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ABOUT RAC

The Regional Arts Commission of St. Louis (RAC) is at the forefront of efforts to transform St. Louis into a more vibrant, creative, and economically thriving community by elevating the vitality, value, and visibility of the arts. Founded in 1985 with a mission to promote, encourage and foster the arts in St. Louis City and County, RAC is the largest annual funder of nonprofit arts in St. Louis, having awarded more than 7,000 grants, totaling more than $100 million to support individual artists, nonprofit arts and culture organizations and programs. RAC is governed by a board of 15 Commissioners appointed by the chief executives of St. Louis City and County; the Commissioners lead the organization in its ongoing efforts to develop, support, and market the arts for the benefit of all throughout the region.

RAC’s FUNDING

Hotel Motel Sales Tax
Through a legislative mandate established in 1985, RAC receives its funding from 4/15 of the hotel/motel room sales tax revenue from St. Louis City and County.

Corporate and Foundation Support
In addition to the hotel/motel sales tax revenue, RAC occasionally receives special project grants from foundations and corporations.

RAC POLICIES

RAC Freedom of Expression Policy
RAC has an abiding commitment to preserve and enhance freedom of speech, thought, inquiry, and artistic expression. RAC’s responsibility for and dedication to securing the conditions through which freedom of expression can flourish extend to all forms of artistic expression including: the visual arts, design, literature, media, and the performance of theatre, music and dance.

RAC recognizes that the right of artists to exhibit or perform does not preclude the right of others to take exception to particular works of art.

RAC Diversity Policy
RAC advocates respect, inclusion, and appreciation of the diverse cultures and backgrounds of all individuals and is committed to working through the arts to eliminate bias and prejudices based on race, ethnicity, socio-economic status, gender, age, sexual orientation, religion, or disability. RAC encourages, supports and strengthens arts organizations and programs that reflect these values and partners with other organizations to address issues of diversity.
RAC Staff

Executive Leadership
Felicia W. Shaw, Executive Director
Sherry Sissac, Deputy Director
James Anderson, Director of Grants
Erika Fiola, Director, Strategic Initiatives and Community Partnerships

Administrative Staff
Emily Alexander, Executive Administrative Assistant
Shalonna Broadnax, Operations Assistant
Morgan Hill, Receptionist
Yvonne Holland, Systems Administrator

Program Managers
Sarah Frye, Program Manager – Strategic Initiatives
Stanford Griffith, Marketing Communications Manager
Yetunde Janski - Ogunfidodo, Program Manager – Grants
Jess Longueville, Program Manager – Grants

RAC Facilities Management
Marcus Westbrooks, Facilities Manager
Stephen Da Lay, P/T Building Coordinator
Micah Shelton, P/T Building Coordinator
Chloe Smith, P/T Building Coordinator

Board of Commissioners

Executive Committee
Mont Levy, Chairman
Cheryl D.S. Walker, Vice Chairman
Andrea Purnell, Secretary
John H. Russell, Treasurer
Michael Scully, Member at Large

Eva Frazer
Patricia Hageman
Rosalind Johnson
Cynthia J. Kohlbry
Andrew Scavotto
Adewale Soluade
Kellie Trivers
Mary Walsh

CONTACT RAC

Regional Arts Commission of St. Louis
6128 Delmar Blvd.
St. Louis, MO 63112
Telephone: (314) 863-5811
Fax: (314) 863-6932
racstl.org

You may reach RAC staff members via email at <first name>@racstl.org.

Staff and Commission list current as of November 1, 2018
WHAT’S NEW?

The Grants Information Guide has been developed to provide organizations seeking grants in the General Operating Support or Program Support categories with useful information regarding the application, guidelines, and review process. It includes background information and instructions that may not be included in the online grants.racstl.org application. We suggest that you download and review the guide and refer to it as you progress through the online application completion process.

Contained in the Grants Information Guide and outlined below are the significant changes affecting the 2019-2020 application process for both the General Operating Support (GOS) and Program Support grant programs:

- **Reintroducing two-year grants for General Operating Support (GOS)**
  - RAC is reintroducing two-year grants for GOS. The upcoming grant cycle for GOS will be July 1, 2019, through June 30, 2021. Funding for this two-year period will be determined based on the application submitted in 2019 and the subsequent review, rating, and funding allocation.
  - RAC anticipates the next pre-application for GOS to become available in December 2020.

- **Policy changes for Program Support**
  - If an applicant has received a RAC grant in the past and has not met the required program expenses or income to be eligible in the grant tier in which they were awarded, RAC reserves the right to restrict which grant tier an applicant can apply for in future grant applications.

- **Grant category changes for Program Support**
  - “Arts-Based Community Development” has been rebranded as “Community Arts Programs” to better reflect the programs that should apply in this category. This category’s purpose remains the same, to support “programs using the arts as a tool for social change and civic engagement.”
ABOUT GENERAL OPERATING SUPPORT (GOS)

The Regional Arts Commission’s (RAC) General Operating Support (GOS) grant category supports arts and culture organizations in the production and presentation of ongoing, sustainable, high quality artistic activities that engage the diversity of residents within their communities and beyond.

GOS grants are made to arts organizations with a history of funding from RAC and annual operating expenses (AOE) of $150,000 or more. The GOS grant category provides unrestricted, renewable funding to support day-to-day operations of nonprofit mission-driven arts organizations that produce and present ongoing year-round programming.

The GOS grant program is RAC’s primary vehicle for supporting and strengthening the organizational, programmatic, and outreach capacity of our grantees by providing unrestricted operating support. Successful applicants will seek to demonstrate the following qualities:

- A clear mission and vision supportive of artistic quality and community benefit
- Strong artistic and administrative leadership and management
- A qualified, engaged, and supportive board of directors
- A well trained and supported staff
- Positive and measurable outcomes that inform future decision-making
- Flexibility to adapt to internal and external changes
- An appropriate level of cash reserves to sustain the organization

Eligibility for GOS

An arts and culture mission-based organization is eligible to apply for GOS provided that the organization meets the following requirements:

- Nonprofit and tax-exempt status: In “good status” as a nonprofit corporation in the State of Missouri and 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS)
- A consecutive three-year history of receiving RAC funding through Program Support
- At least 75% of the organization’s programming occurs year-round within St. Louis City or St. Louis County
- Must employ at least one permanent full-time employee or one permanent full-time-equivalent (FTE)
  - A full-time employee for any calendar month is an employee who has, on average, at least 30 hours of service per week during the calendar month or at least 130 total hours of service during the calendar month.
  - A FTE employee is a combination of employees, each of whom individually is not full-time, but who, in combination, are equivalent to a full-time employee.
    - Employees receive the IRS Form W-2, whereas independent contractors receive the IRS Form 1099-MISC. RAC reserves the right to request additional documentation to verify eligibility.
  - Contract workers and seasonal employees do not count towards a FTE.
Has filed IRS Form 990 for at least three years and has average annual operating expenses (AOE) of $150,000 or more according to the organization’s total functional expenses (IRS Form 990 – Part IX – 25A or IRS Form 990 EZ – Part 1 – 17)
  - Organizations that are close to the $150,000 minimum will be considered on a case-by-case basis for GOS.
  - The majority of the organization’s total functional expenses must be program- or service-related expenses (as determined by the organization’s Form 990 or Form 990 EZ).
  - RAC reserves the right to adjust an organization’s AOE depending on extenuating circumstances including, but not limited to, payments to subsidiary organizations and capital campaigns.

