



MID-AMERICA ARTS ALLIANCE

Creative Forces Community Engagement Grant Package Contents

The following documents will help you understand and fulfill your legal obligations to Mid-America Arts Alliance (M-AAA) for your grant award.

THE GRANT AGREEMENT

This is your Agreement with M-AAA. Be sure to circulate copies of this agreement to your project team and partners to ensure compliance with the grant requirements. It includes:

- **Attachment A: Assurance of Compliance**
Your project must be accessible for people with disabilities and follow the requirements of grant administration found in the Uniform Guidance at 2 CFR Part 200.
- **Attachment B: Crediting Requirements & Logos**
You must credit M-AAA and NEA in print, digital, or social media materials related to the project. In the event that there are no printed materials, a public statement must be made crediting M-AAA and NEA at some point during the project.
- **Attachment C: Changes or Cancellation Requirements**
You must follow this protocol if there are changes to the project.
- **Attachment D: Media Consent and Guidelines**
You grant permission to M-AAA and NEA to use any images submitted during or after your project concludes. This helps not only document the use of the funds, but also visually tells the story of how these projects engage your community.

ADDITIONAL GRANT MATERIALS

1. **Interim Report Worksheet**
You must submit this report online in addition to your fully executed Grant Agreement and completed W9 in order to receive your first grant payment.
2. **Final Report Worksheet**
Use this worksheet to efficiently gather information for reporting purposes. A link to the online final report form will be sent to you on or before the end date of your project.

Questions or concerns regarding this material?

Contact: Matt Aelmore, Grant Programs Coordinator (816) 800-8115, matt@maaa.org



MID-AMERICA ARTS ALLIANCE

Creative Forces Community Engagement Grant Program Agreement Award # FY2023-00113279

This Agreement between **City of Mesa** of PO Box 1466, Mesa, AZ 85211 (hereinafter called "Grantee"), and **Mid-America Arts Alliance** of 2018 Baltimore Avenue, Kansas City, MO 64108-1914 (hereinafter called "M-AAA").

In consideration of the mutual promises in this Agreement, the parties above agree as follows:

I. PROJECT

Grantee will carry out the project described in the proposal beginning on **July 1, 2022** and ending by **June 30, 2024** which falls within the period of support spanning July 1 – June 30. The implementation of the project "**Arts In Service**" along with technical assistance and evaluation activities of the kind and extent described in the proposal and grant guidelines shall be incorporated hereby a part of this Agreement. Grantee is also required to participate in a convening of Creative Forces grantees and stakeholders, travel support for which will be provided by M-AAA and NEA. This Agreement will not be deemed complete until the fully executed Agreement and a completed W9 Form has been received in the M-AAA office. Failure to carry out the project at a level commensurate with the plans outlined in the proposal may result in a reduction of the grant award.

II. LEGAL STATUS

Grantee certifies that it is a duly constituted, registered and qualified 501(c)3 nonprofit organization as designated by the Internal Revenue Service, or is an entity of a federal, state, local or tribal government. Grantee agrees to notify M-AAA immediately of an alteration of such status, should this occur prior to the conclusion of the project.

III. GRANT AWARD & PAYMENTS

Grantee will receive an award of **\$50,000** to offset the project expenses, as reflected in the proposal budget. This award is primarily contingent upon and derives from federal funds from the National Endowment for the Arts (Partnership category; State and Regional Program; Catalog of Federal Domestic Assistance #45.024) and should be indicated as federal funds in Grantee's records.

M-AAA will disperse this award in the following manner:

- 80% of the award will be sent upon receipt of this fully executed Agreement, completed W9 Form and the Interim Report.
- Balance due of the award will be sent upon receipt and thorough review of Grantee's complete Final Report.

IV. CONTRACT FEES

Full contractual payment per the contracts between the Grantee and the Grantee's contractors involved in the project is the responsibility of the Grantee.

V. INDEPENDENT CONTRACTOR

It is fully understood that the Grantee and its contracted artists are independent contractors in the fulfillment of their contracts with each other. M-AAA will not be held liable for any damages or additional expenses incurred in the execution, or lack of execution, of said contracts. Grantee is liable and responsible to pay the full contracted fee to all employees and contractors engaged in the implementation of the project.

VI. FUNDING DEFAULT "FORCE MAJEURE"

In the event that any or all of the underwriting from the National Endowment for the Arts or other public and private contributors is not forthcoming to M-AAA, neither M-AAA nor Grantee shall be held liable and M-AAA may amend or terminate this Agreement.

Neither party will be held liable for any delay, adjournment or failure to perform the services and/or comply with the understanding provided in this Agreement, in the event of war; riot; rebellion; electricity blackout; fire; flood; strike; lockout; labor difficulty; trade union action of any kind; action of the elements; accident; delay in transportation; laws, rules or regulation of any government authority having jurisdiction; or any other matter, events or conditions beyond the reasonable control of either of the parties, provided that the above list is not limitative and that it will not be necessary to establish whether any of these events or conditions affected only the parties to the present Agreement or whether they also affected third parties. The above events or conditions are hereafter referred to as Events of Force Majeure. This Agreement can be revoked totally or partially if reasons of Force Majeure are present.

