

# 2025-2026 KAC PUBLIC ART & MURALS GUIDELINES

## INTENT

To activate public spaces through permanent mural and public art installations. For temporary, experimental projects in public spaces please see the Arts Everywhere grant program.

## DESCRIPTION

This program provides funding for communities to activate publicly accessible spaces for the purposes of artistic use and public programming. The program is designed to utilize permanent and semi-permanent arts installations to increase community vibrancy and provide space for artistic expression and public engagement.

## 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. Applicant must provide their UEI number at the time of application. You can request a UEI number at <https://sam.gov>.

## Additional Eligibility Requirements

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

1. Complete all proposal activities within the grant period
2. Make programming and activities open and accessible to all members of the public (see: [Accessibility and Non-discrimination](#))

3. Match the grant amount requested, at least dollar for dollar with non-state and non-federal funds (see: [Request Amount](#) and the Rural Opportunity Zone exemption in [Match Requirements](#))
4. Include only allowable expenses in the proposal budget (see: [Allowable](#) and [Non-allowable Income and Expenses](#))
5. Comply with all grant administration requirements:
  - a. Provide required information for grant award agreement
  - b. Return signed grant award agreement within 30 calendar days of receipt
  - c. Request approval for any changes to grant award agreement. Details for this process are outlined in How to Manage Your Grant materials.
  - d. Complete a final report no later than July 30, 2025
  - e. Maintain complete and accurate grant records, including all documentation, for a minimum of three years after the end of the grant period
  - f. Comply with the requirements of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04
  - g. 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 represented project producer. KAC does not mediate disputes between parties in grant applications or awards through a fiscal agent.

## PROJECT CRITERIA

Eligible projects may include:

- Permanent or Semi-permanent Installations
- Mural / Public Art Projects

Projects must activate a space through art, have a community engagement component, and be accessible to the public during a portion of the project length.

**MAXIMUM REQUEST: \$10,000**

### Allowable Expenses

Grant funds may only be applied to reimburse expenses deemed allowable under the NEA state partnership agreement. For a list of these expenses: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

Eligible Expenses/Costs include:

- Artist and consultant fees including travel expenses and accommodation expenses
- Applicable project materials and supplies
- Additional administrative costs (beyond annually budgeted general operating costs) related to the approved project.
- Allowable 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.

Ineligible Costs/Expenses include:

- General operating costs of an organization not directly related to the approved project.
- Fundraising campaigns or related expenses, scholarships
- Concessions, souvenirs, or merchandise (e.g., food, T-shirts, other items for resale).
- Social functions, parties, receptions, fundraisers, or galas; Alcoholic beverages or food
- Construction, purchase, or renovation of facilities.
- Operating expenses for home offices
- Operating expenses for state operated facilities including, but not limited to, salary support and facility costs
- Projects by privately owned for-profit corporations
- Financing of political activities, lobbying
- Retroactive funding or debt reduction
- Honorariums (artists and contractors must be paid as fees for services rendered).

### 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 \$10,000, your organization would be expected to spend \$10,000 in expenses from other non-state and non-federal sources towards the project, for total project expenses of \$20,000. This can include any allowable in-kind goods or services.

Applicant organizations based in a [Rural Opportunity Zone](#) may claim in-kind non-monetary donations as up to 100% of the required matching funds.

All Kansas Counties are designated Rural Opportunity Zones, except for the following:

- Butler
- Douglas
- Jefferson
- Johnson
- Reno
- Riley
- Saline
- Sedgwick
- Shawnee
- Wyandotte

For more information on Kansas Rural Opportunity Zones, visit

<https://www.kansascommerce.gov/program/taxes-and-financing/rural-opportunity-zones-roz/>

To calculate the value of volunteer services, use the [federal minimum wage](#). If the volunteer is professionally skilled in the service provided (such as a photographer donating photography services or a Certified Public Accountant providing a pro bono audit), use the wage rate the individual is normally paid for the service. Reference on rates can be found at the Bureau of Labor Statistics

([https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm)).

The value of all professionally skilled services used as in-kind must be documented in writing by the volunteer. The value of donated goods must also be documented. Records of such documentation must be available upon request.

Organizations are allowed to include some in-kind (donated goods and services) in their proposal budget. Applicants not in a Rural Opportunity Zone can include a maximum of 75% percent of their match expenses as in-kind in the Proposal Budget.

## APPLICATION PROCESS

All applications must be submitted via an online form: <https://kansascaic.submittable.com>

### Review Criteria

- **Project Excellence:** Artistic merit of the applicant and quality/creativity of the project's design and proposed cultural impact.
- **Management Plan:** Ability of applicant for effective implementation and sustainability including marketing and quality of any proposed partnerships.
- **Strategic Goals & Economic Impact:** Clear and specific strategic goals and measurable economic benefits for the applicant and /or partner.
- **Community Impact & Engagement:** Benefit of project to the local community, region and state. Accessibility considerations will be taken into account in this category.