Grant Restrictions
- Educational institutions including schools, child care centers, colleges and universities are ineligible to apply. Organizations that are closely affiliated with such institutions should contact RAC prior to submitting an application and may be asked to provide additional information.
- Faith-based or religious-affiliated organizations are ineligible to apply in the General Operating Support category but may apply in Program Support.

Eligibility Exceptions
- If an organization is not currently eligible to apply for General Operating Support but will become eligible during the grant cycle in which they would be applying, an organization may submit a written request to the Director of Grants, james@racstl.org, to be considered for an exception. RAC staff will verify whether an applicant will become eligible, and the Grants Committee will consider the request and make recommendations to the Commission, who will approve or deny the request for an exception to the eligibility requirements.

GOS Grant Schedule
Grant Cycle: July 1, 2019 - June 30, 2021 (two-year grant cycle)

ARTS &: Next Steps ......................................................Thursday, November 15, 2018:8:30 a.m. and 5:30 p.m. at RAC formerly: Grant Seekers Information Workshop
Pre-Application Available at grants.racstl.org ..........Monday, November 05, 2018
Pre-Application Deadline .............................................Thursday, December 13, 2018 at 11:59 p.m.
Notification of GOS Eligibility via email ....................Thursday, December 20, 2018
Full Application available at grants.racstl.org ..........Tuesday, February 05, 2019
GOS Application Writing Workshop ...........................Thursday, February 7, 2019, 9:00 - 10:30 a.m. at RAC
GOS Application Writing Workshop ...........................Tuesday, February 12, 2019, 3:30 - 5:00 p.m. at RAC
Advance Review deadline ...........................................Thursday, March 07, 2019
  (Level III applicants only)
Full Application deadline ...........................................Wednesday, April 11, 2019, at 11:59 p.m.
GOS Panel Meetings....................................................Third week in May 2019
  Level III .........................................................Tuesday, May 14, 2019
  Level II ............................................................Wednesday, May 15, 2019
  Level I .............................................................Thursday, May 16, 2019
Appeals Process ..................................................Appeals are due within one week after receiving comments
Full Commission Vote on Awards ...............................Thursday, June 13, 2019
Announcement .........................................................Wednesday, June 19, 2019
Grant Cycle Start .....................................................Monday, July 01, 2019
Rating System
Each application will be rated according to RAC’s review criteria. RAC uses a four-point rating system (4-1) with steps between each rating (4, 4+, 3+, 3, 3-, 2+, 2, 2-, 1). An organization’s rating is used to determine funding. Organizations that receive a rating of 4 are considered model organizations; a rating of 4 is considered a rare achievement. Organizations that receive a rating of 3 are considered good organizations, but some development is needed. Organizations that receive a rating of 2 are considered fundable, but there are considerable areas where the organization needs to improve. Organizations that receive a rating of 2 or lower will not be recommended for funding under any circumstances. A rating of 2+ or higher does not guarantee funding. Please note that available funds and total grant requests will vary and RAC cannot predict or determine, in advance, the lowest rating that will be fundable in a given year.

GOS Grant Review Criteria
GOS applicants receiving the highest ratings will share the following characteristics:

Artistic Merit and Quality of Programs
- Strong artistic vision and leadership
- Recognition of artistic excellence and quality of programs, including awards, recognition, and occasional local media
- A loyal audience base evidenced by consistent attendance numbers and ticket sales
- Demonstrated practice of hiring local professional artists and developing local talent

Community Benefit
- Achievement of diversity goals through intentional outreach efforts and/or partnerships with diverse groups
- Implementation of strategies and programs to promote life-long learning through the arts and to broaden and deepen an understanding of the art form through accessible and affordable programs
- Demonstrated commitment to diversity in staffing, board recruitment, and use of vendors
- Increased access to the arts through local and neighborhood-based programming
- Demonstrated awareness of responsibility to promote public value of the arts through advocacy activities such as local, state-wide, and national efforts
- Ongoing efforts to assess and evaluate audience needs through surveys and other basic evaluation tools

Organizational Capacity
- Solid administrative leadership and management
- An engaged and contributing working board of directors
- Strategic planning efforts undertaken on a regular basis
- Progress in establishing sound financial policies and practices
- Practice of generating renewable sources of annual income
- Accurate and timely preparation of financials
- Demonstrated progress toward establishing cash reserves to sustain the organization
- Training and professional development opportunities provided for staff and board members
Additional Information: Goals, Objectives and Measurable Outcomes

Planning is an important activity for all nonprofit arts organizations regardless of discipline or budget. Planning helps an organization communicate the potential impact of its work to funders, potential partners, and audiences. From an organizational stand point, RAC evaluates the merit of GOS applicants based on how well programs and budgets align with the organization’s mission and how clearly goals, objectives, and measurable outcomes are defined. The information below provides a context for our evaluation of the Goals, Objectives, and Measurable Outcomes section of your application:

Goals
A goal broadly states what your organization wishes to accomplish through its work. A goal is a specific target, an end result or something to be desired. It is one of a select few major steps in achieving the mission of the organization. For example, an artistic programming goal for a regional theatre might be, “To establish a full-time repertory of 12 equity actors for XYZ Theatre.”

Objectives
An objective is a measure of change in order to bring about the achievement of the goal. The attainment of each goal may require a number of objectives to be reached. Whereas the goal is the description of a destination, an objective is the progress needed to get to the destination. An objective for the above goal might be, “To increase XYZ Theatre’s existing repertory of 5 full-time equity actors by 1 full-time equity actor by December 2017.” The best objectives are S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Time-bound).

Outcomes
Outcomes explore what programs your organization provides, their intended impact and whether or not that impact was achieved. Outcomes answer the question of “why” the program or activity matters. Impact can be reported in the amount of change in behavior, attitude, skills, knowledge or condition (situation) of an organization or its program participants. To that end, outcomes may be quantitative or qualitative. An outcome for the XYZ Theatre example above might be, “XYZ Theatre will gain credibility within the theatrical community and have access rights to produce more world premiere productions.”