VII. ATTACHMENT A: ASSURANCE OF COMPLIANCE

Grantee shall comply with all provisions of Attachment A: Assurance of Compliance which is hereby made a part of this Agreement. These regulations derive from M-AAA's federal and state funding sources.

VIII. ATTACHMENT B: CREDITING REQUIREMENTS

Grantee shall comply with all provisions of Attachment B: Crediting Requirements which is hereby made a part of this Agreement. These regulations derive from M-AAA's federal and state funding sources.

IX. ATTACHMENT C: CHANGES OR CANCELLATION REQUIREMENTS

Grantee shall comply with all provisions of Attachment C: Changes or Cancellation Requirements which is hereby made a part of this Agreement. Reduction in the project budget may result in reduction of the grant award. In the event of such a reduction, Grantee is required to return any award overpayment to M-AAA.

X. ATTACHMENT D: MEDIA CONSENT AND GUIDELINES

Grantee shall comply with all provisions of Attachment D: Media Consent and Guidelines which is hereby made a part of this Agreement. Grantee's submission of media files assures M-AAA of Grantee's ownership of the copyright of images and grants M-AAA permission to use the media files in M-AAA reports, publications, presentations and other documents. M-AAA will credit the images accordingly.

XI. REPORTING REQUIREMENTS

M-AAA is responsible for collecting and providing information to the National Endowment for the Arts among other funders. Accepting any portion of the award for this project obligates the Grantee to satisfactorily complete and submit a Final Report with supporting documents. Please reference **Award # FY2023-00113279** on all correspondence and reports. To enable M-AAA to compile comprehensive reports, Grantee is obligated to report as follows:

- Grantee must submit to M-AAA an Interim Report within 30 days of signing the grant agreement.
- Grantee must submit to M-AAA a Final Report within 30 days of the conclusion of the project end date or the end of M-AAA’s fiscal year 2023, whichever comes first.

In the event that the Grantee does not comply with reporting requirements, final payment may be withheld and the Grantee may no longer be entitled to future M-AAA support.

XII. NONDISCRIMINATION STATUTES

Admission to and participation in the project shall be open to the general public, without regard to race, color, national origin, disability, religion, age, or sex according to the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

XIII. LIABILITY

M-AAA’s participation is limited to providing partial funding for this project. Grantee shall be responsible for its own acts and omissions and shall be liable for payment of that portion of any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds that may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by said party, its employees or volunteers in the performance or omission of any act or responsibility of said party under this Agreement.

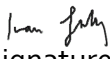
Grantee, at its own expense, shall maintain general liability insurance or, as a public entity, shall attest to its responsibility for any costs, expenses or damages, including court costs and reasonable attorney’s fees arising out of the personal injury, death, or property damage resulting from this project. Grantee further agrees that M-AAA shall not be liable for any loss or damage arising from acts or omissions of Grantee including, but not limited to, Grantee’s nonpayment of any expenses, wages, fees, commissions, royalties, and taxes; or as allowed by the laws of the state of Missouri.

XIV. BINDING EFFECT

This Agreement sets forth the full and complete understanding between M-AAA and Grantee and shall be binding upon M-AAA and Grantee, as well as their respective successors and assigns. Any questions or clarifications required by Grantee regarding this Agreement must be directed to M-AAA prior to the execution of this document by Grantee.

Failure to comply with all terms of this Agreement and attachments may jeopardize future funding to Grantee by M-AAA. Grantee further understands and agrees that the grant received from M-AAA must be returned in full in the event that Grantee unilaterally cancels this Agreement.

In witness whereof, the parties hereto have executed this Agreement by its appropriate officer, the day and year first above written.

DocuSigned by:

 Signature of M-AAA Authorizing Official

6/15/2022
 Date

DocuSigned by:

Signature of Grantee

6/15/2022
Date



MID-AMERICA ARTS ALLIANCE

Attachment A: Assurance of Compliance

Mid-America Arts Alliance (M-AAA) programs are made possible by the Federal Agency: National Endowment for the Arts (NEA); Category: Partnership; Discipline/Field: State and Regional Programs; CFDA (Catalog of Federal Domestic Assistance) #:45.025. As a result, all grantees must agree to comply with the following:

NONDISCRIMINATION POLICIES

- [Title VI of the Civil Rights Act of 1964, as amended](#) and clarified by [Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency](#)
- [Title IX of the Education Amendments of 1972, as amended](#)
- [Section 504 of the Rehabilitation Act of 1973](#), as amended and including a [Section 504 Self-Evaluation and Additional Resources](#)
- [The Age Discrimination Act of 1975, as amended](#)
- [The Americans with Disabilities Act of 1990 \(ADA\), as amended](#)

ENVIRONMENTAL AND PRESERVATION POLICIES

- [The National Environmental Policy Act \(NEPA\) of 1969, as amended](#)
- [The National Historic Preservation Act \(NHPA\) of 1966, as amended](#)

