

How to Apply for Kansas Arts Commission (KAC) Grants



Friday, January 17, 2025
10 a.m. | Zoom

Housekeeping

- Cameras off and mics muted
- Q&A is at the end
- Chat your questions

Agenda

- Grants overview
- Panel review process
- Funding mechanisms
- Using Submittable
- Timeline
- Tips for strong applications
- Q&A

Limits

Choose one:

- Arts Everywhere
- General Operating Support
- Public Art and Murals
- Visiting Artists

Additionally, you can apply for up to two
Kansas Touring Roster Visiting Artist grants



Dates

Application deadline

February 28, 2025, at 5 p.m.

Grant period

July 1, 2025 – June 30, 2026



Four Grants

- General Operating Support
- Arts Everywhere
- Public Art & Murals
- Visiting Artists



General Operating Support

- Supports overall mission
- Only for arts organizations
- Up to 25% of total operating income



What's an Arts Org?

- Public OR Private
- Includes:
 - Museums
 - Arts Councils and Commissions
 - Arts and culture service orgs
 - Orgs with cultural program activity

SUCH AS...



Art and Culture Orgs

Major Art Forms

Music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, etc.

Programs of Museums

Art museums, science or history museums, zoos, arboreta, organizations that exhibit collections, including works of art, historical artifacts, living collections, or other tangible objects to the public on a regular schedule



General Operating Support Review

- Funds day-to-day operations
- Operating and programmatic expenses
- Available only to arts and cultural organizations



Arts Everywhere

For arts organizations AND non-arts organizations

Subcategories:

1. Arts in Education
2. Innovative Partnerships
3. Specific Arts and Culture Projects
4. Organizational Development



Arts in Education

- Up to \$10,000
- Bring in professional artists
- After-school programs
- Job training for creative fields



Innovative Partnerships

- Up to \$20,000
- Collaborations of arts orgs and non-arts orgs
- Integrate arts in new ways
- Address community needs



Specific Arts and Culture Projects

- Up to \$10,000
- Individual projects
- Community art
- Music festivals
- Cultural exhibition
- Lecture series on art



Organizational Development

TWO TYPES – Only for arts orgs

Capacity Building

- Up to \$5,000
- Invest in your org's "toolbox"

Salary Assistance

- Up to \$20,000
- For smaller orgs
- Annual operating income under \$150,000



Compare AE and GOS

General Operating Support

- Overall Operations
- Only for arts orgs

Arts Everywhere

- Specific projects
- Some are open to non-arts orgs

Public Art & Murals

- Up to \$10,000
- Activate public spaces
- Permanent or semi-permanent installations
- Create lasting artistic impact
- Temporary or experimental public art can use Arts Everywhere



Visiting Artists

TWO TYPES

Roster Artists

- Up to \$8,500
- Apply for up to two, in addition to other grants

Non-Roster Artists

- Up to \$7,500



Grants Review

General Operating Support

- Support overall mission
- Only arts orgs

Arts Everywhere

- Project-based grants
- Arts orgs and non-arts orgs

Public Art & Murals

- Permanent installations

Visiting Artists

- Bring in professional artists



Eligibility

- Kansas-based
- 501(c)(3) nonprofit OR public entity
- Private schools and universities need nonprofit status
- Complete one year of arts programming (*your* fiscal year)
- Register with KS Secretary of State Business Services Division
- Have a Unique Entity ID (UEI) from www.sam.gov



Independent Components

- Year-round programming
- Distinct budget within the larger university budget
- Separate mission
- Independent advisory board
- Dedicated staff and volunteers
- Programs open to the public
- Entire departments don't qualify



Fiscal Sponsors

Arts Everywhere, Public Art and Murals, and Visiting Artists grants

Orgs that are *not* 501(c)(3) can apply through a partnership

- Can't employ staff
- Formal agreement
- Real administrative services
- Fiscal sponsor is legally responsible
- NOT for General Operating Support



Additional Requirements

Public Art and Murals

- Site is publicly accessible
- Permits and permissions

Visiting Artist

- Artist comes from 60+ miles away
- Public presentation
- Complimentary activity (workshop, masterclass, etc.)