Example

<table>
<thead>
<tr>
<th>GOAL</th>
<th>OBJECTIVE</th>
<th>OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To promote audience appreciation and participation in contemporary dance program by students</td>
<td>Provide a minimum of 25 free tickets to local high school students per performance</td>
<td>10 percent increase in number of students purchasing student priced tickets</td>
</tr>
<tr>
<td></td>
<td>Launch new “Meet the Dancer” monthly speaker series</td>
<td>Increased number of high school students expressing interest in taking beginner classes</td>
</tr>
<tr>
<td></td>
<td>Hire a youth blogger to write about contemporary dance for online magazine</td>
<td>Increase in number of students following blogger on Twitter and sharing information with friends</td>
</tr>
</tbody>
</table>
GOS Funding Formula

A funding formula is used to determine the award amount in GOS. This formula is based on an organization’s average annual operating expense (AOE), which is determined by averaging an organization’s total functional expense from their last three IRS Form 990s. RAC uses a regressive formula to determine the maximum amount of funding that an organization is eligible to receive. Organizations with a smaller average AOE are eligible to receive a larger percent of their AOE. Organizations with a larger average AOE are eligible to receive a larger award, but that award will be a smaller percent of their AOE.

You will be able to estimate the maximum award your organization may receive by using the Funding Formula Calculator, which can be found on the RAC website in the GOS grant web section. This online tool will automatically calculate the average annual operating expenses (AOE) of your organization, the percentage of AOE that your organization is eligible to receive and an estimate of the maximum award you may receive based on the rating the citizen review panel gives your organization.

A more detailed explanation of the funding formula is as follows.

The Mathematical Formula:

\[ \% \text{ AOE Eligible} = -0.044 \times \ln(\text{Avg. AOE}) + 0.738 \]

1. Once an organization’s maximum % AOE eligibility is determined, RAC multiplies that number by the organization’s AOE to determine the organization’s maximum award amount that they are eligible to receive. RAC caps the funding formula so that no organization can have a maximum award eligibility of more than 10% of RAC’s annual allocation to the GOS grant category. For example, if RAC allocates $3 million to the GOS grant category, the maximum any organization could be eligible to receive would be $300,000.

2. That award amount is then adjusted based on the organization’s application rating. For each step down in rating, there is a 15% reduction in what an organization is eligible to receive. For example, an organization that receives a rating of “4” is eligible for 100% of their max eligibility, an organization that receives a “4-” is eligible for 85%, an organization that receives “3+” is eligible for 70% and so forth. RAC’s grant committee will then determine which rating to fund down to for any given year.

3. Lastly, an organization’s eligibility is adjusted based on RAC’s availability of funds. If the sum of all the awards, after the rating is applied, is more than the total amount of the available funds, then RAC will reduce the award amount for all organizations by an equal percentage to match the funds available. This last adjustment determines an organization’s final award amount.
GOS Application Process

The GOS application review process begins in November 2018 and ends in June 2019. This process includes the following steps:

- All organizations intending to apply for GOS must submit a pre-application through grants.racstl.org by December 13, 2019, to determine their eligibility. All pre-applications will be reviewed by RAC staff.
- Organizations that are determined to be ineligible or choose not to pursue GOS funding have the option to apply in the Program Support category.
- Organizations that are eligible to apply will be notified by December 20, 2019, and invited to submit a full application. The full application will be available through grants.racstl.org on February 5, 2019, and due April 11, 2019.
  - Application-writing workshops will be held in February 2019.
  - Organizations applying for the first time in GOS and Level III organizations will have the option to submit their proposals early for advance review by staff.
- A Citizen Review Panel reviews each application and rates each proposal using RAC’s review criteria.
  - Citizen Review Panel meetings are open to the public and applicants are strongly encouraged to attend. However, applicants will not be able to respond to questions raised by the panelists during the application review and they may not comment during the meeting on what is being discussed.
- Organizations will have the opportunity to appeal their application’s rating provided that there are sufficient grounds for an appeal. All appeals considered to have grounds will be considered by the Citizen Review Panel.
- The Grants Committee, a subcommittee of RAC’s Board of Commissioners, makes final recommendations based on the Citizen Review Panel’s ratings of the applications.
- RAC’s Board of Commissioners votes on the recommendations made by the Grants Committee.
- Public announcement of grant awards will be made June 19, 2019, after the full Commission meets and approves the awards.
SECTION 4

ABOUT PROGRAM SUPPORT

The Regional Arts Commission’s (RAC) Program Support grant category supports arts and culture organizations and non-arts nonprofit organizations in the production and presentation of high-quality artistic activities that engage the diversity of residents throughout St. Louis City and County. It provides financial support for an ongoing arts program or a specific one-time arts and culture program/project that broadens and deepens participation and increases access to the arts.

If your organization is a new applicant to RAC, Program Support is the appropriate grant category in which to apply, as new applicants are not eligible to apply in General Operating Support. RAC’s Program Support grants are awarded through a competitive process, there is no guarantee of funding even if your application receives a rating that is within funding range. Depending on available funding during a given grant cycle, RAC will determine the lowest rating that it will fund.

Program Support objectives are to:
- Support the professional artistic programming and activities of both arts and non-arts organizations
- Encourage organizations to reflect the diversity of the communities that they serve through their staffing, programming and public engagement activities
- Encourage the development of organizational capacity in arts and non-arts organizations that contribute to and play a leadership role in the cultural life of their communities

While newly conceived organization and projects are eligible for funding, ideal applicants should have a track record of community programming or be able to discuss how or why your organization is unique and plans to successfully implement the proposed program to be competitive. Program Support grants help defray the costs of program activities for new and continuing programs. They also support programs that are one-time events or occur throughout the year.

To assist with the application review process, the Program Support category is further divided into three categories:

1. **Arts and Culture Programs**
   - Performances, concerts, exhibitions, readings, publications, arts education, and other similar programs

2. **Cultural Festivals, Parades and Special Events**
   - Events that enhance the economic vitality of St. Louis and increase the region’s visibility and desirability as a destination for out of town visitors

3. **Community Arts Programs**
   - Programs using the arts as a tool for social change and civic engagement

**Grant Awards**

Eligible organizations can apply for funding in four discrete grant tiers. The maximum amount of funding that an organization can receive from each of these tiers is $15,000, $10,000, $5,000, or $3,000. The grant tiers are based on the overall program or project cost and require a minimum of a 1:1 cash match.

Therefore, an organization with project expenses of $30,000 or more can apply for a $15,000 grant; with project expenses of $20,000 or more can apply for a $10,000 grant; and with project expenses of $6,000 or more can apply for a $3,000 grant. In-kind expenses will only count towards the cash match at the $3,000 grant tier.

If an applicant has received a RAC grant in the past but has not met the required program expenses or income to be eligible in the grant tier in which they were awarded, RAC reserves the right to restrict which grant tier an applicant can apply for in future grant applications.
Matching Funds
All Program Support grant awards require a minimum of a 1:1 cash match and must maintain the required program/project cost for the discrete grant tier. Matching funds should come from other cash revenue sources such as the grantee organization’s own funds (general revenue), other public and private funding, board and corporate contributions, and earned revenue, etc. Therefore, if an organization receives an award at the maximum eligible funding level, 100%, the required cash match is 1:1 and if an organization receives the minimum eligible funding level, 50%, the required cash match ratio increases to 3:1. See the charts below as an example and for more detail.