OTHER NATIONAL POLICIES

- [Regulations relating to Debarment and Suspension](#)
- [The Drug Free Workplace Act](#)
- Prohibition on distribution of funds for the purpose of political lobbying within your M-AAA/NEA supported project; In addition, you may not use federal dollars lobbying specifically to obtain awards.
- [Davis-Bacon and Related Acts \(DBRA\), as amended](#)
- [The Native America Grave Protection and Repatriation Act of 1990](#)
- [US Constitution Education Program](#)
- Prohibition on distribution of funds to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427)

GRANTEE CERTIFIES THAT:

- it is not delinquent in the repayment of any federal debt.
- its allowable costs shall be in compliance with applicable cost principles as established with the [Office of Management and Budget Uniform Guidance \(OMB 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards\)](#).
- no portion of M-AAA funding will be used to match any other Federal funds received by Grantee.
- its financial records, supporting documents, and all records related to this M-AAA/NEA supported project shall be retained for a period of **three years** from the date of the Final

Report. Grantee shall grant M-AAA or the National Endowment for the Arts access to any records kept by Grantee to make audits or examinations as necessary.

- if Grantee expends \$750,000 or more in yearly expenditures of Federal awards during a fiscal year, it shall have an audit performed in accordance with the [Office of Management and Budget Uniform Guidance](#). Grantee will also take prompt corrective action on any audit findings and will send M-AAA proof of implementation of such corrective action plans.

For additional information, Grantee may also contact the [National Endowment for the Arts Office of Inspector General](#).

Failure to comply with these requirements may result in suspension or termination of the grant award. In addition, the United States has the right to seek judicial enforcement of these obligations.



Having read Attachment A: Grantee Initial Here _____



MID-AMERICA ARTS ALLIANCE

Attachment B: Crediting Requirements

The Grantee’s project is underwritten by M-AAA and NEA. M-AAA’s ability to raise funds is directly related to the credit acknowledgments provided. Grantees are required to give proper credit in all promotional materials.

M-AAA reserves the right to change the language of the required acknowledgement of support, as well as the right to disallow the use of the logo and acknowledgment of support. Failure to meet these credit requirements will jeopardize future M-AAA support for the Grantee. Copies of printed materials meeting these crediting requirements are required for the Final Report. Crediting language and logos should be removed upon completion of the period of support.

LOGO USAGE

M-AAA and NEA logos are required on all print, digital and broadcast materials for the funded project. Logos may be downloaded from M-AAA’s website:

<https://www.maaa.org/about/downloads/>

CREDIT LANGUAGE: PRINT OR DIGITAL MATERIALS

The following basic credit line is required on the title page or another prominent location in programs and news releases; usage is also recommended on newspaper ads, web sites, calendars, postcards, brochures, invitations, and other materials. Type size should be consistent with the majority of the type in the printed project materials and never smaller than 10-point.

“Creative Forces Community Engagement Grants are part of the National Endowment for the Arts’ Creative Forces® initiative, in partnership with Mid-America Arts Alliance.”

CREDIT LANGUAGE: RADIO, TELEVISION OR DIGITAL BROADCASTS

For radio, television or digital broadcast, the following language is required:

“Creative Forces Community Engagement Grants are part of the National Endowment for the Arts’ Creative Forces® initiative, in partnership with Mid-America Arts Alliance on the web at maaa dot org. with additional support from the National Endowment for the Arts. On the web at arts dot gov.”

SOCIAL MEDIA

M-AAA has a social media presence on the following platforms: [Facebook](#), [Twitter](#), and [Instagram](#). When posting on any/all of these platforms about your grant project, please tag or cc: "Mid-America Arts Alliance." We will be happy to share your content.

Having read Attachment B: Grantee Initial Here _____



MID-AMERICA ARTS ALLIANCE

Attachment C: Changes or Cancellation Requirements

Grantees are required to carry out a project consistent with the project approved for funding. M-AAA must be notified in writing at least 30 days in advance of the project's first public activity, and before implementation, of any changes or amendments to the project. Failure to notify M-AAA will jeopardize current funding and possibly affect Grantee eligibility for subsequent support.

Notification must include:

- The grant number assigned by M-AAA;
- The specific change(s) requested (for types of amendments, see below);
- Justification for the change(s);
- A revised project budget, if applicable;
- Grantee contact information, including a phone number and e-mail address; and
- The signature of a current authorizing official.

M-AAA reserves the right to request additional information including, but not limited to an update on specific project activities or an itemized list of actual expenditures to date.

Amendment requests are considered on a case-by-case basis; approval is not guaranteed. Until written approval is received from M-AAA, grantees may only incur costs consistent with the terms and conditions of the award in effect at the time of application. Requests submitted after the fact will not be approved.

A. PERIOD OF SUPPORT EXTENSIONS (TIME AMENDMENTS)

All project activities and the commitment of project funds must take place within the period of support set out in this award document. As soon as a grantee becomes aware that the project cannot be completed on schedule, the grantee must request a time amendment. Requests submitted after the current end date of the awarded project will not be approved.

B. LIQUIDATION OF OBLIGATIONS

The grantee is also responsible for ensuring that all obligations incurred under an award are liquidated (paid) within 30 days of the end of the period of support to coincide with the submission of the Final Report. If all obligations cannot be liquidated within the 30 days, a time amendment must be requested.