How Much Can You Request?

It depends.



How Much Can You Request? (GOS)

For General Operating Support

First, find you total operating income...

...in your last fiscal year, what's your total gross operating income, excluding capital contributions?



Grant Request Limits

General Operating Support

25% of total operating income max

Arts Everywhere: Arts in Education

\$10,000 max

Arts Everywhere: Innovative Partnerships

\$20,000 max

Arts Everywhere: Organizational Development – Capacity Building

\$5,000 max

Arts Everywhere: Organizational Development – Salary Assistance

\$20,000 max

Arts Everywhere: Specific Arts and Culture Projects

\$10,000 max

Public Art and Murals

\$10,000 max

Visiting Artists

\$7,500 (non-roster artist) OR \$8,500 (roster artist)



Matching

All Grants Require One-to-One Match

Requesting \$5,000?
Project budget needs to be \$10,000



In-Kind

A portion of your match can be non-cash contributions



What's "In-Kind"?

- Using a space for free?
The typical space rental is in-kind
- Volunteer ushers?
The wage you would have paid them is in-kind
- Taxes done pro bono?
Typical pay for similar services is in-kind
- More information for calculating in-kind value is in guidelines

In-Kind %

**General Operating Support
and
Arts Everywhere**

Up to 50% in-kind match

**Public Art and Murals
and
Visiting Artists**

Up to 75% in-kind match

EXCEPT...



Rural Opportunity Zones

If you are NOT in these counties:

Butler, Douglas, Johnson, Leavenworth, Reno, Riley,
Saline, Sedgwick, Shawnee, and Wyandotte

YOUR ENTIRE MATCH CAN BE IN-KIND



Expenditures

General Operating Support

- Day-to-day operations fulfilling your mission
- Utilities
- Staff salaries
- Programming costs
- Administrative expenses

Arts Everywhere, Public Art and Murals, and Visiting Artists

- Must be connected to your project
- Artist fees
- Travel costs
- Project materials
- Marketing for this project
- Public art installation and equipment costs



Non-Allowable Expenditures

- Any state or federal funds
- Any funds used as match for another Department of Commerce grant
- Expenses outside the grant period
- Capital expenditures, like renovations or bricks-and-mortar projects
- Debts, contingencies, interest, non-payroll taxes, bank fees
- Food and drink
- Awards and scholarships
- Private entertainment
- Activities not open to the public
- Re-granting or making donations to other organizations
- Mortgage payments
- Payments to Commerce employees
- The costs of goods for retail, like merchandise and souvenirs



Match-Only Expenses

Allowed in project budget, but not paid for with grant funds

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



More on Expenses

Visiting Artists

- Travel and accommodations are allowed
- Artist is from 60+ miles away

Public Art and Murals

- Installation and materials costs are allowable
- Modifications to installation site are typically match-only



Application Process

- Use Submittable online platform
- <https://kansascaic.submittable.com/submit>
- Deadline is Friday, February 28, 2025, at 5 p.m. central
- Touring Roster Visiting Artist grants, submit 60+ days before event



Key Components: Budgets

- All applications include a Project Budget
- General Operating Support and Arts Everywhere, also include your Annual Operating Budget



Operating Budget

	A	B	C	D
1	Expenses	Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year
2	Personnel: Administrative			
3	Personnel: Programmatic			
4	Personnel: Technical/Production			
5	Outside Fees and Services: Programmatic			
6	Outside Fees and Services: Other			
7	Space Rental, Rent, or Mortgage			
8	Travel			
9	Marketing			
10	Remaining Operating Expenses			
11				
12	Total Cash Expenses	\$0	\$0	\$0
13	In-Kind Contributions			
14	Total Operating Expenses	\$0	\$0	\$0
15				
16	Income	Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year
17	Revenue: Admissions			
18	Revenue: Contracted Services			