<table>
<thead>
<tr>
<th>Program Cost</th>
<th>Max Grant</th>
<th>Min Grant</th>
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<tbody>
<tr>
<td>$30,000 or More</td>
<td>$15,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>$20,000 or More</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>$10,000 or More</td>
<td>$5,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>$6,000 or More</td>
<td>$3,000</td>
<td>$1,500</td>
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### $15,000 Grants

<table>
<thead>
<tr>
<th>Rating</th>
<th>% Eligible</th>
<th>Grant Award</th>
<th>Required Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>100%</td>
<td>$15,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>4 -</td>
<td>90%</td>
<td>$13,500</td>
<td>$16,500</td>
</tr>
<tr>
<td>3 +</td>
<td>80%</td>
<td>$12,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>3 -</td>
<td>70%</td>
<td>$10,500</td>
<td>$19,500</td>
</tr>
<tr>
<td>2 +</td>
<td>60%</td>
<td>$9,000</td>
<td>$21,000</td>
</tr>
<tr>
<td>2 +</td>
<td>50%</td>
<td>$7,500</td>
<td>$22,500</td>
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</table>

### $10,000 Grants

<table>
<thead>
<tr>
<th>Rating</th>
<th>% Eligible</th>
<th>Grant Award</th>
<th>Required Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>100%</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>4 -</td>
<td>90%</td>
<td>$9,000</td>
<td>$11,000</td>
</tr>
<tr>
<td>3 +</td>
<td>80%</td>
<td>$8,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>3 -</td>
<td>70%</td>
<td>$7,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>2 +</td>
<td>60%</td>
<td>$6,000</td>
<td>$14,000</td>
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<tr>
<td>2 +</td>
<td>50%</td>
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### $5,000 Grants

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<tr>
<th>Rating</th>
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<th>Grant Award</th>
<th>Required Match</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>100%</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>4 -</td>
<td>90%</td>
<td>$4,500</td>
<td>$5,500</td>
</tr>
<tr>
<td>3 +</td>
<td>80%</td>
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</tr>
<tr>
<td>3 -</td>
<td>70%</td>
<td>$3,500</td>
<td>$6,500</td>
</tr>
<tr>
<td>2 +</td>
<td>60%</td>
<td>$3,000</td>
<td>$7,000</td>
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### $3,000 Grants

<table>
<thead>
<tr>
<th>Rating</th>
<th>% Eligible</th>
<th>Grant Award</th>
<th>Required Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>100%</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>4 -</td>
<td>90%</td>
<td>$2,700</td>
<td>$3,300</td>
</tr>
<tr>
<td>3 +</td>
<td>80%</td>
<td>$2,400</td>
<td>$3,600</td>
</tr>
<tr>
<td>3 -</td>
<td>70%</td>
<td>$2,100</td>
<td>$3,900</td>
</tr>
<tr>
<td>2 +</td>
<td>60%</td>
<td>$1,800</td>
<td>$4,200</td>
</tr>
<tr>
<td>2 +</td>
<td>50%</td>
<td>$1,500</td>
<td>$4,500</td>
</tr>
</tbody>
</table>
Eligibility for Program Support
An organization is eligible to apply for Program Support provided that it meets the following requirements:

- Nonprofit and tax-exempt status: In “good status” as a nonprofit corporation in the State of Missouri and 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS) or be a unit of federal or local government such as a library, county, or municipal agency.
- Local focus: Arts programs and services that are open and accessible to all citizens and occur in St. Louis City or St. Louis County.
- May apply for only one program and that program’s primary purpose must be the creation or utilization of art. RAC defines a program as a specific, identifiable project, event, or event series that has a distinct and consistent focus, format, and objective.

Restrictions

- An organization may apply for only one program or project per grant cycle.
- A first-time applicant to RAC is eligible to apply only at the $3,000 and $5,000 grant tier in Program Support regardless of the project budget.
- Educational institutions, including schools, child care centers, colleges, and universities, are ineligible to apply. Organizations that are closely affiliated with such institutions should contact RAC prior to submitting an application and may be asked to provide additional information.
- Applicants for Program Support may not apply to RAC for:
  - Programs that are part of a religious service
  - Political advocacy
  - Programs, projects, or events not accessible to the public
  - Capital improvements
  - Purchase of real property
  - Tuition assistance
  - Art therapy programs (i.e. programs that are for the primary purpose of rehabilitation)
  - Benefits or fundraisers
  - Costs of receptions and social activities, except when they are incidental and related to arts activities
  - Deficit or debt reduction efforts

Fiscal Sponsorship

Fiscal Sponsorship Policy
New and emerging arts organizations are eligible to apply with a fiscal sponsor (agent) in Program Support at the $5,000 and $3,000 grant levels, provided that:

- The fiscal sponsor is a nonprofit corporation in the State of Missouri with 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS) and has a strong history of arts programming or has tax-exempt status from the IRS with a fiscal sponsorship-based mission; and
- The new or emerging arts organization has not received more than two previous RAC grants under a fiscal sponsorship agreement.
Fiscal Sponsorship Requirements

Fiscal Sponsor Letter - As part of the application, the fiscal sponsor is required to submit a letter signed by the executive director endorsing the project applied for in the application. The letter must provide an explanation of how the project is consistent with the organization’s mission, indicate that the board is committed to the sponsorship relationship and specify the fee or percentage the organization will charge for providing the service. The sponsoring organization should also include a list of any current or recent arts-related sponsorship projects, if applicable.

Fiscal Sponsorship Contract or Memorandum of Understanding - If an application is funded, RAC requires that the applicant and the fiscal sponsor provide a signed copy of the written fiscal sponsorship contract or memorandum of understanding (MOU) with the signed grant contract. The fiscal sponsorship contract or MOU must be signed by the executive director and board chair and should address the following:

- Parties involved
- Project description
- Artist program responsibilities
- Services provided by fiscal sponsor
- Risk management, liability, and insurance
- Ownership, content and artistic control
- Fundraising
- Publicity and credit
- Reporting
- Administrative fee
- Tax-exempt status
- Termination
- Dispute resolution

Volunteer Lawyers and Accountants for the Arts (VLAA) provides assistance in the development of fiscal sponsorship agreements. For more information, contact: vlaa@stlrac.org.
Program Support Grant Schedule
Grant Cycle: July 1, 2019 - June 31, 2020

ARTS &: Next Steps ....................................................., Thursday, November 15, 2018: 8:30 a.m. and 5:30 p.m., at RAC
Pre-Application Available at grants.racstl.org ........... Monday, November 05, 2018
Pre-Application Deadline ...........................................Thursday, December 13, 2018, at 11:59 p.m.