C. CHANGES IN PROJECT SCOPE

Project activities must be consistent (i.e., in the same spirit) with those approved for funding by M-AAA. Contact M-AAA immediately if changes are necessary.

D. CHANGE IN ARTISTS

If changes in artists or arts organizations identified in the application or proposal are necessary, the grantee must request an amendment. The amendment must include a short biography or description of the new artists or arts organizations involved. Requests submitted after the fact will not be approved. Prior approval is waived for changes in other key persons (e.g., executive or project directors) unless the award letter specifies otherwise.

E. BUDGET REVISIONS

All costs must be incurred within the period of support specified in this award document or an approved amendment is required. The budget cannot include overlapping costs (e.g., share any costs) with any other Federal award.

These minor changes in the project budget **do not** require written approval from M-AAA:

- transfers among direct cost line items; and/or
- elimination or addition of an allowable project cost that does not affect the scope of the award.

These significant changes in the project budget **do** require prior written approval from M-AAA:

- budget changes due to a change in the scope of the M-AAA-supported project; and/or
- adding permanent equipment, foreign travel, or indirect costs.

F. MATCHING

M-AAA cannot waive minimum matching requirements except under the most unusual circumstances. Such requests must be accompanied by a new budget that reflects the revised commitment to the project.



Having read Attachment C: Grantee Initial Here _____



MID-AMERICA ARTS ALLIANCE

Attachment D: Media Consent and Guidelines

Pictures are worth a thousand words when it comes to describing the beauty, impact and response to the projects and activities Grantees present. Furthermore, still and moving images reinforce all efforts to bring more resources not only to the projects and activities, but also to M-AAA's programs.

For helpful guidance on how to promote your organization and project, please refer to the [CFCE Grantee Resource Page](#) and [PR Toolkit](#).

COPYRIGHT

All photographs and digital media submitted to M-AAA presumes an assurance that the Grantee owns the copyright for said material. Furthermore, upon submission it is understood that M-AAA is permitted to use the images in its reports and publications, as well as in its meeting and web presentations. M-AAA will credit the images accordingly.

A grantee may arrange to copyright any materials developed from the work undertaken during the period of support without prior approval from M-AAA. For procedural information, contact: U.S. Copyright Office, Library of Congress, www.copyright.gov.

Unless otherwise specified in the award, M-AAA is not entitled to receive royalties from work supported or made possible by a grant or cooperative agreement; however, M-AAA retains a royalty-free right to use such work for M-AAA's purposes (e.g., the use of final report final products to document the results of M-AAA award programs), including placement on the M-AAA websites.

M-AAA strongly recommends that any publication resulting from an award be cataloged by the Cataloging in Publication Program of the Library of Congress before final printing. This method of cataloging enables libraries to acquire and process books quickly. Publishers ineligible for this program may be eligible for the Library's Preassigned Card Number Program. Entering these titles in a national bibliographic database leads to greater dissemination of publications. For procedural information, contact: Library of Congress, <http://www.loc.gov/publish/cip/>.

FORMAT

M-AAA accepts website links to photographs and/or digital media of Grantees activities and projects. We urge you to create space on the Grantee's website for said images in order to leverage these efforts as marketing and promotional tools. However, M-AAA recognizes this may not be an option for a number of reasons so the use of commonly accessed, user-friendly, internet interfaces such as YouTube, Vimeo, or Flickr links are reliable and relatively inexpensive alternatives. Grantees must maintain these links for the duration of the period of support and include website addresses/links in the final report.

CAPTIONS

M-AAA suggests the following caption information be noted in conjunction with photographs and digital media: Grantee name, city, state, date, title of activity or project, description of activity or project, name(s) of who is in the photograph or video, and the name of the photographer or videographer.

TIPS

- Be sure to confirm beforehand that the taking of photographs and video are allowed. There may be preferences regarding when or where or what type of photographs are shot. There may also be a limit on the duration of filming or ask for approval of the end product prior to being uploaded to the internet.
- If children are included in the picture, obtain or confirm consent from the parent and/or legal guardian to use the child's image.
- The most interesting photos are those in which the artist has direct interaction with their audience and/or students.
- Close-up shots of actively engaged people are highly recommended for more effective promotional and marketing purposes.
- Be selective in the photograph and digital media choices in order to literally and figuratively put the grantee's best face forward.

A blue DocuSign signature box containing the initials "CO". The box has a small "DS" in the top right corner.

Having read Attachment D: Grantee Initial Here _____



MID-AMERICA ARTS ALLIANCE

Creative Forces Community Engagement Grant: Interim Report At-A-Glance Worksheet

We at M-AAA understand that projects are ever evolving. Since the application deadline was in December 2021, the following information is requested to update the records we currently have on file.

Requests for changes in scope, location and timeline can be made at any time by email after the Interim Report is submitted.

The Interim Report form will be emailed to you directly by M-AAA staff. Below is an "at-a-glance" of the information that will be requested in that online form. The contents of this report are subject to change by M-AAA and NEA.