Project Budget

1	Expenses	Grant Funds	Matching Funds	In-Kind Match
2	Employee Salaries (include fringe benefits)	\$4,000	\$2,000	\$1,000
3	Contracted Artistic Personnel (fees for services performed, not for goods purchased)	\$2,500	\$1,500	\$2,000
4	Other Contracted Personnel (fees for services performed, not for goods purchased)	\$1,000	\$1,000	\$1,000
5	Space Rental or Rent (match only)	\$0	\$2,000	\$1,000
6	Travel	\$500	\$500	
7	Marketing (could include printing, ad placement, marketing firms, graphic designers, mailings, etc.)	\$1,500	\$1,000	\$500
8	Equipment, Supplies, etc. (Goods, not services. Do not include equipment that costs more than \$5,000 per item)	\$500	\$500	\$0
9	Remaining Project Expenses	\$0	\$500	\$500
10				
11	Grant Funds Requested	\$10,000		
12	Cash Match	\$9,000		
13	In-Kind Match	\$6,000	24% of project cost	
14	Total Match	\$15,000		
15	Total Project Cost	\$25,000		
16				
17	Income			



Support Materials

- Have at least one support material document
- Signed agreement with fiscal sponsor



More Support Materials

General Operating Support and Arts Everywhere

- Strategic plan, if available

Public Art & Murals

- Documentation of site permission
- Artist renderings or concept drawings
- Installation timeline
- Maintenance plan

Visiting Artists

- Artist contract or letter of intent
- Artist bio and work samples
- Detailed schedule of activities
- Marketing plan



Formats

Standard formats like PDF, JPG, and MP4

UEI!

You *must* have a
Unique Entity ID (UEI)
from www.sam.gov



Panels

- Panel meetings are public meetings
- Hear what panelists have to say
- Panelists may have questions

Panelists

- Qualified Professionals
- Experienced and actively involved in arts and culture
- Familiar with the process
- Geographic representation
- Diverse perspectives and backgrounds
- Specific expertise in different cultural areas



Panel Meetings

- Each application is announced
- Applicants can provide brief updates
- Panelists ask questions
- Each panelist voices their score
- Public comment
- Panelists can adjust their scores based on discussion



Scoring

Arts Everywhere and General Operating Support

- 100 points total
- 80+ points for funding recommendation
- Four criteria
 - Excellence: up to 40 points
 - Impact: up to 30 points
 - Management: up to 20 points
 - Accessibility: up to 10 points



Scoring Categories

Excellence (40 points)

- Mission statement clarity
- How well programs support mission
- Clear and measurable goals and objectives
- Quality of proposed programming
- Partnerships and collaborations
- Support materials



Scoring Categories

Impact (30 points)

- Scope and reach of activities
- Who benefits?
- Geographic reach
- Marketing and audience development
- Economic impact in your community



Scoring Categories

Management (20 points)

- Sound budgeting and financial planning
- Clear evaluation methods
- Evidence of fiscal stability
- Plans for sustainability



Scoring Categories

Accessibility (10 points)

- Physical accessibility of your facilities
- Programmatic accessibility
- Written policies and procedures
- Staff/volunteer training
- Efforts to include all audiences



Scoring Categories

Public Art and Murals

Project Excellence

Management Plan

Strategic Goals and Economic Impact

Community Impact and Engagement - including Accessibility

Visiting Artists

Overall Project Excellence

Artistic Merit

Community Impact and Engagement

Community Integration



Next Steps

KAC announces available funds

- General Operating Support
 - Everyone scoring 80+ is funded
- Arts Everywhere and Public Art and Murals
 - Each ranked project is funded until funds are depleted
- Visiting Artist
 - Each application is considered independently



Timeline

February 28, 2025 – Applications due at 5 p.m.