Notification of Eligibility via Email.............................Thursday, December 20, 2018
Full Application Available at grants.racstl.org ............ Monday, November 05, 2018
Application Writing Workshop .....................................Wednesday, January 09, 2019, 9:00 a.m. - 10:30 a.m., at RAC
Application Writing Workshop .....................................Thursday, January 10, 2019, 3:30 p.m. - 5:00 p.m., at RAC
Advance Review Submission Deadline .........................Thursday, January 17, 2019

only full submission will be reviewed
Application Writing Workshop .....................................Thursday, January 24, 2019, 5:30 - 7:00 p.m., at RAC
Final Application Deadline .........................................Thursday, February 07, 2019 at 11:59 p.m.
Program Support Panel Meetings .................................Late March and early April
Appeals Process ..........................................................Appeals are due within one week after receiving comments
Full Commission Vote on Awards .................................Thursday, May 09, 2019
Award Announcements ..............................................Wednesday, May 22, 2019
Grant Cycle Start .........................................................Monday, July 01, 2019

Rating System and Grant Review Criteria
Rating System
Every application will be rated according to RAC’s three review criteria Artistic Merit and Quality, Community Benefit and Organizational Capacity. RAC uses a four-point rating system (4-1) with steps between each rating (4, 4+, 3+, 3, 3-, 2+, 2, 2-, 1.) An organization’s rating is used to determine its RAC award. Organizations that receive a rating of 4 are considered model organizations; a rating of 4 is considered a rare achievement. Organizations that receive a rating of 3 are considered good organizations, but some development is needed. Organizations that receive a rating of 2 are considered fundable, but substantial improvement is needed. Organizations that receive a rating of 1 are not eligible for funding. In this category, a 2+ is the minimum rating that will be considered for funding. Depending on available funding during a given grant cycle, RAC will determine the lowest rating that it will fund. Several factors determine the Program Support funding allocation, including the available funding from the hotel/hotel tax during a given grant cycle, the number of applicants, the panels rating range, and the number of requests at a specific tier, etc. Funding for any applicant organization is never guaranteed.

Each organization will receive a 10% reduction from the maximum funding level for each step down in rating. For example, if an organization is applying for a $15,000 grant and receives a rating of 4 they will receive 100% of the maximum funding level or the full $15,000. If an organization applying at the same $15,000 level receives a rating of 3, they are eligible for 70% of the maximum funding level, or $10,500.

Grant Review Criteria
NOTE: Organizations applying in the Program Support categories vary considerably. Therefore, the rating of each application is done in consideration of the appropriateness of the criteria relative to an organization’s size, budget and organizational capacity.
A Program Support applicant receiving the highest ratings will share the following characteristics:

**Artistic Merit and Quality of Programs**
- Strong artistic vision and leadership
- Engages and compensates qualified and experienced artists
- Distinctive and unique programming that enriches cultural offerings and/or preserves cultural traditions in St. Louis
- A loyal audience base evidenced by attendance numbers, community support, and ticket sales (as applicable)
- High quality program(s) demonstrated through support materials including artist bios, printed programs, marketing materials, reviews, and coverage in local media (as applicable)
- Ongoing commitment to program planning best practices, including goal setting and evaluation

**Community Benefit**
- Demonstrated commitment to community engagement and the use of community knowledge and relationships to make informed and relevant programming decisions
- Demonstrated and intentional efforts to attract and retain diverse audiences and increase access to the arts to under-served individuals or under-resourced neighborhoods
- Demonstrated efforts to contribute to the vibrancy, safety, and economic vitality of neighborhoods, communities or the entire St. Louis region

**Organizational Capacity**
- Experienced administrative staff and/or volunteers to implement the project
- An engaged and diverse board of directors that contributes financially to the organization
- History of a successful arts and culture program(s) and a clear plan to implement the project
- Regular short and long-term planning for the program and organization (if appropriate)
- A project budget that is realistic, appropriate to the scope of the project, and that reflects a diversity of funding sources
- Implements appropriate marketing efforts for the program
- Effective management of past RAC grant(s)
Program Support Application Process

The Program Support application review process begins in November 2018, and ends in May 2019. This process includes the following steps:

- The Program Support pre-application will be available through grants.racstl.org on November 5, 2018, and is due December 13, 2018.
  - Application-writing workshops will be held in January 2019.
    - Eligible organizations will be notified by December 20, 2018, and invited to submit a full application by February 07, 2019.
  - Organizations will have the option to submit their proposals early for advance review by staff.
- All applications are due Thursday, February 07, 2019, at 11:59 p.m.
  - Once submitted, all applications are reviewed by RAC staff for eligibility and completeness and may contact applicants if questions arise.
  - If an error in submission is found or your application has been determined to be ineligible for review, you will be contacted immediately.
  - The applications are then sent to the Citizen Review Panel for Review.
- A Citizen Review Panel reviews each application and rates each proposal using RAC’s review criteria.
  - Applicants are invited to attend and observe the Citizen Review Panel meeting.
- Organizations will have the opportunity to appeal their application’s rating given appropriate grounds. All appeals determined to have grounds will be considered by the Citizen Review Panel.
- The Grants Committee, a subcommittee of RAC’s Board of Commissioners, makes final recommendations based on the Citizen Review Panel’s ratings of the applications.
- RAC’s Board of Commissioners votes on the recommendations made by the Grants Committee.
- Public announcement of grant awards will be made May 22, 2019, after the full Commission meets and approves the awards.

IF YOU HAVE ANY QUESTIONS, please contact Jess Longueville at jess@racstl.org.
USING GRANTS.RACSTL.ORG
TO SUBMIT YOUR PRE-APPLICATION AND FULL APPLICATION

The Regional Arts Commission of St. Louis (RAC) requires all applicants to submit proposal information online via our new grant application website, grants.racstl.org.

https://grants.racstl.org

All applicants need to have a unique account to them. If you have applied for a grant from RAC in 2018, you do not need to create a new account. If you do not remember your account, please Contact the Grants Department.

1. To begin, click Sign Up on the bottom right of the grants.racstl.org home screen.
2. After you provide your name and email click Register, check your email. You’ll need to confirm your registration so that we may email you important notifications from the application website system.
3. Next, complete the Award Selection form. Here you’ll complete your profile and check preliminary award eligibility.
4. When that form is completed, click on View Grant Applications to see which awards are available for you to apply to.

Pre-Application Form

After you complete your Applicant Setup form, you will have either the Program Support Grant or the General Operating Support Grant available to apply to. Both grant applications begin with the Pre-Application. Here, you will provide basic information about your organization, programs, and financials.

Organizations that have completed and submitted a pre-application will receive an email notification regarding the organization’s eligibility to apply for funding by December 20, 2018. If eligible, the organization will receive instructions via email on how to access the full application.

General grants.racstl.org Instructions

To make your experience using grants.racstl.org more successful, please note the following:

Saving Your Work

The grant application system outlines your application into a set of tasks. After you open a task you may save your progress, and marking a task as complete will also save your work. Always save your progress before logging out. RAC is not responsible for any lost work due to technical glitches. Drafting and saving your application responses offline (such as in Word or Pages on your computer) will ensure you have a backup of your application content. Please pay attention to word and character limits on questions if you plan to draft your application offline.

Formatting

Although you can copy and paste text into the new online application system, formatting features (i.e. bold, italic, underline, etc.) will not transfer. Use other ways to emphasize your words such as quotation marks, capitalization, or numbering.