GRANTEE INFORMATION

1. Grantee Organization Legal Name. This is the grantee's name as it appears on the organization's Federal Employer Identification document.
2. Did the grantee organization expend \$750,000 or more in federal funding in its most recently completed fiscal year? (dropdown: yes/no) If "yes" upload the most recent A-133 single audit.
3. How many people sit on the grantee organization's board of directors? (If your organization does not have a board of directors, please enter "0".)
4. Choose all that describe the grantee's board of directors demographics (if applicable). (Multiple Select: Asian, Hispanic/Latino, Native Hawaiian/Other Pacific Islander, Black/African American, American Indian/Alaska Native, White, Not Sure, Not Applicable).
5. Choose all that describe the grantee's staff demographics (if applicable). (Multiple Select: Asian, Hispanic/Latino, Native Hawaiian/Other Pacific Islander, Black/African American, American Indian/Alaska Native, White, Not Sure, Not Applicable).
6. How many full-time staff were employed by the grantee in its most recent fiscal year? (enter a number)
7. How many part-time staff were employed by the grantee in its most recent fiscal year? (enter a number)
8. How many volunteer staff were utilized by the grantee in its most recent fiscal year? (enter a number)
9. How many contractors were utilized by the grantee in its most recent fiscal year (i.e. technology vendor, external accountant, 1099 artist contractor)? (enter a number)

PROJECT INFORMATION

10. Project Title
11. Project Start and End Dates

12. Describe any significant changes to the project since application submission. This includes changes such as the project scope, personnel and/or artists involved, and organizational or individual partners. (500 word limit)
13. Upload a revised budget if significant changes of more than 10% for any given line item has occurred since application submission. The project budget should reflect only those activities and associated costs that will be incurred between the project start and end dates and must meet the 1:1 matching requirement. (document upload)
14. Identify the project's primary intended organizational outcome. (Select one.)
 - Becoming a networked organization: building networks and partnerships that support the design, implementation, and evaluation of programs for military-connected participants leading to stronger outcomes for participants.
 - Strengthening capacity: building capacity to design, implement, and evaluate programs that meet the needs of military connected participants.
 - Increasing the value and impact of the arts: partnerships and activities lead to an increased understanding of the value and impact of the arts across local participating networks and communities.
15. Identify the project's intended organizational outcome for your partners. (Select one.)
 - Becoming a networked organization: building networks and partnerships that support the design, implementation, and evaluation of programs for military-connected participants leading to stronger outcomes for participants.
 - Strengthening capacity: building capacity to design, implement, and evaluate programs that meet the needs of military connected participants.
 - Increasing the value and impact of the arts: partnerships and activities lead to an increased understanding of the value and impact of the arts across local participating networks and communities.
16. Identify the service delivery model(s) being used. (Select all that apply.)
 - Ongoing class/other ongoing engagement: A class group, and/or ensemble that meets regularly for a distinct time period
 - Ongoing drop-in program: Ongoing, drop-in programs, such as an open-studio, where participation may or may not be consistent
 - Single event: Single event, such as a workshop, exhibition, or café, where individuals participate one time
 - Participant cohort performance: Participant exhibition or performance to showcase their work
 - Passive art engagement: Participants attend a performance, exhibition, etc.
 - Community building: Outreach within a community at large, targeting community members with a goal of improving connections between civilian and military-connected populations
 - Networking: Build organizational connections/networks to serve military connected populations
17. Identify the key implementation strategies for participant engagement. (Select all that apply)
 - Personalized connections: Participants make formal and informal connections with other participants.

- A participant cohort: Participants work together consistently for a predetermined time period.
- Participant leadership: Participants take on additional responsibilities/leadership opportunities (e.g., teaching a class, mentoring other participants).
- Therapeutic support: A therapist or other support is available to provide support; this may take various forms, such as onsite presence during the activity, on-call resource, or consulting to develop a concrete plan if concerns arise.
- Continuous, cohesive programming: Programming is ongoing, allowing participants to continue to develop their skills.
- Other (if selected, a text box appears: "You answered 'Other', tell us more.") (500 word limit)

PARTICIPANT INFORMATION

18. Approximately many participants will your project serve during the grant period?

19. Who are the intended beneficiaries/participants in the project? (Select all that apply.)

- Service Member: Active Duty
- Service Member: National Guard/Reserve
- Veteran
- Family Unit
- Spouse/Partner
- Children (age 0-18)
- Caregiver: Residential
- Caregiver: Clinical

20. What is the intended outcome for the beneficiary/participant? (Select one for each type of intended beneficiary/participant.)

- Creative Expression: Participants have a better understanding of themselves and others by creating or engaging with art.
- Social Connectedness: Participants have supportive relationships in their life and a sense of belonging to a community.
- Resilience: Participants feel they can rebound from stress, unexpected events, or life's challenges.
- Independence and Successful Adaptation to Civilian Life: Participants have both an individual and shared sense of purpose, as well as a positive self-worth, that support adapting and readjusting to civilian life.

