrant the allocation of financial support from the State of Kansas.	61-79
WEAK	Makes an incomplete and/or inadequate case for the project or its public value. The information is confusing, not very clear, and/or doesn't give enough details. Does not warrant funding from the State of Kansas.	0-60

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. Department of Commerce approval

Eligibility Review

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

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

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

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

Panel Review

After KAC staff review, KAC will release eligible applications to the grant panel for review and scoring. The panel for MAP will comprise two members of KAC staff, one additional member of greater Department of Commerce staff, and one representative from a current Arts Everywhere or General Operating Support grantee organization.

Panelists independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow KAC's scoring instructions. After each panel member has evaluated the applications, KAC will hold a public panel meeting to review, discuss, and score the applications. Panel meetings will be held virtually. Panelists will voice their scores in the panel meeting. Only scores voiced during the panel meeting count towards the final average score for an application, and panelists may amend their scores until the panel votes to finalize all the scores.

Applicants will be invited to attend the panel meeting to answer any questions posed by the panel.

Staff Review

After the panel meeting, KAC 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 includes:

- A panelist's conflict of interest
- Scoring errors

Information that will result in the recommendation of 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

Panel Recommendations

After any recalculations are completed, the panel will recommend funding applications with scores of 80 or above by presenting a ranked list to Department of Commerce leadership for final review and approval.

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 based on submission date and time (lowest to highest).

The ranked list will be submitted to the Department of Commerce for review and 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

KAC will announce the amount of funds available for the Micro Arts Projects program, subject to legislative appropriation. MAP grant recommendations approved by the Department of Commerce will be funded top down in order of the ranked list until the funds available for MAP grants are depleted. 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 KAC for the same scope of work within the same fiscal year in which other state funding is made available.

How to Apply

Applications are only accepted through the Department of Commerce's online grant system at <https://kansascommerce.my.site.com/Grants/s/>.

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 staff](#) to discuss any extenuating circumstances that led to late submission.

In-Kind Donations

In-kind, non-monetary donations are valuable resources for many non-profit arts organizations, providing needed goods and services. Instead of providing cash, donors give goods, services, expertise, and other resources to support the organization's work. It is important to properly determine the value of in-kind donations so they may be included in the application's budgets.

Donated tangible goods should be based on their fair market value, which is what they would sell for on the open market. To calculate the value of general volunteer services, use the [State of Kansas 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.

If someone, such as one of your board members or volunteers, buys an item for use in the project

and gives it to your organization permanently or until it is used up, that is an in-kind donation. If that person gives cash or reimburses your organization for buying the item, that is a cash donation. If your organization reimburses someone for purchasing an item, that is a cash expense and not a donation.

Operating Budget

Organizations are required to provide two fiscal year budgets for their organization:

- The last completed fiscal year budget
- Their current fiscal year budget

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

Operating Budget In-Kind Donations

Organizations may include in-kind donations in their operating budget. 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 an organization'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.

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).

In-kind donations may not exceed 50% of total cash income. Any in-kind donations above this amount should be noted in the narrative section of the application.

Example: An organization with \$5,000 in Total Cash income can include up to \$2,500 in-kind, for a Total Operating Income of \$7,500.

Sample Operating Budget

Two-Year Operations Budget		
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. Round to the nearest dollar and do not include cents.		
Expenses	Prior	Current Fiscal Year
Personnel: Administrative		
Personnel: Programmatic	\$750	\$1,000
Personnel: Technical/Production		
Outside Fees and Services: Programmatic	\$750	\$1,250
Outside Fees and Services: Other		
Space Rental, Rent, or Mortgage	\$1,500	\$1,500
Travel	\$45	\$60
Marketing		
Remaining Operating Expenses	\$150	\$200
Total Cash Expenses		
	\$3,195	\$4,010
In-Kind Contributions	\$1,065	\$1,337
Total Operating Expenses	\$4,260	\$5,347
Income	Prior	Current Fiscal Year
Revenue: Admissions		
Revenue: Contracted Services		
Revenue: Other		
Private Support: Corporate	\$600	\$750
Private Support: Foundation(s)	\$1,000	\$1,010
Private Support: Other	\$1,595	\$1,750
Government Support: Federal		
Government Support: State/Regional		
Government Support: Local/County		\$500
Applicant Cash		
Total Cash Income (TCI)		
	\$3,195	\$4,010
In-Kind Contributions	\$1,065	\$1,337
Total Operating Income (TOI)	\$4,260	\$5,347
Maximum In-Kind Allowed (based on current	\$1,065	\$1,337

Grant Project 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 example, if your grant request is \$2,000, your organization would be expected to spend \$2,000 in expenses from other non-state and non-federal sources towards the project, for total project expenses of \$4,000. This can include any allowable in-kind goods or services.