### Review Process

The application review process includes the following:

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

### Staff 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 of July 1, 2025, through June 30, 2026

- 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. Panelists are practicing artists and qualified professionals in their cultural discipline. Panelists will be appointed each year based on the following considerations (in no particular order):

- panelist resume, knowledge, experience, and active involvement in arts and culture
- panelist experience with the panel process
- panelist availability
- geographic representation
- minority representation
- conflicts of interest
- diverse aesthetic, institutional, and cultural viewpoints

KAC is always seeking panelist nominations. Anyone may nominate a panelist (themselves or someone else) at any time by contacting KAC or through the [Nomination Form](#). Panelists may serve on a specific panel for up to 3 consecutive years. Panelists serve on a volunteer basis.

Panelists independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow KAC's scoring instructions. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss, and score the applications. Panelists must voice their scores in the panel meeting. Only scores voiced during the panel meeting count towards the final average score for an application.

## Panel Meetings

Panel meetings are a public process (usually conducted by webinar), and anyone can participate by attending in person or by joining online. Participation instructions will be emailed to applicants and posted on KAC's website. KAC strongly encourages applicants to participate in the grant panel meeting, although it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

Panel meetings are chaired by a member of the Kansas Arts Commission. If a member of the Commission is not available, a KAC staff member will serve as the panel Chair. Chairs do not score or vote on applications being reviewed.

A typical panel meeting will include the following:

1. Call to Order
2. Introduction of Panelists and Staff

3. Panel Instructions from the Chair
4. Preliminary scoring of applications. For each application:
  - a. the Chair will announce the application number and applicant name
  - b. applicants may provide a *brief* update on the application. Updates may only include new proposal information
  - c. applicants will be permitted to respond to panelist questions
  - d. each panelist will voice a score & funding recommendation
  - e. KAC staff will calculate and voice the total points and the average panel score
5. Public comment prior to panel consensus on scores
6. During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists may adjust their scores before the final vote to accept all scores and recommendations.
7. Panel Recommendations
8. General discussion from the panel (policies, procedures)
9. General comments from the public (limited to 3 minutes or at the Chair's discretion)
10. Closing remarks from the Chair
11. Adjournment.

### Commission Review

After the panel meeting, KAC will report the panel recommendations to KAC Commissioners. The Commissioners may amend panel recommendations based on new or existing information about the applicant or panel proceedings.

Information that will allow recalculation of the average score by the Commission includes:

- a panelist's conflict of interest
- scoring errors.

Information that will result in the Commission recommending zero funding includes:

- noncompliance with administrative requirements of previous grants
- bankruptcy or other fiscal concerns
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

### Commission Recommendations

All Public Art & Mural applications recommended by the Commission will be merged into a ranked list.

1. Applications will be ranked by average score (highest to lowest)
2. Applications with a tied average score will be ranked using the average points scored on each criterion in the following order:
  - a. Project Excellence
  - b. Management Plan
  - c. Strategic Goals & Economic Impact
  - d. Community Impact & Engagement (including Accessibility)
3. If there is still a tie after the score for each criterion has been compared, the applications will be ordered by a sequence number assigned at application submission (lowest to highest).

This ranked list will be submitted to the Department of Commerce for review and approval.

## Reimbursement

The award for these grant funds is on a cost reimbursement basis only. Grantee shall be compensated on a cost reimbursement basis only for actual, reasonable, and necessary costs based upon the grant budget, not to exceed the maximum obligation established above. Upon progress toward completion of the project, Grantee shall submit Request for Payment form(s) through the Submittable grant platform to include invoices on terms acceptable to Commerce, with all of the necessary supporting documentation, prior to any reimbursement of allowable costs. Commerce will distribute requested amounts equal to demonstrated matching funds.

## Acknowledgement

Awarded applicants shall acknowledge KAC and NEA support, including logo and verbiage, in a manner consistent with a donor or sponsor at the level of the total grant amount and in all materials, printed or electronic, related to the awarded activity. The manner of acknowledgement will be detailed in the grant agreement.

For public artworks, acknowledgement of the Kansas Arts Commission, the name of the artist responsible for the work, and the title of the work must be displayed on site by way of signage, a plaque, or other appropriate permanent information.

KAC Logos: <https://www.kansascommerce.gov/program/kcaic/kansas-cultural-development-initiatives-media-kit/>

NEA Logo: <https://www.arts.gov/grants/manage-your-award/nea-logo>

Grantees will also be required to write a brief letter to their local state senator and representatives informing them of the award and their proposed grant activity.

## NEA

All KAC grant programs are administered under a partnership agreement with the National Endowment for the Arts and must comply with their general terms & conditions, including compliance with relevant equal opportunity and accessibility laws. Before submitting your application, please review Appendix A, pages 33-36 of the terms & conditions, which can be found at:

<https://www.arts.gov/sites/default/files/GTC-FY21-Partnership-5.31.21.pdf>

## Final Report

You will be required to submit expense receipts, evidence of required funding match, and a final report form within 30 days of the completion of your activities. You will also be asked to provide documentation of your activities such as photographs, sample curriculum, or media clippings. Furthermore, grantees are required to share results of program development with the field.

The Final Report will be made available attached to the original application in Submittable.