Sharing Access

The new application system allows more than one person to edit and/or view your unsubmitted application. You may invite via email other collaborators with the “Invite Collaborators” task. Avoid inviting peers to use your login credentials. CAUTION: Different people may work on different sections of the application simultaneously but should not work on the same section at the same time, as changes may be lost.
DEMOGRAPHIC CATEGORY DEFINITIONS

As steward of the largest public funding resource for the arts in St. Louis City and County, the Regional Arts Commission of St. Louis (RAC) works to ensure that the arts, which are essential to a healthy and democratic society, are accessible to everyone. This means doing all we can to encourage, incentivize and reward grantees to create more open, inclusive and diverse places for people to experience the arts.

One way that RAC tracks collective progress on diversity and inclusion is by gathering demographic data on our grantees’ audiences, staff and volunteers. To ensure that the data is tracked in a consistent and standardized manner, we have made it a requirement of our grant application.

We recognize that collecting and ensuring the reliability of demographic data is a task that requires an investment of time and money and still, this data alone tells a very small part of an organization’s story. Yet, as we continue our efforts to bring the arts into the lives of more people this data provides a “snapshot” of who is benefitting from our rich cultural resources and who needs a stronger invitation to walk through your doors.

The demographic data we require will be used to establish a baseline — a starting point from which we can measure our progress toward diversity and inclusion in the arts. It will also enable our citizen review panelists to provide feedback and encouragement to organizations whose outreach efforts are working or stalling. Staff will use the data to inform the development of capacity building programs to help everyone do a better job of growing organizations that reflect the diversity of our region.

Race
The following racial categories generally reflect a social definition of race recognized in the United States and not an attempt to define race biologically, anthropologically, or genetically. People who identify their origin as Hispanic, Latino, or Spanish may be of any race. *(NOTE: RAC utilizes the same categories and definitions as the United States Census Bureau).*

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian or Asian-American – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity
The US Census Bureau defines “Hispanic or Latino” as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. Both Hispanic and Latino/a are based on language. Latino/a refers to a person of a culture or origin of Latin America, which is defined as the group of countries and dependencies in the Americas where romance languages are predominant. In the United States this is typically simplified to refer to any country south of the United States. Hispanic refers to a person of a culture or origin from a Spanish-speaking country. *(NOTE: RAC utilizes the same definition and categories as the United States Census Bureau).*
## BUDGET CATEGORY DEFINITIONS

The following are descriptions of the major line items included in the budget with additional tips for completing the form:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Program Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary &amp; Benefits</strong></td>
<td>Include the expenses for all the people of the organization. Don’t forget to add payroll taxes (FICA, Medicare, unemployment, and workers’ compensation) and fringe benefits such as health insurance.</td>
<td><strong>Program Support</strong>: Only include individuals directly working on the program; you can include a portion of these costs equal to the portion of the person’s time dedicated to the program.</td>
</tr>
<tr>
<td><strong>Contract Services</strong></td>
<td>Non-employees that are contracted to do work for the organization. Whenever grant funds are used to pay a third party (individual or organization) outside of the organization, these costs should be included in the grant budget under this category.</td>
<td><strong>Program Support</strong>: These costs must directly relate to the applied for program.</td>
</tr>
<tr>
<td><strong>Occupancy</strong></td>
<td>General Operating Support: This category can include rent, utilities, maintenance, or mortgage expenses. If you own your facilities, you can include depreciation costs here.</td>
<td><strong>Program Support</strong>: Direct program expenses that would not occur if you did not to the program. Some organizations assign a percentage of these expenses to each program.</td>
</tr>
<tr>
<td>(rent, utilities, maintenance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Training &amp; Profession Development</strong></td>
<td>Costs Related to training and developing staff.</td>
<td><strong>Program Support</strong>: Must be directly related to the applied for program. This can include preparing the organization to take on this program.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td><strong>Program Support</strong>: Costs related to insuring this program that are above and beyond the regular insurance costs for the organization.</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>Can be local or non-local. When budgeting for travel you may want to consider the following: airfare, ground transportation, per diem, lodging, mileage for personal vehicle usage, etc.</td>
<td><strong>Program Support</strong>: Travel related to the program, could be local or non-local. Travel costs should be related to bringing artists to the St. Louis area.</td>
</tr>
</tbody>
</table>
**Equipment**

**General Operating Support:** If your organization owns equipment (nonexpendable, tangible property, considered assets) you can include depreciation costs here.

**Program Support:** RAC allows incidental equipment purchases to be included in the expense budget, however, these expenses cannot account for more than 10% of the overall program budget. Equipment rentals and purchases should be explained in the budget narrative.

**Supplies**

Typically thought of as items that are less costly and get used up.

**Printing, Copying & Postage**

Photocopying, printing, mailings, postage, and express mail charges.

**Program Support:** Must be directly related to the program.

**Evaluation**

Costs related to doing evaluation. May include hiring external evaluators.

**Program Support:** Must be directly related to the program.

**Marketing**

Costs related to marketing, advertising, and the promotion of your organization. Might include additional website costs.

**Meetings**

**General Operating Support:** Costs of holding (or attending) a meeting are included in this category. Some examples are the rental of facilities and equipment for the meeting, honorariums or fees for trainers or guest speakers, travel, and per diem for speakers.

**Program Support:** Costs of holding (or attending) meetings related to the development of your proposed project.

**Administration Overhead (Indirect Costs)**

**General Operating Support:** It will be uncommon to have anything budgeted in this category. If your organization reports expenses here, explain them in the budget narrative.

**Program Support:** Some organizations include a percentage of management staff in this line item. This can also include non-personnel expenses you will incur whether you do the project or not. Indirect costs should not amount to more than 10% of your overall program budget.

**Other Expenses**

**Program Support:** Other expenses should not amount to more than 10% of your overall program budget and should be detailed in your budget narrative.
**SUPPORT MATERIALS**

Artistic documentation is required for evaluating the artistic merit and quality of the organization and its programs. A minimum of one, but no more than two artistic work samples must be uploaded in the application. Acceptable file formats are on the next page. The following are discipline-specific requirements for artistic work sample submissions:

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>REQUIRED DOCUMENTATION</th>
<th>SUBMISSION REQUIREMENTS</th>
</tr>
</thead>
</table>
| Architecture                | Images – or – Published Materials | **IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
| Craft and Traditional Art   | Video – or – Images              | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)* |
| Dance                       | Video                            | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)* |
| Design                      | Images – or – Published Materials | **IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
| Literature                  | Published Materials              | **PUBLISHED MATERIALS:** Up to 5 sample pages  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)* |
| Media Arts                  | Video – or – Images – or – Published Materials | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
| Multi-Disciplinary           | Video – or – Images – or – Audio Samples | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**AUDIO SAMPLES:** Up to 5 minutes |
| Music                       | Audio – or – Video               | **AUDIO SAMPLES:** Up to 5 minutes  
**VIDEO:** Up to 5 minutes |
| Theatre                     | Video                            | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
| Visual Arts                 | Images – or Published Materials  | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
| Arts Education:             | Video – or – Images – or – Published Materials | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
| Presenting:                 | Video                            | **VIDEO:** Up to 5 minutes  
**IMAGES:** Up to 10 Images *(Suggested Format: pdf presentation with one image per slide. Include title, artist and date)*  
**PUBLISHED MATERIALS:** Up to 5 sample pages |
**Uploading Documentation**

The following guide shows what file types are accepted in the application system. File types with an asterisk (*) are recommended as they ensure universal accessibility (to readers and panelists).