Project Budget In-Kind Match Allowances

Applicant organizations based in a municipality with a 2024 population of 5,000 or less or located in a county with a 2024 population of 50,000 or less may claim in-kind non-monetary donations as up to 100% of the required matching funds in the project budget.

Applicant organizations that do not meet either of these population thresholds may claim in-kind non-monetary donations as up to 75% of the project budget's required matching funds.

Refer to the [Kansas Certified Population document](#) available from the Kansas Division of the Budget for population data.

As with 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.

Entering the Project 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 with non-grant funds will be placed in the cash match column.

Any in-kind donations that you are crediting towards the project will be listed in the in-kind column. 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 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 are 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

SAMPLE PROJECT BUDGET

Expenses	Grant Funds	Matching Funds	In-Kind Match
Employee Salaries (include fringe benefits)			\$500
Contracted Artistic Personnel (fees for services performed, not for goods purchased)	\$2,000		
Other Contracted Personnel (fees for services performed, not for goods purchased)		\$500	\$500
Space Rental or Rent (match only)			
Travel			
Marketing (could include printing, ad placement, marketing firms, graphic designers, mailings, etc.)		\$250	
Equipment, Supplies, etc. (Goods, not services. Do not include equipment that costs more than \$5,000 per item)		\$250	
Remaining Project Expenses			

Grant Funds Requested	\$2,000	
Cash Match	\$1,000	
In-Kind Match	\$1,000	50% of project cost
Total Match	\$2,000	
Total Project Cost	\$4,000	

Income	
Donations/Contributions/Fundraising Income	\$500
Grants (Local Government)	
Grants (Private)	\$500
Earned Program Revenue (include admissions, workshop/class fees, contracted services, etc.)	
Other Revenue (explain)	
Applicant Cash (withdrawals from reserves or savings to break even)	
TOTAL PROJECT INCOME (must balance with Cash Match)	\$1,500

PROJECT BUDGET OVERVIEW	
Request Amount	\$2,000
Cash Match	\$1,500
Total Cash	\$3,500
In-Kind	\$500
Total Proposal Budget	\$4,000

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, obligated or paid within the 6-year grant period.

Equipment and technology purchases must be directly related to the grant-funded project, and must be necessary to the project activity, and must be used for the project. Equipment and technology expenses may not exceed \$5,000 for any one item, even if part or all of the expense is made with matching funds. 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 expenditures of state funds that are not allowed may result in the request of the return of funds and could jeopardize future funding with KAC.

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). Expenditures directly related to the proposal, such as exhibit construction or stage lighting and are not permanently affixed, may be allowed. Please contact KAC staff with questions.
- Costs associated with bad debts, contingencies (money set aside for *possible* expenses), fines and penalties, interest, taxes (other than payroll taxes), depreciation and other financial costs including bank fees, bank charges, and credit card fees
- Costs of goods for resale are unallowable. This includes:
 - Costs for the sale of concessions
 - Promotional merchandise, including clothing
 - Items purchased for sale, even if related to your programming.
 - Associated staffing or facilities costs
 - 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) incurred during the period of performance are allowable.
- Private hospitality or entertainment
- Food and beverages
- Plaques, awards, and scholarships
- Activities that are restricted to private or exclusive participation, which shall include

restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age, or marital status

- Re-granting
- Contributions and donations 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, but may not include:

- Equipment costing over \$5,000
- Property improvements
- Fixtures
- Space rental
- Building maintenance

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.
- List of current board members.
- 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 of 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)
- 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

Panelists are not required to own specific software and KAC 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 or the appropriate Microsoft Office format (.docx, .doc, .txt) 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.

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).

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 purposes of the Operating Budget, this line-item represents withdrawal from savings. **This line item is used to "balance the budget" only 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 checking or 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 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 in excess of \$5,000 (per unit) and have a life expectancy of over one year.

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

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

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

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

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

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

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

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

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

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

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

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

Individuals Participating - The total number of individuals who are directly involved in the funded activity as artists, non-artist project participants, or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or

involved in the funded activity and should include Artists Participating and Youth Benefiting. For General Program Support, count artists, staff, audiences, and project participants directly involved with organization's events and services within the given funding period.

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

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

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

Non-profit – An organization incorporated as an active non-profit 501(c)(3) Kansas corporation. We do not fund foreign non-profits. A foreign non-profit is an existing corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated.

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

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

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

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

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

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

Presenter (Sponsor) - An organization that is in the business of presenting professional performing

artists or arts groups to the public.

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

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

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

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

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

Public Entity - A Kansas local government, entity of state government, school district, community college, college, or university. Private schools, private community colleges, private colleges and private universities are not public entities and must be non-profit and tax-exempt to meet the legal status requirement.

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

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