21. Why were these beneficiaries/participants selected, and what need, if any, does this project address on their behalf? (500 word limit)

22. Do you have a formal outreach/recruitment plan? (dropdown: yes/no)

23. How will these participants be recruited to participate in the project? (500 word limit)

PROJECT COMMUNITY AND CAPACITY INFORMATION

24. Do you have research evidence to support program design and/or evidence of a local community need? (e.g. local needs assessment, academic literature review, research studies) (dropdown: yes/no)

25. What specific research evidence supports program design and/or what local community needs does your project address? List the top two.
26. Are there arts-and-military programs available in the project's service area? (dropdown: yes/no/don't no) If "yes", a text box appears: "You answered 'Yes', describe the programs and/or resources." (500 word limit)
27. Identify the extent to which a referral/recommendation process is in place between your organization and clinics, hospitals, and/or community arts organizations. (dropdown: Does not exist/In development/Exists)
28. Indicate whether your staff or organization has participated previously in training or other experiences that intended to develop an understanding of military culture. (dropdown: yes/no/have plans in place)
29. Indicate whether your organization or project partners have had training or direct experience that has increased their understanding of the value of the arts for organizations serving their community or military-connected populations. (dropdown: yes/no/have plans in place)
30. M-AAA and NEA are currently making preparations for a convening of grantees and other Creative Forces stakeholders to take place on January 30-31, 2023 at the NEA offices in Washington, DC. Travel support for up to two attendees to the convening will be provided by M-AAA and NEA. Would two people from your organization be able to attend this convening? (dropdown: yes/no/not sure)

If "yes", a text box appears: "Would your organization be interested in presenting an example of your work with military-connected populations at the convening? (dropdown: yes/no/not sure).
If "yes" a text box appears: "Describe what you would like to present." (500 word limit)
31. Do you have any key dates and/or public engagements related to this project that NEA/M-AAA can help elevate in the broader Creative Forces network? Please list and briefly describe them below. (500 word limit)
32. If there is anything more you would like to share with M-AAA staff regarding this project or the grant at this point, use the following text box to do so. (500 word limit)

Questions or concerns regarding this material?

Contact: Matt Aelmore, Grant Programs Coordinator

matt@maaa.org



MID-AMERICA ARTS ALLIANCE

Creative Forces Community Engagement Grant: Final Report At-A-Glance Worksheet

The information provided in this final report form will be used to report to Mid-America Arts Alliance, National Endowment for the Arts, and its funders.

Respond to narrative questions in the text fields provided below. Include "human interest" stories or other anecdotal information about the project within the narrative as appropriate.

At the end of the form you may upload copies of programs, reviews, relevant news clippings, playbills, evaluation materials, or other evidence of your accomplishments, including evidence of your acknowledgement of the National Endowment for the Arts and the Mid-America Arts Alliance support. Feel free to include relevant web links.

You may cut and paste the answer into the form from another document. Limit your response to fit the word limits (generally 500 words). To expand the size of the text box, drag the lines in the lower right corner down so you can see your narrative in full. Insert a space between paragraphs when possible. The contents of this report are subject to change by M-AAA and NEA.

GRANTEE INFORMATION

- Grantee Organization Legal Name
- Grant Number
- Grantee Primary Contact Person Information:
 - First Name
 - Last Name
 - Job Title or Artistic Discipline
 - Work Phone Number
 - Mobile Phone Number
 - Work Email Address

PART IA: PROJECT INFORMATION

1. Were you able to carry out ALL approved project activities? (dropdown: yes/no)
2. Describe the activities supported by this award. Please report solely on activities funded in this subgrant. These activities must be consistent with your application narrative, the approved project budget, and any approved grant amendments. (3,000 character limit)
3. What did this project accomplish and who benefited? List and describe key accomplishments of this project. Include any direct and indirect benefits/impacts that resulted from this grant. Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities). (3000 character limit)
4. Did the project encounter any events and/or circumstances that impeded your ability to conduct the project as planned? (dropdown: yes/no) If "yes" a text box appears: "Describe the nature of the challenge(s) and how you addressed them." (2000 character limit)

PARTNER INFORMATION (repeatable section)

5. What kind of partner did the project involve? (dropdown: individual/organizational/both)

6. Partner Legal Name (Organization's business name as it appears on its Federal Employer Identification Document or Individual's name as it appears on their Social Security Card)
7. Choose the category that best describes this partner's legal status. (select one)
 - College/University
 - Federal government agency*
 - For-profit company
 - Library
 - Local government agency
 - Individual-artist
 - Individual-nonartist
 - Media organization
 - Non-profit organization – other
 - Nonprofit arts organization
 - Nonprofit community organization
 - Private Foundation
 - Religious organization
 - School or School District (K-12)
 - State government agency
 - Tribal government agency
 - Other (if selected, a text box appears: "You answered "Other", tell us more.") (500 word limit)
8. Choose the type of institution or institutional affiliation that best describes this partner. (dropdown: select one)
 - Department of Defense Center/VA/Clinic
 - State/Local Arts Agency
 - Veteran/Military Assistance Agency/Organization
 - Website/Tech Organization
 - Not Applicable
9. Describe the nature of this partner's involvement. How did they advance or support the project? (700 character limit)
10. Did this partner contribute toward the 1:1 match for this grant (including cash and in-kind)? (dropdown: yes/no/not applicable)

PART IB: PROJECT CAPACITY

Reflect on the grant progress from the beginning to the end of the grant. Using the scales below, rate the progress made and write a narrative about what contributed to the progress.