March 2025 – Eligibility review

April 2025 – Panel meetings

May 1, 2025 – Awards announced

July 1, 2025 to June 30, 2026 – “Period of Performance”



Tips #1

- Start now!
- Read the guidelines
- Double-check math
- Strong support materials
- Be specific

Tips #2

- Tell us about your evaluation methods
- Be clear about your accessibility efforts
- Make sure registrations are current
- Look at in-kind limits in budgets
- Answer the question that is asked

Open Office Hours

Zoom Office Hours with KAC staff

Starting January 20:

Mondays: 2-3 p.m. central

Thursdays: 2-3 p.m. central

Starting February 3:

Mondays: 2-3 p.m. central

Wednesday: 10-11 a.m.

Thursdays: 2-3 p.m. central

Zoom link will be emailed by the end of the day Friday, January 17



Your Questions

Q&A

First, questions in chat, then verbal questions



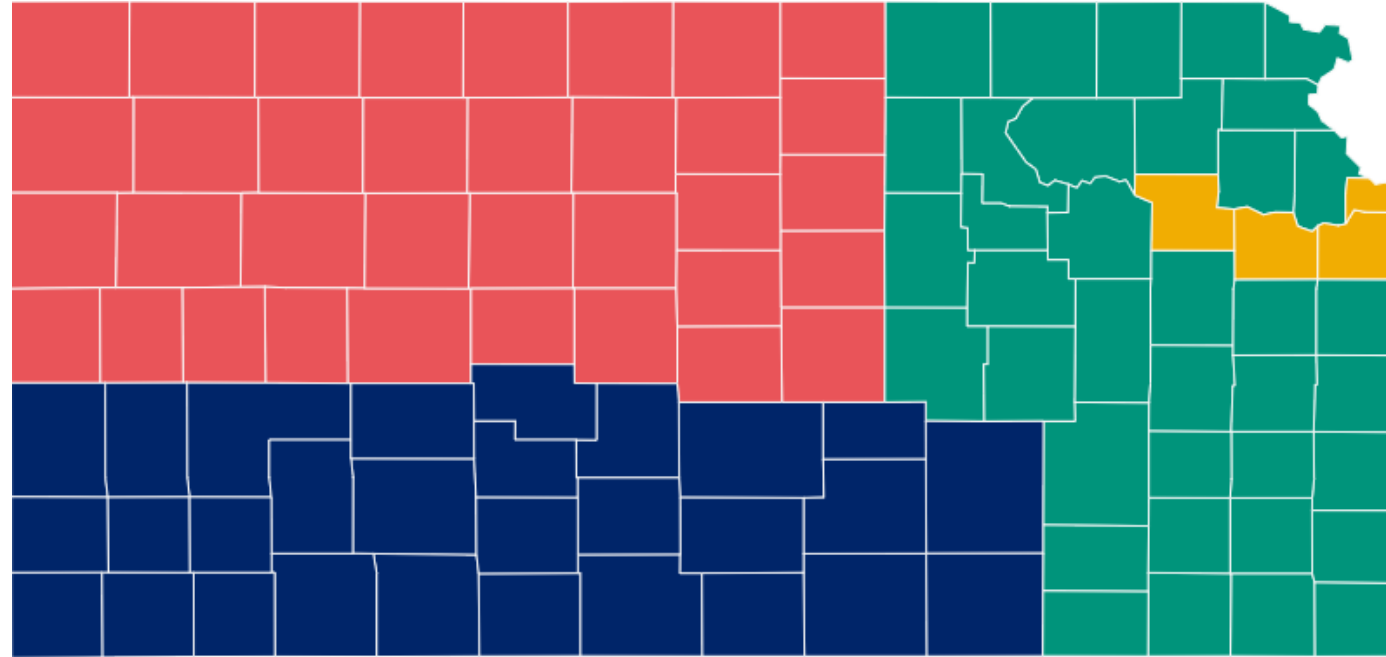
THANK YOU FOR YOUR HARD WORK!



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