Preview the artistic documentation files before and after uploading to ensure that there are no technical problems that might interfere with the panel’s review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Please be aware that the entire sample (not just the selected segment) is considered part of the application and may be reviewed.

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Accepted Formats</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audio Samples</strong></td>
<td>.mp3 .mp4 .wma</td>
</tr>
<tr>
<td></td>
<td>.wav .acc .m4a</td>
</tr>
<tr>
<td></td>
<td>.flac</td>
</tr>
<tr>
<td><strong>Image Samples</strong></td>
<td>.pdf* .jpg* .png*</td>
</tr>
<tr>
<td></td>
<td>.bmp .gif</td>
</tr>
<tr>
<td></td>
<td>.jpeg</td>
</tr>
<tr>
<td><strong>PowerPoint presentations</strong></td>
<td>.pdf* .jpg* .png*</td>
</tr>
<tr>
<td></td>
<td>.bmp .gif</td>
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<tr>
<td></td>
<td>.jpeg</td>
</tr>
<tr>
<td><strong>Video Samples</strong></td>
<td>.AVI* YouTube link*</td>
</tr>
<tr>
<td></td>
<td>.Vimeo link*</td>
</tr>
<tr>
<td></td>
<td>.mp4 .mpg .mpeg .wmv</td>
</tr>
<tr>
<td></td>
<td>.mov .flv .f4v</td>
</tr>
</tbody>
</table>

**Published Materials**

This format is best used for literary publications or museum and gallery catalogues. Do not submit promotional materials as artistic documentation.

RAC strongly encourages you to provide your materials as .pdf attachments. Citizen review panelists will be able to review your artistic documentation in advanced when submitted on-line. However, in instances where attaching your organization’s published materials is not possible, one labeled envelope containing published may be mailed separately via U.S. mail.

Send materials to: Regional Arts Commission of St. Louis, 6128 Delmar Blvd., St. Louis Mo 63112, Attn: Grants Department. Please note grant category (GOS or Program Support). These materials will be shared with the citizen review panel on the day of the application review.

*(NOTE: Supplemental materials are not returned).*

* Asterisk indicates suggested formats that ensure universal accessibility of the files.*
REQUIRED FINANCIAL FORMS

General Operating Support
General Operating Support applicants must submit the following documents:

- A pdf copy of your organization’s current and board approved budget
- Financial statements from the past two years including a statement of activities (profit and loss statement) and statement of financial position (balance sheet of assets and liabilities)
- Most recent audit, if applicable. (*NOTE: Only organizations with an annual budget of $1.5 million or more are required to provide their most recently completed audited financial statement report*)

Program Support
Program Support applicants must submit the following documents:

- A pdf copy of your organization’s current and board approved budget
- Financial statements from the past two years including a statement of activities (profit and loss statement) and statement of financial position (balance sheet of assets and liabilities)
  - For organizations applying under a fiscal sponsorship, you should provide your sponsoring organization’s documentation.
SECTION 10

CITIZEN PANEL REVIEW PROCESS

Citizen Review Panelists play a central role in the Regional Arts Commission’s (RAC’s) annual grant making process. Each year, RAC invites dozens of local citizens representing a broad and diverse range of artistic and cultural viewpoints, professions, and backgrounds to serve on panels and assist with the evaluation of grant applications.

Panelists are volunteers who are knowledgeable and informed about the arts and culture community, have backgrounds in the artistic disciplines under review and are able to commit the time and energy to fulfill the obligations of the review process. RAC panelists commit to the following:

- Time to attend an orientation and learn how to review the applications according to the guidelines and review criteria
- Time to read the assigned applications, including videos, photos, recordings or other work samples prior to the meeting
- Time to gather with other panelists to discuss and rate the applications in a one or two-day public meeting

Panelist Nomination Process

Panelists are nominated to serve as reviewers through a public process. An individual may self-nominate to serve or recommend others by completing a simple application process. Staff reviews the nominations and makes selections according to need, talent, and the panelists’ availability to serve. Panelists may serve up to three years to ensure that there is always a steady pool of talented panelists from which to choose.

RAC staff manage the application process and provide panelists with online access to the applications and work samples several weeks prior to the meeting. Panelists then read the applications, review the work samples, and make preliminary assessments. On a designated day, panelists meet as a group to discuss and assign final ratings to the applications.

To ensure that panelists are reviewing each application fairly, they are required to declare any conflict of interest with organizations that are applying for funding after they are nominated. In the event of a conflict of interest, panelists are required to recuse themselves from the discussion and voting on that application during the panel meeting.

Citizen Review Panel Meetings

Panel meetings are open to the public and applicants are encouraged to attend. Applicants are present to hear the comments panelists make regarding the merit of their applications however, they are not allowed to address the panel during the deliberations. This is an important learning process for the applicants as they are able to receive valuable feedback on their organization or program from individuals with expertise and diverse backgrounds.

After the panelists participate in a group discussion of each application, using the review criteria as a guide, they are each asked to render a numerical rating based on a four-point rating scale that they feel provides an overall assessment of the application’s merit. The ratings are then totaled and averaged to arrive at a final rating. This numerical rating is part of the formula that determines the amount of funding an applicant will receive.

After all the applications have been discussed and rated, staff will present to the panelists a spreadsheet of all of the ratings from highest to lowest for final review. This second round of the process, which is also open to the public, is a final check to ensure that ratings have been applied consistently, fairly and as the panelists intended, keeping the guidelines and review criteria in mind. Using Roberts Rules of Order, panelists may make a motion, a simple majority vote may increase or decrease a rating if the panel deems necessary. It is possible that the panel may be entirely satisfied with its work and wish to make no changes to the ratings during the second round, which will conclude the panel review process.
Special Circumstance Review
RAC staff may determine (on a case-by-case basis) that an application should be pulled from the review process and referred to the RAC Grants Committee for a separate review. This would only occur during extraordinary and rare circumstances, typically reserved for when significant organizational changes occur after an application is submitted, but before the proposal is reviewed.

Appeals Process
In addition to reading applications and serving on the panel, panelists may also be asked to participate in the appeals process. After applicants receive their organization’s panel comments and final ratings, they have the right to appeal if they believe that an error was made during the review that adversely affected their final rating.

Applicants must have solid grounds for an appeal in order for it to be considered. Dissatisfaction with a rating or denial of an award is not sufficient ground for an appeal. Solid grounds for an appeal are based on a misstatement of fact made during the panel meeting that is evidenced by written information found in the application. New information not originally included in the application can’t be offered as evidence of the misstatement. RAC staff reviews and approves all requests for appeals which are submitted by the applicants in writing.