PARTNERSHIPS

11. On a scale of 1 to 5, indicate the strength of your partnerships, overall, for this project. (5 point likert scale: not strong at all to very strong)
12. What contributed to this rating? Consider changes that occurred while carrying out project activities, as well as barriers. (2000 character limit)

MILITARY CULTURE

13. On a scale of 1 to 5, indicate the strength of your organization's understanding of military culture. (5 point likert scale: not strong at all to very strong)
14. What contributed to this rating? Consider the impact participants, partners, and organizations have had on your organization's understanding of military culture. (2000 character limit)

VALUE OF THE ARTS

15. On a scale of 1 to 5, indicate the strength of your organization's knowledge of the benefits arts can have on psychological and emotional well-being. (5 point likert scale: no knowledge at all to very knowledgeable)
16. What contributed to this rating? Consider how that knowledge resulted in changes for participants, partners, your organization and project activities. (2000 character limit)

ORGANIZATIONAL CAPACITY

17. On a scale of 1 to 5, indicate the extent to which your organization developed capacity (skills, knowledge, tools, or resources) to support military-connected individuals. (5 point likert scale: no change in organizational capacity at all to substantial increase in organizational capacity)
18. What contributed to this rating? Describe any changes in organization capacity. (2000 character limit)

PROGRAM DEVELOPMENT

19. On a scale of 1 to 5, indicate the extent to which the program will continue to develop or sustain after grant funding ends. (5 point likert scale: the program will end without grant funding, to, the program will continue to develop/sustain without grant funding)
20. What contributed to this rating? (2000 character limit)

PART IC: GRANTEE LEARNING

Reflect on the grant progress from the beginning to the end of the grant.

21. Did your organization develop a logic model? This may be a logic model specific to the Creative Forces project or a general logic model that includes the Creative Forces project. (dropdown: yes/no)
22. Did your organization collect data related to this project as part of measuring performance or an evaluation study? (dropdown: yes/no)
23. Briefly describe the best practices/lessons learned. (2000 character limit)
24. Did your organization release information about best practices/lessons learned? For example, did your organization share information through a conference presentation, a blog post, or a write-up about strategies, challenges, or outcomes? (dropdown: yes/no)
25. Can you share any documents or resources with the National Resource Center? (dropdown: yes/no)

PART IIA: PROJECT ACTIVITY DATA

Provide data for activities supported with this award (M-AAA and cost share funding) during the period of performance. Indicate the number of activities delivered. Leave blank any items for which actual figures/supportable estimates do not exist.

NOTE: This is a standard Final Descriptive Report question, and grantees from a wide range of grants are asked these questions. Some may not apply specifically to this project.

26. Number of Professional Original Works of Art Created (Do not include student works, adaptations, re-creations, or restaging of existing works.)
27. Number of Fairs/Festivals Held (Report media arts and film festivals in the Exhibitions field, not here. Do not break out fair/festival activities (performances, etc.) in other project activity fields.)
28. Number of Exhibitions Curated/Presented (Include visual arts, media arts, design, and film festivals. Count each curated film series as a single exhibition. An exhibition staged multiple times should be counted as one exhibition.)
29. Number of Concerts/Performances/Readings
30. Number of Arts Instruction Activities (Include classes, demonstrations, lectures, and other means used to teach knowledge of and or skills in the arts. A class taught over multiple sessions should be counted as one class. A class repeated for multiple audiences should be counted per audience.)
31. If you offered a class taught over multiple sessions, how many sessions were offered?
32. Indicate the arts discipline(s) involved in the project. (Select all that apply.)
 - a. Crafts
 - b. Dance
 - c. Design Arts
 - d. Folk/Traditional Arts
 - e. Humanities
 - f. Interdisciplinary
 - g. Literature
 - h. Media Arts
 - i. Multidisciplinary
 - j. Music
 - k. Non-arts/Non-humanities
 - l. Opera/Music Theatre
 - m. Oral Traditions
 - n. Photography
 - o. Theatre
 - p. Visual Arts
 - q. Other (if selected, a text box appears: "You answered "Other", tell us more.")
33. Indicate the number of activities delivered by arts discipline. Type "o" for any items for which actual figures/supportable estimates do not exist.
34. Are there non-arts related activities included in this project? (dropdown: yes/no) If "yes" a text box appears: "Describe the non-arts related activities included in this project."(500 word limit)

PART IIB: INDIVIDUALS BENEFITED

Provide data for individuals who directly benefited during the period of performance. Type "o" any items for which actual figures/supportable estimates do not exist. If not applicable, type "N/A"

35. Number of individuals who were paid in whole or in part with project funds:

- Artists
- Others (includes employees, temporary staff and contractors who did not work as artists on the project)

36. Of those who were paid with project funds, how many were hired (as employees, not contractors) by your organization during the project period as a result of this award?

- Artists
- Others

37. Identify the groups of military-connected individuals that directly benefited from engaging with your project's funded activities. (select all that apply)

- Service Member: Active Duty
- Service Member: National Guard/Reserve
- Veterans
- Family Unit
- Spouse/Partner
- Children (Age 0-18)
- Caregiver: Residential
- Caregiver: Clinical
- Other (if selected, a text box appears: "You answered "Other", tell us more.")