When there are appeals to be considered, RAC staff will ask that the individuals who served on that applicant’s panel reconvene to discuss the appeal and determine if it has merit. If the appeal has merit, the panel will be instructed to increase the applicant’s final rating accordingly.

The panelists are sent the written appeal in advance of the meeting, which is typically held as a conference call unless there is a compelling reason for the panelists to convene in person. The meeting is conducted using Roberts Rules of Order. A majority of panelists must vote in favor of approving a change to the final rating in order for it to be increased. The results of the meeting are shared with the applicants immediately following the meeting.

Other Duties
Panelists may stay involved with the applicants even after their panel service is completed. Throughout the year, RAC encourages panelists, who wish to volunteer in the future, to attend the programs of grantees so that they can become even more familiar with their work. RAC staff enables panelists to attend performances and exhibitions by sharing the panelists’ contact information with the grantees who in turn may send the panelists announcements about their work and complimentary tickets when they are available. Grantees appreciate panelists who wish to learn more about their organizations by seeing their programs first-hand. RAC also appreciates those who are interested in deepening their knowledge of the arts and are able to take advantage of this learning opportunity.
DISBURSEMENTS AND PAYMENTS

Authorization Agreement for Automatic Deposits (ACH Credits)
All awards will be disbursed through automatic deposit to your organization’s bank account. An Authorization Agreement for Automatic Deposits (ACH Credits) form must be completed and submitted to RAC along with a voided check from your organization to set up the process before any funds can be disbursed.

General Operating Support
All GOS organization award payments will be made on a monthly basis through automatic deposit in a series of 12 equal installments starting late July 1 and ending late June of the 2019–2020 grant cycle. Organizations are required to fill out and submit a Direct Deposit Authorization Form (ACH Credits) in order to initiate credit entries to the designated account.

Program Support
All Program Support grantees can manage their grant through grants.racstl.org. Please log in to grants.racstl.org to access the Disbursement forms. If you have trouble accessing these documents, please contact Jess Longueville, jess@racstl.org.

All Program Support organization award payments will be through automatic deposit in three equal disbursements. Below is an explanation of each of the disbursement requirements.

2018–2019 Program Support Disbursement Request #1
Completing the Form:
To receive the first one-third of your award, you are required to submit a signed copy of the contract and your fiscal sponsorship contract (if applicable) and enter your organization’s program or event on RAC’s Arts and Culture Events calendar. You are required to submit your first disbursement request by June 30, 2019.

2018–2019 Program Support Disbursement Request #2
Completing the Form:
To receive the second one-third of your award, your program must be at least 50% complete. You will be required to submit a program flyer, brochure, or a link to online marketing of your event. You are eligible to submit your second disbursement request halfway through your program, as determined by the program dates you submitted in your application. For a single day event, you may submit the request immediately upon completion of the event.

2018–2019 Program Support Disbursement Request #3
Completing the Form:
To receive the final one-third of your award, you must submit the final disbursement request no later than 6 weeks after the completion of the program activities according to the program dates in your application. You are required to respond to narrative questions about your successes and challenges along with reporting on your actual program expenses and income.

NOTE: Your organization may forfeit all or part of the grant award if disbursement requests are not received within the required timeline, you have not met your grant tier requirements, and/or you did not complete the approved program or had unapproved major changes. If extreme circumstances prevent you from completing disbursement requests or you have any major changes to the program, notify Jess Longueville, jess@racstl.org immediately.
GLOSSARY OF USEFUL TERMS

**Annual Operating Expense (AOE)** – An organization’s AOE is generally calculated by totaling an organization’s expenditures from the last completed fiscal year. The AOE is an important variable in determining General Operating Support (GOS) funding eligibility. AOE is determined by averaging an organization’s total functional expenses from their last three IRS Forms 990.

**Applicant** – An applicant is a nonprofit organization or individual artist that has submitted an application to receive funding from RAC.

**Art Advocacy** – The act of pleading or arguing in favor of something such as a cause, a policy, or an idea. Active support. Often used to refer to efforts in support of specific art disciplines or organizations, etc., as well as support of the arts in general.

**Art Therapy** - A creative method of expression used as a therapeutic technique. May focus on the creative art-making process itself, as therapy or on the analysis of expression gained through an exchange of patient and therapist interaction.

**Art Education** – Learning, instruction and programming based upon the visual and tangible arts. This includes performing arts (i.e. dance, music, and theater) and visual arts (i.e. drawing, painting, sculpture, and design works). Design works include design in jewelry, pottery, weaving, and fabrics.

**Artist** – An individual generally recognized by critics and peers as a professional practitioner of the visual, Performing, or literary arts, or a combination thereof. This is based on the professional practitioner’s body of work, educational background, past commissions, exhibition/performance record, publications, and production.

**Arts** – The arts encompass visual disciplines (i.e. painting, sculpture, design, photography, printing, mosaic, video, film, mixed-media, textiles, etc.), performing disciplines (i.e. music, theater, dance, spoken word, etc.) and literary disciplines (i.e. poetry, fiction, non-fiction, etc.).

**Board of Directors/Trustees** – The board of directors or trustees govern the organization’s assets and ensure that the nonprofit is well managed and remains fiscally sound.

**Commissioner** – A volunteer appointed by the mayor of the City of St. Louis and the county executive of St. Louis County to serve as the board of directors of RAC.

**Community** – The constituents (audience, participants, neighbors and beneficiaries) the applicant intends to serve. The strongest applicants clearly define their community and include plans to engage these constituents in the planning and implementation of their mission.

**Cultural Tourism** – A subset of tourism concerned with a country or region’s culture, specifically the lifestyle of the people in those geographical areas, the history of those people, their art, architecture, religion(s) and other elements that helped shape their way of life.

**Demographics** – Quantifiable characteristics of a given population. Can cover whole societies or groups defined by criteria such as education, race, age, gender, religion, and ethnicity.

**Endowment** – A donation of money or property to a nonprofit organization for the ongoing support of that organization.

**Fiscal Sponsor or Agent** – An incorporated nonprofit (tax-exempt) organization that provides administrative and financial services for projects initiated by unincorporated nonprofit organizations or incorporated nonprofit organizations that do not have financial or administrative capabilities.

**In-Kind Contributions** – In-kind contributions are the value of goods or services donated to an organization either as volunteer staff time or goods donated by vendors to the organization.

**Nonprofit Organization** – Organizations that have tax-exempt status under Internal Revenue Code Section 501(c)(3). These are not private foundations under Internal Revenue Code Section 509 nor are they among those “operating” private foundations (i.e. private foundations that implement programs similar to public charities).

**RAC** – Regional Arts Commission of St. Louis.
SECTION 13

GETTING HELP

If you have any questions regarding…

GENERAL OPERATING SUPPORT
application, please contact:

James F. Anderson
Director of Grants
james@racstl.org or (314) 863.5811 ext. 1007

PROGRAM SUPPORT
application, please contact:

Jess Longueville
Program Manager - Grants
jess@racstl.org or (314) 863.5811 ext. 1005