38. Provide an unduplicated count of how many military-connected individuals were served in each group. Type "o" for any items for which actual figures/supportable estimates do not exist.

- Service Member: Active Duty
- Service Member: National Guard/Reserve
- Veterans
- Family Unit
- Spouse/Partner
- Children (Age 0-18)
- Caregiver: Residential
- Caregiver: Clinical
- Other

"IN-PERSON" ARTS EXPERIENCE

39. Enter the number of people that directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. Do not count individuals who were primarily reached through television, radio, the Internet, or other media. Avoid inflated numbers, and do not double-count repeat attendees. Type "o" for any items for which actual figures/supportable estimates do not exist. If not applicable, type "N/A".

Indicate how many participated In-Person (active engagement in arts learning, making, interacting with arts or artists)

- Adult
- Children/Youth (Age 0-18)

Indicate how many attended In-Person (attending an arts event or visiting an arts site)

- Adult
- Children/Youth (Age 0-18)

VIRTUAL ARTS EXPERIENCE

40. Did your project use online or mobile components to engage audiences (e.g., podcasts, live web streaming, mobile applications, online videos/audio/games, e-book or e-reader downloads, distance learning, internet-based artworks, online collections/exhibitions, etc.)? (dropdown yes/no) If “yes” is selected a followup question appears: Select the “type” that best describes the technology used. (Select all that apply.)

- Podcasts
- Live web streaming
- Mobile applications
- Online video/audio/games
- eBooks or e-reader downloads
- Distance learning
- Internet-based artworks
- Online collections/exhibitions
- Other (if selected, a text box appears: “You answered “Other”, tell us more.”)

41. Enter an estimate of the total number of unique visitors who accessed these online or mobile components during the grant period. Do not include people who visited a website for unrelated content.

RECOMMENDATION AND REFERRAL PROCESS

42. To what extent is a referral/recommendation process in place between your organization and clinics, hospitals, and/or community arts organizations. (dropdown: does not exist, in development, exists).

43. Describe the reason for your answer to #42. (2000 character limit)

44. How many agencies make referral/recommendations?

45. What is the total number of referrals?

PART IIC. POPULATION DESCRIPTORS

RACIAL/ETHNIC GROUPS

46. Select all groups of people that your project intended to serve directly.

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- White
- Other Racial/Ethnic Group (if selected, a text box appears: “You answered “Other Racial/Ethnic Group”, tell us more.”)

- No Specific Racial/Ethnic Group

47. If your project focused on serving one or more racial/ethnic groups, then did it succeed in this objective? (dropdown: yes/no/not applicable)

AGE GROUP

48. Please select all age groups that your project intended to serve directly.

- Children/Youth (under 18 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No Specific Age Group

49. If your project focused on serving one or more age groups, then did it succeed in this objective? (dropdown: yes/no)

UNDERSERVED/DISTINCT GROUPS

50. Please select all groups of people that your project intended to serve directly.

- Individuals with Disabilities (physical, cognitive, sensory)
- Individuals in Institutions (living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- Individuals Below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- Other Underserved/Distinct Group (if selected, a text box appears: "You answered "Other Underserved/Distinct Group", tell us more.") (500 word limit)
- No Specific Underserved/Distinct Group

51. If your project focused on serving one or more underserved/distinct groups, then did it succeed in this objective? (dropdown: yes/no) If "yes", provide an estimate, if available, of the percentage that the group(s) represented in the total population served by this project. (enter %).

IIIA. ACQUIRED FUNDING

52. During the grant period, what additional funding did you receive that applied to this project? Provide the amount and a description of the funding.

- Total Federal Funding
- Federal Funding Description
- Total Matching Funds
- Matching Funds Description
- Total In-Kind Contributions
- In-Kind Contributions Description
- Total Other Funds
- Other Funds Description
- Total Acquired Funding (auto-calculated field)

PART IIIB. ADDITIONAL DOCUMENTS

53. Upload any additional documents that you believe describe your project this year (optional). Examples include: Sustainability Plan, Logic Model, Evaluation Plan, Best Practices/Lessons

Learned Documents, Referral Documents, other documents to share with National Resource Center.

PART IIIC. Geographic Location of Project Activity (repeatable section)

54. Venue Name, Street Address, City, State, Zip Code

55. Activity title and brief description

56. Start Date and End Date of activities at this Venue

57. Venue Accessibility

Provide information about the venue's accessibility. Select a response to each of the following statements: (dropdown: yes/no/not applicable) (If "not applicable" or "no" are selected, a text box appears: You answered, "Not applicable" or "No" to one of the statements above, please explain.)

- a. The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.
- b. The venue has ground-level entry, ramped access, and/or elevators.
- c. The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.
- d. The venue has signage at inaccessible entrances with directions to accessible entrances.
- e. The venue has a wheelchair accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.
- f. The venue has accessible emergency exits and audio/visual emergency alarms.

Questions or concerns regarding this material?

Contact: Matt Aelmore, Grant Program Coordinator

(816) 880-8115, matt@maa.org

The Grantee must retain all records regarding this project for three years.